



**NCCU NATIONAL ASSOCIATION INC. CONSTITUTION  
MAY 2008**

## **CONSTITUTION AND BYLAWS**

### **ARTICLE I NAME**

The name of this organization shall be: The North Carolina Central University Alumni Association, Incorporated (hereinafter called the Association).

### **ARTICLE II OBJECTIVES AND PURPOSES**

The objectives and purposes of the Association are to promote the spirit of fellowship among its graduates and past students, and to strengthen their relations with the University. Specifically, the Association shall help to organize and encourage;

- A. activities which enhance the reputation of the University and interpret it to the public,
- B. activities which will stimulate the interest of prospective students who would benefit from its unique educational programs, and
- C. activities which will encourage financial support by alumni and assist the institution in obtaining funds from other sources.

### **ARTICLE III MEMBERSHIP AND VOTING RIGHTS**

#### **SECTION 1. MEMBERSHIP ELIGIBILITY**

The following persons (hereinafter called the Alumni) shall be eligible for membership in the Association.

- A. All graduates of the University.
- B. Former students who have completed at least 24 semester or 36 quarter hours at the university.

#### **SECTION 2. MEMBERSHIP CATEGORIES**

##### **A. ANNUAL MEMBERSHIP**

This status is obtained by paying annual dues good for a 12 month period effective from date of payment.

##### **B. LIFE MEMBERSHIP**

This status is obtained by a one-time payment or installments not to exceed two years

from initial payment.

The Finance Committee will determine the amount of dues. Local chapter dues do not qualify an alumnus for office in the Association.

C. HONORARY MEMBERSHIP

1. Recipients of honorary degrees from the University
2. Trustees of the University
3. President of the Student Government
4. President of the Senior Class
5. Faculty past and present and former staff members of the University. Such membership is granted by two-thirds vote of the Alumni Council.

D. ASSOCIATE MEMBERSHIP

Such other persons not eligible for membership under Sections 1 or 2.A, B, or C of this Article whom the Alumni Council 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 of the Alumni Council.

SECTION 3. VOTING RIGHTS AND ELIGIBILITY FOR OFFICE

- A. All members referred to in Section 2. A & B of this Article shall be entitled to vote and, except as expressly set forth in these Bylaws, to hold office in the Association.
- B. Honorary and Associate members as designated in Section 2. C & D of this Article shall not be eligible to vote or to hold office in this Association.

**ARTICLE IV MEETINGS**

SECTION 1. THE ANNUAL MEETING

The Annual Meeting of the Association shall be held at a date, time and place set by the Alumni Council. The purpose of annual meetings shall be to receive written reports of the activities of the Alumni Council and local chapters during the past year, to receive written reports of local chapters and to transact such other business as is deemed necessary. It shall be the intent of these Bylaws that all powers of the Association shall be entrusted to and exercised by the Alumni Association.

SECTION 2. SPECIAL MEETINGS

The Special Meeting of the members of the Association may be called at any time by

the President, the Alumni Council, or by a majority of the Council or by ten (10) local chapters upon twenty-one (21) days notice by electronic mail and/or US mail to all persons entitled to vote specifying the general purpose of such meetings.

### SECTION 3. ORDER OF BUSINESS

The Order of Business at the Annual Meeting of the Association may be as follows:

- A. Call to order, President presiding
- B. Reading of minutes of last meeting
- C. Report of Treasurer
- D. Report of National President
- E. Report of the Director of the Office of Alumni Relations
- F. Report of standing or special committees
- G. Reports of Regional Vice-Presidents
- H. Reports of Local Chapters, written
- I. Unfinished business
- J. New business
- K. Adjournment

### SECTION 4. QUORUM

At any duly called meeting of the Association, the active (financial) members present shall constitute a quorum.

## **ARTICLE V GOVERNMENT BODIES**

### SECTION 1. POWERS

The management of the Association shall be vested in the Alumni Council (hereinafter called the Council). By management it is meant that the Council shall be vested with the authority to take charge of, direct, and administer the affairs of the Association between annual meetings to make any decision and take any action necessary to carry out the responsibilities enumerated above.

### SECTION 2. COMPOSITION AND TERMS

The Council shall be composed of the following with terms to begin on July 1 following election of or upon appointment of the following positions: Four (4) elected office (National Officers); four (4) regional vice presidents; one (1) representative (or the president) of each active local chapter; at-large members (elected at the Annual Meeting / Convention) from areas in which no local chapter exists or is active (one per area; no more than two per state where no local chapter exists).

In the event a local chapter is organized in an area in which an at large member resides, the National President, subject to approval by the Council, may appoint another person from an

area in which no local chapter is organized.

The previous at-large representative may represent the new chapter (if the chapter so desires).  
Ex-officio (without vote) members: include all former national presidents; presidents of the Student Government Association, Senior Class, Pre-Alumni Club; and Director of Alumni Relations.

- A. The Council shall meet three (3) times a year (July, October, and January). At the July meeting, a yearly calendar of meeting dates and places shall be announced.
- B. Special meetings of the Council, with stated purpose, may be called by the President or by a petition signed by any five members of the Council.

### SECTION 3. NOTIFICATION

The Director of Alumni Relations shall give notice of all regular and special meetings by electronic mail and/or US postal mail not less than thirty days prior to the meeting.

### SECTION 4. QUORUM

At any duly called meeting of the Alumni Council, a quorum will consist of two (2) elected officers, (including either the president or vice president), and at least one third of the representatives of the active chapters.

### SECTION 5. STANDING COMMITTEES OF THE ALUMNI COUNCIL

#### A. THE EXECUTIVE COMMITTEE

The President shall be the chairperson of the Executive Committee. It shall be composed of the four (4) elected officers, four (4) regional vice presidents, three (3) other members elected from the Council and the immediate past National President.

It shall be the duty of this Committee to prepare and present an annual program for the Association, oversee all standing and special committees of the Council, receive (but not approve or adopt) appropriate reports from the other standing and special committees of the Council, oversee the preparation of the agendas for Council Meetings, the Annual Meeting/National Convention and oversee budget expenditures as approved by the Alumni Council/Association.

At any duly called meeting of this committee a quorum shall consist of six (6) members.

Except when called into executive session, committee meetings shall be open to any active

members; however, non-committee members shall not speak without special permission and shall not have a vote.

#### B. COMMITTEE ON NOMINATIONS

The Executive Committee shall appoint the chairperson and members of the Committee on Nominations. There shall be at least five members. It shall be the duty of this Committee on Nominations to prepare a list of nominees for all offices of the Association and members at-large of the Alumni Council.

#### C. COMMITTEE ON ALUMNI SCHOLARSHIPS

The President shall appoint the chairperson and members of the Committee on Alumni Scholarships. There shall be at least five members.

It shall be the duty of the Committee on Alumni Scholarship to recommend to the Council the students to receive financial aid through the Alumni Scholarship program and the amount of aid each shall receive, the standards, policies, and procedures by which the scholarships are available and the amount of money that should be allocated to scholarship. The Director of Admissions or a representative from the Admissions Office shall be a non-voting ex-officio member of the Committee on Alumni Scholarships.

#### D. COMMITTEE OF BUDGET AND FINANCE

The President shall appoint the chairperson and members of the Committee on Budget and Finance. It shall be composed of the Treasurer of the Association, the chairperson, and vice chairperson of the National Fund Raising Committee, and at least three other members. One of them shall be a member of the Council.

It shall be the duty of the Committee on Budget and Finance to prepare a budget for the ensuing fiscal year by the annual meeting date, to provide liaison between the National Fund Raising leadership and the Council, to report to the Council on the progress of the fund drive, to consider recommendations for allocation of unrestricted contributions to the Alumni Fund, and to advise the President and the Council on matters of fiscal policy.

#### E. COMMITTEE ON MEMORIALS AND AWARDS.

The President shall appoint the chairperson and members of the Committee on Memorials and Awards. It shall be composed of at least five members, at least two but no more than three of whom shall have served during the previous year.

It shall be the duty of the Committee on Awards to select the recipients of awards, subject to confirmation by the Council; to recommend to the Council the standards, policies, and procedures for Alumni Awards; to codify these standards, policies and procedures in writing; and to maintain complete records, to be regarded as confidential, on all individuals considered for an award.

#### F. COMMITTEE ON HOMECOMING

The President shall appoint the chairperson of the Committee on Homecoming. The chairperson of the Committee on Homecoming, in consultation with and subject to the approval of the President, may appoint a minimum of four other committee members, at least one of whom shall be a member of the Council.

It shall be the duty of the Committee on Homecoming to plan and carry out alumni activities during Homecoming weekend; to serve as liaison and coordinate activities with the student committee on Homecoming; to publicize Homecoming and promote alumni attendance; and to seek ways to improve Homecoming and foster interest and participation by alumni.

#### G. COMMITTEE ON BYLAWS AND RESOLUTIONS

The President shall appoint the chairperson and members of the Committee Bylaws and Resolutions. There shall be at least five members.

It shall be the duty of the Committee to receive recommendations for additions/changes in these Bylaws from the active members/chapters and to make periodic reports to the Council regarding any recommendations or findings it might have.

The Committee shall make restatements of the Bylaws as needed upon the approval of the Alumni Council. Generally, the Committee shall be the agent responsible for carrying out the provisions of Article IX, Sec. I of these Bylaws.

#### H. COMMITTEE ON NATIONAL FUND RAISING PROJECTS

The President shall appoint the chairperson and members of the Committee on National Fund Raising Projects. There shall be at least five members. The chairperson shall submit recommendations for the development and coordination of the Association's programs as related to fund raising and other activities, which help or assist the Association in attaining its financial objectives.

#### I. COMMITTEE ON MEMBERSHIP

The President shall appoint the chairperson and members of the Committee on Membership. The chairperson and at least one other member shall be members of the Council. It shall be the duty of this Committee to advise the Association on strategies to solicit new members and memberships; publicity and promotion for membership drives; and the reclamation of inactive members.

### SECTION 6. SPECIAL COMMITTEES

The President may appoint committees for particular tasks as appropriate.

### SECTION 7. DIRECTOR OF ALUMNI RELATIONS

The Executive Director shall be a full-time paid employee of the University, designated as the Director of the Office of Alumni Relations administratively responsible within the administrative structure as determined by the University.

The appointment of the Director shall be acceptable to the Chief Executive Officer of the University as well as the Alumni Council. The Director shall be responsible for implementing the policies, programs, and activities prescribed by the Alumni Council; serving as liaison between the Association and the University; and serving as ex-officio member of the Council, and all other committees.

## **ARTICLE VI OFFICERS OF THE ASSOCIATION**

### **SECTION 1. ELECTION AND TERM OF OFFICE**

The officers of the Association shall be elected at the Annual Meeting for a term of two years or until a successor is elected and shall consist of the following: President, Vice-President, Secretary, Treasurer, and such other officers as the Council may from time to time decide upon. The officers shall take office on July 1 of the year following election at the Annual Meeting/National Convention.

### **SECTION 2. ELIGIBILITY**

All officers of the Association must be active (financial) members of the Association in accordance with Article III, Sections 1 and 2.

### **SECTION 3. DUTIES OF OFFICERS**

- A. The President shall preside at all meetings of the Association and the Alumni Council. The President shall have general supervision of the affairs of the Association and shall perform such other duties as the Council may properly assign or may be provided by the Bylaws.

The President shall be an ex-officio member of all committees. The President shall appoint an Assistant Secretary, Assistant Treasurer, Parliamentarian, and such other officers as the Council may from time to time decide upon. The Assistant Secretary, Assistant Treasurer, and Parliamentarian appointments must be made at the first meeting of the Council from among the Council membership.

- B. The Vice President shall perform the functions of the President in the President's absence and perform all duties assigned by the President/Council. He/She shall oversee the activities of the regional organization.
- C. The Secretary and Treasurer shall perform the usual duties of their offices and such other duties as assigned to them by the Council.

#### SECTION 4. REMOVAL FROM OFFICE

Any officer may be removed from office for cause by a three-fourths (3/4) vote of the Council, 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 their own defense prior to the vote. Action for removal from office, except as otherwise provided for in this section, shall be initiated by written petition signed by at least five (5) members of the Council or at least twenty (20) members of the Association.

#### SECTION 5. VACANCIES

Vacancies, which occur because of death, resignation, or removal from office, may be filled temporarily by the President until the next regular or special meeting of the Council.

### **ARTICLE VII LOCAL CHAPTERS**

#### SECTION 1.

Five or more alumni may organize a local chapter. No new chapter shall be organized within an area covered by any local chapter holding a charter from the Association, unless given permission by the Council.

#### SECTION 2.

Each chapter shall receive a charter upon acceptance of Association's Bylaws and the payment of annual dues or contributions to the annual funds by the chapter members.

#### SECTION 3.

Charters of local chapters may be revoked by the Council after a proper investigation for cause.

#### SECTION 4.

No local chapter shall make rules or regulations inconsistent with the provisions of these Bylaws.

#### SECTION 5.

Each chapter shall elect one member to the Council.

#### SECTION 6.

In order for a chapter to be considered active, the following criteria are established:

- A. File Chapter Organization Form annually by June 1;
- B. Maintain a minimum of five (5) active members;
- C. Submit a written chapter report at the Annual Meeting;
- D. Submit a report covering the financial operations of the chapter (fiscal year July 1- June 30);
- E. Pay an assessment (for operating expenses) to the National Alumni Association annually by July 1. Such assessment will be set at a minimum of \$100.00 per year, with the Council having the authority to increase or decrease the amount for all local chapters or any individual chapter upon proper petition.

#### **SECTION 7. DISSOLUTION OF CHAPTERS**

A two-thirds (2/3) vote of the Alumni Council members present and eligible to vote is necessary before any action may be taken to dissolve a chapter. The chapter must first be placed on probation for such a period as shall be determined by the Council. The chapter must be notified of its probationary status and advised in writing of the reasons for the proposed action.

#### **SECTION 8.**

All local chapters shall maintain the same fiscal year as the Association (July 1-June 30).

### **ARTICLE VIII COMPONENTS AND ENTITIES OF THE ASSOCIATION**

#### **SECTION I.**

The Alumni Council shall have the power to establish a regional organization in any given geographical section. The Council shall have the power to establish the organizational structure and associated responsibilities in the regions.

#### **SECTION 2.**

Other components or entities of the Association must be approved by the Alumni Council. Essential information relating to the purpose, policy, procedures, and organization structure must be submitted to the Alumni Council for review and approval.

### **ARTICLE IX AMENDMENTS**

## SECTION I.

Amendments to these Bylaws may be proposed by the Council by the committee of the same or upon petition signed by not less than fifteen (15) active alumni. The proposed amendments must be submitted in writing to the Director of the Office of Alumni Relations at least (60) days prior to the date of the annual meeting, and that the proposed amendments be circulated by the Director of Alumni Affairs to all active members at least thirty (30) days prior to the annual meeting.

## SECTION 2.

An affirmative vote of two-thirds (2/3) of the total votes cast shall be necessary to amend these Bylaws, and unless otherwise specified, such amendment shall become effective immediately upon its passage.

## ARTICLE X DISSOLUTION

In the event of dissolution of the Association, the assets remaining after payment of all costs and expenses of such dissolution shall be transferred to North Carolina Central University Foundation, Inc., or conveyed to one or more domestic societies engaged in charitable, religious, educational, or similar activities, provided however that said organization shall qualify under section 501 (c) (3) of the Internal Revenue Code, and none of the fund; or assets shall inure to the benefit of, or be distributed to, the individual members.

## ARTICLE XI PARLIAMENTARY AUTHORITY

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

Revision Adopted May 2, 2008