

By-laws of the UL Lafayette Honors Programs Alumni Chapter

Article 1. Name and Description

1.1 The organization shall be named the University of Louisiana at Lafayette Honors Program Alumni Chapter. It will be an official chapter of the UL Lafayette Alumni Association, operating under the Association's 501c 3 non-profit designation.

Article II. Purposes

2.1 The Honors Program Alumni Chapter will serve the following purposes:

- promote fellowship among those alumni in the Honors Program
- encourage membership and participation in the UL Alumni Association;
- assist Honors Program alumni and students in networking with others;

Article III. Membership

3.1 Membership shall be open to any alumni who is a graduate or former student of the University of Louisiana at Lafayette and alumni of the Honors Program. UL Alumni Association Loyalty Fund donation/membership is requested.

Article IV. Administration

4.1 Board of Directors. The chapter will be governed by a board of directors composed of currently elected officers. Board members must be current paid members of the UL Alumni Association.

4.2 Officers. The chapter officers should be a president, a vice president, a secretary and a treasurer. It is recommended that the club appoint a social media chairperson in instances where one is needed. These duties could be fulfilled by the president or secretary.

4.3 Meetings. The board will meet at such times and places as it deems necessary to conduct chapter business. The presence of three board members will constitute a quorum.

4.4 Duties of Officers.

The *President* will preside over all meetings of the Chapter and will appoint members to committees and serve as primary point of contact with the Alumni Association, other alumni chapters, the Honors Board, and university leadership.

The *Vice President* will oversee activities related to building membership, oversee fellowship, special events, fund raising and other special projects of the chapter. The Vice President will serve in the role and function of President in the absence of the President.

The *Secretary* will record the proceedings of all internal affairs including meetings and will keep all records and correspondence necessary to the chapter, except financial records.

The *Treasurer* will be responsible for the chapter's financial transactions, including collection of fees and payments of bills approved for payment by the board and will keep the financial records of the chapter.

The *Community Liaison* will oversee all public external communications including all forms of outreach and implement marketing strategies to promote the growth of the organization in conjunction with the Vice President.

4.5 Term of office. All officers and board members will serve from September 1 through August 31 of the following year. All board members serve two-year terms, with a potential to serve a third year if the member moves to a new position not previously held.

Article V. Elections

5.1 Each spring, a general membership meeting will vote on the roster of officers and board members nominated by the board. Ideally, that meeting will coincide with the Honors Program Alumni Chapter Spring Social, which normally takes place in late April or early May. The chapter members in attendance at this meeting can nominate other officers from the floor. However, normally officers will succeed each other in the process described below.

5.2 Rotation of offices. On a suggested annual rotation, the vice president will automatically be nominated to succeed the president; the secretary will automatically be nominated to succeed the vice president. The current officers will nominate a board member to succeed the treasurer and will nominate a current member to fill the vacancy on the board. The resulting nominees will be mailed by the chapter secretary to the membership at least two weeks in advance of the spring general membership meeting. As described in section 5.1, chapter members can be nominated from the floor at the general membership meeting to oppose these “automatic rotation” nominees. The Majority vote of the members present at the general membership meeting will elect the slate of officers. Those elected in the spring begin their term of office September 1. Only those members who are active paid members of the UL Alumni Association may vote.

5.3. Board vacancies. The President may recommend for Board approval a qualified member of the chapter to fill the unexpired term of any officer or board member who vacates his or her office during the year.

Article VI. General meetings

6.1 The chapter will hold a minimum of one event per year which is open to all members. Two events are preferable, one in the fall and one in the spring. A spring general meeting/election will be held as described in section 5.1.

6.2 The board may hold special meetings and social gatherings during the year at a time, place and function to be determined by the board.

Article VII. Committees

7.1 The board may create standing committees to further the mission of the chapter. The chapter President shall appoint members to these committees.

7.2 The President may appoint one or more special (ad hoc) committees to undertake specific charges.

Article VIII. Amendments

8.1 Any proposed amendment to these bylaws, after being submitted in writing by a chapter member and approved by the board, shall be mailed to the chapter membership at least two weeks in advance of the spring election meeting, at which time the amendment will be voted on.

8.2. A two-thirds majority of the chapter members present at the spring election meeting is required to adopt any proposed amendment.

Article IX. Ratification

We the undersigned members in good standing of the University of Louisiana at Lafayette Alumni Association do hereby formally adopt the above Bylaws and bind ourselves to be governed by their provisions.

THUS DONE AND SIGNED on this XXth day of XXXXXXXX, 20XX.

XXXXXXXXXX, President

John Claude Arceneaux, Club and Chapter Staff Representative

APPROVED BY THE UL LAFAYETTE ALUMNI EXECUTIVE BOARD on this XXth day of XXXXXXXX, 20XX.

Troy Hebert, Alumni Association President

Bridgit Chaisson, Chair of Clubs and Chapters

Jennifer LeMeunier, Alumni Association Executive Director