

**NORTH CAROLINA CENTRAL UNIVERSITY
ALUMNI ASSOCIATION**



CONSTITUTION AND BYLAWS
REVISION: JULY 17, 2021

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CONSTITUTION AND BYLAWS

ARTICLE I – NAME

The organization shall be known as The North Carolina Central University Alumni Association, Incorporated (hereinafter, called the Association).

ARTICLE II – OBJECTIVES AND PURPOSES

The mission of the Association is to create a lifelong network among its members and the University through meaningful opportunities that promote pride and philanthropy.

Purpose

The Association shall help 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. DUES

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

B. ANNUAL MEMBERSHIP

This status is obtained by paying annual dues good for a 12-month period effective from July 1 of the fiscal year.

C. ONE & DONE MEMBERSHIP

This status is obtained by paying annual dues good for a 12-month period effective beginning July 1 of the fiscal year. This membership option pays national and local chapter dues and makes a gift to the University in the name of the individual seeking membership.

D. LIFE MEMBERSHIP

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

E. 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.

F. ASSOCIATE MEMBERSHIP

Such other persons not eligible for membership under Sections 1 or 2 B, C, D, E or G 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 majority vote of the Alumni Council.

G. COMPLIMENTARY MEMBERSHIP

This status is obtained by fulfilling graduation requirements. The graduate does not have to pay national dues for a year from the date of graduation. The graduate is responsible for paying local chapter dues in the city where she/he/they reside(s), if applicable.

SECTION 3. VOTING RIGHTS AND ELIGIBILITY FOR OFFICE

- A. All members referred to in Section 2. B,C, D & G 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. E & F 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 the annual meeting shall be to receive reports of the activities of the Association, its committees, and local chapters during the past year, and to transact such other business as is deemed necessary. Every annual, one and done, life and complimentary member shall have voting rights at the meeting. 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 seven (7) business days notice by electronic mail to all persons entitled to vote specifying the general purpose of the 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 and special committees
- G. Reports of Regional Vice-Presidents
- H. Unfinished business
- I. New Business
- J. Adjournment

SECTION 4. QUORUM

At any duly called meeting of the Association, the annual, one and done, life and complimentary members present shall constitute a quorum.

ARTICLE V – GOVERNING 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 July 1 following election of or upon appointment of the following positions: Four (4) elected officers (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); and immediate past president.

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: presidents of the Student Government Association, Senior Class, Pre-Alumni Club; and Director of Alumni Relations.

- A. The Council shall meet two times a year. At the annual 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 Association or the Office of Alumni Relations shall give notice of all regular meetings by electronic mail and/or US postal mail no less than 30 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 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. Ex-officio members shall include the Assistant Secretary, Parliamentarian, the Director of Alumni Relations, and the Legal Advisor.

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

B. NOMINATIONS COMMITTEE

The Executive Committee shall appoint the chairperson and members of the Nominations Committee. There shall be at least five members.

It shall be the duty of the Nominations Committee to prepare a list of nominees for all offices of the Association and members at large of the Alumni Council.

C. SCHOLARSHIP COMMITTEE

The President shall appoint the chairperson of this committee and may appoint members or accept the recommendation from the chairperson of members who wish to serve on this committee. There shall be at least five members.

It shall be the duty of the Scholarship Committee 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 scholarships. The Director of Admissions or a representative from the Admissions Office shall be a non-voting ex-officio member of the Scholarship Committee.

D. BUDGET AND FINANCE COMMITTEE

The President shall appoint the chairperson of this committee and may appoint members or accept the recommendation from the chairperson of members who wish to serve on this committee.

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.

It shall be the duty of the Budget and Finance Committee 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.

It shall be the duty of the Budget and Finance Committee to conduct an annual review of the adequacy of the Association's internal financial controls; review with the Association's independent public accountants the annual audit program and the Association's financial statements for presentation to the Executive Committee; and recommend to the Executive Committee the selection of the Association's independent public accountants.

E. MEMORIALS AND AWARDS COMMITTEE

The President shall appoint the chairperson of this committee and may appoint members or accept the recommendation from the chairperson of members who wish to serve on this committee. 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 Memorials and Awards Committee 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. HOMECOMING COMMITTEE

The President shall appoint the chairperson of this committee and may appoint members or accept the recommendation from the chairperson.

The chairperson 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 Homecoming Committee 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. BYLAWS COMMITTEE

The President shall appoint the chairperson of this committee and may appoint members or accept the recommendation from the chairperson of members who wish to serve on this committee. There shall be at least five members.

It shall be the duty of the Bylaws 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. FUNDRAISING COMMITTEE

The President shall appoint the chairperson of this committee and may appoint members or accept the recommendation from the chairperson of members who wish to serve on this committee. 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. MEMBERSHIP COMMITTEE

The President shall appoint the chairperson of this committee and may appoint members or accept the recommendation from the chairperson of members who wish to serve on this committee. There shall be at least five members.

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.

J. RESOLUTIONS COMMITTEE

The President shall appoint the chairperson of this committee and may appoint members or accept the recommendation from the chairperson of members who wish to serve on this committee. It shall be composed of at least five members.

The Resolutions Committee will screen and formulate recommendations on all resolutions, those duly submitted and those designated as Emergency Resolutions; present their recommendations to the Executive Committee and membership; develop new resolutions to be presented to the Executive Committee and communicate with affected members to solicit comments and feedback on the proposed resolution; share feedback with the Executive Committee; and prepare or refine a rationale for each new resolution, including its impact on the Association.

All resolutions adopted by the membership shall be reviewed annually by the Resolutions Committee for evaluation of their continued appropriateness. If the Resolutions Committee determines a resolution is no longer appropriate or otherwise requires modification, the committee shall submit appropriate suggestions for termination or modification to the Executive Committee.

K. TRUTH AND SERVICE COMMITTEE

The President shall appoint the chairperson of this committee and may appoint members or accept the recommendation from the chairperson of members who wish to serve on this committee. It shall be composed of at least five members.

The Truth and Service Committee will lead the Association in opportunities to give back to the University and our local communities; focus on enhancing the Association's culture of giving back to the university by identifying opportunities and strategies to promote alumni giving through events and volunteer opportunities; make meaningful connections with alumni and alumni supporters to obtain charitable donations; advise on messaging pertaining to giving back to the university and partner with diverse campaigns to disseminate their message; and review current initiatives to give back to the university and how they can be revised for greater impact.

L. AUDIT COMMITTEE

The President shall appoint the chairperson of this committee and may appoint members or accept the recommendation from the chairperson of members who wish to serve on this committee. It shall be composed of at least five members.

The chair of the Audit Committee cannot serve on the Budget & Finance Committee. Likewise, the chair of the Budget & Finance Committee should not be on the Audit Committee.

The Audit Committee is responsible for the review of the association's accounting process; making recommendations for changes/modifications in record keeping and financial reporting; and encompasses oversight responsibilities, including fraud prevention and ethics.

The Audit Committee, at the close of each fiscal year, shall conduct an internal audit of the records of the Treasurer. Records shall be audited after each election and prior to the start of the new administration on July 1. The Audit Committee should oversee the accuracy of the Association's financial statements and reports. The Committee may also be charged with auditing the expenses of the President, Executive Board, and all transactions of the NCCU Alumni Association. Additionally, the Audit Committee will choose the auditors.

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 election of officers of the Association shall take place during the month of May, at a time designated by the Alumni Council. The Officers of the Association shall be elected 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 Council shall approve the procedures and manner of how voting takes place including by mail, electronic voting, or a combination of both. The officers shall take office on July 1 of the year following election.

A contested election will be handled in accordance with the most current edition of Robert's Rules of Order (Newly Revised) and the association's Standard Operating Procedures.

TIME LIMITATION FOR HOLDING OFFICE

No member shall hold more than one office at a time. The tenure of all national officers shall be a two-year term to run from July 1st through June 30. No member may serve in a given office for more than two (2) consecutive terms.

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, except nominations. 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.

Eight 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 the Association Bylaws. Local chapters shall keep their charter by staying in compliance with the Association's Bylaws, payment of the national chapter assessment, its respective regional assessment, and any other assessments imposed by the Council.

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 eight (8) 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 1.

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 1.

Amendments to these Bylaws may be proposed by the Council by the committee of the same or upon petition signed by no less than fifteen (15) members of the Association. The proposed amendments will be submitted to the National Alumni Secretary and/or the Director of Alumni Affairs to be disseminated to the members of the Association and to NCCU thirty (30) days prior to the meeting of the Association at which they are considered for adoption.

SECTION 2.

An affirmative vote of two-thirds (2/3) of the total votes cast by members of the Association shall be necessary to amend these Bylaws. The results will be announced and become effective immediately at the meeting of the Association at which they were considered for adoption.

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 July 17, 2021

Oaths of Office

Chapter

We, the newly elected officers of the _____ Chapter of the North Carolina Central University Alumni Association, Inc., do pledge solemn allegiance to our Alma Mater in appreciation of the opportunities for development, both personal and professional, afforded us as students at North Carolina Central University.

We pledge to remain active members and to abide by the Bylaws of the _____ Chapter and the Constitution and Bylaws of the National Alumni Association.

We further pledge to exemplify the high ideals of our Alma Mater, to render positive service to community, state, and nation, and to bring honor and respect to North Carolina Central University.

You are now duly installed officers of the _____ Chapter for the time span specified by your Chapter Bylaws. CONGRATULATIONS!



Region

We, the newly elected officers of Region I/II/III/IV of the North Carolina Central University Alumni Association, Inc., do pledge solemn allegiance to our Alma Mater in appreciation of the opportunities for development, both personal and professional, afforded us as students at North Carolina Central University.

We pledge to remain active members and to abide by the Bylaws of Region I/II/III/IV and the Constitution and Bylaws of the National Alumni Association.

We further pledge to exemplify the high ideals of our Alma Mater, to render positive service to community, state, and nation, and to bring honor and respect to North Carolina Central University.

You are now duly installed officers of Region I/II/III/IV for the time span specified by your Regional Bylaws. CONGRATULATIONS!

DEAR OLD N.C.C.

The sloping hills, the verdant green
The lovely blossoms' beauteous sheen
Surround our college proud and gay,
Where wave our colors, Maroon and Gray.
What matters it how far we roam?
Our thoughts will oft return to home,
And hearts will e'er be true to thee,
Our Alma Mater, N.C.C.

Refrain:

Then Rah! Rah! Rah! For our colors so gay!
Dear old N.C.C.'s Maroon and Gray;
Thy sons and daughters will honor thee,
Dear old N.C.C.

II

We gather here to fit our lives,
As from darkness light revives,
So let us hail, both night and day
Our glorious colors, Maroon and Gray.
We'll ever love and honor thee, For
thou hast taught us loyalty.
Then let our watchword, "Service" be
To Alma Mater, N.C.C.

III

You send us forth with hearts of love So
like a blessing from above
And from the path we'll never stray.
Our dear Alma Mater, Maroon and Gray.
We'll work and fight, we'll win our way
When duty calls, we shall obey
And may we e'er return to thee
Our Alma Mater, N.C.C.