

**THE UNIVERSITY OF MARYLAND EASTERN SHORE
SOUTHEASTERN VIRGINIA ALUMNI CHAPTER
(UMES SEVA)**



**CONSTITUTION AND BYLAWS
Revised April 1, 2021**

CONSTITUTION

ARTICLE I

Name

Section 1: University of Maryland Eastern Shore, Southeastern Virginia Alumni Chapter herein after referred to as “UMES SEVA Alumni Chapter.”

ARTICLE II

Purpose

Section 1: The purpose of the UMES SEVA Alumni Chapter is to serve and add value to the University of Maryland Eastern Shore, its students, fellow alumni, and associates.

Section 2: While the UMES SEVA Alumni Chapter is open to all who are eligible for membership, the target areas for membership is southeastern Virginia (Carrollton, Franklin, Smithfield, Chesapeake, Hampton, Newport News, Norfolk, Portsmouth, Yorktown, Williamsburg, Richmond and bordering cities and counties in North Carolina (Gates County, Outer Banks, Ahoskie, Elizabeth City, Murfreesboro.

ARTICLE III

Organization

Section 1: The UMES SEVA Alumni Chapter shall be a constituent and subordinate unit of the University of Maryland Eastern Shore National Alumni Association (UMES NAA), subject to the general authority and jurisdiction of the UMES NAA and their executive board.

Section 2: The UMES SEVA Alumni Chapter will consist of an executive board along with alumni, associate, and honorary members.

Section 3: The officers of the UMES SEVA Alumni Chapter, at minimum, will consist of a President, Vice President, Treasurer, Financial Secretary, Recording Secretary,

Parliamentarian, and Sergeant at Arms. Other positions that can be filled are Correspondence Secretary, Historian, and Chaplain.

- Section 4: All officers once elected by way of majority vote, will serve a term of two (2) years and may be eligible for re-election to a second consecutive term in the same office. The term of office shall be effective July 1 of the election year and once The candidate takes the oath of office. The term of office shall expire on June 30th of the election year and at the installation of the newly elected officer.
- Section 5: The installation shall occur at the June meeting of the election year.
- Section 6: The UMES SEVA Alumni Chapter's standing committees shall be Membership, Ways and Means, Community Outreach, Finance, Audit, Bylaws Revision Committee, Scholarship, Nominating, and Election.
- Section 7: The UMES SEVA Alumni Chapter may establish other ad hoc committees as required.

ARTICLE IV

Membership

- Section 1: The UMES SEVA Alumni Chapter shall be open to all graduates, former students and friends of Princess Anne College, Maryland State College and the University of Maryland Eastern Shore.
- Section 2: The UMES SEVA Alumni Chapter members will be classified as Regular, Life, Associate and Honorary Members.
- Section 3: Financial members are defined as paid members in the UMES SEVA Alumni Chapter and the UMES SEVA NAA.

ARTICLE V

UMES SEVA Alumni Chapter Executive Board

- Section 1: The executive board shall consist of the President, Vice President, Treasurer, Financial Secretary, Recording Secretary, Correspondence Secretary, Immediate

Past President, Sergeant-At-Arms, and Parliamentarian Historian and Chaplain (non-voting).

ARTICLE VI

Meetings

- Section 1: The UMES SEVA Alumni Chapter will convene monthly with the exception of July and August of the membership year. These meetings will be held with the body and are subject to change in the event of an emergency or chapter schedule conflict. These meetings are expected to be held via conference, video calls -and face-to-face. The location and dates of the meetings are to be determined by the President.
- Section 2: The UMES SEVA Alumni Chapter executive board will convene four times per fiscal year in September, January, March and June.

ARTICLE VII

Nomination and Election Committees

- Section 1: A Nominating Committee consisting of at least one (1) financial members of the UMES SEVA Alumni Chapter shall be selected by the executive board and announced at the meeting as well as electronically. No one planning on running for an officer position in the UMES SEVA Alumni Chapter may be on the Nominating Committee. In the absence of a Nominating Committee, nominations ballots will be sent out by the Secretary as well as made from the floor nominations, will be accepted.
- Section 2: An Election Committee consisting of at least one (1) financial members of the UMES SEVA Alumni Chapter shall be selected by the executive board and announced at the meeting. No one planning on running for an elected office in the UMES SEVA Chapter may be on the Election Committee.

ARTICLE VIII

Constitution Amendments

Constitution and Bylaws

Section 1: The UMES SEVA Alumni Chapter requires advance notice of an amendment and requires two-thirds vote of its adoption by the executive board.

Section 2: The UMES SEVA Alumni Chapter shall not allow an amendment to be made except at a quarterly or annual meeting.

Section 3: All amendments, changes or deletions shall become effective immediately.

ARTICLE IX

Severability

Section 1: If any portion of this Constitution is declared void, and is to be stricken, all other portions of this Constitution remain in effect.

ARTICLE X

Distribution of Assets

Section 1: No part of the net revenue of the UMES SEVA Alumni Chapter shall be used to benefit or be distributable to its members, officers of other private persons except that the UMES SEVA Alumni Chapter shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II of the UMES SEVA Alumni Chapter's Constitution.

ARTICLE XI

Dissolution

Section 1: The UMES SEVA Alumni Chapter may dissolve only with authorization given at a special meeting called for that purpose and with subsequent approval by two-thirds vote of the financial members. Upon dissolution of the UMES SEVA Alumni Chapter, assets shall be returned to the UMES National Alumni Association and held in escrow until such time a new UMES SEVA Alumni Chapter is chartered.

BYLAWS

ARTICLE I

UMES SEVA Alumni Chapter Membership Requirements

- Section 1: Regular Member – Any graduate of Princess Anne College, Maryland State College or the University of Maryland Eastern Shore that is financial with the chapter. No individual membership at the local chapter level is sanctioned without membership at the national level. Such members shall be afforded full voting rights and the right to hold office.
- Section 2: Life Member – Any regular member who has paid the life membership fee (paid in full or partial) within the timeline established by the UMES NAA. Life Members are still expected to pay local dues yearly.
- Section 3: Associate Member – Any former student of Princess Anne College, Maryland State College or the University of Maryland Eastern Shore. A financial, associate member has the right to vote in the UMES SEVA Chapter.
- Section 4: Honorary Member - Any person that is not an alumnus or former student of Princess Anne College, Maryland State College or the University of Maryland Eastern Shore. An honorary member must be sponsored by a financial member of UMES SEVA Alumni Chapter and must make contributions to the chapter. An honorary member has the right to participate in UMES SEVA Alumni Chapter events but does not have the right to vote or hold office.
- Section 5: Membership Year – The membership year shall be from July 1-June 30.
- Section 6: Membership Fees – Membership fees are thirty dollars (\$30.00) and are due no later than July 1 of the membership year. UMES NAA dues of thirty dollars (\$30.00) are to be paid at the time that local dues are paid (Except for UMES NAA Life members). Membership fees shall be established by the executive board.

ARTICLE II

UMES SEVA Alumni Chapter Executive Board Requirements

Section 1: All executive board members and representatives of the executive board must be financial at the local and national levels.

Section 2: The financial status of all UMES SEVA Alumni Chapter executive board members must be verified by the Treasurer and then a notice is to be sent to all financial members, by the President, advising of the verification. The notice must be sent by the President after July 1 but before the first executive board meeting of the new fiscal year.

ARTICLE III

UMES SEVA Alumni Chapter Executive Board Powers

Section 1: The UMES SEVA Alumni Chapter's Executive Board will be the governing body of the UMES SEVA Alumni Chapter.

Section 2: The Executive Board shall be empowered to:

- A. Determine the number of meetings of the Executive Board during the year.
- B. Enter into contracts and other business, charitable, and other legitimate endeavors on behalf of the UMES SEVA Alumni Chapter.
- C. Establish and approve operational, financial, and administrative procedures and policies by which the UMES SEVA Alumni Chapter will operate.
- D. Disburse and expend funds of UMES SEVA Alumni Chapter, not to exceed any limits set forth in the Bylaws.
- E. Establish fees for all membership classifications; establish methods of payment of these fees; and shall review and modify, if deemed necessary, every five (5) years. The finance committee will determine proposals for change.
- F. Establish and supervise the fiscal affairs of the UMES SEVA Alumni Chapter, including procedures for the financial support of the chapter.
- G. Approve the names of members certified to serve on the UMES SEVA Alumni Chapter executive board and appoint ad hoc and/or special committees, and as may be deemed necessary.
- H. Fill any vacancies on the Executive Board that may occur during the year (Appointed by the President).

ARTICLE IV

UMES SEVA Alumni Chapter Executive Board Meetings

- Section 1: UMES SEVA Alumni Chapter Executive Board Meetings - In addition to the presentation of committee and officer reports, the agenda will include a report from the Election Committee of the Election results, during an election year.
- Section 2: Special meetings of the UMES SEVA Alumni Chapter may be convened at such times and places as the UMES SEVA Alumni Chapter Executive Board may determine or upon a petition of at least five (5) financial members. Such meetings called will have a specifically stated agenda.

ARTICLE V

Nomination and Election of UMES SEVA Alumni Chapter Executive Board Officers

- Section 1: The Nomination Committee shall notify the chapter and financial members by January 1st of the election year that offices are open for nominations (Unless delayed because of acts of God). Nominations should be submitted to the Nominating Committee by the fourth Saturday in February. Nominations should remain unopened until the Nominating Committee convenes. The committee shall determine a slate of officers based on the submitted names of financial members of the UMES SEVA Alumni Chapter.
- Section 2: A candidate must be a financial member with the UMES SEVA Alumni Chapter and the National Alumni Association. Only names of members who are willing to serve should appear on the ballot. The Nomination Committee shall provide the slate to the Executive Board and the Election committee chairperson for their review and action during the March meeting of the Executive Board. Nominations from the floor can be made for qualified candidates. The duties of nominations committee cease once the slate is announced.
- Section 3: The UMES SEVA Alumni Chapter Executive Board shall be informed of all names and offices to appear on the ballot. The Election Committee Chairperson shall provide an official, printed ballot with the name and brief biographical sketch of each nominee for office. Nominees shall be listed in alphabetical order according to offices for which they are nominated. The official ballot shall be sent to the general membership

ARTICLE VI

UMES SEVA Alumni Chapter Quorum

- Section 1: A quorum for the general body meetings is two-third (2/3) of the financial members to include three (3) officers, one of which shall be the President or Vice President.

ARTICLE VII

Governance

- Section 1: Any powers or obligations not otherwise delegated in the Bylaws will come within the province of the UMES SEVA Alumni Chapter's Executive Board.
- Section 2: The exclusive and ultimate controls of the affairs of the UMES SEVA Alumni Chapter shall be vested in its financial members and shall be subject to control by the Executive Board Officers.
- Section 3: If any portion of the Bylaws is declared void, and is to be stricken, all other portions of this Bylaws remain in effect.

ARTICLE VIII

Parliamentary Authority

- Section 1: The rules contained in Robert's Rules of Order Newly Revised, will govern the UMES SEVA Alumni Chapter in all cases in which they are applicable and in which they are not inconsistent with the Constitution and Bylaws of this organization.

ARTICLE IX

Duties of UMES SEVA Alumni Chapter Officers

- Section 1: The President will:
- A. Be the Chief Executive of the UMES SEVA Alumni Chapter and preside at all meetings. The President of the UMES SEVA Alumni Chapter will also be the Chairperson of the UMES SEVA Alumni Chapter's executive board.
 - B. Be an ex-officio member of all standing committees, ad hoc committees as well as other committees with the exception of the Nominating and Election committees.
 - C. Represent the UMES SEVA Alumni Chapter at all public affairs and activities associated with the chapter as well as with the NAA and University of Maryland Eastern Shore, as needed.
 - D. Appoint all committees and members, as required.
 - E. Order and authorize the disbursement of funds of the UMES SEVA Alumni Chapter and serve as the signatory with the Treasurer on all checks and other funds disbursements on behalf of the chapter but shall not spend more than one hundred fifty dollars (\$150.00) for a maximum of two occurrences in one membership year without a vote of the body. Receipts and reasonable justification

must be provided, or the monies will be owed back to the UMES SEVA Alumni Chapter.

- F. Assist in the preparation and presentation of the annual budget.
- G. Perform all other duties pertaining to the Office of the President as required and will ensure that the Constitution and Bylaws are faithfully executed at all times.
- H. Be bonded in accordance with applicable requirements of the UMES SEVA Alumni Chapter, if necessary.
- I. Appoint members to fill any vacancy on the Executive Board as well as any Committee Chairpersons.
- J. Ensure that appropriate and timely audits are conducted of the UMES SEVA Alumni Chapter's financial records.
- K. Call special meetings of the UMES SEVA Alumni Chapter as well as the Executive Board within the guidelines of the Bylaws.
- L. Collaborate with the President of the NAA as needed.

Section 2: The Vice President (VP) will:

- A. Perform all duties of the President during their absence or disability.
- B. Serve as program chairperson with specific responsibilities of implementing UMES SEVA Alumni Chapter's philanthropic efforts through sponsorships, partnerships, grants and fundraising events.
- C. Implement the UMES SEVA Alumni Chapter's philanthropic efforts through grants and fundraising events.
- D. Perform other duties as assigned by the President.

Section 3: The Treasurer will:

- A. Be responsible for the management and maintenance of the UMES SEVA Alumni Chapter funds.
- B. Maintain accurate and permanent financial records.
- C. Collect and disburse all monies of the UMES SEVA Alumni Chapter subject to approval of the Executive Board.
- D. Serve as the Chairperson of the Finance Committee and be responsible for the preparation of the annual budget of the UMES SEVA Alumni Chapter, with the assistance of the chapter's Executive Board.
- E. Be a member of the UMES SEVA Alumni Chapter's internal audit committee.
- F. Be responsible for safeguarding and securing all of the funds and assets of the UMES SEVA Alumni Chapter to include the use of banking and financial institutions approved by UMES SEVA Alumni Chapter.
- G. Be bonded in accordance with UMES SEVA Alumni Chapter requirements.
- H. Ensure that financial records are audited internally on an annual basis.
- I. Serve as signatory for checks and other disbursements of funds on behalf of the UMES SEVA Alumni Chapter.

- J. Be responsible for the management and processes of all financial activities of the UMES SEVA Alumni Chapter.
- K. Coordinate with the Financial Secretary, President and Executive Board as required.
- L. Be responsible for filing of such tax and other financial reports required by the local, state and/or federal government.
- M. Make a timely financial report each month and distribute to the chapter no later than five (5) days before the next chapter meeting.
- N. Collaborate with the Treasurer and Vice President of the NAA, as needed.
- O. Perform other duties as may be directed by the President of the UMES SEVA Alumni Chapter.

Section 4: The Financial Secretary will:

- A. Keep the Executive Board informed regarding the status of the UMES SEVA Alumni Chapter's financial membership.
- B. Assist the Treasurer in the performance of duties to include the production of reports as well as maintenance of accounts and databases.
- C. Be bonded, as required by the UMES SEVA Alumni Chapter
- D. Perform other duties as assigned by the President of the UMES SEVA Alumni Chapter.
- E. Collaborate with the Financial Secretary and Vice President of the NAA, as needed.

Section 5: The Recording Secretary will:

- A. Maintain in writing, or other permanent form, a record of all proceedings during formal meetings of the UMES SEVA Alumni Chapter.
- B. Notify the UMES SEVA Alumni Chapter and executive board of all regular and special call meetings in a timely manner.
- C. Distribute the minutes from the meeting no later than five (5) days before the next chapter meeting.
- D. Stand in when needed in the absence of the Correspondence Secretary.
- E. Collaborate with the Recording Secretary of the NAA, as needed.
- F. Perform other duties as may be directed by the President of the UMES SEVA Alumni Chapter.

Section 6: The Corresponding Secretary will:

- A. Be responsible for all incoming/outgoing correspondence and the issuance of proclamations.
- B. Be responsible for recording the minutes in the absence of the Recording Secretary
- C. Collaborate with the Correspondence Secretary of the NAA, as needed.

- D. Perform other duties as may be directed by the President of the UMES SEVA Alumni Chapter.

Section 7: The Parliamentarian will:

- A. Provide assistance to the President in the interpretation of the Constitution and Bylaws of the UMES SEVA Alumni Chapter and will serve as the Chairperson of the Bylaws Revision Committee.
- B. Ensure that the most recent revision of Robert's Rules or Order is utilized during official proceedings.

Section 8: The Chaplain will:

- A. Advise of sick/ill chapter members and members who have passed away.
- B. Be available for members for prayer or words of encouragement.
- C. Send out appropriate cards, flowers and courtesies as the need arises.

Section 9: The Historian will:

- A. Will prepare a narrative account of the UMES SEVA Alumni Chapter's activities, which when approved by the executive board, will become a permanent part of the chapter's history. This narrative should include some basic history of the chapter's alma mater.
- B. Collect any publicity
- C. Maintain a list of chapter important dates.

Section 10: The Sergeant-At-Arms will

- A. Be the official guard of the door to ensure privacy of official ceremonies and meetings.
- B. Assist in preserving order in the meetings and set the standard for protocol for the UMES SEVA Chapter.

Section 11: The Immediate Past President will:

- A. Provide guidance to the current President and executive board as appropriate.

ARTICLE X

Duties of UMES SEVA Alumni Chapter Committees

Section 1: Membership Committee – The Vice President shall serve as the Chairperson of this committee. It shall be the responsibility of this committee to monitor

membership and recommend strategies and activities for the recruitment, retention and reactivation of UMES SEVA Alumni members.

- Section 2: Ways and Means Committee – The President shall appoint the chairperson to serve on this committee. It shall be the responsibility of this committee to develop fundraising activities that will generate revenue for the UMES SEVA Alumni Chapter.
- Section 3: Community Outreach Committee – The President shall appoint the Chairperson. It shall be the responsibility of this committee to implement projects that promote good will, character, and service to the community.
- Section 4: Audit Committee – The President shall appoint the Chairperson. This committee shall consist of at least three (3) members of the UMES SEVA Alumni Chapter. This committee shall conduct an internal audit of all financial records once a year. All audit reports will be presented at the meeting following the completion of the audit.
- Section 5: Finance Committee – The Treasurer shall serve as the Chairperson of this committee which shall be composed of members of the UMES SEVA Alumni Chapter appointed by the President with the concurrence of the Executive Board. This committee shall receive the total coordinated budget proposals annually and shall determine the annual budgets, reserve funds, and investments of the UMES SEVA Alumni Chapter, subject to approval by the Executive Board.

ARTICLE XI

Removal of Officers and Committee Chairpersons

- Section 1: The UMES SEVA Alumni Chapter Executive Board by a two-thirds vote of the financial members present will have the power to remove any officer of the chapter for violations of the UMES SEVA Alumni Chapter's Constitution and Bylaws, neglect of duties, insubordination, or failure to attend three (3) regularly scheduled chapter meetings in one membership year.
- Section 2: Before the UMES SEVA Alumni Chapter's Executive Board can vote on the removal of an officer, formal grievances must be specified by a member of the UMES SEVA Alumni Chapter. The grievance must detail the nature of the acts for which the officer is to be removed. The charges must be recorded by the UMES SEVA Executive Board Secretary. Both the accused and complainant will have an opportunity to present evidence and supporting arguments prior to the UMES SEVA Executive Board's deliberation. In the event the evidence is

factual, the said UMES SEVA officer shall be removed or given the opportunity to resign.

ARTICLE XII

Order of Business Meetings

- Section 1: The following shall be the order of the business meeting of the UMES SEVA Alumni Chapter except where altered or suspended by the President.
- A. Call to Order /Roll Call/Prayer
 - B. Adoption of Minutes of previous meeting
 - C. Correspondence
 - D. Report of Officers
 - E. Report of Committees
 - F. Unfinished Business
 - G. New Business
 - H. Announcements
 - I. Adjournment

Article XIII

Fiscal Year

- Section 1: The fiscal year for the UMES SEVA Alumni Chapter shall run from July 1 through June 30 of the following calendar year.

Article XIV

Amendments

- Section 1: All proposed amendments of the Bylaws must be submitted in writing and endorsed by at least five (5) members of the UMES SEVA Alumni Chapter.
- Section 2: Upon receipt and review of a proposed amendment by the Executive Board, the President shall send a notice to the final membership within thirty (30) days.
- Section 3: A two-thirds (2/3) vote of the UMES SEVA Alumni Chapter's financial members is needed to pass the amendments.
- Section 4: Amendments become law and are effective immediately after approval of the amendments.

ARTICLE XV
Adoption of the Bylaws

The Bylaws of the University of Maryland Eastern Shore, Southeastern Virginia Alumni Chapter, were adopted by a two-thirds (2/3) majority of the members.

Secretary

Date

President

Date