

2014

2014 Chapter Handbook

Alumni Association, Mississippi State University

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Table of Contents

Letter from Executive Director	2
History and Mission.....	3
National Organization	3
National Board of Directors	5
Keeping a Chapter Strong.....	7
Chapter Officers and Responsibilities.....	7
Chapter Committees.....	8
Chapter Meetings	9
Chapter Meeting Sample Agenda	10
Types of Meetings and Events	10
Chapter Meeting Checklist	11
Chapter Mailings and Communication	12
Chapter Meeting Mailing Request	13
Chapter Financial Management	14
Chapter Record Release Policies	15
Chapter Membership Development	15
Chapter Record Updating	16
Chapter Scholarships	17
Chapter Recognition Program.....	19
Chapter Success	21
Criteria for Chartering an Out-of-State Chapter	22
Annual Alumni Awards	23
Alumni Association Staff.....	25
MSU Annual Giving Program	26
University Trademark Licensing Program.....	27
Calendar of Deadlines.....	27
Sample Scholarship Agreements	28
By-Laws of the MSU Alumni Association	32
Constitution of the MSU Alumni Association	36

MISSISSIPPI STATE UNIVERSITY

ALUMNI ASSOCIATION

February 1, 2014

Dear Alumni Association Officers:

The Mississippi State University Alumni Association Chapter Officers' Handbook is designed to assist you in planning and carrying out chapter programs and activities. It will also help you become familiar with the responsibilities and duties of your office, and those of other chapter officers and committee chairpersons. This handbook is designed to help you work together to make your chapter function smoothly.

Recognizing the need to communicate on a regular basis at the "grass roots" level, the Mississippi State University Alumni Association has 94 chartered alumni chapters throughout the United States, and a chapter in South Korea. You are Mississippi State University in your community and your chapter has the opportunity to keep alumni and friends informed and up to date, assist in recruiting students, and encourage others to support and help make a positive impact at Mississippi State University. The interest you stimulate, the service you provide, and the information you collect and disseminate helps the university, the community and the chapter members.

Because the chapter is a volunteer organization and the time you and other members can spend is limited, it is extremely important that each officer carry his/her share of the responsibility. Your chapter will be successful if each officer reviews this handbook carefully and follows the procedures.

Your Alumni Association welcomes any suggestions on ways we can provide more effective or better service to alumni chapters and their leaders, as well as comments on this Chapter Officers' Handbook. If items discussed are not as clear as they should be, or if we have failed to include enough information on a particular subject, let us know and we will attempt to correct the problem.

All Alumni Association staff members are able and eager to assist in any way. A list of current staff members appears on page 25 of this manual.

We wish each chapter officer success in his/her chapter responsibilities, and we stand ready to assist and advise in every way so that your role is enjoyable and satisfying. Chapter leaders are our strongest allies in support of the university.

Thank you for your leadership, commitment, and service to the Alumni Association and Mississippi State University.

Sincerely,

Jeff Davis
Executive Director, MSU Alumni Association

History and Mission

History

The Mississippi State University Alumni Association was founded June 17, 1885, by the first three graduating classes of what was originally Mississippi A&M College. The association's purpose was simple: "...perpetuating the memories of college life in a manner that would bind...the classes of different years in sympathy and harmony and strengthen by union the good influence the College might exert through her graduates." For more than a century, the Alumni Association has been the link connecting graduates and other former students with the institution they love.

Mission Statement

The mission of the Mississippi State University Alumni Association is to foster lifelong support for the university's mission through programs, activities and events for its alumni, future alumni and friends who are forever maroon and white.

Goals

- Foster mutually beneficial lifelong relationships by enhancing networking of alumni, future alumni and friends.
- Understand and actively promote a positive image of MSU and the Alumni Association.
- Maintain an evolutionary Alumni Association with a vision to address an ever changing environment.
- Build and maintain human and financial resources that strengthen the association's ability to accomplish its mission.
- Maintain a commitment to service.

National Organization

The National Board of Directors sets policy and has full administrative authority for the Alumni Association. The national officers who compose the National Board of Directors are elected each year at the Leadership Conference by the active membership. The offices and the duties of each office are defined in the Constitution and Bylaws.

- A. The National President:** serves as the chief spokesperson and presides at all meetings of the board, the association and the Executive Committee of the board. The president represents the association at various functions throughout his/her term.
- B. The National First Vice President:** presides in the absence of the national president and otherwise represents the president when necessary.
- C. The National Second Vice President:** presides in the absence of the above two officers and is responsible for assisting in chapter organization and filling vacancies as they occur.
- D. The National Treasurer:** countersigns all checks issued by the executive director of the Alumni Association, sees that the books are audited annually, and advises the association in all financial matters. The treasurer makes financial reports at all meetings, keeps the national president informed regarding fiscal affairs, and is responsible—in cooperation with the executive director of the Alumni Association—for preparation of the budget.
- E. The Immediate Past National President:** serves on the board during the year immediately following his/her presidency.

F. The Executive Director of the Alumni Association: appointed by the Board of Directors in cooperation with the vice president for development & alumni. The executive director manages the day-to-day activities of the association, supervises the office staff, directs the alumni programs, and serves as an ex officio member of the board.

G. Other Members of the Board of Directors: The other Board of Director seats are based upon population as outlined in the MSU Alumni Association Bylaws. Maps of the regions for each corresponding director's seat can be seen on the alumni association website: alumni.msstate.edu.

- One (1) in-state director for each region with number of addressable alumni between 0-4,999
- Two (2) in-state directors for each region with number of addressable alumni between 5,000-9,999
- Three (3) in-state directors for each region with number of addressable alumni equal to 10,000 or more
- One (1) out-of-state director for each region
- One (1) out-of-state director for each state with number of addressable alumni equal to 5,000 or more
- One at-large director
- Other Mississippi State University organizations represented on the board are (a) the President of the Student Association; (b) the President of the Faculty Senate; (c) the Chair of the Staff Council; (d) the President of the MSU Foundation; (e) the President of the Bulldog Club; and (f) a member of the Former National Board Presidents.

H. Executive Committee of the Board: The Executive Committee is composed of the national officers and three members elected by the board, one of whom shall be out-of-state.

I. Standing Committees of the Alumni Association: The standing committees and their duties are:

- Constitution and Bylaws: Reviews the Mississippi State University Alumni Association Constitution and its Bylaws and recommends changes necessary to meet the needs of the Alumni Association.
- Long-Range Planning: Develops long-range (3-5 years) plans for the Alumni Association.

National Board of Directors July 1, 2014 – June 30, 2015

National President

Thomas R. “Tommy” Roberson, '67
Memphis, Tenn.

National First Vice President

Ronald E. “Ron” Black, '80
Meridian, Miss.

National Second Vice President

Bradley M. “Brad” Reeves, '02
Jackson, Miss.

National Treasurer

Jerry Toney, '96
Starkville, Miss.

Immediate Former National President

Camille S. Young, '96, '96
Madison, Miss.

North 1 Region Directors

Richard Todd Bennett, '97
Houston, Miss.

Lisa S. Newcomb, '84
Batesville, Miss.

North 2 Region Directors

Kimberly C. “Kim” Fandel, '87, '94
Belden, Miss.

Cheryl W. Thurmond, '81
Ripley, Miss.

North 3 Region Directors

Richard Hartford “Hart” Bailey, '75, '77
Starkville, Miss.

Trina M. Dendy, '93, '00
West Point, Miss.

Carol Moss Read, '76
Starkville, Miss.

Central 1 Region Director

John Paul “J.P.” Walker, '05
Greenwood, Miss.

Central 2 Region Director

Andrew C. Frank, '91
Kosciusko, Miss.

Central 3 Region Directors

Lisa S. Lake, '81
Flowood, Miss.

WillieCory C. “WC” McClendon, '11
Jackson, Miss.

Fred A. Nichols, Sr., '73
Brandon, Miss.

South 1 Region Directors

William T. “Will” Carpenter, III '00, '02
Meridian, Miss.

Matt Mahan, '04
Laurel, Miss.

South 2 Region Director

Jason A. Snider, '10
Brookhaven, Miss.

South 3 Region Directors

Sherri Carr Bevis, '86
Diamondhead, Miss.

Brenda M. Smith, '78
Leakesville, Miss.

South Region Young Director

Jeffrey M. “Jeff” Ellis, '06
Biloxi, Miss.

Out-of-State Directors

Edward A. Sanders, '06
Arlington, Va.

Region 1

Patrick White, '90
Spring, Texas

Region 2

Samuel T. Nichols, Jr., '76, '79
Lorton, Va.

Region 3

Glenda P. Fulgham, '86
Ponte Vedra Beach, Fl.

State of Alabama

Terri L. Russell, '84, '86
Helena, Ala.

State of Tennessee

Steve Brandon, '72, '73
Chattanooga, Tenn.

State of Texas

Danny Hossley, '65
Hideaway, Texas

At-Large Director

Jonathan J. Lee, '00, '02
Jackson, Miss.

Atlanta, Ga. Chapter Director

Michael W. "Mike" Criswell, '80
Atlanta, Ga

Harrison-Stone Chapter Director

Janice R. Nichols, '88
Gulfport, Miss.

Lowndes County Chapter Director

William T. "Will" Cooper, '90
Columbus, Miss.

Former National Alumni Association

President

George T. "Tommy" Everett III, '50
Magee, MS

President, Student Association

Brett Harris
Mississippi State, Miss.

President, Faculty Senate

Dr. Randolph "Randy" Follett
Mississippi State, Miss.

Chair, Staff Council

Natalie L. Ray, '01, '07
Mississippi State, Miss.

President, MSU Foundation

Bobby Shackouls, '72, '10
Houston, Texas

President, Bulldog Club

Steve D. Golding, '72
Vicksburg, Miss.

Executive Director of the Alumni Association

Jeffery H. Davis
Mississippi State, Miss.
(Ex Officio)

Keeping a Chapter Strong

The first requirement for a successful alumni chapter is strong, dedicated leadership. The chapter must be certain that capable officers are chosen—people who will dedicate time to initiate, plan and promote a variety of activities that will appeal to Mississippi State alumni and friends in the chapter area. Chapter leaders should be able to work well with all people, be imaginative and enthusiastic, and have administrative ability. The chapter must ensure that qualified candidates are nominated before each election. The recruitment of new leaders is particularly critical if a chapter is to remain vital and is to represent everyone in the chapter area. Prior to electing officers, a nominating committee should be appointed which will choose the candidates and verify their willingness to serve if elected by the chapter.

The second key to chapter success is organization. This calls for teamwork and the delegation of responsibilities. One person need not, cannot and should not do it all. In addition to chapter officers, a host of volunteers should be called on to help.

Finally, interesting meetings are the heart of the chapter's activities. Please the audience and pick quality meeting places, plan thoughtfully, formulate an agenda for the meeting, and make those who attend feel welcome.

Chapter Officers and Responsibilities

The term of office for each chapter officer is typically January 1 through December 31.

A. President

- Ensures that the Constitution and Bylaws of the association are upheld by the chapter.
- Represents Mississippi State University in the chapter area.
- Presides at all chapter meetings.
- Serves as an ex officio member of all chapter committees.
- Assumes responsibility for the success of each chapter activity and project.
- Attends the Leadership Conference.
- Coordinates all chapter mailings with the Alumni Association.

B. Vice President(s)*

- Performs the responsibilities of the president in his/her absence or inability to do the job.
- Assists the president in the fulfillment of his/her responsibilities.
- Attends the Leadership Conference.

C. Secretary-Treasurer**

- Takes the minutes of all chapter meetings and reports news items about chapter alumni to the Alumni Association.
- Develops and maintains an up-to-date chapter membership list, notifying the Alumni Association of any changes, additions or deletions.
- Maintains chapter funds, pays obligations and keeps a record of all chapter financial transactions.
- Attends the Leadership Conference.

D. Chapter Board of Directors

- Composed of current officers, the past president, committee chairpersons, and other alumni and friends. (The number on the board is not the most important factor—the quality of the board will determine its success or failure.)
- Responsibilities:
 - Adopts policies which are consistent with university, association and chapter regulations.
 - Develops overall plans for chapter activities, programs and services.
 - Approves expenditures from the chapter treasury.
 - Develops overall plans for and assists in carrying out membership drives.
 - Assists in making prompt appointments to fill vacancies in chapter offices.
 - Encourages participation in chapter activities.

* In some chapters, the vice president assumes the role of Membership Chairperson or Program Chairperson.

** Some chapters have separate offices for each.

Chapter Committees

Chapter presidents should consider appointing chairpersons for the committees listed below to ensure as much involvement as possible by local alumni and friends of Mississippi State University. More volunteers working with the chapter leadership make for a stronger chapter.

A. Membership

- Plans, organizes and conducts campaigns that will give every former student, as well as non-alumni friends of Mississippi State University, an opportunity to become an active member of the Alumni Association through the MSU Foundation or Bulldog Club.
- Works with the secretary/treasurer to continually plan for the local chapter.
- Chairperson should attend the Leadership Conference.

B. Student Recruiting

- Assists the Alumni Association and the Office of Admissions and Scholarships in recruiting high school and community college students.
- Works with chapter officers to develop a student recruiting plan for the local chapter.
- Chairperson should attend the Leadership Conference.

C. Publicity

- The purpose of the Publicity Committee is to work with local news media (newspaper, radio, and television) to publicize chapter meetings and activities.
- Send to the Alumni Association notes of interest (press clippings of promotions, awards, obituaries, etc.) and stories about local alumni for possible publication in the *Alumnus* magazine.
- Chairperson should attend the Leadership Conference.

D. Other Suggested Committees

- Scholarship
- Alumni Awards Recognition
- Program
- Community Service
- Young Alumni

Chapter Meetings

Mississippi State University's policy and the policy of the National Alumni Association is to avoid discrimination in any way on the basis of age, color, disability, handicap, national origin, race, religion, sex, or status as a veteran or disabled veteran. Meetings should not be scheduled for any location, time, or day which exhibits a discriminatory effect on participation.

The success of any chapter meeting will depend on many things. Enthusiasm is contagious. A successful alumni chapter meeting is one from which those in attendance leave with a better knowledge of Mississippi State University, enhanced by renewed interest, pride and kinship with fellow alumni.

- A. All meetings and speakers must be coordinated through the Alumni Association.
- B. Choose the best date. There is no perfect date, but in choosing one, be as certain as possible that the meeting is not in conflict with a holiday or special local event, etc.
- C. A reasonable cost is essential to good attendance. It has been proven time after time that the higher the price of admission, the lower the attendance. Make the event affordable to all alumni and friends in the area. Solicit sponsors to assist with expenses.
- D. The Alumni Association will work with each chapter in every way possible to provide a speaker(s) for one meeting annually. Each chapter is encouraged to have an additional activity outside this meeting, such as family picnic, athletic radio/television party, etc. Please note that the president of the university, the athletic director, and all head coaches have extremely tight schedules and can attend only a limited number of meetings. It is extremely important that a chapter does not contact a university speaker concerning a chapter meeting. The Alumni Association Office will do this for you.
- E. In addition to the notice and mass e-mails sent by the Alumni Association, information about the meeting should be given to the local news media and publicized through social media (Facebook, Twitter, etc.).
- F. A Telephone Committee should be established to call the local membership approximately one week prior to the event. Chapter officers may request a list of alumni in their area by contacting the Alumni Association.
- G. The Alumni Association will provide the chapter with information on the speaker(s) to ensure a good introduction, name tags, a chapter event report, and information brochures about the Alumni Association and the university.
- H. A checklist which can be used by a chapter president to plan for a successful chapter meeting is included in this manual (see page 11).
- I. A chapter meeting should have an agenda (see page 10).
- J. There are several types of chapter meetings/events to plan during the year. Consider trying different meeting formats during the course of the year (see page 10).
- K. Start and end the meeting on time.

Chapter Meeting Sample Agenda

1. Welcome (be sure to introduce yourself).
2. Invocation (delivered by a member of the chapter).
3. Dinner (May be switched with item No. 2 if a buffet line, rather than a served dinner, is the format).
4. Introduction of special chapter guests. (Does not include university guests. See item No. 6.)
5. Chapter business.
6. Introduction of and remarks from the Alumni Association representative. This person will introduce all university guests in attendance.
7. Introduction of speaker or program (handled by the chapter president or another chapter member) from biographical information provided by the Alumni Association.
8. Announcements of upcoming events and drawings for door prizes, etc.
9. Adjournment.

Types of Meetings & Events

- A. Social/Dinner
 - Suitable for a more formal meeting.
 - Appropriate when there is a major speaker from the university.
- B. Informal Reception
 - An opportunity for fellowship which does not necessarily need a program.
 - Young Alumni Social
 - A kickoff or follow-up for a university function such as an athletic contest or a community-sponsored event which may have a university official as a guest.
 - An initial event in an area of high alumni and friend concentration which provides an opportunity to identify individuals who are interested in helping.
 - A preliminary event before a more formal social/dinner.
- C. Breakfast or Luncheon
 - Usually suited for a smaller group.
 - Can host speakers for specific topics – i.e. Lunch-n-Learn, Breakfast with the Bulldogs. A good opportunity for a board planning meeting.
- D. Cookout, Barbecue or Picnic
 - A good event for the entire family.
 - Generally a spring or summer event.
 - An excellent opportunity to introduce young people to the Mississippi State family and spirit.
 - Does not require a university speaker.
 - Great to tie in with established groups in the community.

E. Other Activities

- Television game-watch party for a Bulldog athletic event.
- Bus charter to a Bulldog athletic event.
- Bus charter to an on-campus student recruiting event.
- Golf or tennis tournament with proceeds designated for a special purpose.
- Prospective student or honor student reception, dinner or party.
- Community service project (Salvation Army, Soup Kitchen, Adopt-a-Highway)
- Booth or table at local festival.
- MSU float in a parade.
- MSU Day at the park or zoo.
- MSU Birthday Party (on February 28)
- "Send-Off" Party (held in July and August for incoming freshmen, prospective students, parents and alumni)

Chapter Meeting Checklist

The Alumni Association should be notified of all details for the meeting at least six weeks in advance.

Date of Meeting: _____

1. Checked with the restaurant or other meeting location to ensure that our meeting is scheduled on the above date.
2. Informed the restaurant or meeting location of expected attendance, and have made arrangements for a podium, public address system, and a head table for the appropriate number of persons.
3. Developed a program agenda and sent a copy to the Alumni Association prior to the meeting.
4. Notified one member of the chapter to be responsible for delivering the invocation.
5. Appointed a Decorations Committee to handle decorations at the restaurant or other meeting location.
6. Appointed a Telephone Committee to call seven days prior to the meeting all alumni within the chapter area who have not made reservations.
7. Selected the appropriate officers and/or special guests who will sit at the head table.
8. Made arrangements to either introduce the speaker or have a member of the chapter handle this duty.
9. Assigned a member of the chapter to handle publicity about the meeting (newspaper, radio, television).
10. Made arrangements to have name tags and a registration table set up at the meeting site.
11. Made arrangements to have an information table set up at the meeting site in addition to the registration table.

Chapter Mailings and Communication

Chapter communication is vital to the success of the alumni chapter. E-mail and mail notices announcing an upcoming event or e-newsletters containing information on several events or projects are the primary communication link between the chapter and area alumni. Take advantage of chapter communication to provide as much information as possible to alumni and friends in the chapter area.

Chapter Mailings Policy

- A. The Alumni Association will bear the cost of **two mailings** per chapter, per calendar year, including printing and third-class postage (bulk)*. These notices will be sent to Mississippi State alumni and friends in the chapter area with valid addresses. Additional mailings will be provided by the Alumni Association at chapter expense.
- B. Chapter-notice mailing requests should be made a minimum of six weeks before the meeting date. Lead time is extremely important to allow the Alumni Association sufficient time to process a meeting notice and also to allow ample time for interested alumni and friends to plan and respond to the notice. Requests should be made in writing (see Chapter Meeting Mailing Request on page 13). Telephone requests are discouraged because the probability of error is greatly increased.
- C. The Alumni Association reserves the right to refuse any chapter mailing request not submitted six weeks in advance. The Alumni Association also reserves the right to charge the chapter the cost difference between third-class postage (bulk) and first-class postage if the meeting notice information is received less than six weeks before the meeting date.
- D. The chapter may opt to develop an electronic newsletter instead of a mail piece and send it out to members of the chapter base with valid email addresses.

*Note: In order to qualify for standard rate postage (third class), each mailing must consist of at least 200 pieces. Therefore, exceptions to this policy will be necessary, particularly for chapters with small populations.

Chapter Email Policy

- A. Email notices will be sent to all chapter members with a valid email address with the Alumni Association by the staff, with sufficient notice from the chapter.
- B. The Alumni Association staff will determine the frequency of the email notices sent, so as not to send too many emails in one week.

Chapter Meeting Mailing Request

Alumni Office use only
Date Received:
To be mailed by:

Chapter Name:

**Requesters Name:
Phone # and E-mail:**

Type of Meeting: dinner luncheon reception picnic social
 hors d’oeuvres golf tournament breakfast other

Date of Meeting:

Location of Meeting (including physical address):

Time: _____ Social _____ Dinner/Meeting

Cost: _____ Adult _____ Child

Requested Speaker(s):

RSVP to:

RSVP/Payment deadline:

For More Information contact:

Place to Purchase Tickets in advance:

Additional Information:

Send invitation proof by E-mail or Fax to:

Chapter Financial Management

All chapter income and disbursements should flow through a chapter checking account. Often, the monthly check record provided by the bank at which the chapter has its checking account can serve as the financial report. Chapter funds should not be kept in a personal account.

The MSU National Alumni Association cannot provide its tax exempt number to any chapter. Each chapter should apply for its own tax identification number, also known as an Employer Identification Number (EIN). The first step is to file with your state's Secretary of State's office to become a legal entity of your state. The next step is to complete the online form for obtaining a tax id number at www.irs.gov/businesses or by contacting the IRS at 1-800-829-4933.

Each chapter should be self-supporting and operate on a break-even basis.

Recommendations:

- A. As a good practice, the chapter treasurer should submit a report at each chapter meeting or email a monthly statement to all chapter officers and board members, as well as the Alumni Association's Chapter Program staff.
- B. Chapter programs and events should generate enough income to avoid deficits. (A nominal amount may need to be added to cover meals of university guests.)
- C. Chapters are entitled to receive a rebate for each active member. This is subject to meeting certain criteria. A request form is available to chapter presidents in October of each year and must be returned by the December deadline of the same year. Also, all chapter officers and committee chairpersons must be active members of the Mississippi State University Alumni Association.
- D. Other sources of revenue may be drawings, auctions, merchandise sales, tournaments, etc. When conducting raffles, drawings, etc., the chapter should comply with various IRS reporting requirements.
- E. If a chapter accumulates a surplus of funds in its account over and above its local operating costs, the chapter might consider:
 - Setting up a scholarship at the MSU Foundation which will be administered through the university's Office of Admissions and Scholarships.
 - Making a contribution to the university through the MSU Foundation or the Bulldog Club.
 - Sponsoring participation of one or more chapter officers at the Leadership Conference.
 - Sponsoring a sign at the town entrance or a local sports venue.
 - Sponsoring an event for local alumni and friends.
- F. **Donations or gifts directly to the chapter are not tax deductible, unless the chapter has applied for and received its own IRS 501©(3) status. This includes golf tournament sponsorships or registration, event sponsorships, or any donation to the chapter. Donations should flow through the MSU Foundation for tax credit to the donors.**

Chapter Records Release Policies

The records maintained by the MSU Alumni Association represent confidential information about the graduates, former students and friends of MSU. In order to maintain the privacy of those individuals, the Alumni Association will not release any portion of those records except for use in programs planned by the association or university.

- The alumni records will not be supplied to any individuals or agencies except those involved in the planning and development of Alumni Association or MSU programs.
- Under no circumstances will the records of the MSU Alumni Association be sold or redistributed.
- All requests for use of alumni records must have the approval of the MSU Alumni Association.
- In every case, the confidentiality of the records must be maintained.
- No commercial or political use of the MSU Alumni Association is permitted without written consent of the Association.
- The MSU Alumni Association prohibits the use of alumni records for any fund-raising activity unless authorized by the Alumni Association and the Foundation/Annual Fund.
- Final authority in determining legitimate uses of the alumni records is given to the executive director.

Chapter Membership Development

One of the most important services which the local alumni chapter can perform for the Mississippi State University Alumni Association is membership development. It is critically important to increase the number of active members (contributors to the MSU Foundation or the Bulldog Club) for the Alumni Association to continue providing quality programs, publications and services to alumni and the alumni chapter. Alumni and friends who are active members of the Alumni Association become more informed about the university. They also are more likely to participate in programs and events sponsored by the Alumni Association and their local chapter. For information on the MSU Foundation, call 662-325-7000, or for information on the Bulldog Club, call 662-325-3074.

Ways to Assist in Membership Development:

- Select an energetic Membership Chairperson to conduct local membership campaigns to encourage alumni and friends of Mississippi State to be active members of the Alumni Association by making contributions to the MSU Foundation or Bulldog Club. This can be accomplished through personal contacts, phone-a-thons and letters. The Alumni Association will supply a list of all alumni and friends in the chapter, to use only for Alumni Association approved initiatives.
- Strive to exceed the chapter membership quota. The quota is based on the potential number of alumni in the chapter and the historical record of active alumni in the chapter. Membership reports are online (in PDF format) at <http://www.alumni.msstate.edu/chapters/members.htm>.

- Update the addresses of all alumni and friends in the chapter who are shown on the membership list (see Chapter Record Updating below).
- Have membership applications available at all chapter meetings.
- All chapter officers and committee chairpersons must be active members of the Mississippi State University Alumni Association for the chapter to receive the chapter rebate.

Chapter Record Updating

In order to maintain alumni chapter records, a Membership Committee should be formed to continually update names, mailing addresses, email addresses, telephone numbers and spouse info. This committee should include people who have lived in the area for several years or who know the alumni well. It also should include alumni in a range of class years—the more people involved, the more names identified.

Responsibilities of the committee are to:

- Identify alumni on the chapter list who are still listed at their parents' address but have moved elsewhere. Call the parents of these alumni to get new addresses and possible name changes.
- Check the names of alumni who are listed as “address unknown” on the chapter list. Look up these names in the local telephone book to see if they are still in the area or if a relative can be identified. Any new address taken from the telephone book should be verified with a telephone call to avoid confusing alumni with other persons of the same name.
- Gather information on alumni including full name, class year, home address, home, cell and business telephone numbers, e-mail address, major, degree, college/school, employer and spouse's name.
- Report name changes of alumnae.
- Notify the Alumni Association of any alumni deaths as soon as possible. A dated copy of the obituary would be most helpful.
- Clip from the local newspapers any items relating to alumni such as marriages, job changes, promotions, and other pertinent activities.
- Send all clippings and record changes (including full names, if possible) to:
 Mississippi State University Alumni Association
 P.O. Box AA
 Mississippi State, MS 39762-5526
 Fax: 662-325-8425
fcarr@advservices.msstate.edu

Chapter Scholarships

Alumni chapters are encouraged to sponsor and award scholarships to students from their local areas attending Mississippi State University. With ever-increasing fees and tuition costs, scholarships play a much larger role in higher education than ever before.

Scholarships can be fully endowed or funded annually. This is entirely the chapter's choice and is limited only by fund-raising abilities. Chapters that choose to establish an endowed scholarship are given the opportunity to have the fund named in honor of the chapter or in honor or memory of a special chapter member. An endowed scholarship can be established with a minimum contribution of \$25,000, payable within a five-year period. Endowed scholarships are established in perpetuity, and additional contributions may be added to the principal after the \$25,000 minimum is reached. Chapters that choose to establish an annual scholarship are asked to start with a minimum contribution of \$1000. After the fund is initially established, scholarships are awarded as contributions are received. Earnings do not accrue. For annual scholarship awards, all available funds are distributed each year and are awarded based on availability of funds. The chapter may choose to give one large scholarship or several smaller ones. Regardless of how a scholarship is funded, arrangements must be made through the MSU Foundation and the Office of Admissions and Scholarships.

All scholarships initiated through the MSU Foundation with the establishment of guidelines must be awarded through the Office of Admissions and Scholarships. The selection criteria and award amounts are designated by the chapter and a copy of the guidelines are held by the MSU Foundation, the Office of Admissions and Scholarships, and the chapter.

For more information on establishing an Alumni Chapter Scholarship at Mississippi State, contact:

Jackie Hudson, Stewardship Coordinator, MSU Foundation
(662) 325-4214, jhudson@advservices.msstate.edu

or

Michael Richardson, Coordinator of Chapter Programs
(662) 325-3659, mrichardson@alumni.msstate.edu.

Chapter Sponsored Scholarships

In-State (by county)

Alcorn
Attala
Bolivar
Central Mississippi (Hinds, Madison, Rankin)
Chickasaw
Claiborne-Jefferson
Clay
Coahoma
Covington
DeSoto
George-Greene
Grenada-Montgomery
Hancock
Harrison-Stone
Jackson
Jones
Lauderdale
Lawrence-Jefferson Davis
Lee
Leflore-Carroll
Lincoln
Lowndes
Monroe
Neshoba
Oktibbeha
Panola
Pearl River
Prentiss
Scott
Sharkey-Issaquena
Simpson
Smith
Southeast Mississippi (Forrest, Lamar, Marion, Perry)
Southwest Mississippi (Amite, Pike, Walthall)
Sunflower
Tippah
Tishomingo
Union
Warren
Washington
Yazoo

Out-of-State Chapters

Atlanta, Ga.
Baton Rouge, La.
Birmingham, Ala.
Chattanooga, Tenn.
Dallas, Texas
East Texas
Houston, Texas
Huntsville-Decatur, Ala.
Memphis, Tenn.
Mobile, Ala.
Nashville, Tenn.
New Orleans, La.
Northeast Florida
Northwest Florida
Washington, D.C.
West Tennessee

International

South Korea

Chapter Recognition Program

Purpose: The Chapter Recognition Program was developed to encourage and promote leadership, chapter membership and chapter activities.

Chapters must complete and return the Chapter Recognition Form, which details all the chapter activities that took place over the past year, by the December deadline to be considered for honor chapter status and vie for the top awards.

Award Categories: Each chapter will be categorized according to potential alumni in the chapter area. Awards will be presented to the top three chapters in each category, according to the Honor Chapter Point System. The categories are as follows:

- Category I: In-State Chapter, membership of 1 to 324.
- Category II: In-State Chapter, membership of 325 to 749.
- Category III: In-State Chapter, membership of 750 and above.
- Category IV: Out-of-State Chapters.

Points: The following rating system is used to determine the most outstanding chapters. Special recognition, along with appropriate awards, will be given to these chapters at the Alumni Awards Banquet. Recognition and appropriate awards will be given to all chapters which accumulate a minimum of 400 points.

Points are calculated based on membership and chapter activities as listed in the following categories:

A. Membership (300 Points Maximum)—Contributors to the MSU Foundation or the Bulldog Club, January 1 to December 31:

I. Exceeded Quota (150 Points Maximum)

Quota exceeded by 1-5%	30
Quota exceeded by 6-10%	40
Quota exceeded by 11-15%	50
Quota exceeded by 16-20%	60
Quota exceeded by 21-25%	70
Quota exceeded by 26-30%	80
Quota exceeded by 31-35%	90
Quota exceeded by 36-40%	100
Quota exceeded by 41-45%	120
Quota exceeded by 46-50%	130
Quota exceeded by over 50%	150

II. Exceeded Previous Year's Membership (150 Points Maximum)

Quota exceeded by 1-5%	30
Quota exceeded by 6-10%	40
Quota exceeded by 11-15%	50
Quota exceeded by 16-20%	60
Quota exceeded by 21-25%	70
Quota exceeded by 26-30%	80
Quota exceeded by 31-35%	90
Quota exceeded by 36-40%	100
Quota exceeded by 41-45%	120
Quota exceeded by 46-50%	130
Quota exceeded by over 50%	150

B. Chapter Activities

Points

- 100 Elected and reported chapter officers by December 1, 2014.
- 100 Was represented at the Leadership Conference in 2014.
- 50 Submitted comprehensive annual report of all chapter activities by December 1, 2014 (Recognition Form).
- 50 Has a scholarship program, awarded a scholarship, and reported the name of the recipient to the Alumni Association.
- 50 Hosted at least one chapter event/activity scheduled through the Alumni Association during the calendar year.
- 25 Each additional chapter event/activity.
- 5 Each chapter officer/board meeting or planning meeting.
- 50 Updated chapter alumni list and reported those updates to the alumni office.
- 25 Reported all chapter meetings and dates, including names and addresses of each attendee, to the Alumni Association.
- 25 Named a chapter "Alumnus of the Year" and reported the name of the recipient to the Alumni Association.
- 25 Submitted a nominee for the national "Outstanding Young Alumnus Award" program and reported the name of the nominee to the Alumni Association.
- 25 Submitted a nominee for the national "Distinguished Service Award" program and reported the name of the nominee to the Alumni Association.
- 25 Adopted a project which would serve either Mississippi State University or the local community, such as "Adopt a Highway," a Mentor Program, Toys for Tots collection, Salvation Army bell ringing, etc.
- 25 Reported the name of Student Recruiting Chairperson to the Alumni Association.
- 25 Held a recruiting event for prospective students, attended a College Fair or Awards Night, brought students for a campus visit, etc.
- 25 Created and maintained an e-mail distribution list or utilized social media to connect with chapter members? (ex. Web page, Facebook, LinkedIn, Twitter)

Chapter Success

These are ways to ensure that a chapter will be strongly considered for the chapter recognition program:

- Participate in the Leadership Conference.
- All chapter officers and committee chairpersons are **active** members of the Alumni Association.
- Report new chapter officers by the December deadline of each year.
- Create a chapter events/activities timeline for the year.
- Report all chapter events, including names and addresses of each individual attending, to the Alumni Association.
- Contact the Alumni Association for the scheduling of any university speaker for a chapter meeting.
- Follow guidelines for all mailing requests on meeting notices as stated in the Chapter Officers' Handbook (see page 12).
- Continually update chapter membership list notifying the Alumni Association of address changes, deaths, telephone numbers, etc.
- Implement a scholarship program.
- Promote and publicize chapter events, such as ad in local newspaper, radio/television announcement, telephone committee, posting fliers around the area, etc.
- Appoint a Student Recruiting Chairperson to assist Mississippi State University admissions counselors in recruiting local students.
- Adopt a project which would serve either Mississippi State University or the local community.
- Support Mississippi State University and foster the Mississippi State spirit.

Criteria for Chartering an Out-of-State Chapter

- A. There must be a minimum of 200 alumni in the metropolitan area.
- B. A questionnaire must be sent to alumni in the area requesting an indication of interest in developing an alumni chapter.
- C. If the results of the questionnaire are favorable (at least 50 positive questionnaires returned), an organizational meeting must be set up to elect officers and committee chairpersons.
- D. The organization will function as an informal chapter until a minimum active membership (contribution to the Mississippi State University Foundation, Inc. or the Bulldog Club) of 50 has been achieved for two consecutive years.
- E. The organization must present a set of bylaws, including a statement of purpose, not inconsistent with the Mississippi State University Alumni Association's Constitution and Bylaws.
- F. The organization must present a slate of officers.
- G. Officers can petition the National Board of Directors for chapter charter.

Current Out-of-State Chapters

Alabama

Birmingham
Huntsville-Decatur
Mobile
Montgomery
Northwest Alabama (Florence, Muscle Shoals)
Tuscaloosa

Arkansas

Little Rock

Colorado

Rocky Mountain (Greater Denver)

Florida

Northeast (Greater Jacksonville)
Northwest (Pensacola, Destin)
Orlando

Georgia

Atlanta

Illinois

Chicago

Louisiana

Baton Rouge
New Orleans

Missouri

St. Louis

New York

New York City

North Carolina

Charlotte
Raleigh-Durham

Ohio

Cincinnati-Dayton

Tennessee

Chattanooga
Memphis
Nashville
West Tennessee (Greater Jackson)

Texas

Dallas
East Texas (Tyler, Longview, Lufkin, Texarkana)
Fort Worth
Houston
South Texas (Austin, San Antonio)

District of Columbia

Washington, D.C.

International

Republic of South Korea

Annual Alumni Awards

A. National Alumnus Of The Year

1. **Purpose:** To give recognition to an alumna/alumnus of Mississippi State University who has made some significant contribution to human or institutional progress in which a situation, an institution or a movement has been materially changed for the better due to that individual's personal involvement.
2. **Nomination and Selection:** The National Alumnus of the Year will be selected from candidates submitted by the colleges and from nominations submitted at large by alumni, faculty, staff, students, or friends of Mississippi State University. Nominations should be submitted by **November 3** of each year. Final selection of the National Alumnus of the Year is made by an anonymous committee appointed by the national president.
3. **Recognition of Recipient:** The recipient of the National Alumnus of the Year Award shall be recognized and honored at the annual Alumni Awards Banquet.

B. Distinguished Service Award

1. **Purpose:** To identify, recognize and award those individual members of the Alumni Association who go beyond the call of duty in carrying out the work of the Alumni Association through their local chapter, and in so doing bring favorable recognition to the association and to Mississippi State University. Those rare individuals who stand ready to serve in the best interest of Mississippi State and the Alumni Association; those who take the initiative to see that various chapter alumni activities, membership drives, and other university projects are successfully carried out; those who continually promote Mississippi State by encouraging youngsters to visit the university and to enroll; those who do such things because of their love for Mississippi State: these are the people who are intended to be so recognized. **The members of the National Alumni Association Board of Directors are not eligible for the award while serving on the board.**
2. **Nominations:** Nominations may be made by any alumnus or chapter and should be submitted to the Coordinator of Chapter Programs by **November 3** of each year. Nomination forms will be made available each year to all alumni chapters and also can be obtained by writing to the Alumni Office. Nominees must be placed in formal nomination each year. Only one nomination per chapter will be allowed in the pool of candidates.
3. **Selection of Recipients:** The Selection Committee shall be composed of the Coordinator of Chapter Programs and (randomly chosen) nine regional in-state and three out-of-state directors who are members of the National Board of Directors of the Alumni Association. On or before December 1, up to three recipients shall be chosen from those nominated for the awards.
4. **Recognition of Recipients:** Those selected to receive the Distinguished Service Award will be recognized at the annual Alumni Awards Banquet.

C. Outstanding Young Alumnus Award

1. **Purpose:** Identify, recognize and award an individual who has committed time and energy in service to the university and local community and has demonstrated an ability to excel both personally and professionally.
2. **Eligibility:** Persons eligible for the award shall be living Mississippi State University alumni who:
 - are 32 years of age or younger at the end of the year in which they are nominated,
 - have attended Mississippi State University for at least one semester of undergraduate or graduate study, and
 - have not received the award within the past five years.
 - Award Selection Committee members, Mississippi State University Alumni Association staff, and their immediate family members are ineligible to receive the award.
3. **Factors to Consider:**
 - service* to Mississippi State University,

- commitment of volunteer time to civic and community organizations, and personal and professional accomplishments.
**Service to Mississippi State University is considered to be most important.*
- 4. Method of Nomination:**
- Nominations can be made by any Mississippi State alumnus, faculty member, staff member, or student.
 - Nominations also will be solicited through the *Mississippi State Alumnus* magazine, and alumni chapters.
 - Nominations shall include one letter of nomination and a completed nomination form.
 - All nominations must be received at the Alumni Association by **November 3** of each year.
 - Nominees must be placed in formal nomination each year.
 - Only one nomination per chapter will be allowed in the pool of candidates.
- 5. Selection Committee and Process:** The Selection Committee shall consist of:
- the three members serving on the Alumni Association National Board of Directors,
 - the Alumni Association staff representative(s) responsible for Young Alumni Programming.
 - On or before December 1, the most eligible candidate shall be selected from among those nominated. A quorum of three members of the Selection Committee must be present to choose the award winner.
- 6. Recognition of Recipient:** The recipient shall be recognized at the annual Alumni Awards Banquet.

Individual chapter members may be chosen for local chapter awards (Alumnus of the Year, Distinguished Service, and Outstanding Young Alumnus) and recognized at a chapter meeting. A recognition certificate can be prepared by the Alumni Association.

Alumni Association Staff

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Michael Richardson, Coordinator of Chapter Programs

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ANNUAL GIVING

MISSISSIPPI STATE UNIVERSITY

Dear MSU Alumni Chapter leader,

Thank you so much for being an important part of your local alumni chapter! You are truly the foundation of our MSU Alumni Association. Mississippi State would not be as successful without your service, particularly in hosting events, recruiting students, encouraging support of MSU programs and representing the Bulldog family across the nation. **While all this of this is important, please do not forget the significance of your personal financial contribution.**

As our university seeks its place among America's best universities, a comprehensive capital campaign will further our reach. *Infinite Impact: The Mississippi State University Campaign* is gaining momentum. This multi-year endeavor will further establish our land-grant institution as a driving force in areas that are crucial to the future of our nation and the world. *Infinite Impact* isn't just about numbers. Rather, our focus is on preparing a rising generation of leaders who will help solve problems in pressing areas such as literacy, food safety, homeland security, conservation, and environmental sustainability.

Our alumni and friends contribute to Mississippi State University for many different reasons at many different levels. Some give because of the fond memories they have from MSU. Others know their support not only enhances the experience for current and future bulldogs, but also increases the value of their degree. Still, others give because they realize private donors helped to support their education, and they feel a duty and desire to support current students. Regardless of your reason, what really matters is that you give. **There is no better way to invest in the university's future.**

Together we are making Mississippi State and the State of Mississippi better! Thank you for your support.

Sincerely,



Asya Cooley
Director of Annual Giving
MSU Foundation
662-325-5975
acooley@foundation.msstate.edu

University Trademark Licensing Program

Mississippi State University administers a licensing program for University trademarks. The objective of the program is to protect and control the utilization of the University name, seal, logos, slogans, and emblems, and to aggressively encourage the proper use of these trademarks to promote and reflect favorably on the University and to produce revenue for its benefit.

In January 2006, Mississippi State University entered into a relationship with the Licensing Resource Group (LRG), a trademark management company based in Holland, Michigan. LRG is the industry leader in providing complete trademark and brand management services to universities nationwide and will assist the University in the day-to-day management of its trademark licensing program, as well as create unique strategies that will increase the strength of the Mississippi State brand.

If an alumni chapter wishes to create merchandise with a University trademark to use as give-aways or sell as a fundraiser, a licensed vendor **MUST** be used in all situations. All artwork must be submitted through LRG's website (licensed vendors know the process).

The MSU Licensing Office will continue to have a high level of involvement in the program and will be involved in key decisions that determine the future direction of both the trademark licensing program and the University's brand. The Licensing Office may be contacted by calling 662-325-2525.

Sharon G. Hewlett, Senior Legal Administrator

Calendar of Deadlines

January - December

- | | |
|------------|---|
| February 1 | Payment to chapter scholarship funds due for Fall Scholarship Awards. |
| October 1 | Payments to chapter scholarship funds due for Spring Scholarship Awards. |
| November 3 | Distinguished Service Award nominations due.
National Alumnus of the Year nominations due.
Outstanding Young Alumnus Award nominations due. |
| December 1 | Deadline for each chapter to elect and report officers for the following year.
Deadline for each chapter to return chapter recognition forms.
Deadline for chapters to return rebate request cards. |

Sample Scholarship Agreement (Annual)

Gift Agreement

Between

THE _____ COUNTY ALUMNI CHAPTER

and the

Mississippi State University Foundation, Inc.

The following sets forth the agreement between the _____ MSU Alumni Chapter and the Mississippi State University Foundation with regard to the (I) Purpose, (II) Schedule and Form of Contributions, (III) Recognition, and (IV) Administration of the _____ COUNTY ALUMNI CHAPTER ANNUAL SCHOLARSHIP.

I. Purpose

In _____ of 2014, the _____ Alumni Chapter of Mississippi State University established the _____ MSU ALUMNI CHAPTER ANNUAL SCHOLARSHIP fund. The Mississippi State University Foundation agrees to use this gift to establish an annual scholarship for deserving students enrolled at Mississippi State University.

Candidates for the _____ COUNTY ALUMNI CHAPTER ANNUAL SCHOLARSHIP must:

1. Be residents of _____ County.
2. Be full-time entering freshmen who graduated from _____ County schools. In the event there are no eligible candidates, currently enrolled MSU students who graduated from _____ County high schools will be considered.
3. Have demonstrated academic achievement, a minimum of ____ GPA based on a 4.0 system.
4. Have a minimum ACT score of 18. *(or range, such as 18-24 score)*
5. Have demonstrated leadership skills.
6. Financial need.

The University Scholarship Committee administers the scholarship program at Mississippi State University. Any scholarships will be awarded on a year-to-year basis. Students who are recipients one year are eligible for consideration in any other year; however, they must again comply with the selection criteria.

II. Schedule and Form of Contributions

The _____ MSU Alumni Chapter established this scholarship fund with a \$_____ *(examples: \$500/year, \$250/year, \$1000/year)* award in _____ of 2014.

All contributions should be made payable to the MSU Foundation.

III. Recognition

In grateful recognition of the _____ Alumni Chapter's generosity, this gift will be announced in the appropriate media, subject to the approval of the _____ Alumni Chapter.

IV. Administration

Awards will be based on available funds. Funds will not be given directly to the recipients; rather, the university business office will credit recipients' tuition and fee expenses each semester.

If, at some future time, the program and the organization of the Foundation and university are modified in a manner which makes these guidelines inappropriate, the Foundation board of directors, or its successor organization, shall have the authority to modify these guidelines in a manner which will assure the support of students at Mississippi State University, as closely as possible, to the specifications contained in this document.

A copy of this agreement will be placed in the permanent files of the Foundation, the MSU Alumni Association, the Office of Admissions and Scholarships and the _____ MSU Alumni Chapter.

President Date

Alumni Chapter

John Rush Date
Chief Executive Officer
MSU Foundation, Inc.

Sample Scholarship Agreement (Endowed)

Gift Agreement

Between

THE _____ COUNTY ALUMNI CHAPTER

and the

Mississippi State University Foundation, Inc.

The following sets forth the agreement between the _____ MSU Alumni Chapter and the Mississippi State University Foundation with regard to the (I) Purpose, (II) Schedule and Form of Contributions, (III) Recognition, and (IV) Administration of the _____ MSU ALUMNI CHAPTER ENDOWED SCHOLARSHIP.

I. Purpose

In _____ of 2014, the _____ Alumni Chapter of Mississippi State University established the _____ MSU ALUMNI CHAPTER ENDOWED SCHOLARSHIP fund. The Mississippi State University Foundation agrees to use this fund to establish an endowed scholarship for deserving students enrolled at Mississippi State University.

Candidates for the _____ MSU ALUMNI CHAPTER ENDOWED SCHOLARSHIP must:

1. Be residents of _____ County.
2. Be full-time entering freshmen who graduated from _____ County schools. In the event there are no eligible candidates, currently enrolled MSU students who graduated from _____ County high schools will be considered.
3. Have demonstrated academic achievement, a minimum of ___ GPA based on a 4.0 system.
4. Have a minimum ACT score of 18. (*or range, such as 18-24 score*)
5. Have demonstrated leadership skills.
6. Financial need.

The University Scholarship Committee administers the scholarship program at Mississippi State University. Financial need may be used as consideration in selection. Any scholarships will be awarded on a year-to-year basis. Students who are recipients for one year are eligible for consideration in any other year; however, they must again comply with the selection criteria.

V. Schedule and Form of Contributions

The _____ MSU Alumni Chapter agrees to endow the _____ MSU ALUMNI CHAPTER ENDOWED SCHOLARSHIP at the minimum level of \$25,000 within five years of the date of this agreement. Individual members of the chapter also may make donations to the fund. The MSU Foundation, the MSU Alumni Association, and the _____ MSU Alumni Chapter will review the status of the fund at the end of the five-year period. If the fund has not reached the \$25,000 minimum, the fund will be awarded as annual funds under the guidelines established by this agreement.

All contributions should be made payable to the MSU Foundation.

VI. Recognition

In grateful recognition of the _____ MSU Alumni Chapter’s generosity, this scholarship will be announced in the appropriate media, subject to the approval of the _____ MSU Alumni Chapter.

VII. Administration

The _____ MSU ALUMNI CHAPTER ENDOWED SCHOLARSHIP is an open fund in the Foundation which may be increased through additional contributions and may receive the proceeds from bequests, trusts, life insurance, real estate and personal property. Additions to the fund shall be subject to the award conditions contained in this agreement. The Foundation will be responsible for investing and managing the fund. Normal fees associated with the collection and disbursement of gifts and gift income at the Mississippi State University Foundation will be assessed.

The annual spending allocation for this award will coincide with the general spending policy for all endowed funds as established by the Mississippi State University Foundation, Inc. board of directors. Accumulated earnings in excess of current projected needs may be returned to the corpus to enhance future awards. Award funds will not be given directly to the recipients; rather, the university business office will credit the recipients’ tuition and fee expenses each semester.

In the event the need for funds for this purpose is greatly reduced or eliminated, the board of directors of the MSU Foundation will—after consultation with the donor (if available) or in consultation with the president of Mississippi State University (in the donor’s absence)—direct the use of the fund in the best interest of the university and as close to the original intent as possible. The identity of the endowed fund will be retained and will always bear the name indicated by the donor.

A copy of this agreement will be placed in the permanent files of the Foundation, the Office of Admissions and Scholarships, the MSU Alumni Association and the _____ MSU Alumni Chapter.

President Date

_____ Alumni Chapter

John Rush Date
Chief Executive Officer
MSU Foundation, Inc.

BYLAWS OF THE MISSISSIPPI STATE UNIVERSITY ALUMNI ASSOCIATION

PREAMBLE

We, the graduates, former students, and friends of Mississippi State University, in order to fully implement the Constitution of The Mississippi State University Alumni Association, do hereby ordain and establish these Bylaws in accordance with and pursuant to the Constitution.

ARTICLE I

MEMBERSHIP

SECTION 1. To obtain active membership, an annual contribution to Mississippi State University shall be required except as indicated in Article I, Sections 2 through 4. A contribution through the MSU Foundation and/or Bulldog Club shall be required each year to retain active membership.

SECTION 2. The members of each graduating class who shall receive a diploma before the date of any meeting of The Alumni Association, or any subdivision thereof to which such individual shall belong or be entitled to full privileges and powers, shall have full privileges and powers to vote and participate. This right shall exist for one (1) year from the date of graduation, after which such individuals shall be required to comply with Section 1, Article I of these Bylaws.

SECTION 3. Life members may contribute to Mississippi State University if they so choose, but such shall not be required to maintain their membership.

SECTION 4. Honorary members shall not be required to make an annual contribution.

ARTICLE II

CHAPTERS

SECTION 1. Upon application conforming to the requirements provided in Article V of the Constitution and these Bylaws, chapters inside or outside this state may be chartered by the Board and/or Executive Committee of the Board at its discretion. Each chapter, prior to being chartered, shall present in writing its Bylaws and slate of officers to the National Office and obtain approval of same.

SECTION 2. Two (2) or more in-state county chapters shall have the right to join for organizational purposes, provided such desirous chapters petition the Board in writing, certifying that the membership of each has expressed its desire of union. Dissolution of the joinder can be effected by a majority vote of one (1) of the chapters joined in the union, provided written notice of dissolution vote is immediately filed with the Executive Director and spread on the minutes of the next meeting of the Board.

SECTION 3. Such petitioning county chapters shall not be combined until the petition for union has received a majority vote of the Board and/or Executive Committee of the Board. When two (2) or more counties are joined together, they shall participate in all meetings of The Alumni Association as one (1) chapter.

SECTION 4. All chapter officers shall be active members as defined in Article I of these Bylaws.

ARTICLE III

ELECTION OF OFFICERS AND DIRECTORS

SECTION 1. Prior to the Annual Business Meeting, a Nominating Committee, comprised of the three (3) most immediate and available former national presidents and four (4) members appointed by the National President, shall submit to the Executive Director a qualified candidate for each national office and for each elected Director position for which the term will expire at the end of the fiscal year. Such slate shall be duly publicized prior to the Annual Business Meeting.

SECTION 2. In addition to the slate presented for consideration at the Annual Business Meeting, nominations may be made from the floor.

SECTION 3. All chapters present at the Annual Business Meeting shall be eligible to cast their votes for national officer positions in accordance with the provisions of Article VI of these by-laws.

SECTION 4. The National Office shall be responsible for the verification of candidates' qualifications.

SECTION 5. The nine (9) in-state regions shall be as follows:
(a) The North 1 Region shall consist of Calhoun, Chickasaw, Coahoma, Desoto, Lafayette, Marshall-Benton, Panola, Quitman, Tallahatchie, Tate, Tunica, and Yalobusha Chapters;

(b) The North 2 Region shall consist of Alcorn, Itawamba, Lee, Monroe, Pontotoc, Prentiss, Tippah, Tishomingo, and Union Chapters;

(c) The North 3 Region shall consist of Clay, Grenada-Montgomery, Lowndes, Oktibbeha, and Webster Chapters;

(d) The Central 1 Region shall consist of Bolivar, Holmes, Humphreys, Leflore-Carroll, Sharkey-Issaquena, Sunflower, Washington, and Yazoo Chapters;

(e) The Central 2 Region shall consist of Attala, Kemper, Neshoba, Noxubee, and Winston-Choctaw Chapters;

(f) The Central 3 Region shall consist of Central Mississippi (Hinds, Madison, Rankin), Leake, Scott, Smith, and Warren Chapters;

(g) The South 1 Region shall consist of Clarke, Jasper, Jones, Lauderdale, Newton, and Wayne Chapters;

(h) The South 2 Region shall consist of Adams-Franklin-Wilkinson, Claiborne-Jefferson, Copiah, Covington, Lawrence-Jefferson Davis, Lincoln, Simpson, and Southwest Mississippi (Amite, Pike, Walthall) Chapters;

(i) The South 3 Region shall consist of Southeast Mississippi (Forrest-Lamar-Marion-Perry), George-Greene, Hancock, Harrison-Stone, Jackson, and Pearl River Chapters.

SECTION 6. The three (3) out-of-state regions shall be as follows:

(a) The Region 1 shall consist of Alaska, Arizona, Arkansas, California, Colorado, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, and Wyoming;

(b) The Region 2 shall consist of Connecticut, Delaware, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, Tennessee, Vermont, Virginia, Washington, D.C., West Virginia, and Wisconsin;

(c) The Region 3 shall consist of Alabama, Florida, Georgia, and South Carolina.

SECTION 7. All elections herein shall be conducted as called for in these Bylaws with the candidate receiving the most votes being declared the winner. In case of a tie, the vote shall be taken again with the two candidates receiving the most votes being on the ballot. If a tie still results and a winner cannot be declared by agreement, the two candidates shall draw lots to determine the winner.

SECTION 8. The National President and National Vice President shall take office on July 1, and serve for a term of two (2) consecutive fiscal years, or until their successors have been elected. The National Treasurer shall likewise take office on July 1, but serve a term of three (3) years. No person shall be eligible to serve as National President or National Vice President more than two (2) consecutive terms. The National Treasurer shall be eligible to serve three (3) consecutive terms.

SECTION 9. The Regional and Out-of-State Directors shall take office on July 1 and serve a three (3) year term.

ARTICLE IV

BOARD OF DIRECTORS

SECTION 1. The Board of Directors shall determine all policy, goals, and management objectives of The Alumni Association, except where specifically reserved to the Executive Committee. The Board shall be the final governing authority on any question presented, except those questions specially reserved to other entities, and there shall be no appeal from the action of the Board,

except an appeal to The Alumni Association at its next business meeting, provided notice of such appeal has been made to the Executive Director no less than two (2) weeks prior to the meeting in which such appeal will be made. The action of the Board can be rescinded only by a two thirds (2/3) affirmative vote of the duly qualified delegates present and voting at the meeting of The Alumni Association.

SECTION 2. The Board may hold meetings at such time and place as called by the National President and/or by a majority of the Board. However, it shall meet-two (2) times a year, once in the spring and once in the fall. The National President shall designate the hour and place of meetings.

SECTION 3. The National President may call special meetings of the Board, or any six (6) members of the Board may direct, in writing, the National President to call a special meeting from time to time as may be required to conduct the business of the Association, provided that written notice of the time and place of such meeting shall be given to each member thereof at least ten (10) days in advance of such meeting.

SECTION 4. In order that the Board may conduct business and make any official discussion, a quorum of twenty percent (20%) of the membership of the Board shall be required. Official action of the Board upon any question for consideration shall require a majority vote of members present.

SECTION 5. The National President shall preside at all Board meetings. In the absence of the National President, the National Vice President shall preside. In the absence of the National Vice President, the National Treasurer shall preside. In the absence of all of the above officers, the Board shall elect a presiding officer.

SECTION 6. The Executive Director shall keep minutes of the meeting of the Board in a permanent book known as "Minutes of the Board of Directors of The Alumni Association", and all official action taken by the Board shall be recorded therein. The minutes of each meeting of the Board shall be signed by the Executive Director and the presiding officer at such meeting, and at the very next meeting, the minutes shall be approved by a majority vote of the Board or disapproved accordingly.

SECTION 7. Any director or officer who misses two (2) meetings of the Board and/or the Executive Committee of the Board during a term without an excuse approved by the Executive Director shall by such absences vacate the office, and such vacancy shall be filled in accordance with the applicable provisions of the Constitution and/or Bylaws.

ARTICLE V

EXECUTIVE COMMITTEE OF THE BOARD OF DIRECTORS

- SECTION 1. The Executive Committee, other than the designated national officers, shall be elected by the Board of Directors not later than June 15 prior to the beginning of the fiscal year in which the Executive Committee is to serve.
- SECTION 2. The Executive Committee shall be elected by those individuals who will comprise the Board for the fiscal year in which the Executive Committee is to serve.
- SECTION 3. The National President shall preside at all meetings of the Executive Committee. In the absence of the National President, the National Vice President shall preside. In the absence of the National Vice President, the National Treasurer shall preside. In the absence of all of the above officers, the Executive Committee shall elect a presiding officer.
- SECTION 4. The Executive Director shall keep minutes of the meetings of the Executive Committee in a permanent book known as "Minutes of the Meetings of the Executive Committee of the Board", and all official action taken by the Executive Committee shall be recorded therein. The minutes of each meeting of the Executive Committee shall be signed by the Executive Director and the presiding officer at such meeting, and shall be presented for approval, or disapproval accordingly, by a majority of the Executive Committee at the next meeting of the Executive Committee. Further, minutes of the Executive Committee meetings should be duly mailed to all members of the Board.

ARTICLE VI

ASSOCIATION MEETINGS

- SECTION 1. At the Annual Business Meeting during the Leadership Conference, elections of the board of directors and general association business shall be voted upon by active members in attendance. One vote shall be cast by each person present at the Annual Business Meeting, and such person shall be a current active member.
- SECTION 2. The National President shall preside at all meetings of The Alumni Association. In the absence of the National President, the National Vice President shall preside. In the absence of the National Vice President, the National Treasurer shall preside. In the absence of all of the above officers, the most immediate Former National President shall preside; and if no Former National President is present, then The Association shall elect a presiding officer for its meeting.
- SECTION 3. A resolution may not be offered for adoption at an Annual Business Meeting unless it has first been considered by the Board of Directors, except such a resolution may be presented from the floor at an Annual Business Meeting in cases of an emergency. If, after a resolution concerning programs or policies of The Alumni Association has been filed for consideration of the Board, as provided in the Bylaws, and such resolution fails to receive favorable action by the Board and is not presented at the Annual Business

Meeting, the President of the chapter in which such resolution was initiated may offer a motion for consideration of such resolution. If the motion for its consideration receives a majority vote of the active members in attendance and voting, such resolution shall be presented for consideration in due form. The right to offer a motion for consideration of such a resolution shall not prevail with respect to a resolution that the Board has not been afforded the opportunity to consider at a regular or special meeting, or with respect to a resolution which has been referred for proper action and report to a standing or special committee, and the time designated for such action and report of such committee has not expired.

- SECTION 4. A majority vote of the active members in attendance at the Annual Business Meeting shall be required for adoption of all matters presented to it, except as may be otherwise provided in the Constitution and Bylaws.
- SECTION 5. At each meeting of The Alumni Association, the National President may appoint a Parliamentarian, and any ruling of the Parliamentarian is binding unless such ruling is overruled by two-thirds (2/3) of the duly qualified active members in attendance and voting at such meeting. *ROBERT'S RULES OF ORDER NEWLY REVISED* shall apply to all meetings of The Alumni Association, except as otherwise provided herein, and except that the "motion to lay on the table" shall not be used unless a specified time is provided, and provided that such motion shall be debatable.

ARTICLE VII

COMMITTEES

The National President, with the advice and consent of the Board, may from time to time create and appoint committees not specifically mentioned in the Constitution and/or the Bylaws.

ARTICLE VIII

OFFICIAL PUBLICATIONS

Each member of The Alumni Association shall be entitled to receive a copy of each official publication, and such rights shall continue as long as he or she remains a member in good standing in The Alumni Association.

ARTICLE IX

DUPLICATION

A chapter president cannot serve as a national officer.

ARTICLE X

ARCHIVES

SECTION 1. The office of Executive Director shall be the archivist of The Alumni Association and as such, the Executive Director shall be charged with the responsibility of permanently preserving all minutes, committee reports, correspondence, membership and financial records, activity records, photograph documents, and memorabilia of The Alumni Association.

SECTION 2. When any item in Section 1 is ten (10) years old, the Executive Director shall orderly arrange the material and present same to the archivist of Mississippi State University for safekeeping.

ARTICLE XI

AMENDMENT TO BYLAWS

SECTION 1. Bylaws of The Alumni Association not inconsistent with the Constitution may be enacted, and/or amendments may be approved by the Board of Directors.

Rev. 2/2/13

CONSTITUTION OF THE MISSISSIPPI STATE UNIVERSITY ALUMNI ASSOCIATION

PREAMBLE

We, the graduates, former students, and friends of Mississippi State University, in order to perpetuate the memories of university life, and to provide a medium by which the interest of the University may be promoted, do hereby ordain and establish this Constitution.

ARTICLE I

NAME

The name shall be THE MISSISSIPPI STATE UNIVERSITY ALUMNI ASSOCIATION, with offices in the Hunter Henry Center, One Hunter Henry Boulevard, Mississippi State, Mississippi, and at such other places as the Board of Directors, from time to time, shall designate.

ARTICLE II

MISSION

The mission of The Mississippi State University Alumni Association is to foster lifelong support for the University's mission through programs, activities, and events for its alumni, future alumni, and friends who are forever maroon and white.

ARTICLE III

POWERS

The Mississippi State University Alumni Association shall be the primary alumni organization for Mississippi State University alumni. Its leadership shall report to alumni on the University's plans and needs, while representing the views of the alumni to the University administration. The powers of the Board of Directors, the Executive Committee of the Board, and/or the staff shall be within the scope of delegated duties from The Alumni Association, or the Board and/or the Executive Committee of the Board, and they shall be: (a) to direct, manage, supervise, and control the business, property, and funds of The Alumni Association; (b) to sponsor, supervise, direct, and enlist the support of individual alumni, former students and friends of the University, and to support chapters organized in accordance with the Constitution and Bylaws.

ARTICLE IV

MEMBERSHIP

SECTION 1. Classes of membership in The Alumni Association shall be: active, life, associate, joint, and honorary memberships.

SECTION 2. Active members shall be graduates and former students who enrolled for a minimum of one quarter or one semester at Mississippi State University, Mississippi State College, or Mississippi A & M College, and who have made an annual contribution to Mississippi State University.

SECTION 3. Life members shall be graduates or former students as prescribed in Section 2, Article IV, who have been awarded a life membership during the Golden Anniversary year of their class, or who purchased such life membership prior to 1981.

SECTION 4. Associate members shall be friends of the University who desire to pledge allegiance and support to Mississippi State University, and The Alumni Association, and who have made an annual contribution to Mississippi State University as prescribed by the Bylaws.

SECTION 5. Joint members shall be husbands and wives, one or both of which are in any of the classes of membership listed above, who choose to make a joint contribution to Mississippi State University.

SECTION 6. Honorary members may include those individuals elected by the Executive Committee of the Board and/or the Board of Directors as prescribed by the Bylaws in recognition of outstanding and meritorious service to Mississippi State University and/or The Alumni Association.

SECTION 7. Graduating seniors of Mississippi State University shall be awarded one year's active membership in The Alumni Association upon graduation from the University.

ARTICLE V

CHAPTERS

SECTION 1. There shall be a local chapter in each county in the state of Mississippi; and there may be a local chapter in any state or area outside the state of Mississippi, all of which provide acceptable conditions as prescribed by the National Board of Directors.

SECTION 2. A chapter shall be chartered by instrument duly executed by the National President and the Executive Director, upon proper application by individuals of any class membership who have made an annual contribution to Mississippi State University,

following the approval of the Board of Directors.

- SECTION 3. A chapter within this state shall be chartered only on a countywide basis, except where the Board may authorize, for organizational purposes, the combining of two (2) or more counties into one (1) chapter organization. Out-of-state chapters may be chartered on the basis of groups living or working in cities, towns, or other subdivisions of the state where they reside.
- SECTION 4. All classes of membership, except honorary members, shall have full privileges and powers to vote and participate in chapter meetings and to hold chapter offices.
- SECTION 5. Each chapter shall enact Bylaws not inconsistent with this Constitution and Bylaws.
- SECTION 6. Each chapter may hold meetings at such time and place as may be designated by the chapter president, except that each chapter shall hold at least one Annual Business Meeting to elect officers.

ARTICLE VI

NATIONAL OFFICERS

- SECTION 1. The national officers of The Alumni Association shall be a National President, a National Vice President, a National Treasurer, Executive Director, and Immediate Former National President. All classes of membership except honorary members shall be eligible to be elected to national office.
- SECTION 2. All classes of membership except honorary members shall be eligible to be elected to national office and shall have full privileges and powers to vote and participate in all Alumni Association meetings.
- SECTION 3. The National President, National Vice President, and National Treasurer shall be elected at the Annual Business Meeting of The Alumni Association, in accordance with the provisions for nomination and election outlined in the Bylaws.
- SECTION 4. The Executive Committee of the Board of Directors and the President of Mississippi State University shall appoint, define the duties of, and determine the salary of the Executive Director.
- SECTION 5. To be eligible to run for National President, each candidate shall have served a full term on the Board of Directors, or two (2) years

on the Executive Committee of the Board. To be eligible to run for National Vice President, each candidate must have served a full term on the Board, or served one (1) year on the Executive Committee.

- SECTION 6. To be eligible to run for National Treasurer, each candidate shall submit credentials to the Nominating Committee. Prior service on the Board of Directors is preferred, but is not a requirement for eligibility.
- SECTION 7. Whenever there shall be a vacancy in the office of National President, the National Vice President shall become National President. The filling of an unexpired term of National President shall not preclude such person from being eligible to run for re-election as National President, or to serve two (2) consecutive terms in their own right, should such person be elected.
- SECTION 8. Whenever there shall be a vacancy in the office of National Vice President, then such shall be filled within forty-five (45) days by an election by the Board of Directors for the remainder of such term in accordance with the qualification provisions of Section 5, Article VII.
- SECTION 9. Whenever there is a vacancy in the office of National Treasurer, the Board shall elect a successor to fill the remaining unexpired term. Such election to fill an unexpired term for the National Treasurer shall not be a prohibition against such individual running for re-election, nor serving three (3) complete terms should such person be elected to such term.

ARTICLE VII

BOARD OF DIRECTORS

- SECTION 1. There shall be a Board of Directors, consisting of the National Officers; one (1) in-state director for each region with number of addressable alumni between 0 – 4,999; two (2) in-state directors for each region with number of addressable alumni between 5,000 – 9,999; three (3) in-state directors for each region with number of addressable alumni equal to 10,000 or more; one (1) out-of-state director for each region; one (1) out-of-state director for each state with number of addressable alumni equal to 5,000 or more; one (1) at-large director; one (1) Former National President (elected by the former national presidents) and the Student Association President, the President of the Faculty Senate, the Staff Council Chair, the Mississippi State University Foundation,

Inc. President, the Bulldog Club President, and the Alumni Association Executive Director as an ex-officio member. All directors shall be elected or appointed as prescribed hereinafter.

SECTION 2. The Board shall define the policies and shall have full administrative authority in all matters of The Alumni Association not inconsistent with this Constitution.

SECTION 3. The construction and the interpretation of the Constitution and Bylaws by the Board on all matters, except candidacy eligibility questions, shall be final and binding, unless such construction and/or interpretation by the Board is timely appealed from and rescinded at the next annual or special meeting of the Alumni Association by a two-thirds (2/3) vote of the delegates present and voting.

SECTION 4. The Regional and Out-of-State Directors shall be elected each year by the membership for three (3) year terms as established by the Bylaws.

SECTION 5. The one (1) at-large director may be appointed by the Executive Director for a three (3) year term as established by the Bylaws.

SECTION 6. One (1) former national president shall serve a one-year term as established by the Bylaws.

SECTION 7. The President of the Student Association shall serve on the Board for the term of office as Student Association President, and such term shall be governed by the authorities controlling such term of office.

SECTION 8. The President of the Faculty Senate shall serve on the Board for the term of office as Faculty Senate President, and such term shall be governed by the authorities controlling such term of office.

SECTION 9. The Staff Council Chair shall serve on the Board for the term of office as Staff Council Chair, and such term shall be governed by the authorities controlling such term of office.

SECTION 10. The President of The Mississippi State University Foundation, Inc. shall serve on the Board for the term of office as Foundation President, and such term shall be governed by the authorities controlling such term of office.

SECTION 11. The President of the Bulldog Club shall serve on the Board for the term of office as President of the Bulldog Club, and such term shall be governed by the authorities controlling such term of office.

SECTION 12. Whenever there is a vacancy in a directorship, the Executive Committee shall appoint a successor Director to serve the remainder of that term.

SECTION 13. Should there be a vacancy in either the offices of the Student Association President; Faculty Senate President; Staff Council Chair; Mississippi State University Foundation, Inc. President; or Bulldog Club President, such successor filling the unexpired term as elected by the respective organizations shall immediately become a member of the Board.

SECTION 14. No person shall be eligible to serve as a Director for more than two (2) consecutive terms, excluding National Officers, as established by the Bylaws.

ARTICLE VIII

EXECUTIVE COMMITTEE OF THE BOARD OF DIRECTORS

SECTION 1. There shall be an Executive Committee of the Board of Directors, which shall consist of the National President; National Vice President; National Treasurer; Immediate Former National President; the Executive Director as ex-officio member; and three (3) members elected from the full Board of Directors. At least one member of the Executive Committee shall be a representative from an out-of-state area provided there is a Board member from an out-of-state area who is willing and qualified.

SECTION 2. The Executive Committee shall meet upon the call of the National President, or upon the call of any three (3) members of the Executive Committee.

SECTION 3. The Executive Committee's authority shall include action on all matters except those specifically reserved to the Board or those regarding amendments to this Constitution and the Bylaws. Any action taken by the Executive Committee on behalf of the Board shall be subject to review by the Board and, with the exception of any action, which binds the Association with third parties, the Board has the authority to override Executive Committee action.

ARTICLE IX

ASSOCIATION MEETINGS

- SECTION 1. The Annual Business Meeting shall be held during the Leadership Conference each year.
- SECTION 2. Special meetings of The Alumni Association shall be called by the National President upon petition executed by ten (10) or more chartered chapters, or upon request of two-thirds (2/3) of the members of the Board.
- SECTION 3. All classes of membership, except honorary members, shall have full privileges and powers to vote and participate in meetings of The Alumni Association, provided they are a duly qualified active member in attendance as provided in the Bylaws.

ARTICLE X

COMMITTEES

The National President, with the advice and consent of the Board, shall appoint such standing and special committees as established in the Bylaws or as may be deemed necessary or advisable by the National President or a majority of the Board.

ARTICLE XI

OFFICIAL PUBLICATIONS

The Board shall publish or cause to be published, under its supervision and control, the official periodical of The Alumni Association entitled *MISSISSIPPI STATE ALUMNUS* and any such other publications as from time to time the Board deems advisable.

ARTICLE XII

RECALL

Any member or officer of the Board of Directors may be removed by a two-thirds (2/3) vote of the Board of Directors whenever in its judgment the interests of the Association would best be served.

ARTICLE XIII

QUORUM

The quorum for any meeting of The Alumni Association shall be those duly qualified members, delegates, officers, directors, and/or committee members present and voting, whether the meeting be regular or special.

ARTICLE XIV

PURPOSE AND DISSOLUTION

Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future tax code.

In the event of dissolution, residual assets of this Association will be turned over to one (1) or more organizations which themselves are exempt as organizations described in Section 501(c)(3) and 170(c)(2) of the Internal Revenue Code of 1954, or corresponding sections of any prior or future Internal Revenue Code, or to the federal, state or local government for exclusive public purposes.

ARTICLE XV

AMENDMENTS TO CONSTITUTION

SECTION 1. Amendments to this Constitution shall be made only at an Annual Meeting of The Alumni Association by a two-thirds (2/3) vote of the delegates and delegates-at-large present and voting as prescribed by the Bylaws.

SECTION 2. Proposed amendments to the Constitution shall be received by the Executive Director at least two (2) months prior to the date of the Annual Business Meeting. The Executive Director shall forward a copy of all proposed amendments to this Constitution to the president of each chapter not later than six (6) weeks prior to the Annual Meeting, in order for such amendments to be considered at that Annual Meeting.

Rev. 2/2/13