

**Charlotte Chapter
of the
North Carolina Central University Alumni Association**

BYLAWS

ARTICLE I

Name

The name of this organization shall be the Charlotte Chapter of the North Carolina Central University Alumni Association (hereinafter referred to as the Chapter).

The use of the Charlotte Chapter's name is proprietary only to the Charlotte Chapter of the North Carolina Central University Alumni Association and cannot be used for any correspondence, event, advertisement, marketing, branding purpose, etc. without the approval of the Charlotte Chapter Executive Board pursuant to a 3/4 vote of the Chapter.

ARTICLE II

Objectives and Purpose

Section 2-1. The objectives and purpose of the Chapter are:

- (a) To promote the welfare of North Carolina Central University; to promote the spirit of fellowship among its graduates and past students; and to strengthen their relations with the University. Specifically, the Chapter shall help to organize and encourage activities which:
- enhance the reputation of the University and interpret it to the public;
 - stimulate the interest of prospective students who would benefit from its unique educational programs; and
 - encourage financial support by alumni and assist the institution in obtaining funds from other sources
- (b) To promote the welfare of North Carolina Central University alumni.
- (c) To encourage professional growth and development in our community.

ARTICLE III

Membership Eligibility

Section 3-1. The following persons shall be eligible for membership in the Chapter:

- (a) All graduates of North Carolina Central University
- (b) Former students who have completed at least twenty-four (24) semester hours or thirty-six (36) quarter hours of credit at North Carolina Central University.

ARTICLE IV

Membership Categories

Section 4-1. Annual membership shall be obtained by the payment of local dues, effective for the duration of the current fiscal year.

Section 4-2. Honorary membership shall be bestowed upon persons with the following qualifications:

- (a) Recipients of honorary degrees from North Carolina Central University; or
- (b) Persons not eligible for membership under Article III whom the members of the Chapter consider entitled to recognition by reason of their active interest in promoting the welfare of the Chapter, the University, and its alumni. Such membership is granted by two-thirds vote of the Chapter.

Section 4-3. Associate membership shall be bestowed upon such other persons not eligible for membership under Sections 4-1 and 4-2 of this Article whom the Chapter Executive Board considers entitled to recognition by reason of their active interest in promoting the welfare of the University and its alumni. Such membership is granted by two-thirds vote of the Chapter.

ARTICLE V

Membership Dues

Section 5-1. For the support of the Chapter in its immediate and ultimate goals, and any other of its activities and special projects with reference to the North Carolina Central University Alumni Association, active members, including graduates and former students (Article III) shall pay annual membership dues at the beginning of each fiscal year. The amount of local membership dues shall be determined by the Chapter, upon recommendation by the Executive Committee.

Section 5-2. The Chapter's fiscal year shall coincide with that of the National organization.

Section 5-3. With the exception of Chapter officers as designated in Article VII and persons designated as Chapter representatives at Alumni Council and Annual Meetings of

the National Association, National Dues are not required for local chapter membership but are encouraged.

ARTICLE VI Voting Rights

Section 6-1. All members referred to in Article IV, Section 4-1 and Article V, Section 5-1 shall be entitled to vote on matters pertaining to the operations of the Chapter.

Section 6-2. Honorary members and Associate members as designated in Article IV, Sections 4-2 and 4-3 shall not be eligible to vote or to hold office in the Chapter.

ARTICLE VII Officers of the Chapter

Section 7-1. All members referred to in Article III shall be eligible to hold office in the Chapter.

Section 7-2. The officers of the Chapter shall be President, Vice-President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, Assistant Treasurer and Parliamentarian.

Section 7-3. The chapter officers shall be elected at the regular meeting in June by ballot (majority vote of financial members). The officers shall be sworn in during an installation ceremony immediately following the election.

Section 7-4. The officers elected in June shall assume duties at the beginning of the fiscal year and shall preside over the July meeting and all subsequent meetings.

Section 7-5. The term of office for each officer shall be two (2) years and shall not exceed two (2) consecutive terms.

Section 7-6. All officers of the Chapter must be active (financial) members of the Association (local and national) at the time of election and for the duration of the term of office.

ARTICLE VIII Duties of Officers

Section 8-1. The chapter officers shall represent the interests of the members with integrity in managing the affairs of the organization. The duties of each officer shall be as follows:

(a) President

- Preside at all meetings of the Chapter and the Executive Committee
- Serve as ex-officio with voice and vote on all chapter committees, with the exception of the Nominating Committee
- Represent the Chapter in an official capacity
- Appoint committees and chairpersons as the Executive Committee may decide upon from time to time

(b) Vice-President

- Perform the functions of the President in his or her absence or incapacity
- Perform functions assigned by the President or Executive Committee
- Oversee and support the operations and activities of all Standing Committees

(c) Recording Secretary

- Record and report minutes of all meetings of the Chapter and the Executive Committee
- Maintain records – minutes, financial reports, committee reports and other official documents; file with the Chapter's records
- Maintain a roster of all active (financial) members and local alumni

(d) Corresponding Secretary

- Handle all correspondence for the Chapter
- Keep the President posted on all correspondence received and sent in the name of the Chapter
- Send required documents to the Alumni office (annual Chapter Organization Form, Chapter Report and Treasurer's Report of Financial Operations, etc.)
- Read all correspondence at the meetings
- Send notices of all meetings and any other correspondence at the direction of the President or the officer in charge
- Serve in the absence of the Recording Secretary

(e) Treasurer

- Have charge of finances for the Chapter; be bonded by the Chapter
- Receive all money due to the Chapter
- Keep an accurate account of funds collected, deposited and disbursed
- Report to the members the Chapter's financial status; maintain and submit a monthly written financial report
- Make an annual report to the Chapter

- Co-sign all checks with the President and disburse the same only upon request of the Chapter or the Executive Committee; keep the checkbook and deposit book in a safe place
- Serve as a member of the Chapter Finance Committee

(f) Assistant Treasurer

- Assist the Treasurer in the conduct of his or her duties; be bonded by the Chapter
- Serve in the absence or incapacity of the Treasurer, as directed by the Chapter or Executive Committee

(g) Financial Secretary

- Distribute receipts for monies received by the Treasurer
- Assist the Treasurer in compiling written reports (monthly and annually)
- Serve as a member of the Finance Committee

(h) Parliamentarian

- Assist the presiding officer as an advisor and consultant on procedural matters, based on *Robert's Rules of Order* and the standing rules and operations of the NCCU Alumni Association

Section 8-2. Removal from office: Any officer may be removed from office for cause by a three-fourths (3/4) vote of the Chapter, with a written statement of the charges provided to the officer at least thirty (30) days prior to the meeting at which the vote is to be taken, and the officer has been given an opportunity to be heard in his or her own defense prior to the vote. If the vote for removal is affirmative, the officer shall vacate the position immediately, and return all documents, equipment and other materials belonging to the Chapter. Action for removal from office shall be initiated by written petition signed by at least five (5) members of the Chapter.

Section 8-3. Vacancies, which may occur because of resignation, death or removal from office, shall be filled by special election. The unexpired term of an officer may be filled temporarily by the President until the special election.

ARTICLE IX Executive Committee

Section 9-1. The Executive Committee shall be comprised of the officers of the Chapter (President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Assistant Treasurer, Financial Secretary and Parliamentarian), three (3) members-at-large,

and the immediate past President. The Chapter President shall be the chairperson of the Executive Committee.

Section 9-2. It shall be the duty of the Executive Committee to prepare and present an annual program for the Chapter, oversee all standing and special committees, receive (but not approve or adopt) committee reports and appropriately monitor the progress of duties and assignments designated to the committees by the Chapter, aid in the preparation of chapter meeting agendas and oversee budget expenditures as approved by the Chapter.

Section 9-3. The Executive Committee shall meet at least monthly. Special meetings may be called by the President or by a petition signed by five (5) members of the Executive Committee. Except when called into executive session, committee meetings shall be open to any active (financial) members; however, non-committee members shall not speak without permission and shall not have a vote.

Section 9-4. At any duly called meeting of the Executive Committee, a quorum shall consist of 50% of the Executive Committee members.

ARTICLE X Standing Committees

Section 10-1. The President shall appoint the Chairpersons of standing committees and shall report the appointments to the Chapter at the first regular meeting after he or she assumes office. Membership on the standing committees is open to any Chapter member.

The Standing Committees shall be:

(a) Budget and Finance Committee: This committee shall be comprised of the Treasurer, Assistant Treasurer, Financial Secretary and other members as appointed by the chapter President. The committee shall prepare a budget for the fiscal year and present same to the Chapter for approval, review the books of the Financial Secretary and the Treasurer annually, make a report to the chapter, and prepare the books for an annual internal review and analysis. The committee shall advise the President and Executive Committee on matters of fiscal policy.

(b) Bylaws and Resolutions Committee: It shall be the duty of this committee to receive recommendations for additions or other changes to the Bylaws from active (financial) members and make periodic reports to the Chapter regarding any findings or recommendations it may have. The committee shall ensure that these Bylaws are in agreement with the National Association's Bylaws and shall make restatements of the Bylaws as needed upon the approval of the Chapter. Generally,

the Committee shall be the agent responsible for carrying out the provisions of Article XIV, Section 1 of these Bylaws.

(c) Fundraising Committee: This committee shall plan, develop, and coordinate various fundraising events which aid the Chapter in attaining its financial objectives.

(d) Membership Committee: This committee shall advise the chapter on strategies to solicit new members and memberships; publicity and promotion for membership drives; and the reclamation of inactive members. The committee shall continuously campaign for new chapter members and be responsible for the distribution of membership materials.

(e) Nominating Committee: It shall be the duty of this committee to prepare a slate of nominees for office to be presented to the Chapter in May; and coordinate the election of officers and the installation ceremony in June.

(f) Program Committee: This committee shall plan and coordinate programs and activities concerning the university and the community, and other such events not related to fundraising.

(g) Public Relations Committee: The committee shall publicize and promote meetings and activities of the Chapter through a variety of communication tools, including printed materials, the chapter website, social media and other means.

(h) Scholarship Committee: It shall be the duty of this committee to develop scholarship award criteria and procedures, make and receive recommendations concerning the awarding of scholarships as approved by the Chapter, and coordinate the issuance of scholarship awards.

Section 10-2. The President shall appoint such Special Committees as may be deemed necessary for the proper transaction of the business of the Chapter (example: Outreach Committee). The President shall outline the duties of the special committees at their time of appointment.

Section 10-3. No committee shall be authorized to create any financial liability without prior approval (as to its purpose and amount) by the Chapter or the Executive Committee.

Section 10-4. A majority of each committee shall constitute a quorum, and any questions may be decided by a majority vote of those in attendance.

ARTICLE XI
Meetings of the Chapter

Section 11-1. The Chapter shall meet on the second Thursday of each month, with the exception of August, unless otherwise designated by the Executive Committee. The regular meeting place shall be determined and agreed upon by the Chapter.

Section 11-2. Special meetings of the Chapter may be called by the Executive Committee. Notification of special meetings shall be communicated to chapter members not less than five (5) days in advance of the meeting date.

Section 11-3. At any regularly scheduled and/or special meeting of the Chapter, the active (financial) members present shall constitute a quorum.

Section 11-4. The order of business at the regular meetings may be as follows:

- Call to order
- Reading of the minutes of the last meeting
- Report of the Treasurer
- Report of the President/Executive Committee
- Standing and Special Committee Reports
- Unfinished Business
- New Business
- Adjournment

Section 11-5. At any duly called meeting of the Chapter, the active (financial) members present shall constitute a quorum. By a majority vote at any regular meeting, the order of business may be set aside for that meeting.

ARTICLE XII
National and Regional Alumni Meetings

Section 12-1. The President or designated member(s) selected by the Chapter shall represent the Chapter at the Alumni Council Meetings (quarterly), the Annual Meeting and the Regional meetings (Region III) of the North Carolina Central University Alumni Association.

Section 12-2. The President or designated representative shall submit at (or prior to) the annual and regional meetings a written Chapter report, the Chapter's assessment and all other required documents, in keeping with the bylaws of the National Alumni Association.

ARTICLE XIII
Parliamentary Authority

Section 13-1. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Chapter in all cases to which they are applicable, and in which case they are not consistent with these bylaws or any special rules of order the Chapter may adopt.

ARTICLE XIV
Amendments to Bylaws

Section 14-1. Amendments to these Bylaws may be proposed by the Chapter or by a committee of the same. The proposed amendments must be submitted in writing to the Bylaws and Resolutions Committee at least 30 days prior to the date of the next scheduled Chapter meeting, at which time the Bylaws and Resolutions Committee will submit to the Executive Committee.

Section 14-2. The proposed amendment to these Bylaws shall have been submitted in writing to the members at least one week in advance of the meeting where the vote will take place.

Section 14-3. Unless otherwise specified, such amendment shall become effective immediately upon its passage.

Bylaws (Amended) Adopted October 19, 2019