

**Southern California Chapter  
of the  
LSU Alumni Association  
Policies and Procedures Manual**

**Approved and Adopted by the 2003-2004 Board of Directors**

**Southern California Chapter  
of the  
LSU Alumni Association  
Policy Manual**

**Official Chapter Name**

This organization shall be know as the Southern California LSU Alumni Association.

**Purpose and Powers**

Section 1. The objects and purpose of the Chapter shall be to foster, protect and promote the welfare of Louisiana State University and its Alumni through the LSU Alumni Association.

Section 2. We are organized and operate in the State of California.

**Membership**

Any former student, whether a graduate or non-graduate, who attended the University for at least one semester and who was a student in good standing or any individual who supports the purpose of the Chapter and who lives in the geographical area of California or any other state is eligible for membership in the Chapter and may attain and/or maintain membership in the Chapter upon satisfying the financial obligation, if any, provided by the by-laws of the Association. It is designated that any individual who is a member of this Chapter who supports the purpose of the Chapter, but is not a former student shall be designated as an Alumnus-By-Choice.

**Officers**

Section 1. The officers of the Chapter shall consist of, but not be limited to, a President, Vice-President, Secretary and a Treasurer, all of whom must be members in good standing in the Chapter and shall perform the usual duties of such officers as stated in this Policy and Procedures Manual.

Section 2. The officers shall be elected annually, each for a term of one year, at a general meeting of the Chapter or by formal e-mail voting. The Policy Manual of the Chapter provides for a method of nominating candidates for said offices.

Section 3. At the time of his/her election, the President shall have been a member in good standing in the Chapter for one year.

Section 4. Any person being considered for the position of President or Vice-President must also be an active and contributing member of the LSU Alumni Association in Baton Rouge.

### **Board of Directors**

Section 1. The governing authority of this Chapter is and shall be a Board of Directors consisting of the Officers of this Chapter and 3-5 Board members, including the Chapter's immediate Past President who shall service ex-officio. The 3-5 Board members must be members in good standing of the Chapter and will be elected annually for a term of one year, from June 1 to May 31, at the general election of the Chapter. Between general elections, the President may appoint a Chapter member, in good standing, to a Board position with approval by the Board.

The Board of Directors is vested with authority to manage all of the business affairs of this Chapter; to determine membership dues; to receive, administer, and disburse all funds and to perform any other acts necessary or incidental to managing the business affairs of this Chapter.

Section 2. Three to five (3-5) members of the Board of Directors shall serve as chairpersons of the following committees: Recruiting, Networking, Membership, Fundraising, Volunteer and Special Events. The immediate Past President is chairperson of the Nominating Committee. The President will serve as chairperson of the Crawfish Boil. The 3-5 Board members shall select their committees by designation of the President. These committees are defined in the Policies and Procedures of the Chapter and will report to an assigned Officer. If there is no Board member available to chair a committee, the assigned Officer will be the chairperson.

Section 3. Meetings of the Board of Directors may be called at any time by the President, or by any three (3) members of the Board of Directors. Notice of the calling of any such meeting, however, must be given to all members of the Board of Directors prior to the time scheduled for such meeting.

Section 4. A majority of the members of the Board of Directors will constitute a quorum, and a majority vote of those present will be required for the transaction of business. Voting, where applicable, will be allowed via e-mail and recorded by the Secretary in the minutes.

## **Chapter Officers**

Section 1. In the event of the resignation of the President, the Vice-President shall serve in the President's capacity until an election can be held within a reasonable amount of time. In the event of the resignation of the Vice-President, the President shall appoint a Vice-President who shall serve until an election can be held within a reasonable amount of time. In the event of the resignation of both the President and the Vice-President, the Secretary shall serve as acting President, and the Treasurer shall serve as acting Vice-President until an election can be held in a reasonable amount of time, at which a new slate of officers shall be elected. The acting President may choose to appoint temporary replacements for the Secretary and/or Treasurer at his/her discretion with the advise and consent of the Acting Vice-President, who shall not withhold said consent except as to the appointment of a temporary Treasurer.

Section 2. In the event it becomes necessary to remove a person from the Board of Directors, there must be a formal vote of the entire Board. The Secretary shall be responsible for the vote, including proper notice of the vote to all Board members. All Board members are required to vote and the vote will be counted and recorded by the Secretary. If the removal vote is to remove the Secretary, the Treasurer or Past President will preside over and record the vote.

Section 3. Reasons for removing an Officer, include, but are not limited to,

- a. Misuse of Chapter funds
- b. Misuse of Chapter name
- c. Signing contracts on behalf of the Chapter that obligate it to pay monies or perform activities without prior Board approval
- d. Intentionally going against this Policy and Procedure manual

## **Dues**

Dues shall be paid on an annual basis and renew on a calendar year. The fiscal year of the organization shall be from May through June of the following calendar year. Dues shall be payable in the amount of \$20.00 per individual. Dues will be divided with half of the funds going toward Chapter operations and half toward the Chapter's scholarship fund.

## **Voting Rights**

Voting rights shall be accorded to members on the following basis:

- (A) Each individual paying dues on an individual basis shall have one (1) vote.
- (B) No member shall be allowed to vote by proxy.

(C) No member whose dues are delinquent shall be entitled to vote.

For the purposes of this section, dues shall be deemed delinquent if not paid within 10 days of their annual renewal, unless paid prior to any votes taken at any meeting.

### **Chapter Funds**

Section 1. Any expenditure of Chapter funds of over \$100.00 must be approved of by a majority of the Board through an in-person or e-mail vote and recorded by the Secretary.

Section 2. All profits from the annual Crawfish boil are to be allocated to the LSU scholarship funds maintained by the Chapter. The Treasurer will determine, after paying all expenses, the dollar amount available to be contributed for a given year.

Section 3. A chapter budget outlining the fiscal plan for the year should be prepared by the Treasurer and approved by a majority of the Board by August of any given year.

Section 4. If for any reason this Chapter should dissolve, all monies held in the bank accounts will revert to the Chapter scholarship fund and come under the control of the LSU Alumni Association in Baton Rouge.

### **Chapter Scholarship**

Section 1. The funds for the Chapter's scholarship shall be maintained by the Treasurer. If financially able, the Chapter will contribute the profits from the annual Crawfish boil and any other monies raised by August of the respective year. The President will maintain contact with the Alumni Association Office to ensure the award is given to a deserving student each year, when applicable.

Section 2. The standards of the scholarship are those set by the LSU Alumni Association in Baton Rouge and the Board of Directors will vote to follow one of the categories of scholarships created. The President, after a vote of the majority of the Board, has the authority to instruct the Alumni Association in Baton Rouge to change the scholarship criteria in order to ensure it can be awarded to an eligible candidate.

### **Election of Officers**

Section 1. The immediate Past President will chair the Nominating Committee for the purpose of electing the Chapter's Officers and Board members.

**Section 2. Steps for the election of Chapter Officers and Board members:**

- a. 4-5 weeks before the annual Crawfish boil a letter or e-mail will be sent to all dues paying members, in good standing, to get nominations for officers and board member positions. Self nomination is allowed. The letter or e-mail will also include a copy of the Chapter Procedures for each office or position.
- b. The Past President requests the name, contact information, position running for and any qualifications of all nominees. The nominees must be Chapter members in good standing and any nominee for President must be an active member of the LSU Alumni Association in Baton Rouge.
- c. 2-3 Weeks before the annual Crawfish boil, the Past President will send a letter or an e-mail to dues-paying members, in good standing, to have them cast votes for the nominees of each position.
- d. The newly elected officers are certified by the Secretary and sent to the Alumni Association Office within thirty (30) days of the vote. The Past President announces new Officers and Board members a week before the Crawfish boil.
- e. The new Officers and Board members are introduced to the membership at the Crawfish boil.
- f. Board Terms are from June 1 to May 31.
- g. Incumbent candidates for office must also submit names for re-nomination and election to the Board of Directors.
- h. The Past President can request assistance, in this process, from other board members, but the Past President must maintain, control and count votes.

### **Chapter Website**

Section 1. The chapter officers have elected to maintain a website in order to facilitate communication and education of members and the general public and to facilitate membership application.

Section 2. Each year, the Board will include the cost of maintaining the website in the annual budget.

Section 3. The purpose of the website is Chapter information only. It will not be used to post personal or private information.

Section 4. If the Board elects to sell advertising on the website to raise revenue, the rules and procedures must be added to this policy manual.

Section 5. Those companies and/or individuals that donate money or prizes to the annual crawfish boil or other fundraising functions can/will have their contact information added to the website as a sponsor and, where applicable, a link to their website will be added.

Section 6. The website will be overseen by the Communications committee.

## **Chapter Newsletter**

Section 1. The Chapter will establish a regular newsletter which will be available to members and the general public on the website. The newsletter will also be sent to all members via e-mail or USPS, if an e-mail address is not available.

Section 2. The newsletter will/can contain the following as appropriate:

- a. A message from the President
- b. Chapter Calendar
- c. List of Officers and Board of Directors
- d. Scholarship updates
- e. Recap of recent activities
- f. Thank you's to sponsors and/or donors
- g. Thank you's to chapter volunteers
- h. Member updates (marriage, births or other accomplishments)
- i. Articles about LSU BR or other chapters
- j. Articles submitted by the membership, if appropriate
- k. Articles submitted by the Officers or Board, who are encouraged to do so.

Section 3. The newsletter is to be used as marketing tool for membership and for soliciting donors and sponsors.

Section 4. The newsletter will be overseen by the Communications Committee.

## **Amendments to the Policies and Procedures**

These Policies and Procedures may be amended by a vote of the Board of Directors provided that a written or e-mail notice is given to the Board. Said written notice shall state clearly that a Policy or Procedures change is proposed and the nature of the change proposed.

**Southern California Chapter  
of the  
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Procedures Manual**

*Chapter Officers*

*President*

- Maintains contact with the Alumni Chapter Office and the other officers and directors of the chapter
- Attends all chapter events, when possible
- Initiates meetings and directs the planning of activities
- Assigns responsibilities for individual duties or events to Chapter Board members and follow up on their progress
- Oversees administration of scholarship fund
- Works with the other chapter officers to assure continuity between administrations
- Appoints appropriate coordinators for special projects as needed
- Represents the chapter at Leadership workshop on campus
- Acts as Chairperson of Crawfish Boil Committee
  - a. Establishes date with venue and other board members and informs Alumni Chapter Office in order to arrange attendees.
  - b. Delegates the following activities to board members and volunteers
    1. Food (other than Crawfish and caterer's food)
    2. Music/band
    3. Venue Coordination
    4. Tables/Chairs/Tents
    5. Decorations
    6. Donations
    7. Raffle/silent auction overseer day of
    8. Volunteers for set up and clean up
    9. Volunteers for front desk
    10. Selects caterer
  - c. Ensures Insurance is obtained from Alumni Chapter office
  - d. Creates flyers. Sends to Alumni Chapter Office to be mailed to entire list. Emailed to known alumni and ABCs in CA.
  - e. Invites other chapter's to attend event

*Vice President*

- Chairs committees or projects as designated by the President
- Presides at meetings in the absence of the President
- Attends all chapter events, when possible
- Oversees assigned committees and reports progress to the President
- Works with other Board members to grow and maintain membership

### ***Secretary***

- Accepts membership applications, new and renewal, and updates the Chapter's alumni list and advises Alumni Chapter Office of address changes, deaths, marriages, etc. Membership applications do not need to be kept more than 6 months
- Attends all chapter events, when possible
- Oversees assigned committees and reports progress to the President
- Works with the President to communicate, in writing, with the Board, the membership and the Alumni Chapter Office
- Prepares and distributes notices, agendas and minutes of Board meetings
- Notifies Alumni Chapter Office of Chapter's tentative annual calendar
- Keeps a written Chapter record to be passed to the Secretary's successor
- Monitors all new members and keep records updated and e-mail lists current.

### ***Treasurer***

- Maintains the Chapter's finances and presents annual budget for approval
- Attends all chapter events, when possible
- Oversees assigned committees and reports progress to the President
- Collects per person charges for chapter functions
- Pays all bills incurred by the chapter
- Prepares financial statements for submission to the Board
- Handles membership dues and renewals, sends membership applications to the Secretary.
- Records and maintains scholarship contributions and disbursement records.
- Maintains active PayPal account and Chapter's bank account

## **Board of Directors**

### ***Past President***

- Guides new President
- Act as liaison for chapter to Alumni Association Office, when necessary
- Attends all chapter events, when possible
- Oversees assigned committees and reports progress to the President
- Acts as Chairperson of the Nominating committee as outlined in the policy manual.

### ***Social Events Coordinator***

- Works with other board members to help plan events
- Oversees assigned committees and reports progress to the President
- Attends all chapter events, when possible
- Watches LSU calendar for special events that can be used for gatherings
- Tracks all sports teams and informs board when Chapter should plan a "Playoffs" or "Championship" gathering
- Works with Networking Committee Chairperson to find "tie-in" events for networking events
- Establishes events we can host for social gatherings
- Surveys membership for interest in social events with the help of the Secretary

- When no volunteer is available, this committee is chaired by the Vice President.

### **Communications Coordinator**

- Attends all chapter events, when possible
- Oversees assigned committees and reports progress to the President
- Works with Secretary to ensure meetings, events and important dates are conveyed to the membership
- Works with all committee Chairs to keep membership up-to-date about any plans being made or accomplishments reached
- Assists in creation and distribution of, but not limited to, membership drive letters, renewal notices, Crawfish boil notices and Special events notices
- Reports to the Secretary
- If no volunteer is available, Secretary will share responsibilities with other Board members as necessary.

## **Chapter Committees**

### **Volunteer committee**

- a. Creates and sends emails/flyers to recruit volunteers for events, including but not limited to, Crawfish boils, Academic nights and other events the chapter holds
- b. Chairperson directs and oversees volunteers at the crawfish boil from initial planning stages up to the day of and gives assignments throughout
- c. Works with Past President to recruit potential new board members
- d. Keeps track of volunteers and contacts regularly to keep them involved
- e. When no volunteer is available, this committee is chaired by the Social Events Coordinator

### **Special Events Committee**

- a. Works with Secretary to survey membership and others about the “interest” in the chapter hosting certain events
- b. Works with Secretary to survey where the largest current concentration of membership is located in order to have events more heavily attended.
- c. Brainstorms special events with Board and oversees the implementation of those chosen.
- d. When no volunteer is available, this committee is chaired by the Vice-President

### **Recruiting Committee**

- a. Receive dates of High School College Fairs/Days/Events from schools and Alumni Chapter Office
- b. Recruits volunteers from Volunteer Committee to attend events and promote LSU
- c. Have Alumni Chapter Office send appropriate materials to volunteers for the events

- d. Report attendance and volunteers thoughts on event
- e. If no volunteer is available, the President will chair this committee

### **Networking committee**

- a. Where necessary, contacts all current, dues paying members to establish networking information not currently on file. (i.e. occupation, open to networking events, etc.)
- b. Plans and hosts events for networking purposes to allow members to do business with other members.
- c. Establishes and maintains an e-mail list for members looking to hire or be hired or how the member would like to have business referrals.
- d. Uses access as member benefit, but allows current, graduating seniors that are relocating to the area to utilize the network.
- e. Non-members can pay a fee to access the information if they are hiring or looking for work.
- f. The chapter will at no time allow the membership roster to be utilized as a marketing list for members or outside sources. We will not sell private member information.
- g. Will handle all request to the Board for posting of resumes or positions open by a member's employer
- h. If no volunteer is available, this committee will be chaired by the Vice-President

### **Membership Recruitment**

- a. Establishes and maintains a quarterly schedule for active prospecting to alumni and ABC's on Chapter email list.
- b. Designs and sends flyer/letter/packet to all on the list with help of Communications Coordinator
- c. Request quarterly updates from Alumni Chapter Office for graduates relocating to the Southern California area and adds to our prospect list.
- d. Once a year, send prospects without an email address a recruitment flyer/letter/packet
- e. Sends welcome email/letter to new members as they join.
- f. If no volunteer is available, this committee will be chaired by the Secretary

### **Membership Renewal**

- a. Based on membership records, send letters or e-mail notices to members who need to renew their dues on a Quarterly basis. For those that renew with the crawfish boil, a blast e-mail or letter can be sent at time of boil marketing.
- b. Informs Secretary when member renews or does not renew within 2 months so contact information can be updated.
- c. If there is no volunteer available, this committee will be chaired by the Treasurer

### **Fundraising Committee**

- a. Brainstorms with Board on ways to raise additional funds to help grow crawfish boil, add events or simply send more for scholarship.
- b. Recruits volunteers from Volunteer Committee to implement ideas, from planning, pricing, marketing to implementation
- c. Tracks all funds expended and revenue generated from events and reports to the Treasurer. All monies will be collected by the Treasurer
- d. If no volunteer is available, this committee will be chaired by the Treasurer