

**Southern California Chapter of
the
LSU Alumni Association
By-Laws**

Approved and Adopted by the 2015-2016 Board of Directors

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of the
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Article I

Official Chapter Name

This organization shall be known as the Southern California LSU Alumni Association and its domicile shall be in Southern California.

Article II

Purpose and Powers

Section 1. The objects and purpose of the Chapter shall be to foster, protect and promote the welfare of Louisiana State University and its Alumni through the LSU Alumni Association.

Section 2. We are organized and operate in the State of California.

Article III

Membership

Any former student, whether a graduate or non-graduate, who attended the University for at least one semester and who was a student in good standing or any individual who supports the purpose of the Chapter and who lives in the geographical area of California or any other state is eligible for membership in the Chapter and may attain and/or maintain membership in the Chapter upon satisfying the financial obligation, if any, provided by the by-laws of the Association. It is designated that any individual who is a member of this Chapter who supports the purpose of the Chapter, but is not a former student shall be designated as an Alumnus-By-Choice.

Article IV

Officers

Section 1. The officers of the Chapter shall consist of, but not be limited to, a President, Vice-President, Secretary and a Treasurer, all of whom must be members in good

standing in the Chapter and shall perform the usual duties of such officers as stated in this Policy and Procedures Manual.

Section 2. The officers shall be elected annually, each for a term of one year, at a general meeting of the Chapter or by formal e-mail voting. The Policy Manual of the Chapter provides for a method of nominating candidates for said offices.

Within thirty (30) days after the chapter officers' election the names of the persons so elected shall be certified by the Secretary of the chapter to the Association Director in charge of the Chapter Program of the Alumni Association. Failure to hold an election or failure of the Secretary to formally certify to the Alumni Association the names of the officers so elected within thirty (30) days after the date scheduled for the general election, LSU Alumni Board of Directors are authorized to designate the officers of the Chapter for the succeeding year.

Section 3. At the time of his/her election, the President shall have been a member in good standing in the Chapter for one year and a member of the Board of Directors for one year.

Section 4. Any person being considered for the position of President or Vice-President must also be an active and contributing member of the LSU Alumni Association in Baton Rouge. All other officers shall be members in good standing in the Chapter at the time of their election.

Article V

Board of Directors

Board Members will be asked to participate in and chair committees as needed to organize the activities of the Chapter.

Section 1. The governing authority of this Chapter is and shall be a Board of Directors consisting of the Officers (President, Vice President, Secretary, Treasurer) of this Chapter and 4-7 Board members at large, including the Chapter's immediate Past President who shall service ex-officio. The 4-7 Board members at large must be members in good standing of the Chapter and will be elected annually for a term of one Chapter year, from crawfish boil to crawfish boil, at the general election of the Chapter. Between general elections, the President may appoint a Chapter member, in good standing, to a Board position with approval by the Board.

The Board of Directors is vested with authority to manage all of the business affairs of this Chapter; to determine membership dues; to receive, administer, and disburse all funds and to perform any other acts necessary or incidental to managing the business affairs of this Chapter.

Section 2. At a minimum there will be a Scholarship committee (appointed by the President) and a Nominating committee (as described in the Election of Officers).

Section 3. Meetings of the Board of Directors may be called at any time by the President, or by any three (3) members of the Board of Directors. Notice of the calling of any such meeting, however, must be given to all members of the Board of Directors prior to the time scheduled for such meeting.

Section 4. A majority of the members of the Board of Directors will constitute a quorum, and a majority vote (at least 51%) of those present will be required for the transaction of business. Voting, where applicable, will be allowed via e-mail and recorded by the Secretary in the minutes. Voting by proxy will not be permitted.

Article VI

Chapter Officers

Section 1. In the event of the resignation of the President, the Vice-President shall serve in the President's capacity until the next general election. In the event of the resignation of the Vice-President, the President shall appoint a Vice-President who shall serve until the next general election. In the event of the resignation of both the President and the Vice-President, the Secretary shall serve as acting President, and the Treasurer shall serve as acting Vice President until an election can be held in a reasonable amount of time, at which time a new slate of officers shall be elected. The acting President may choose to appoint temporary replacements for the Secretary and/or Treasurer at his/her discretion with the advice and consent of the Acting Vice-President, who shall not withhold said consent except as to the appointment of a temporary Treasurer.

Section 2. In the event it becomes necessary to remove a person from the Board of Directors, there must be a formal vote of the entire Board. The Secretary shall be responsible for the vote, including proper notice of the vote to all Board members. All Board members are required to vote and the vote will be counted and recorded by the Secretary. If the removal vote is to remove the Secretary, the Treasurer or Past President will preside over and record the vote.

Section 3. Reasons for removing an Officer, include, but are not limited to,

- a. Misuse of Chapter funds
- b. Misuse of Chapter name
- c. Signing contracts on behalf of the Chapter that obligate it to pay monies or perform activities without prior Board approval
- d. Intentionally going against this Policy and Procedure manual

Article VII
Dues

Dues shall be paid on an annual basis to the Chapter directly or through the Joint-Membership initiative. For the purpose of calculating dues, the fiscal year of the organization shall be from January 1st through December 31st. Dues shall be payable in the amount as set by the Board of Directors.

Article VIII
Voting Rights

Voting rights shall be accorded to members on the following basis:

- (A) Each individual paying dues on an individual basis shall have one (1) vote.
- (B) No member shall be allowed to vote by proxy.
- (C) No member whose dues are delinquent shall be entitled to vote.

Article IX
Chapter Funds

Section 1. Any expenditure of Chapter funds of over \$500.00 must be approved of by a majority of the Board through an in-person or e-mail vote and recorded by the Secretary.

Section 2. Profits, less approved expenditures, from the annual fundraisers are to be allocated to the LSU scholarship funds maintained by the Chapter. The Board will determine, after paying all expenses, the dollar amount available to be contributed for a given year.

Section 3. A chapter budget outlining the fiscal plan for the year should be prepared by the Treasurer and approved by a majority of the Board by August of any given year.

Section 4. If for any reason this Chapter should dissolve, all monies held in the bank accounts will revert to the Chapter scholarship fund and come under the control of the LSU Alumni Association in Baton Rouge.

Article X

Chapter Scholarship

Section 1. The funds for the Chapter's scholarship shall be maintained by the Treasurer. If financially able, the Chapter will contribute the profits from the annual fundraisers by October 1st of the respective year. The Scholarship Committee Chair will maintain contact with the Alumni Association Office to ensure the award is given to the selected student(s) each year, when applicable.

Section 2. The standards of the scholarship are those set by the LSU Alumni Association in Baton Rouge and the Chapter Board of Directors.

Section 3. All scholarship applicants will be asked to complete an application found on the Chapter website. All applications will be sent to the Scholarship Committee for review and award. The Chair of the Scholarship Committee will contact all applicants and let them know when the scholarship has been awarded. The Scholarship Committee Chair will contact LSUAA to verify the eligibility of applicants.

Section 4. The Scholarship Committee Chair will notify LSU of the name(s) of the scholarship recipient(s).

Section 5. The Scholarship Committee Chair will follow-up with scholarship recipient(s) at the beginning of each Academic Year to determine if the recipient(s) will be continuing at LSU.

Section 6. Each continuing recipient will be asked to complete a short re-application form each Academic Year. The Scholarship Committee Chair will confirm continuing recipient(s) to LSU each Academic Year. The Scholarship Committee will review the application and determine if the scholarship is to be extended for the upcoming year.

Article XI

Election of Officers

Section 1. The immediate Past President will chair the Nominating Committee for the purpose of electing the Chapter's Officers and Board members.

Section 2. Steps for the election of Chapter Officers and Board members:

- a. 4-5 weeks before the annual Crawfish boil an e-mail will be sent to all Chapter members, in good standing, to get nominations for officers and board member positions. Self-nomination is allowed.
- b. The Past President requests the name, contact information and position running for of all nominees. All nominees must be Chapter members in good standing.

- c. 2-3 Weeks before the annual Crawfish boil, the Past President will send an e-mail to Chapter members, in good standing, to have them cast votes for the nominees of each position.
- d. The new Officers and Board members are introduced to the membership at the annual Crawfish boil.
- e. Board Terms are from crawfish boil to crawfish boil.
- f. Incumbent candidates for office must also submit names for re-nomination and election to the Board of Directors.

Article XII

Chapter Website

Section 1. The chapter officers have elected to maintain a website in order to facilitate communication and education of members and the general public and to facilitate membership application.

Section 2. Each year, the Board will include the cost of maintaining the website in the annual budget.

Section 3. The purpose of the website is Chapter information only. It will not be used to post personal or private information.

Section 4. If the Board elects to sell advertising on the website to raise revenue, the rules and procedures must be added to this policy manual.

Section 5. Those companies and/or individuals that donate money or prizes to the annual crawfish boil or other fundraising functions can/will have their contact information added to the website as a sponsor and, where applicable, a link to their website will be added.

Amendments to the Policies and Procedures

These Policies and Procedures may be amended by a vote of the Board of Directors provided that an e-mail notice is given to the Board. Said notice shall state clearly that a Policy or Procedures change is proposed and the nature of the change proposed.

Article XIII

Chapter Officers

President

- Maintains contact with the LSU Alumni Association (LSUAA) Office in Baton Rouge and the other officers and directors of the chapter
- Attends all chapter events, when possible, or ensures Board Representation.
- Initiates meetings and directs the planning of activities
- Assigns responsibilities for individual duties or events to Chapter Board members and follow up on their progress
- Works with the other chapter officers to assure continuity between administrations
- Appoints appropriate coordinators for special projects as needed
- Represents the chapter at Leadership workshop on Baton Rouge campus when able
- Prepares and distributes notices and agendas for Board meetings.

Vice President

- Presides at meetings in the absence of the President
- Attends all chapter events, when possible
- Oversees assigned committees and reports progress to the President
- Works with other Board members to grow and maintain membership

Secretary

- Accepts membership applications, new and renewal, and updates the Chapter's alumni list and advises LSUAA of appropriate changes. Membership applications do not need to be kept more than 6 months
- Attends all chapter events, when possible
- Works with the President to communicate, in writing, with the Board, the membership and the LSUAA in Baton Rouge.
- Prepares and distributes of Board meetings
- Monitors all new members and keep records updated and e-mail lists current.

Treasurer

- Maintains the Chapter's finances and presents annual budget for approval
- Attends all chapter events, when possible
- Collects per person charges for chapter functions
- Pays all bills incurred by the chapter
- Prepares financial statements for submission to the Board
- Handles membership dues and renewals, sends membership applications to the Secretary.
- Records and maintains scholarship contributions and disbursement records.
- Maintains active PayPal account and Chapter's bank account

Board of Directors

Past President

- Guides new President
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- Attends all chapter events, when possible
- Acts as Chairperson of the Nominating committee as outlined in the By-Laws.