

**Bylaws**  
**of**  
**Southern University Laboratory School Alumni Association**

**CONTENTS**

**ARTICLE I Name and Title**

**ARTICLE II Domicile**

**ARTICLE III Purposes**

**ARTICLE IV Membership**

1. Member classification.
2. Membership Requirements.
3. Participation/Privileges
4. Financial Membership/Dues

**ARTICLE V Officers, Elections and Duties**

1. Elected Officers
2. Appointed Officers
3. Eligibility of Officers
4. Election of Officers
5. Nomination of Officers
6. Terms of Officers
7. Vacancies

**ARTICLE VI Executive Council and Committees**

1. Committees
2. Executive Council

**ARTICLE VII Meetings**

1. Regular Meetings
2. Executive Council Meetings
3. Quorum
4. Notification

**ARTICLE VIII Finances**

1. Budget
2. Contributions
3. Disbursements
4. Contracts
5. Financial Statements
6. Fiscal Year

**ARTICLE IX Amendments**

**ARTICLE I**  
**Name and Title**

The name and title of this organization shall be the **Southern University Laboratory School National Alumni Association**.

**ARTICLE II**  
**Domicile**

The domicile of this organization shall be 129 Swan Street, Baton Rouge, LA 70813.

**ARTICLE III**  
**Purpose**

The purpose of the Southern Lab Alumni Association shall be to:

1. raise funds to support Southern University Laboratory School
2. provide scholarships to deserving students who are attending or will attend Southern University Laboratory School
3. inform prospective students of the advantages of attending Southern University Laboratory School
4. create a network for former Southern University Laboratory School attendees
5. foster a spirit of cooperation and fellowship between Southern University Laboratory School and its former students and graduates
6. promote the welfare of Southern University Laboratory School

**ARTICLE IV**  
**Membership**

Section 1. Member classification. The members of this Association shall be classified as either of the following:

- a. Regular
- b. Life
- c. Associate

Section 2. Membership Requirements. To qualify for Regular or Life membership, one must have attended Southern University Laboratory School for at least one school session and have paid the applicable dues prescribed in Article IV Section 4 of these Bylaws.

Section 3. Participation/Privileges.

- a. The privileges and courtesies of membership shall be afforded upon payment of dues as established in Article IV Section 4 of this document.
- b. In matters related to policy setting and interpretation, financial matters, Bylaw amendments and election of officers, each Regular or Life member, in good financial standing, shall have one vote.
- c. Associate members shall have no vote in any matter outlined in Article IV, Section 3, Part b.
- d. Each member shall have one vote in matters not covered in Article IV, Section 3, Part b.

Section 4. Financial Membership/Dues. The dues for membership shall be as follows:

- a. Regular membership shall be established with a payment of \$25 each fiscal year.
- b. Life members shall be established with a single payment of \$250.
- c. There shall be no financial requirement for associate membership. Thus, associate members shall not be considered financial members nor shall associate members be considered a part of the financial/voting body of members.

**ARTICLE V**  
**Officers, Elections and Duties**

Section 1. Standing Officers. The Standing officers are to ensure that the Southern University Laboratory School functions within the expectations of Southern University, Southern University Laboratory School and the Southern University Laboratory School Alumni Advisory Board.

- a. Southern University Laboratory School Director.
- b. Southern University Laboratory School Director of Development and Advancement
- c. Advisory Board Liaison.

Section 1. Elected Officers. The elected officers of this Association and their associated duties shall be as follows:

- a. President. The President shall preside over all meetings of the Association and the Executive Council. The president shall appoint all appointed officers, lend leadership to the activities of the Association and shall serve as an ex-officio member of all committees. The President may call special Association or Executive Council meetings and shall perform such other duties as usually pertain to this office.
- b. Executive Vice President. Shall preside in the absence of the President and assist in any way the President deems necessary
- c. Recording Secretary. The Recording Secretary shall record and transcribe the minutes of the official meetings as defined in Article VIII. The recording secretary shall also be the custodian of all association records. The Vice President shall submit a documented Minutes of each meeting to the Executive Board monthly.
- d. Chaplain. The Chaplain or the Chaplain's designee shall open and close Association meetings with invocation and shall be responsible for this service at all other Association functions.
- e. Parliamentarian. The Parliamentarian shall be responsible for ensuring that the meetings are conducted in accords with the Bylaws of the Association and Roberts Rules of Order for matters not covered in the Bylaws of the Association. The Parliamentarian shall also be the custodian of the Bylaws of the Association.
- f. Vice President of Membership. The Vice President of Membership is responsible for keeping and accurate account of all members and ensure the organization has accurate and complete contact information for each member. The Vice President shall submit a report on Membership monthly to the Executive Board.
- g. Vice President of Events. The Vice President of Membership is responsible for working with each annual event Chairperson to ensure that events are carried out efficiently and within the expectations of the Executive Board. The Vice President shall submit a report on Events monthly to the Executive Board.

Section 2. Appointed Officers. Each appointed officer shall be named by the President. The appointed officers of this Association and their associated duties shall be as follows:

- a. Treasurer. The Treasurer shall accurately and timely, account for and report all collected and disbursed monies belonging to the Southern University Laboratory School Alumni Association and as outlined in the Financial Handbook.
- b. Financial Secretary. Collect all funds, inclusive of any and all organizational activities where monies are collected maintaining a record of collections, providing receipts of those collections, and transferring funds or monies collected to the Chapter Treasurer for depositing in the appropriate chapter bank account within the Southern University Foundation as outlined in the Financial Handbook.

- c. Legal Advisor. The Legal Advisor shall review and approve all written contracts prior to said contracts being signed by the President and Vice President of Finance. The Legal Advisor shall also render to the Association expert guidance as necessary in all legal matters.

Section 3. Eligibility of Officers.

- a. To serve as any officer, one must:
  - 1. be a graduate of Southern University Laboratory High School;
  - 2. be a financial member of the Southern University Laboratory School Association at the time of the nomination;
  - 2. be a financial member of the Southern University Laboratory School Association throughout their term in office and must pay required dues by the second meeting of each fiscal year;
  - 3. associate members of the Southern University Alumni Federation Houston Association shall not hold any office;

Section 4. Election of Officers.

- a. Officers shall be elected at the last official meeting of every second fiscal year
- b. Voting shall be accomplished by secret ballot.
- c. Members must be financial 30 days prior to the election of officers to vote.
- d. Financial members must be present to vote or may vote by proxy.
- e. To vote by proxy, signed mailed ballots shall be counted if and only if it is received as required by the rules set forth by the nomination committee at the meeting preceding the election. These absentee voting rules shall be disseminated to all financial members 8 weeks before the election.

Section 5. Nomination of Officers.

- a. A nomination committee appointed by the President, in the meeting 5 months preceding the election, shall coordinate the nominations.
- b. Nomination committee members must be financial members and may not be nominated for any vacant office.
- c. Nominees shall be named and confirmed at the meeting 3 months preceding the election.
- e. No one individual may be nominated to serve more than one office.

Section 6. Terms of Officers. Officers shall be elected for a term of two fiscal years. Officers shall be eligible for re-election upon the completion of each term. Officers may not serve in any one position for more than three consecutive terms.

Section 7. Vacancies. All vacancies, whether caused by resignation, death, or otherwise, may be filled by the affirmative majority vote of any nominee named at the meeting immediately preceding the announcement of the vacancy. Any executive council office shall be considered vacant by abandonment should the current officer be absent for any 3 consecutive meetings without sending a report or a substitute. Vacancies by abandonment must be affirmed by a two-thirds majority vote of the Executive Council Members.

**ARTICLE VI**  
**Executive Council and Committees**

Section 1. Committees. Committees shall be a group of two or more members focused on the development and or execution of a concept or activity of the Southern Lab Alumni Association.

- a. A financial member of the Association must chair committees.
- b. Committees may be created by the President.
- c. Committee chairpersons shall be appointed by the President.

Section 2. Executive Council. The Executive Council shall be composed of the following members of the Southern Lab Alumni Association:

- a. Standing Officers
- b. Association Officers
- c. Standing Committee Chairpersons

Section 3. Standing Committee Chairpersons.

a. The Standard Committee Chairpersons shall include only the chairpersons of the following committees:

1. Finance Committee
2. Annual Walk Committee
3. Annual Tailgate Committee
4. Scholarship Committee
5. Annual Gala Committee

b. Standard Committee Chairpersons shall be invited to Executive Council meetings as needed.

**ARTICLE VII**  
**Meetings**

Section 1. Regular Meetings. Regular meeting shall be held on the second Monday of each month.

Section 2. Executive Council Meetings. Executive Council Meetings shall be held on the first Monday of each month and shall be called at the discretion of the President or a combination of three Vice-Presidents.

Section 3. Quorum. The members present as follows shall constitute a quorum:

- a. Executive Council Meetings – For a quorum to exist at an Executive Council Meeting, 66% of the Executive Council members must be present.
- b. Regular Meetings – For a quorum to exist at any regular meeting, 10 financial members must be present.

Section 4. Notification. The notification requirements for all meetings are as follows:

- a. Executive Council Meetings – Notification for Executive Council meetings must be sent to each Executive Council member 10 days in advance of the meeting and the meeting notice must include an agenda.
- b. Regular Meetings – Notification of regular meetings must be sent to each financial member 10 days in advance of the meeting.

## **ARTICLE VIII Finances**

- Section 1. Budget. The annual operating expenses shall be set forth in a budget to be adopted at the second annual meeting of the fiscal year. Budgets or budget adjustments submitted after the second annual meeting are subject to the approval of a majority vote of the financial body or Executive Council. Out-of-budget expenses incurred for Association business shall be reimbursed only if proper financial documentation is provided, and if the Executive Council or financial body agrees, by majority vote, that the expense was reasonable and necessary. Expenses incurred for Association business without adoption or majority vote of the financial body or Executive Council shall be considered a donation.
- Section 2. Contributions. All contributions shall be recorded and immediately transmitted to the Alumni Association account at the Southern University Foundation.
- Section 3. Disbursements. Both the President and the Treasurer or both, the Executive Vice President and the Treasurer must approve all disbursements prior to the release of Association monies. No other member acting alone or in collusion with any other member shall have authority to disburse Alumni Association funds. Disbursements must be approved by adoption of a budget or through a majority vote of the financial body or the Executive Council prior to the release of Association funds. There must be financial documentation (i.e., invoice, statement of account, contract, . . . etc.) to support each disbursement.
- Section 4. Contracts. All contracts must be reviewed and permitted by Legal Advisor. After the approval of the Legal Advisor, signatures of both Treasurer and the acting President must be secured on any contractual document to legally bind the Alumni Association to any agreement. No other member acting alone or in collusion with any other member may legally bind the Alumni Association to any agreement or contract. Contracts must be accepted by a majority vote of the Executive Council.
- Section 5. Financial Statements. Reconciled Financial statements defining the financial position of the organization as of the close of the previous calendar month shall be disbursed, read and accepted at each regular meeting.
- Section 6. Fiscal Year. Each fiscal year shall start on January 1 and end on December 31.
- Section 7. Communications. No communication shall be sent on from this Alumni Association without the approval of the Corresponding Secretary, Legal Advisor, and President or Executive Vice-President.

## **ARTICLE IX Amendments**

These Bylaws shall be amended at any regular meeting by a two-thirds majority vote of the financial members present at said meeting. Notice must be sent to each financial member at least 45 days prior to any meeting in which any Bylaw amendment(s) is/(are) to be voted upon.