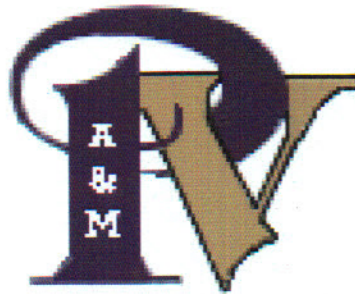


**PRAIRIE VIEW A&M UNIVERSITY
ATLANTA METROPOLITAN ALUMNI
CHAPTER
ATLANTA, GEORGIA**



CONSTITUTION AND BY-LAWS

Revised Edition August 22, 2011

NOTICE

These official documents may not be duplicated, rewritten, or amended without the express written approval of the Executive Board of the Prairie View A&M University Atlanta Metropolitan Alumni Chapter as governed by Article XII (page 13), Amendments to the Constitution, as described in this Constitution; and Article VI (page 20), Amendments to the By-Laws, as described in these By-Laws.

Adopted November 12, 2011 as the official rules and regulations of this Prairie View A&M University Atlanta Metropolitan Alumni Chapter.

CONSTITUTION

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CONSTITUTION
of the
PRAIRIE VIEW A&M UNIVERSITY
ATLANTA METROPOLITAN ALUMNI CHAPTER

PREAMBLE

We, the members of the Prairie View A&M University Atlanta Metropolitan Alumni Chapter, believing that the University has made substantial contributions to the citizens of the State of Texas, to the United States, and to the world, and further believing that these citizens of similar aspirations for the perpetuation of the University should bind together in order to form a more perfect union among alumni and ex-students of Prairie View A&M University in order to promote, support and provide service to the University, do enact and establish this Constitution and accompanying By- Laws for the government of its members.

ARTICLE I

NAME

The Name of the Chapter shall be the Prairie View A&M University Atlanta Metropolitan Alumni Chapter.

ARTICLE II

PURPOSE

The purpose of the Chapter shall be to form a union of the Prairie View A&M University alumni, ex-students, and interested citizens of similar aspirations for the perpetuation of Prairie View A&M University by:

- (A) Building and fostering understanding and support of Prairie View A&M University;
- (B) To promote closer fellowship among the alumni of our community and surrounding areas;
- (C) Understanding that we are chartered by Article XI, SECTIONS I through IV, Chapters or Clubs, of the Prairie View A&M University National Alumni Association Constitution;
- (D) Providing services to the alumni and loyal friends of the University;
- (E) Encouraging communications among Alumni and the University;
- (F) Encouraging High School graduates and College undergraduates to consider Prairie View A&M University as their alma mater.
- (G) Organizing and implementing programs necessary for securing grants, endowments and other financial assistance for the University.

ARTICLE III

MEMBERSHIP

SECTION 1. This Chapter shall have four (4) classes of members:

- (A) Active Members: All individuals holding degrees, diplomas or certificates awarded by Prairie View A&M University, and all ex-students who completed at least one semester or one full summer session and departed in good standing with the University shall be eligible for all the

privileges of active membership in the Chapter, including the right to vote and hold office therein upon the payment of annual dues and other assessments as established by the Chapter.

- (B) At-Large: Any individual outside the local area may petition the Atlanta Metro Chapter to become a member, pending the approval of the Executive Board. At-Large members shall be entitled to all the rights and privileges accorded regular members except the right to hold office therein.
- (C) Associate Members: Any spouse, friend, parent, daughter and/or son of Prairie View Alumni may join the Chapter as an Associate Member. Associate members shall be entitled to all the rights and privileges accorded regular members except the right to hold office therein.
- (D) Honorary: The Board of Directors of the Chapter shall have the power to confer an honorary membership in the Chapter on any person it deems worthy of the same, upon two-thirds majority vote of the Directors. Persons who have provided distinguished service to Prairie View A&M University shall be given preferred consideration for Honorary membership in the Chapter as so deemed by the Board of Directors. Honorary members shall be entitled to all rights and privileges accorded regular members except the right to vote and/or hold office.

SECTION 2. Life Membership

Life membership is offered only at the National level. Local chapter members are encouraged to become National Alumni Association (NAA) life members and can do so by contacting NAA.

ARTICLE IV

MEETINGS

SECTION 1. The Chapter shall meet at 10 AM on the third Saturday of every month at a location designated by the Executive Board, until a permanent location can be secured, unless notified otherwise. There shall be at least six meetings of the Chapter during the fiscal year.

SECTION 2. Special Meetings: the President may call Special meetings. All special meetings shall include a statement of the purpose of the meeting.

SECTION 3. Executive Board Meetings: meetings of the Executive Board shall be held (at stated intervals, preferably prior to each chapter meetings) to prepare plans, proposals, and recommendations, and to decide on items of business to be presented. Special meetings of the Executive Board shall be called at any time by the President or a written request (to the President) by three or more of the Executive Board members.

ARTICLE V

OFFICERS OF THE CHAPTER

SECTION 1. Titles of Officers: The officers of the Chapter shall consist of President, Vice President, Secretary, Treasurer, Financial Secretary, Parliamentarian, Historian, Chaplain, and Sergeant-At-Arms.

SECTION 2. Executive Board: The Executive Board shall be composed of the President, Vice President, Secretary, Financial Secretary, Treasurer, Parliamentarian, Historian, Chaplain and Sergeant-At-Arms and the Immediate Past Chapter President.

ARTICLE VI

DUTIES OF OFFICERS

President: The President shall preside over all Chapter meetings, including Executive Board meetings and represent the Atlanta Metro Chapter at the NAA Board of Directors Meetings, as voted on by 2/3 of the Chapter's members. The President shall perform all other duties as custom and parliamentary usage may require.

Vice President: The Vice President shall be the Assistant to the President, preside over meetings in the absence of the President, act as an ex-officio member of all standing committees, and perform other duties assigned by the President, as set forth in the Chapter By-Laws.

Secretary: The Secretary shall be the Administrative Officer of the Chapter. The Secretary shall be responsible for recording the minutes of the Chapter meetings and Executive Board meetings and other duties as set forth in the Chapter by-laws.

Treasurer: The Treasurer is the Custodian of the Chapter funds, writes all checks, posts returned checks in the Chapter check book, deposits moneys into the Chapter account, writes and co-signs checks to adhere to comptrollership as set forth in the Chapter by-laws.

Financial Secretary: The Financial Secretary shall maintain a financial ledger, pay the Chapter bills, co-sign all Chapter checks, and request checks from the Treasurer. The Financial Secretary shall maintain an up to date financial ledger in accordance with the current National, State, and Federal Audit

requirements. The Financial Secretary shall validate financial members by maintaining an updated record of all paid Chapter members.

Parliamentarian: The Parliamentarian shall be responsible for assuring that all meeting are conducted in accordance with parliamentary procedure. (Robert's Rule of Order, (revised edition), shall be used, and present at the chapter meetings, in a cases to which they are applicable and in which they are not inconsistent with the Chapter By-Laws).

Historian: The Historian shall maintain all materials pertinent to the Chapter and make an annual report on matters of historical importance.

Chaplain: The Chaplain shall coordinate and direct all religious activities of the Chapter.

Sergeant-At-Arms: The Sergeant-At-Arms shall be responsible for maintaining order. The Sergeant-At-Arms shall ensure that all doors are locked during formal meetings and control the flow of traffic in or out of the meeting area.

ARTICLE VII

POWERS AND DUTIES OF THE EXECUTIVE BOARD

SECTION 1. Committee Guidance: The Vice-President will provide guidances to appointed Committee chairpersons on the committee's focus/objective.

SECTION 2. Other Duties: The Executive Board shall perform such other duties as might be assigned to it by the Constitution and By-Laws of the Chapter.

ARTICLE VIII

ELIGIBILITY FOR OFFICE AND TERM OF OFFICE

SECTION 1. Eligibility for Office: To be eligible for office in the Atlanta Metro Chapter, a member shall be in good standing with the Chapter, as an active member pursuant to Article III, SECTION 1, and a current financial member of NAA.

SECTION 2. Office Terms: Term of office for the Chapter's officers, shall be two years, or until a successor has been duly qualified and elected to the office.

ARTICLE IX

OFFICER VACANCIES

SECTION 1. President: If the office of President becomes vacant during the term of office, whether it is by death, resignation, or otherwise, the Vice President shall automatically become President of the Chapter for the remainder of the term.

SECTION 2. If the office of the Vice President, Secretary, Treasurer, Financial Secretary, Parliamentarian, Historian, Chaplain or Sergeant-At-Arms shall become vacant during his or her tenure, a successor, in good standing, shall be nominated and elected by all members in good standing.

ARTICLE X

ELECTION OF OFFICERS

The officers of the Chapter shall be nominated by a chapter member in good standing, validated by the Election Committee and elected by the members of the chapter as provided in Article III. SECTION 1, and governed by Article IV. SECTION 2-4 of the By-Laws of the Chapter.

ARTICLE XI

DISSOLUTION AND DISTRIBUTION OF ASSETS

The Chapter may be dissolved at any Annual or Special Business Meeting, upon prior written notice to NAA, then notice to all members in good standing. The notice, of which contains a proposal for such dissolution, may call for the dissolution of the Chapter by a majority vote of two-thirds (2/3) of the members entitled to vote and appearing in person or by proxy.

Upon the dissolution of the Chapter, the Executive Board after paying or making provision for the payment of all assets of the Chapter, dispose of all of the assets of the Chapter exclusively for the

purpose of the Chapter in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization under SECTION 501(C) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Executive Board shall determine.

ARTICLE XII

AMENDMENTS TO THE CONSTITUTION

SECTION 1. Proposed Amendments: The Executive Board or any member of the Chapter may propose Amendments to this Constitution.

- (A) Proposed amendments to this Constitution shall be submitted in the form of a memorandum which details the purpose, rationale, and effect of said proposal on the Chapter's operations and procedures.
- (B) The Secretary of the Chapter, upon receipt of the proposal, will notify and provide copies of the proposed amendment to all members at least thirty (30) days prior to the date the proposal is to be voted upon.

SECTION 2. Vote on Amendment: A two-thirds (2/3) majority of those present in the meeting where the amendment is presented to the Chapter shall be required for adoption of the amendment.

ARTICLE XIII

MAILING ADDRESS

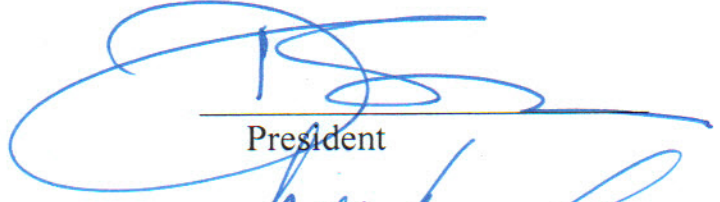
The official mailing address shall be the Chapter's post office box. All Chapter correspondences should be mailed to Prairie View A&M University Atlanta Metro Alumni Chapter, P.O. Box 992 Atlanta, GA 30301.

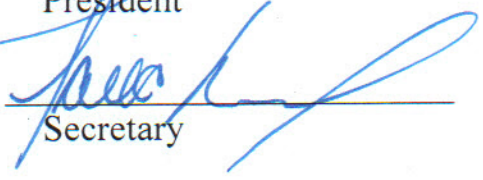
ARTICLE XIV

PARLIAMENTARY AUTHORITY

Robert's Rules of Order, (revised edition), shall govern the Chapter in all cases in which they are not inconsistent with this Constitution or the By-Laws and any special rules order that the Chapter may adopt.

Adopted this 12th Day of November 20 11



President


Secretary

BY-LAWS
of the
PRAIRIE VIEW A&M UNIVERSITY
ATLANTA METROPOLITAN ALUMNI CHAPTER

ARTICLE I

OFFICERS AND EXECUTIVE BOARD

SECTION 1. Responsibilities: The entire control of the Chapter, its affairs, operation and activities shall be vested by the membership.

SECTION 2. Elections: The President, Vice President, Secretary, Treasurer, Financial Secretary, Parliamentarian, Historian, Chaplain, and Sergeant-At-Arms shall be nominated by a Chapter member in good standing, validated by the Election Committee and elected by the Chapter members.

SECTION 3. Succession:

(A). If the office of President-Elect shall become vacant during his/her tenure, whether by death, resignation, or otherwise the Vice President shall automatically become President of the Chapter for the remainder of the term.

(B). If the office of the Vice President, Secretary, Treasurer, Financial Secretary, Parliamentarian, Historian, Chaplain or Sergeant-At-Arms shall become vacant during his or her tenure, a successor, in good standing, shall be nominated and elected by the members.

SECTION 4. Resignations and Removal:

(A). Any officer or chairperson may resign by filing with the President or Secretary of the Chapter a written resignation which shall be effective upon acceptance by the Executive Board.

(B). Any elected or appointed Officer or Committee chairperson shall be removed from office for failure to execute said duties of that position. It requires two-thirds (2/3) majority vote at any chapter meeting, provided prior notice is given that such removal is on the agenda of the chapter.

SECTION 5. Meeting of Officers: Meeting of officers shall be held at such times and places as designated by the President. Special meetings may be called by the President of the chapter or by any three members of the Executive Board.

SECTION 6. Quorum: A majority of the Officers shall constitute a quorum for any meeting of the Board. In order to hold a business or committee meeting, two-thirds of the members or officers must be present.

SECTION 7. Reports:

(A). Chapter's Yearly Activities: The President shall make a written report of the years' activities to be filed by the Historian. This report shall also be presented/submitted at the Annual NAA Board of Director's Meetings. The President shall also present/submit a Chapter Report at other designated NAA Board of Director's Meeting as required by the NAA President.

(B). Proposed Budget: The Executive Board will generate proposed annual budget to be vote on by the governing body within the first quarter. The approved budget shall also be submitted to the NAA during the first quarter Chapter Financial Reporting.

(C). Financial Reports: The Treasurer and Financial Secretary shall render to the members a complete written report of all financial transactions monthly. The Treasurer and Financial Secretary will also prepare the quarterly and annual financial reports for submission to the NAA.

ARTICLE II

COMMITTEES

SECTION 1. Standing Committees: The Chapter committees will consist of Scholarship and Student Recruitment, Finance, Service, Membership, Executive, and Communication.

SECTION 2. Regulation: A Chairperson shall be appointed by the President with consent of the members for a Standing Committee.

SECTION 3. Special Committees: The President may appoint Special Committees as necessary to conduct the business and affairs of the Chapter, such as the Election Committee.

SECTION 4. Member Qualifications: Committee Members shall be active members of the Chapter in good standing.

SECTION 5. Terms and Vacancies: Committee members shall serve for the term appointed as set forth by the President. Vacancies on committee shall be filled in the same manner as original appointment.

SECTION 6. Number of Committee Member: Except as may be otherwise provided by these By-Laws, the President shall determine the number of members on each committee.

SECTION 7. Committee Procedures and Reports: Except as may be otherwise provided in these By-Laws, each Committee shall determine its own methods of procedures under the Vice-President's guidance and shall submit reports to the Chapter as required.

SECTION 8. Duties and Composition of Standing Committees:

(A). Scholarship and Student Recruitment: The committee shall work with local schools, organizations, and the University Recruiting Office to identify and encourage outstanding students to attend Prairie View A&M University.

(B) Finance: The committee will seek out and evaluate new opportunities to generate non-dues income for the chapter and make appropriate recommendations to the chapter. The committee will handle issues of gifts, donations, grants, endowments, sponsorships, and other funds for the benefit of the chapter. The committee will also promote donations to National Alumni Association or Prairie View A&M University.

(C) Service: The committee will research and plan service activities that will help those in need and strengthen the view of the chapter in the community. The committee will also plan at least one service event and invite local collegiate members. It will also promote and encourage members to participate in community service activities individually, with the chapter, and with local collegiate chapters.

(D). Membership Committee: The committee shall develop strategies to maintain and increase membership for the Chapter.

(E) Executive: The Executive committee establishes chapter policy, the chapter's long-range and operating plans and serves as the research and advisory committee for the chapter. At a minimum, the executive committee consists of the following chapter officers: President, Vice President, Secretary, Treasurer, Historian, Parliamentarian, and Chaplain. In addition the formation of other sub committees will preside under this committee. The President chairs the executive committee.

(F) Communication Committee: The committee shall prepare correspondences and monitor networks with associate Prairie View Chapters, NAA and the University, in order to keep the Atlanta Chapter abreast of current alumni and University affiliated events.

ARTICLE III

VOTING

SECTION 1. Eligibility for Voting: Only members in good standing with the Chapter, as defined in Article III, SECTION 1 of the Constitution, shall have the right to vote.

SECTION 2. Ballot or Vote: Each member in good standing with the Chapter shall be entitled to one (1) vote or one (1) ballot.

SECTION 3. Voting Requirements: To be eligible to receive a ballot, the member must be in good standing with the Chapter at least thirty (30) days prior to the date of mailing or submitting ballot.

ARTICLE IV

ELECTION AND BALLOTING PROCESS

SECTION 1. Election Committee: The committee shall be composed of at least three (3) members. In good standing with the Chapter. The committee shall establish the guidelines for the upcoming elections of all the Chapter officers as set forth in Article V of the Constitution. If an Election Committee member wishes to run for an office, he/she must resign prior to the Election process. A formal resignation must be given and accepted by the President/Executive Board. At a chapter meeting at least three (3) months prior to the election, the Committee shall announce the upcoming election of those officers referred to in Article V of the Constitution. The Election Committee will establish the timeline, certification requirements and an application process via the Election Committee Report.

SECTION 2. Nominations: Any member in good standing may make nomination of candidates for the upcoming offices.

SECTION 3. The Ballot/Balloting Procedure:

- (A) The Ballot will contain only the eligible candidates for office based on certification requirements being met and the application process.
- (B) All members in good standing with the Chapter will be given the candidates' resumes for review, as part of the ballot, prior to the voting process.
- (C) Every Chapter member in good standing (which includes an Associate member) is entitled to one (1) ballot.

SECTION 4. Voting Procedures:

- (A) After the candidacy requirements have been met, the Election Committee will announce the voting procedure, via online and/or paper ballot, to every Chapter member in good standing.
- (B) The voting period will be open for at least ten (10) days, but no later than fourteen (14) days, unless otherwise determined by the Election Committee.
- (C) At the close of the Voting Period, the Election Committee will tally the ballots and determined the successor of each office.
- (D) In the event of a tie, the Election Committee will provide the guidelines for a run-off election, which shall occur no later than 14 days at the close of the original election. The run-off election voting period will be open for no longer than seven (7) days.
- (E) In the event there are no eligible candidates, the current term President seek guidance from the NAA.
- (F) In the event there is a candidate runs unopposed, that candidate will automatically be declared the new term officer.
- (G) The new officers will be installed at the first chapter meeting of the fiscal year.

ARTICLE V

FINANCES

SECTION 1. Treasurer: The Treasurer shall receive, collect and account for all membership dues, and moneys belonging to the Chapter; shall discharge authorities as the comptroller as set forth in the constitution. The Treasurer shall provide the Secretary with a list of financial members each quarter.

SECTION 2. National Membership Dues: Annual and Life Membership dues are set by the National Association.

SECTION 3. Local Membership Dues: Local Membership dues shall be set at \$50.00 per year, and published in an Annual Operating Budget for each Fiscal year. Annual dues may be adjusted based and voted on by members in good standing to meet the Chapter's needs. The Executive Board may from time to time assess additional fees or assessments for specific activities or programs. Membership dues are payable at the beginning of each fiscal year.

SECTION 4. Fiscal Year: The fiscal year of the Chapter shall be from September 1 through August 31, of the following year.

SECTION 5. Disbursements: All expenditures not included in the Annual Operating Budget shall be approved at meetings. Disbursements shall be by check, co-signed by the proper authority.

SECTION 6. Deposits: All funds from whatever source and for whatever purpose shall be deposited to the credit of the Prairie View A&M University / Atlanta Metropolitan Alumni Chapter, in a timely manner by the Treasurer.

SECTION 7. Annual Statements: An annual statement of receipts and expenditures, assets, and liabilities of the chapter, duly inspected, shall be made to the chapter by the Treasurer and a copy of the report must be kept by the Treasurer and a copy placed in the files of the chapter. A presidential appointee will conduct a bi-annual examination of the chapter's financial status.

ARTICLE VI

AMENDMENTS TO THE BY-LAWS

SECTION 1. Proposed changes of the by-laws shall be submitted to the Chapter by a written resolution that states an intent to amend these by-laws.

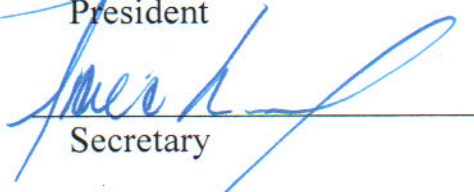
SECTION 2. The resolution, as submitted in the manner set out in SECTION I above, shall be adopted by a two-thirds (2/3) majority vote of the members of the Chapter in attendance at a regularly scheduled

meeting that has been properly announced as an agenda item for vote of the amendment to these By-Laws.

Adopted this 12th Day of November 2011



President



Secretary