

1 **COPPIN STATE UNIVERSITY**
2 **NATIONAL ALUMNI ASSOCIATION CONSTITUTION**

3
4 (Revised January 12, 2024 – Approved February 24, 2024)
5
6
7

8
9
10 **ARTICLE I**

11 **Name**

12
13
14 The name of this organization shall be The Coppin State University National Alumni Association
15 (“CSUNAA” or “Alumni Association”). CSUNAA is an internal alumni association recognized by the
16 University System of Maryland (“USM”) Board of Regents and by Coppin State University (“CSU” or
17 “University”).
18

19 **Powers**

20
21 The Executive Board of CSUNAA shall oversee Alumni Association activities and operations and carry out
22 its functions and responsibilities in collaboration with the CSU Office of Alumni Engagement.
23

24
25 **ARTICLE II**

26 **Purpose**

27
28
29 **Section 1.** The Purpose of this organization shall be:

- 30
31 A. To support the mission and promote the general welfare of CSU.
32 B. To provide opportunities for its members to maintain close mutually
33 beneficial relationships between alumni, students, and the University.
34 C. To aid in the University’s continuous growth and development.
35 D. To keep members informed about University-related activities, existing
36 conditions and progress at the University.
37 E. To provide educational, charitable, or cultural activities for the benefit of
38 alumni, students, the University, and the community.
39 F. To provide resources and support for the University’s programs and
40 fundraising efforts.
41 G. To assist in the establishment and formal recognition of Alumni Association
42 Chapters (“Alumni Chapters”) as extensions of the CSUNAA.
43
44

45 **ARTICLE III**

46 **Organizational Structure**
47

- 1
- 2 **Section 1.** The CSUNAA shall be composed of an Executive Board, the General Membership
- 3 Body, and Association-recognized Alumni Chapters.
- 4
- 5 **Section 2.** The Executive Board shall be the governing body of the CSUNAA.
- 6
- 7 **Section 3.** An Alumni Chapter shall be defined as an official unit of the CSUNAA that operates
- 8 in an area of academic interest, affinity group, or geographic area. Approval of an
- 9 Alumni Chapter must come from the Executive Board and the Director of Alumni
- 10 Engagement. Approval of an Alumni Chapter may be withdrawn by the Executive
- 11 Board for non-compliance with University, with the USM Board of Regents Policy
- 12 on Alumni Associations 308.0 IX – 4.00 (USM Alumni Policy) and other relevant and
- 13 governing USM policies, and/or with CSUNAA policies and procedures, which are
- 14 located in this document, as well as for violations of U.S. federal, state, or local laws,
- 15 policies, or regulations.
- 16
- 17 **Section 4.** The Office of Alumni Engagement serves as the liaison between the University and
- 18 the Alumni Association and recognizes the Alumni Association’s function is to serve
- 19 as the primary liaison between the Alumni Association and its membership. The
- 20 Director of Alumni Engagement is the official designated by the University to
- 21 develop and facilitate critical and meaningful relationships with the Alumni
- 22 Association and to ensure monitoring and compliance with the USM Alumni Policy,
- 23 when and as appropriate.
- 24

25

26 **ARTICLE IV**

27

28 **Membership**

29

- 30 **Section 1.** Membership shall be open to all graduates and former students of CSU or the
- 31 University under any of its former names. In addition, any person who has an
- 32 interest in promoting the University may apply for Associate membership status.
- 33
- 34 **Section 2.** CSUNAA members will be classified as Annual, Life, Joint, or Associate Members.
- 35

36

37 **ARTICLE V**

38

39 **Executive Board Members**

40

- 41 **Section 1.** The Executive Board shall consist of the elected officers, the Immediate Past
- 42 CSUNAA President (when applicable), one representative from each Alumni
- 43 Chapter, the Director of Alumni Engagement and a student representative. The
- 44 Immediate Past President serves on the Executive Board for a period of up to two (2)
- 45 years.
- 46

47

48 **ARTICLE VI**

1
2 **CSUNAA Officers**
3

- 4 **Section 1.** The elected officers of the CSUNAA shall be President, First Vice President, Second
5 Vice President, Treasurer, Recording Secretary, Parliamentarian, and Sergeant-at-
6 Arms.
7
- 8 **Section 2.** The election of officers shall be carried out in accordance with the provisions of the
9 CSUNAA Constitution and Bylaws.
10
- 11 **Section 3.** All officers shall serve for a term of two (2) years and are eligible for reelection to a
12 second consecutive term. The Immediate Past President serves on the Executive Board
13 for a period of up to two (2) years.
14
- 15 **Section 4.** The President, with the approval of the Executive Board, may recommend officers to
16 fill any vacancy that may occur between elections.
17

18
19 **ARTICLE VII**
20

21 **Meetings**
22

- 23 **Section 1.** The Executive Board shall convene at CSU or virtually monthly, except during the
24 month of July.
25
- 26 **Section 2.** The General Membership Body shall meet at CSU four (4) times during the year. The
27 meetings shall be held during the months of January, April, August, and November.
28
- 29 **Section 3.** The President or designee (in rank) may call a Special Meeting to address urgent
30 matters when deemed necessary or when requested by five (5) Financial Members.
31
- 32 **Section 4.** The CSUNAA shall convene an Annual Meeting during Homecoming Week.
33
- 34 **Section 5.** The Executive Board shall determine the day, time, and place of all meetings.
35
- 36 **Section 6.** A quorum of the General Membership Body for conducting business shall consist of
37 fifteen (15) Financial Members, one of whom must be the President, First Vice
38 President, or Second Vice President.
39
- 40 **Section 7.** Virtual Meetings – The CSUNAA may conduct virtual meetings with input from the
41 members of the Executive Board or any of its committees.
42
- 43 **Section 8.** The President or designee may call for an Administrative Meeting to discuss
44 affiliates, financial, or other issues deemed sensitive or consequential to the
45 CSUNAA.
46
47
48

ARTICLE VIII

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16

Nominating and Election Committees

- 17
18
19
20
21
22
23
24
25
- Section 1.** A Nominating Committee consisting of no more than five (5) Financial Members of the CSUNAA shall be selected by the Executive Board. Current Board Members may not serve on the Nominating Committee.
- Section 2.** An Election Committee consisting of no more than five (5) Financial Members of the CSUNAA shall be selected by the Executive Board. Current Board Members may not serve on the Election Committee.

ARTICLE IX

Amendments

- 26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
- Section 1.** All proposed amendments to the Constitution and/or Bylaws must be submitted in writing to the President and the Executive Board for review within thirty (30) days of receipt.
- Section 2.** Upon receipt and review of a proposed Constitutional and/or Bylaws Amendment(s), the Executive Board shall refer the proposed amendment (s) to the Constitution and Bylaws Committee for a determination. The Constitution and Bylaws Committee must act upon said resolutions within thirty (30) days.
- Section 3.** The Constitution and Bylaws Committee in conjunction with the Director of Alumni Engagement shall disseminate the proposed amendment(s) to the membership at least thirty (30) days prior to a vote.
- Section 4.** This Constitution and Bylaws may be amended by two-thirds (2/3) vote of the membership present at a CSUNAA General Membership Meeting, provided the General Membership Body was notified at least thirty (30) days prior to the meeting.
- Section 5.** This Constitution and Bylaws shall be fully reviewed every four (4) years by the Constitution and Bylaws Committee.

ARTICLE X

Governance and Severability

If any portion of this Constitution is declared void, and is to be severed or stricken, all other portions of this Constitution remain in effect pursuant to compliance with the USM Alumni Policy.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47

COPPIN STATE UNIVERSITY NATIONAL ALUMNI ASSOCIATION BYLAWS

(Revised January 12, 2024 – Approved February 24, 2024)

ARTICLE I

CSUNAA Membership Requirements

- Section 1.** **Annual Member** - Any person who is a graduate or former student of CSU or the University under any of its former names and has paid the annual membership fee with the CSUNAA.
- Section 2.** **Life Member** - Any annual member who has paid the requisite life membership fee to the CSUNAA.
- Section 3.** **Associate Member** - Any person who is eighteen (18) years or older and who is not a former student of CSU or the University, under any of its former names, but who has an interest in promoting and supporting the University and who pays the requisite membership fee.
- Section 4.** **Joint Members** – Joint Annual, Joint Life and Joint Associate Memberships are available for household pairs (couples, partners, or immediate family members who meet the requirements for each membership category. A discounted membership fee will apply to joint memberships.
- Section 5.** **Membership Year** - Each member’s Annual Membership shall run for one (1) calendar year from date of purchase.
- Section 6.** **Membership Fees** - Membership fees shall be established by the CSUNAA Executive Board in collaboration with the Director of Alumni Engagement.
- Section 7.** **Financial Membership** – A member is considered a Financial Member for the Membership Year when said member has satisfactorily paid required Membership Fee(s) for that Membership Year.

ARTICLE II

CSUNAA Alumni Chapters

- Section 1.** The purpose of Alumni Chapters, whether organized based on academic interest, affinity group, or geographic area, is to support and further the mission and purposes

1 of the CSUNAA and the University. When Alumni Chapters are officially
2 recognized, they benefit by having access to the Office of Alumni Engagement for
3 expertise and support in communications, marketing, events management, resources,
4 and fundraising efforts.
5

6 **Section 2.** Each active Alumni Chapter shall elect its own officers and set up its own chapter
7 Constitution and Bylaws, both of which must be in conformity with those of the
8 CSUNAA Constitution and Bylaws, University policies, and compliant with the
9 USM Alumni Policy.
10

11 Each Alumni Chapter must submit a report of major activities along with a list of
12 Board and chapter members within ninety (90) days of the close of the CSUNAA
13 fiscal year.
14

15 **Section 3.** Each Alumni Chapter shall file a copy of its chapter constitution and bylaws with the
16 Office of Alumni Engagement and the CSUNAA Executive Board for approval. The
17 Office of Alumni Engagement is the primary point of contact and manages the
18 approval process for Alumni Chapters.
19

20 **Section 4.** An active membership roster of each alumni chapter, prepared by the Alumni
21 Association Chapter, shall be submitted to the CSUNAA and the Office of Alumni
22 Engagement by September 30th of each year.
23

24 **Section 5.** Each Alumni Chapter Member must be financial with both the CSUNAA as well as
25 with the Alumni Chapter.
26

27 **Section 6.** Each Alumni Chapter shall have one Representative on the CSUNAA Executive
28 Board.
29

30 **Section 7** To be considered an Active Alumni Chapter, the chapter must meet the following
31 minimum standards:
32

- 33 A. Coordinate efforts with CSUNAA and the Office of Alumni Engagement.
- 34 B. Submit comprehensive report on major activities.
- 35 C. Maintain active volunteer leadership, and submit a complete contact list of
36 members, committee members, and officers.
- 37 D. Adhere to standards and operating principles set forth by the CSUNAA
38 Constitution and Bylaws, the Director of Alumni Engagement, and other
39 governing sources of authority set by the University or otherwise required.
- 40 E. Submit signed statement affirming the Alumni Chapter has operated in
41 accordance with the policies of CSUNAA, Coppin State University, and the
42 USM Board of Regents, and with laws and regulations of the State of
43 Maryland and the United States.
44

45 **Section 8.** Additional governing guidance for establishing and maintaining an Alumni Chapter
46 can be found in the current CSUNAA Alumni Chapter Handbook.
47
48

1 **ARTICLE III**

2
3 **CSUNAA Executive Board Eligibility Requirements**

4
5 **Section 1.** The Executive Board shall consist of the elected officers, the Immediate Past Alumni
6 Association President (when applicable), one representative from each Alumni
7 Chapter, the Director of Alumni Engagement, and a student representative. The
8 Immediate Past President serves on the Executive Board for a period of up to two (2)
9 years.

10
11 **Section 2.** A member nominated for the office of President of the CSUNAA must be a Financial
12 Member and have served as an active Committee Member or Executive Board Member
13 for at least one (1) year immediately prior to the nomination.

14
15 **Section 3.** A member nominated for one of the other elected offices of the CSUNAA must be a
16 Financial Member and have served as an active Committee Member or Board
17 Member for at least one (1) year prior to the nomination.

18
19 **Section 4.** All Executive Board members and representatives to the Executive Board must be
20 Financial Members at the National level. Alumni Chapter representatives must be
21 Financial Members at the chapter level also. Associate members are not permitted to
22 serve as an elected officer or on the Executive Board.

23
24
25 **ARTICLE IV**

26
27 **CSUNAA Executive Board Powers**

28
29 **Section 1.** The Executive Board shall be the governing body of the CSUNAA.

30
31 **Section 2.** The Executive Board shall be empowered to:

- 32
33 A. Establish and approve operational, financial, and administrative procedures
34 and policies by which the CSUNAA shall operate in collaboration with the
35 Director of Alumni Engagement.
36 B. Establish fees for all membership classifications and the method of payment
37 for such fees in partnership with the Office of Alumni Engagement and the
38 Coppin State University Development Foundation (CSUDF).
39 C. Establish and supervise the fiscal affairs of the CSUNAA and ensure that
40 financial obligations are met in a timely manner.
41 D. Appoint ad hoc committees as deemed necessary.
42 E. Fill any vacancies on the Executive Board that may occur between elections.
43 F. Liaise cooperatively with the Director of Alumni Engagement.
44 G. Engage in periodic direct consultations with the University President (or a
45 designee responsible official, such as the Vice President of Institutional
46 Advancement) regarding Alumni Association matters.
47
48

1 **ARTICLE V**

2
3 **CSUNAA Executive Board Meetings**

4
5 **Section 1.** The Executive Board shall convene at CSU or virtually monthly, except during the
6 months of July. The Executive Board shall determine the day, time, and place of the
7 meetings.
8

9 **Section 2.** A quorum of the Executive Board for conducting official business shall consist of
10 five (5) Financial Members. Three (3) of said Financial Members shall be elected
11 officers, one of whom must be the President, First Vice President or Second Vice
12 President.
13

14 **Section 3.** The CSUNAA has the right to conduct meetings virtually. It is therefore authorized
15 to use any form of teleconference/audio conference technology available to effectuate
16 the conduct of a fruitful meeting. These electronic applications must allow
17 authorized member participants to respond to relevant activities of the meeting.
18

- 19 A. All remote members are expected to raise observations and points of concern
20 through normal protocols as if they were present on site.
21 B. Any remote member(s) may be recognized for discussion, vote, or offer
22 motions in the usual manner, as provided for in these Bylaws.
23 C. Motions are presented by Financial Members and seconded in the usual
24 manner.
25 D. Any member of the CSUNAA who wishes to participate in the meeting and
26 who is not a member of the Executive Board or of a committee must request
27 prior approval (at least seven (7) days before the meeting) and be present in
28 person to provide input.
29
30

31 **ARTICLE VI**

32 **Governance and Severability**

33
34
35 **Section 1.** If any portion of these Bylaws is declared void, and is to be severed or stricken, all
36 other portions of these Bylaws remain in effect pursuant to compliance with the USM
37 Alumni Policy.
38

39 **ARTICLE VII**

40 **Parliamentary Authority**

41
42
43
44 **Section 1.** The Constitution and Bylaws of the CSUNAA shall be the principal governing
45 document and shall prevail in all instances. The rules contained in the current edition
46 of Robert's Rules of Order, Newly Revised Edition ("Robert's Rules of Order") shall
47 govern the meetings in all cases to which they are applicable (*i.e.*, at all meetings of
48 the General Membership Body, the Executive Board, and all committees) and are not

1 inconsistent with the CSUNAA Bylaws.

2 **ARTICLE VIII**

3
4 **CSUNAA Meetings**

5
6 **Section 1.** The General Membership Body shall convene at CSU four (4) times during the year.
7 The meetings shall be held during the months of January, April, August, and
8 November.

9
10 **Section 2.** A quorum of the General Membership Body for conducting official business shall
11 consist of fifteen (15) Financial Members, one of whom must be the President, First
12 Vice President, or Second Vice President.

13
14 **Section 3.** The CSUNAA shall convene an Annual Meeting during Homecoming Week.

15
16 **Section 4.** A quorum for the Annual Meeting for conducting official business shall consist of
17 fifteen (15) Financial Members, one of whom must be the President, First Vice
18 President, or Second Vice President.

19
20
21 **ARTICLE IX**

22
23 **Nominating and Election Committees**

24
25 **Section 1.** The Nominating Committee is appointed by the Executive Board and shall be
26 responsible for the preparation of the slate of officers. In addition, the timely
27 distribution of ballots is the responsibility of this committee, in conjunction with the
28 Director of Alumni Engagement. The official ballot shall be sent to Financial
29 Members.

30
31 **Section 2.** Additional names may be added to the ballot by write-in nomination. Write-in
32 nominations must meet the Board Eligibility Requirements identified in these
33 CSUNAA Bylaws.

34
35 **Section 3.** The Election Committee is appointed by the Executive Board and shall be
36 responsible for opening, certifying, and tallying ballots in conjunction with the
37 Director of Alumni Engagement.

38
39 **Section 4.** A majority of the votes cast by the General Membership Body, as indicated by the
40 ballots returned, shall determine the election to an office.

41
42
43 **ARTICLE X**

44
45 **Duties of CSUNAA Officers**

46
47 **Section 1.** The **President** shall:

- A. Develop the agenda and preside at all meetings of the CSUNAA and the Executive Board.
- B. Represent the CSUNAA at all formal meetings, events, and activities when a request is made for representation, and/or, when necessary, designate one or more appropriate officers/members to represent the CSUNAA.
- C. Discuss financial disbursements and/or commitments prior to their transmittal for payment in conjunction with the Director of Alumni Engagement.
- D. Appoint all persons for committees or roles not otherwise provided for in the Constitution and Bylaws.
- E. Serve as an Ex-Officio Member of all Standing Committees except the Nominating and Election Committees.
- F. Be responsible for the prompt and efficient transition of all official documents and procedures from the current officer to the newly elected officer.

Section 2. The **First Vice President** shall:

- A. Perform all duties of the President in the absence of the President.
- B. Perform other duties assigned by the President or the Executive Board.
- C. Coordinate programs and activities of the CSUNAA.
- D. Assume the office of the President in the event of resignation, removal from office, or death.
- E. Assist with Alumni Chapter development, reactivation, and establishment of new chapters in targeted areas.
- F. Be responsible for the prompt and efficient transition of all official documents and procedures from the current officer to the newly elected officer.

Section 3. The **Second Vice President** shall:

- A. Perform the duties of the President and/or the First Vice President in their absence.
- B. Perform other duties assigned by the President or the Executive Board.
- C. Coordinate membership programs and activities. Maintain a current roster of the CSUNAA Membership.
- D. Be responsible for the prompt and efficient transition of all official documents and procedures from the current officer to the newly elected officer.

Section 4. The **Treasurer** shall:

- A. Meet monthly with the Director of Alumni Engagement to discuss disbursements and receipts of the CSUNAA.
- B. Set up procedures for receiving and disbursing funds and provide in each instance a receipt for those CSUNAA transactions.
- C. Provide and present monthly financial reports and an annual financial report to the Executive Board of receipts and disbursements of the CSUNAA.
- D. Collect and record membership fees in conjunction with the Director of Alumni Engagement.
- E. Be responsible for the prompt and efficient transition of all official documents and procedures from the current officer to the newly elected officer.

1
2 **Section 5.**

The **Recording Secretary** shall:

- 3
4 A. Record all minutes of the Executive Board and all meetings of the CSUNAA.
5 B. Present recorded minutes to the aforementioned bodies for acceptance.
6 C. Execute all CSUNAA correspondence and marketing material in coordination
7 with the Director of Alumni Engagement.
8 D. Keep a file of approved minutes and reports, communications received, copies
9 of letters sent, current roster of the membership, committees, officers, and
10 Alumni Association Representatives.
11 E. Be responsible for the prompt and efficient transition of all official documents
12 and procedures from the current officer to the newly elected officer.

13
14 **Section 6.**

The **Parliamentarian** shall:

- 15
16 A. Interpret the Constitution and Bylaws of the CSUNAA.
17 B. Ensure that the CSUNAA Constitution and Bylaws and Robert’s Rules of
18 Order shall be the basis for decisions made in the member’s official capacity
19 as the Parliamentarian.
20 C. Serve as chairperson of the Constitution on Bylaws Committee.
21 D. Be responsible for the prompt and efficient transition of all official documents
22 and procedures from the current officer to the newly elected officer.

23
24 **Section 7.**

The **Sergeant-at-Arms** shall:

- 25
26 A. Maintain order in meetings and shall make adequate preparations for
27 ceremonies or special events.
28 B. Assist with timekeeping for the orderly progression of the meeting.
29 C. Be responsible for the prompt and efficient transition of all official documents
30 and procedures from the current officer to the newly elected officer.

31
32 **Section 8.**

The **Immediate Past-President** shall:

- 33
34 A. Assist the new President and Executive Board in any matter deemed
35 necessary by the Executive Board.
36 B. Serve as a member of the Executive Board for a period up to two (2) years to
37 assist, as needed, in providing a smooth transition for the new President in
38 his/her office.

39
40
41 **ARTICLE XI**

42
43 **Duties of CSUNAA Committees**

44
45 **Section 1.**

Event Planning Committee - The Event Planning Committee will plan all
46 CSUNAA events in concert with the Office of Alumni Engagement. The committee
47 will plan events that will have mass appeal to a wide array of alumni while staying
48 within the CSUNAA Budget. The committee will also solicit volunteers to staff the

1 events and will assist with developing the communication to promote events through
2 the Office of Alumni Engagement. The standing events held by the CSUNAA
3 include an Annual Meeting, Homecoming Activities and the MEAC Basketball
4 Tournament.
5

6 **Section 2. Scholarship and Financial Request Committee** - The responsibility of this
7 committee is to provide oversight for a financial assistance fund consisting of
8 financial contributions made to the University for this purpose, bearing in mind the
9 total targeted dollar amount identified at the beginning of the fiscal year. This
10 committee will review financial requests from campus student groups and determine
11 whether financial assistance will be provided. This committee will also develop the
12 criteria for the CSUNAA scholarship funds and ensure they are awarded to deserving
13 students at CSU. This committee will have a minimum of five (5) members and
14 operate in collaboration with the Office of Alumni Engagement.
15

16 **Section 3. Fundraising Committee** - The Fundraising Committee is responsible for developing
17 programs to raise money for the CSUNAA. The Executive Board will approve
18 fundraising activities identified by this committee. This committee will also work in
19 conjunction with the Office of Alumni Engagement.
20

21 **Section 4. Awards & Special Recognition Committee** - This committee will identify alumni
22 who will receive awards and special recognition to include the following awards:
23 Recent Alumni Achievement Award, Professional Achievement Award, Unsung Hero
24 Award, Winky Camphor Lifetime Achievement Award, and the Fanny Jackson Coppin
25 Award.
26

27 **Section 5. Volunteer Committee** - This committee will coordinate alumni volunteerism in
28 collaboration with the Office of Alumni Engagement. A roster of volunteers
29 will be maintained in the Office of Alumni Engagement. These volunteers will be
30 contacted whenever there is an event that needs staffing. These individuals are not
31 expected to pay to attend the event because they are expected to work during the
32 event.
33

34 **Section 6. Membership Committee** - The Second Vice President will chair this committee.
35 This committee will be responsible for tracking all membership applications received
36 through the Office of Alumni Engagement and those that are received during events
37 or otherwise. The committee will also coordinate membership mailings in
38 collaboration with the Office of Alumni Engagement. The chairperson and the
39 Director of Alumni Engagement will serve as the custodians of the membership
40 roster.
41

42 **Section 7. Constitution and Bylaws Committee** - In cooperation with the Executive Board and
43 the Director of Alumni Engagement, this committee is responsible for executing all
44 revisions and proposed amendments to the Constitution and Bylaws of the
45 CSUNAA, pending approval.
46
47
48

ARTICLE XII

1
2
3
Removal of Officers and Committee Chairpersons

4 **Section 1.** The Executive Board, by a 2/3 vote of the Financial Members present, may remove
5 any officers of the Association for violation of the CSUNAA Constitution and
6 Bylaws or neglect of duties.
7

8 **Section 2.** An elected officer of the Executive Board who misses three or more consecutive
9 meetings of the Board, without valid reasons, shall be referred to the Executive Board
10 for action, which may include but is not limited to mandatory remediation steps, loss
11 of active member status, and/or resignation or removal from elected office.
12

13 **Section 3.** The President, with the concurrence of the Executive Board, shall have the power to
14 remove from office for cause, any Chairperson who was appointed by the President.
15 The chairperson shall not be entitled to a hearing.
16

17
18 **ARTICLE XIII**

19
20 **Order of Business Meetings**

21
22 **Section 1.** The following shall be the order of business meetings of the CSUNAA except
23 where altered or suspended by call for same:
24

- 25 A. Call to Order
26 B. Adoption of Minutes of Previous Meeting
27 C. Correspondence
28 D. Report of Officers
29 E. Report of Committees
30 F. Unfinished Business
31 G. New Business
32 H. Announcements
33 I. Adjournment
34

35 **Section 2.** All reports must be submitted to the President in writing at least five (5) days prior to
36 the next meeting. The President is responsible for distribution of all documents.
37

38
39 **ARTICLE XIV**

40
41 **Fiscal Year**

42
43 **Section 1.** The fiscal year for the CSUNAA shall run from July 1st through June 30th of the
44 following calendar year. If deemed advisable, the Executive Board may change these
45 dates.