

Human Development Alumni Chapter Constitution

Additions/ Deletions

ARTICLE I. Name

Section 1. The name of this organization shall be: **The HUMAN DEVELOPMENT ALUMNI CHAPTER** hereafter referred to as HD Alumni Chapter (HDAC).

ARTICLE II. Mission Statement

Section 1. The primary mission and purpose of the Human Development Alumni Chapter is to provide a continuum of support for, and communication between, the CSUSM Human Development graduates. This chapter will provide an equally supportive and positive environment in which every member has the opportunity to continue to grow within the Human Development field. Through community interaction, social events and philanthropic opportunities, members can progress their consciousness and knowledge of human development issues.

The HUMAN DEVELOPMENT ALUMNI CHAPTER welcomes all graduates regardless of gender, race, or beliefs provided each member meets the membership requirements of the chapter, as mentioned in its constitution.

Article III. Affiliations

Section 1. The organization is affiliated with California State University San Marcos, and The Human Development Club.

Article IV. Membership

Section 1. Graduates of California State University San Marcos, with a degree in Human Development.

Section 2. To be considered a member, one must be an active California State University Alumni.

Section 3. Voting privilege is restricted to Human Development Alumni Chapter members.

Section 4. All members must at least have completed, or in their final semester prior to completion, of their bachelors degree in Human Development at California State University San Marcos, before being considered a member.

Section 5. Membership in the organization will not be denied to anyone on the basis of race, religion, national origin, age, sex, disability, veterans status or sexual orientation, except as sanctioned by law(California Administrative Code, Title V, Section 41500: Education Amendments of 1972, Title IX.).

Section 6. There shall be no hazing.

ARTICLE V. Organization

Section 1. ~~The officers of the organization will be a President, a Vice President, a Secretary, and a Treasurer.~~ Board of Directors will consist of elected officers and appointed directors as set forth in Article VI. Each officer and director will serve a one year term, unless the term is interrupted.

Section 2. Should any seat become unoccupied, the President will be responsible for dividing up that office's duties among the other officers. Should the office of President be unoccupied, the remaining officers are responsible for that office's duties. All members must be promptly notified of the upcoming election, to fill the unoccupied office.

Section 3. All officers of the organization must be Human Development graduates of California State University San Marcos.

Section 4. At least one officer must be present at all board meetings. Any officer that is unable to attend a board meeting is responsible for acquiring missed information. Members are welcome at board meetings, but are to be inactive. If a member wishes to have something communicated at the meeting, he/she must submit a written request to an officer. All board meeting notes will be posted on the organization website.

ARTICLE VI.

Section 1. The PRESIDENT is responsible for meeting logistics, reviewing new committee requests, awareness of organization happenings/ issues, and communicating regularly with officers. The President is required to attend important alumni and/or university meetings. If the President is unable to attend an important event, it is their responsibility to find a replacement.

I. General Duties

a. ~~Club~~ Leadership

1. Provide role model of integrity, humility, positive attitude, and a teamwork mentality.
2. Convey the organization's goals and objectives to the members.
3. Encourage active involvement in the organization, by providing tasks to any members that are interested.

b. ~~Club~~ Meetings

1. Organize the place, date, and time of meetings.
2. Inform all members of meeting information at least two (2) weeks prior to the actual meeting date.
3. Ensure that at least one (1) officer will be present at the meeting.

4. Ensure that the officer of the meeting is aware of the meeting process and procedures.

II. Specific Duties

- a. Following election and prior induction or start date
 1. Plan a meeting with the preceding President, for orientation and to receive organization materials/ documents.
 - (a) The materials/documents should contain meeting notes, list of current members, organization budgets/finances, log of organization's activities, list of committees (if applicable), and any other helpful resources.
 2. Make sure all business from the previous year is complete. This includes making sure all accounts are up-to-date, and all documents are submitted.
 3. Familiarize yourself with the organization.
 4. Communicate with advisors and officers on plans for the upcoming year.
- b. Beginning of term and through the term:
 1. Make sure the organization meets all ~~AST, SRT~~, Alumni Association and University requirements to be recognized.
 2. Evaluate member and organization ideas and interests for involvement.
 3. If possible, plan an event for all members to get acquainted early in the year.
 4. Assign members to projects of interest. This may or may not be a special committee.
 5. Keep a list of important dates, deadlines, events, etc.
 6. Plan meeting places, times, and dates.
 7. Evaluate budget, and need for fund raising. Plan fund raising events.
 8. Stay connected with the University President of Alumni Assoc., and President of the University. Discuss interest in collaborative events, meetings and common organization's goals.
 9. Be the Human Development Alumni's primary representative.
 10. Make sure the new officers and directors have all materials documents needed to fulfill their position.

Section 2. The VICE PRESIDENT will act in place of the President in his/her absence. The Vice President should be aware of the President's duties and involvement.

I. The Vice President duties include:

1. Plan meeting with preceding VP for orientation and to receive organization materials/documents.

- (a) Materials and documents should include list of members, log of programs and events/activities, instructions to obtain facilities, list of committees (if applicable) and, if necessary, any other helpful resources.
2. Perform President's duties, in the President's absence.
3. Help plan events/meetings. This includes locating a facility, communicating needs to officers, and tracking logistics of special events.
4. Communicate important information, to the Secretary, to be posted on the website.
5. Aid Secretary in getting important documents completed and/or submitted.
6. Communicate, as needed, with the President, Board members, and advisors.
7. Organize the logistics of the elections.
8. To serve as requested by President.

Section 3. The SECRETARY is responsible for logging all the meeting notes, recording all organization business, handling the organization's mail, and posting meeting notes on the organization's website.

A. The Secretary duties include:

1. Plan meeting with the preceding Secretary for orientation and to receive organization material/documents.
 - (a) Materials and documents should include list of membership, registration documents, logged notes from previous meetings, log of programs and activities/events, and any items needed for the organization's operation, and any other helpful resources.
2. Log the minutes of all meetings.
 - (a) Post meeting notes on the organization's website.
 - (b) Keep track of member attendance at meetings and events.
3. Create list of important business organization matters.
4. Keep an accurate account of all committees.
5. Have responsibility for of all the organization's documents, which other officers or advisors are not responsible for.
6. Handle all organization mail.
7. Have a current list of, and update, all member e-mail addresses.
8. Notify all advisors, board members, and members of the date, time and place of meetings and elections at least two (2) weeks prior to the actual date. Also, notify all advisors, board members, and members of all organization activities and events as early as possible. Meetings, elections, and activity/event information should be posted on the website.
9. To serve as requested by President

Section 4. The TREASURER is responsible for the organization's budget and finances

which includes providing a quarterly financial report to all members and responsible for the organization's fiscal matters.

A. Treasurer's duties include:

1. Plan a meeting with the preceding Treasurer to receive the organization materials and documents.
 - (a) Materials and documents should include any important document necessary for the organization's operation, previous and current budget, and any other helpful resources.
 - (b) A separate notebook of the organization's financial records should also be turned over. Records should contain all information regarding collection and disbursement of the organization's funds.
2. Discuss information regarding the organization's finances and confirm your signature on the organization's bank account(s).
3. Discuss and/or create budget with organization members.
4. Be responsible for paying bills on time, and disbursing funds when needed.
5. Communicate fiscal matters with the officers regularly, and provide an end-of-the-year report. The financial records should be updated regularly, and should be kept in a safe, secure location at all times.
6. Make sure all fiscal matters from the year are complete before the end of the office term. Plan a meeting to hand all materials/documents over, and change the signature on the organization's bank account(s).
7. To serve as requested by President.

Section5. The DIRECTOR OF MEMBERSHIP is responsible to report to the Board of Directors the size of membership.

A. Director of Membership duties include:

1. Oversee the development of member's benefits.
2. Oversee the recruitment of Association and Chapter Members.
3. Obtain accurate member list from the Director of CSUSM Alumni Relations.

Section6. The DIRECTOR OF COMPLIANCE is responsible for reporting inconsistencies of the organization's constitutional bylaws.

A. Director of Compliance duties include:

1. Overseeing elections and Board Meetings, insuring compliance with the organizations bylaws.
2. To serve as requested by President.

Section7. The DIRECTOR OF CAMPUS AND COMMUNITY LIAISON is responsible for overseeing that the organization's image is properly protected.

A. Director of campus and community liaison duties include:

1. To promote a positive publicity for the organizations activities, privileges, and services.
2. To cultivate the media and develop promotional literature for the benefit of the organization members.
3. To oversee communication to our members about activities, privileges, and services.
4. To serve as a liaison with the University, and alumni related matters.
5. To serve as requested by President.

Section 8. Resigning from an office must be done in writing. If any officer or director is performing their duties inadequately and/or is absent for more than 3 meetings, a majority vote of officers and advisor(s) can vote him/her out of office.

ARTICLE VII. Elections

Section 1. Human Development Alumni members may either volunteer or be nominated for an officer position. A nominee has the right to either accept or not accept a nomination. Members can be nominated up to two weeks prior to an election. An alumni advisor, officer or board member will count the votes, and communicate the results to the rest of the organization members.

Section 2. Elections will take place during the first week of ~~December~~ June, of each year. Each member will be notified of the exact date of the election at least two weeks prior to the election date.

Section 3. Members will cast their vote either in person or by absentee ballot. Absentee ballots may be in the form of e-mail or other online capabilities, such as the organizations website. Members will be notified of the voting procedures at least two weeks prior to the election date.

Section 4. Only registered members may vote.

Section 5. Each office will be elected by a majority vote.

ARTICLE VIII.

Section 1. Elected officials will start in their position either on the 2nd Monday in ~~January~~ June, or immediately after the induction. If the organization intends on having a formal induction, all elected officials and members will be notified. If an induction ceremony occurs, the 2nd Monday in ~~January~~ June will be a null start date.

ARTICLE IX.

- Section 1. General meetings, board meetings, and any other meetings will occur as needed. The time and place of each meeting will be determined by the officers and/ or members. The officers and directors will communicate, via e-mail or organization website, the meeting place(s) and time(s).
- Section 2. Quorum must be met in order to hold an official meeting and/or conduct a vote on any matter.
- Section 3. The PRESIDENT, Board, and/ or advisor(s) have the ability to call meetings.
- Section 4. The SECRETARY will inform members of meetings via e-mail, phone or post on the organization website.
- Section 5. If the majority of members are not present at a meeting, the SECRETARY must communicate the business conducted at the meeting. The Secretary will do this either via e-mail, or by posting the meeting notes on the organization website.
- Section 6. The parliamentary authority of the organization will be Robert's Rules of Order.
- Section 7. Each member is responsible for their level of involvement in the organization. To be considered an active member, one must be involved in one event a year and vote in the annual officer election(s).
- Section 8. If an officer or board member is unable to fulfill their duties for an event or meeting, it is their responsibility to find a replacement in their absence. The replacement is expected to complete and fulfill any duties expected of the original member.

ARTICLE X. Committees

- Section 1. The PRESIDENT, board members, and advisor(s) have the ability to create, and name, committees and committee chairpersons.
- Section 2. There are no established committees at this time.

ARTICLE XI. Fees

- Section 1. Members are required to pay a ~~\$15.00 annual fee allocated to the HD chapter,~~ in addition to CSUSM Alumni fees.

ARTICLE XII. Constitutional Amendments

- Section 1. This constitution may be revised, or modified, by the original creators, board members, and/ or majority vote of the organization's members.
- Section 2. Any member can propose an amendment. A written proposal must be sent to the

Secretary. The Secretary must notify all officers, Board members, and advisor(s) within 7 days of proposal submission. The officers will decide on the voting method, day, and time. Notification of voting method, day, and time must be sent to all members at least 2 weeks prior to the actual voting date.

Section 3. A two thirds majority vote is needed to adopt an amendment. The two thirds majority is based on all members that participate in the election.

Section 4. Amendments are effective immediately after a majority vote.

Created by Dayleen Coleman and Kim Gerardi: April 2005

Approved Amendment Dates:

June 2006