

**CONSTITUTION OF THE UNIVERSITY CHAPTER
WEST VIRGINIA UNIVERSITY ALUMNI ASSOCIATION**

ARTICLE I.

Section 1. NAME

The name of this organization shall be the UNIVERSITY CHAPTER, West Virginia University Alumni Association.

ARTICLE II.

Section 1. PURPOSE

The purpose of this Chapter shall be to promote, by organized effort, the interests and welfare of West Virginia University. To encourage closer fellowship within the University community including alumni, students, employees, and friends of the University, and to cooperate as West Virginia alumni, in supporting and developing the civic and social activities of this community. This Chapter is formed as a nonprofit organization focusing on service, social, scholarship and student recruitment goals.

ARTICLE III.

Section 1. MEMBERSHIP

The chapter will consist of alumni and friends in Monongalia County, or individuals who show interest in West Virginia University.

Section 2. DUES

A minimum assessment of \$10 per individual will be charged to all members of the Chapter on a yearly basis. Specific dues amounts may be changed and voted on by chapter members at the first meeting of the new year to be held in July or August. Annual dues will be valid from July 1 to August 1 of the following year. This assessment will be used to defray operating and program expenses of the Chapter. All board members, officers, appointed positions, committee chairs and committee members must pay dues to hold such positions.

ARTICLE IV.

Section 1. BOARD OF DIRECTORS

The Board of Directors shall consist of ten (10) dues paying members elected at large, if the Chapter chooses to unitize this governing board.

Section 2. OFFICERS

The officers of the Chapter shall consist of President, Vice President, Secretary, and Treasurer. These officers shall be elected from within the Chapter.

Section 3. APPOINTED POSITIONS

The appointed positions of the Chapter shall consist of Social Chair, Membership Recruitment Chair, Scholarship Chair, Service Chair, Web Master and Historian. These positions may be filled on a volunteer basis. If more than one Chapter member volunteers for each position, the officers shall make the appointment decision.

Section 4. TERMS OF OFFICE

The term of office of Board members, chapter officers and appointed positions shall be one year. All Board members, chapter officers and appointed positions shall serve until new ones are elected. All Board members and chapter officers for reelection may succeed themselves. All appointed positions for reappointment may succeed themselves.

Section 5. ELECTIONS

The members shall elect the chapter officers and those comprising the Board of Directors at an annual meeting called for this purpose. This meeting should be held in March. The meeting may be held in conjunction with another activity, but the intention to hold elections must be clearly communicated to all members. All nominations will be taken from the floor.

ARTICLE V.

Section 1. DUTIES OF OFFICERS

(a) BOARD OF DIRECTORS

The President of the Chapter shall be chairperson of the Board of Directors. Meetings of the Board of Directors shall be called at the discretion of the President and the Secretary shall be responsible for reporting such meeting at subsequent Chapter meetings.

(b) PRESIDENT

The President shall preside at all meetings of the Chapter and act as an ex-officio member of all committees. The President, through the Secretary, shall be responsible for the calling of all regular and special meetings of the Chapter. The President shall be in frequent contact with all officers and assist them as needed. He/she is responsible for serving the chapter members with all reasonable requests.

(c) VICE PRESIDENT

In the absence or disability of the President, or at his/her request, the Vice-President shall be responsible for the appointment of all Committee Chairpersons (activities, media coverage and publicity, phone solicitation, registration, bus tour coordination, etc). If the office of the President becomes vacant, he/she shall become President until the next annual election.

(d) SECRETARY

The Secretary must keep all official minutes of the business meeting(s) of the Chapter. He/she shall post all chapter-meeting minutes by email and/or the web site no later than one week after the latest meeting. The Secretary shall give public notice of meetings of the Chapter via the Spirit, Dominion Post, E-News, Chapter list serve, etc. including a notice to the West Virginia University Alumni Association. The

Secretary shall design the Chapter newsletter and assist the President with other correspondence to Chapter members and members of the University community.

(e) TREASURER

This officer shall be responsible for all receipts and expenditures of the Chapter and shall cooperate and assist the Secretary and Membership Recruitment Chair with the records. The Treasurer shall be responsible for the collection of any dues. The Treasurer shall be responsible for making a financial report at the annual meeting of the Chapter. The Treasurer is responsible for all business contacts for which debt is due and ensuring that these debts are paid in a timely manner.

Section 2. DUTIES OF APPOINTED POSITIONS

(a) SOCIAL CHAIR

The Social Chair shall be responsible for coordinating social activities and promoting them throughout the Chapter and the community. This officer is also responsible for coordinating efforts to promote these activities.

(b) MEMBERSHIP RECRUITMENT CHAIR

The Membership Recruitment Chair shall direct all recruitment activities. Increasing chapter membership is his/her primary responsibility. Other responsibilities include keeping complete records of all potential and active members of the Chapter in the locality. The Membership Recruitment Chair shall secure this list from the West Virginia University Alumni Association and cooperate in every possible way with the Association to insure its completeness and accuracy. The alumni list shall only be used for Chapter and West Virginia University Alumni Association activities and elections, and shall never, under any circumstances, be released for outside commercial or potential commercial activities. An active Chapter roster will also be maintained and a copy furnished to Alumni headquarters as soon as such a base roster is devised. Chapters will provide updated material to main listings on a current basis.

(c) SCHOLARSHIP CHAIR

The Scholarship Chair is responsible for documenting policies and coordinating fund raising efforts for the Chapter Scholarship Fund. Acts as liaison between the Scholarship Planning Committee and the University Chapter Board of Directors and chapter officers.

(d) SERVICE CHAIR

The Service Chair shall be responsible for coordinating and organizing efforts to participate in events that promote the improvement of the chapter and the Monongalia County community. This position should also keep records of all community service hours performed by chapter members. He/she shall also be responsible for coordinating all student recruitment events.

(e) WEB MASTER

His/her primary responsibility is to keep the chapter homepage updated and supplied with current information. He/she will also coordinate with the Secretary to retrieve minutes and newsletters which will be posted via the Internet and updated in a timely manner.

(f) HISTORIAN

The Historian will be responsible for documenting Chapter events. This will include written as well as photographic documentation.

ARTICLE VI.

Section 1. NUMBER OF MEETINGS

At least two (2) Chapter meetings a year shall be held. At least one shall be designated as a business meeting.

Section 2. OTHER MEETINGS

Additional meetings, activities and social functions shall be held at the discretion of the President and/or Board of Directors. The number of meetings should be sufficient to carry out the purpose of the Chapter as outlined in Article II and to maintain the interest and enthusiasm of the members.

Section 3. NOTICE OF MEETINGS

Public notice shall be given of all meetings. Extensive media (radio, television, newspaper, email) coverage will be utilized whenever possible.

ARTICLE VII.

Section 1. AMENDMENT

This Constitution may be amended by a majority vote of Chapter members present at any duly called business meeting of the Chapter.

Section 2. ADOPTION

This Constitution was officially adopted and approved by a majority vote of the member in attendance at the first regular meeting of the Chapter held October 24, 2002 (date) in room G11 Woodburn Hall on the campus of West Virginia University (location).