

University of Houston
College of Natural Sciences and Mathematics Alumni Association (NSMAA)

NSMAA Bylaws

Bylaws of the College of Natural sciences and Mathematics of Alumni Association of the
University of Houston

Article I – Name

The name of the organization is the College of Natural Sciences and Mathematics Alumni Association of the University of Houston Alumni Organization, hereafter referred to as the NSMAA.

Article II – Purpose

The NSMAA is organized to strengthen the relationship of alumni to the University of Houston and to advance the interest and promote the welfare of the University of Houston.

Article III – Membership

All graduates, former students, and friends of the University of Houston are eligible for membership.

Article IV – Board of Directors

Section 1: The governance of the NSMAA and the direction for its activities shall be vested in the Board of Directors, all of whom must hold Active Membership in the University of Houston Alumni Organization.

Section 2: The Board of Directors shall be comprised of the Officers, the Immediate Past President, and the members elected at large. The Board shall consist of at least ten (10) members and shall not exceed twenty-five (25) in membership.

Section 3: The Board of Directors shall have the power to fill all vacancies.

Section 4: The Board of Directors shall hold a minimum of two (2) meetings per year at such time and places as a majority of the directors may from time to time decide.

Section 5: Special meetings of the Board of Directors may be called by or at the request of the President or any five (5) Directors. Written notice of any special meeting of the Board of Directors shall be given at least five (5) days in advance of the meeting date.

Section 6: A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board.

Section 7: The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by the Bylaws.

Section 8: The Board of Directors, in its sole discretion may designate certain person as ex-officio or honorary members of the Board without the privilege of making motions or voting.

Article V – **Officers**

Section 1: The officers of the NSMAA shall consist of the President, Vice-President, Secretary, Treasurer, Immediate Past President, and any other officers the Board of Directors shall deem necessary. Their duties shall be those customary to such offices and those that may be prescribed by these Bylaws and by the Board of Directors.

Section 2: The President shall be the principal executive officer of the NSMAA and shall preside at all meeting of the Board of Directors and general membership.

Section 3: The Vice-President shall perform the duties of the President in the absence or disability of the President. If the office of President becomes vacant, the Vice-President shall become President for the unexpired term.

Section 4: The Secretary shall keep the minutes of all Board of Directors meeting, direct the mailing of meeting notices and general membership functions, maintain the official membership roster, and record the NSMAA history.

Section 5: The Treasurer shall supervise all receipts and expenditures and shall be in charge of financial arrangements for all meetings, programs and events.

Article VI – **Committees**

Section 1: The President with the approval of the Board of Directors, shall appoint all committees and their chair to serve during his or her term of office

Section 2: Duties and responsibilities of committees shall be such as are prescribed from time to time by the President or the Board of Directors.

Section 3: The President shall be an ex-officio voting member of all committees.

Section 4: Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the original appointments.

Section 5: Each committee shall keep minutes of its meetings and a copy of the minutes shall be forwarded to the Secretary and President within fourteen (14) days after such meeting, unless otherwise required by the Board or these Bylaws.

Article VII – **Meetings**

Section 1: There shall be at least one meeting of the general membership each year. Failure to comply with this provision shall make the NSMAA charter subject to revocation by the University of Houston Alumni Organization.

Section 2: It shall be the policy of the NSMAA to hold meetings of the general membership when necessary. The meetings shall be held at such time and place as shall be determined by the President with the approval of other officers.

Section 3: The University of Houston Alumni Organization Office shall be notified, and all NSMAA members shall be mailed ample notice of time, place and purpose of the meeting.

Article VIII – Nominations, Elections, and Terms of Office

Section 1: The Nominating Committee shall consist of at least three (3) members of the Board of Directors. The Nominating Committee shall prepare a slate of Board and Officer Nominees and shall make a report to the Board of Directors by August 1st of each year. Additional nominations may be made by Directors at the Board of Directors election meeting.

Section 2: The president shall call a meeting of the Board of Directors for the purpose of electing Directors at the Board of Officers prior to September 1st of each year.

Section 3: The names, addresses, and telephone numbers of the Directors and Officers elected shall be submitted to the University of Houston Alumni Organization within ten (10) days after the date of the election.

Section 4: The term of office of the Board of Directors and Officers shall be September 1st through August 31st of each year.

Section 5: The President may not serve more than two (2) consecutive terms of office. He or she may be re-elected as President two years after his or her second term is completed.

Article IX – Fiscal Year

The fiscal year of the NSMAA shall begin on the first day of September and end on the first day of August each year.

Article X – Amendments

Section 1: These Bylaws may be amended by a two-third (2/3) vote of the Directors present at any meeting of the Board of Directors if at least five days written notice is given of the intention to amend the Bylaws at such meeting.

Section 2: Amendments to these Bylaws shall be subject to review and approval of the University of Houston Alumni Organization Bylaws committee.

Article XI – Conformity

Any direct conflict between these Bylaws and the University of Houston Alumni Organization's Bylaws shall result in only that portion which is in conflict with the Alumni Organization Bylaws being declared null and void. The remainder of these Bylaws shall remain in force.