

**CONSTITUTION AND BYLAWS  
THE RALEIGH-WAKE ALUMNI CHAPTER  
OF  
NC A&T STATE UNIVERSITY**

**ARTICLE I  
NAME**

The organization shall be known as the **Raleigh-Wake** Chapter of NC A&T State University, a subordinate unit of The Foundation for NC A&T State University, Inc., hereafter referred to as the "Chapter."

**ARTICLE II  
OBJECT**

**SECTION I. MISSION** The mission of the Chapter shall be to support the Foundation for NC A&T State University, Inc. (hereafter referred to as "The Foundation") in its mission to connect and engage with Alumni of North Carolina A&T State University (hereafter referred to as the "University"), to support the Foundation's mission to encourage and promote involvement of University Alumni and other supporters by meeting the needs of Alumni and other supporters for Alumni services; creating opportunities for participation of Alumni and other supporters in the life of the University; and developing and disseminating information that communicates to Alumni, other supporters and the general public the academic excellence of the University.

The Chapter is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to the Foundation as an organization described under Section 501(c)(3) of the Internal Revenue Code (the "Code"), or the corresponding section of any future federal tax code.

Upon dissolution of the Chapter, after paying or making provisions for the payment of all liabilities of the Chapter, the assets of the Chapter shall be distributed to the Foundation, provided that the Foundation is at the time of such distribution an organization described under Section 501(c)(3) of the Code, or the corresponding provision of any future tax code; provided further, that if at the time of such distribution the Foundation is no longer in existence or is no longer an organization described under Section 501(c)(3) of the Code or the corresponding provision of any future federal tax code, then the assets of the Chapter shall be distributed to North Carolina A&T State University, a constituent institution of The University of North Carolina System described under Section 170(c)(1) of the Code.

**SECTION II. GOAL** The goal of the Chapter shall be to provide means by which individuals and groups may join in a united effort to ensure the future growth and development of the University.

## **ARTICLE III MEMBERS**

**SECTION 1. MEMBERSHIP CLASSIFICATION** The Chapter shall have three classifications of Members. All members must meet the classification definition and fulfill their local dues requirements, except where indicated below.

**SECTION 1.1. CHAPTER MEMBER** A Chapter member shall be an alumnus/alumna of the University. A Chapter Member shall be any graduate; certificate holder; or person who attended NC A&T State University for a minimum period of one quarter/semester and is not presently enrolled there; and has paid the annual chapter dues shall be considered a chapter member in good standing.

**SECTION 1.2. ASSOCIATE MEMBER** An Associate Member is a non-alumnus/alumna who wishes to participate in Chapter activities. An Associate Member may be the spouse of a Chapter Member or any person who did not attend NC A&T State University and has paid the annual Chapter dues. Associate members are entitled to vote on Chapter business and are entitled to the same benefits as other members except to hold elected positions.

**SECTION 1.3. HONORARY MEMBER** An Honorary Member shall consist of any person or non-member elected to such status by the Chapter in recognition of outstanding and meritorious services or supports to the Raleigh Wake Alumni Chapter, the University, the Foundation, the State of North Carolina, or the United States of America.

The names of Honorary members must be recommended to the Executive Board by members of the Chapter, members of the Foundation, members of the Executive Board, representatives of the University, or other alumni. A resolution honoring a person as an Honorary Member must be passed by a majority vote of the Executive Board. Honorary Member(s) shall have all privileges of membership except those of voting and holding elected office. Honorary Member(s) are not required to pay membership dues.

**SECTION 2. DUES:** Each member of the Chapter shall pay annual dues of an amount as determined by the Executive Board of the Chapter, and which shall be renewable annually on a fiscal year cycle (July 1 to June 30). If either the Executive Board or the Membership deem it appropriate to re-evaluate the cost of dues the matter shall be voted upon during any Chapter meeting.

Chapter annual dues shall be set annually by the body. Members are encouraged to pay in full by at least the second meeting of the fiscal year. Members who have recently graduated in the last two years and are members of the Young Alumni Council (YAC) may pay 50% of the annual dues to be in good financial standings with the Chapter. Dues paid are concurrent with the fiscal year of the Chapter.

New members' dues shall be based on the fiscal year.

### **SECTION 3. RESIGNATION AND REMOVAL FROM MEMBERSHIP OR OFFICER**

Any officer or member may be suspended or removed from office or membership for non-performance and failure to perform their assigned duties, at any time, by a two-thirds vote of those present at a regular meeting; for conduct unbecoming of an officer, or behavior by a member or officer deemed prejudicial to the Chapter, or for a violation of the Constitution and Bylaws of the Chapter, or a violation of the Articles of Incorporation or Bylaws of the Office of Alumni Relations, or a violation of state and federal law, subject to the following provisions:

- a. That the officer or member in question is first presented with charges.
- b. The officer or member is given a reasonable opportunity to defend oneself against such charges.
- c. That all members are notified of such pending removal of suspension action one meeting in advance of the proposed vote.

Notice of the removal of any officer must be forwarded to the Foundation.

## **ARTICLE IV OFFICERS**

**SECTION 1. OFFICERS AND DUTIES** The Chapter shall have a governing board consisting of the duly elected officers of the Chapter: President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, and Parliamentarian. All officers must be Chapter Members. Officers of the Chapter shall be elected in accordance with the election rules and regulations within this Constitution and Bylaws shall adhere to the term limits within said regulations.

- A. The President shall have the authority to appoint other officers as desired.
  - i. (For example, member-at-large, historian, assistant secretary, or assistant treasurer.)
  - ii. All appointed officers serve at the pleasure of the President in an ex-officio non-voting role, unless otherwise specified by a majority vote of the Chapter general membership.

### **SECTION 1.1. PRESIDENT**

The President shall be the Chief Executive Officer of the Chapter, entrusted with the direction and administration of its policies. The President shall authenticate, by signature, all acts, orders, and proceedings of the Chapter. The President shall serve as Chairperson of the Executive Board. In the event of a vacancy or the absence of the President, the First Vice President automatically becomes President for the remaining term. The President shall appoint all committee chairpersons and serve as an ex-officio member on all committees. The President shall serve as the official spokesperson of the

Chapter unless otherwise appointed.

### **SECTION 1.2. FIRST VICE PRESIDENT**

Shall assist the President and in the event of a vacancy or in the absence of the President, preside at Chapter meetings and assume the duties of the President. The First Vice President will oversee the Chapter's Internal affairs. This person is responsible for implementing the Chapter's philanthropic efforts through fundraising events, and individual/Chapter contributions that benefit the Chapter and the University. In addition, they may perform such other duties as may be assigned by the President. Shall oversee and assist Chapters' committee chairs when needed.

**SECTION 1.3: SECOND VICE PRESIDENT** Shall assist the President and in the event of a vacancy or the absence of the President and First Vice President, preside at Chapter meetings, and assume the duties of the President. The Second Vice President will oversee the Chapter's External affairs (New Student Send-Off, Community Outreach, etc.). The Second Vice President shall be responsible for supporting the members of the Chapter and shall serve as a member of the Membership Committee. This person is responsible for increasing alumni membership through the growth of alumni Chapters and actively engaging students and young alumni. He/she shall perform such other duties as may be assigned by the President.

### **SECTION 1.4. RECORDING SECRETARY**

Shall be responsible for the minutes of all official meetings of the Chapter and perform such duties as are common to the office. The Recording Secretary shall maintain chapter records, accurate set of by-laws, and assist the President in preparation of required reports.

### **SECTION 1.5: CORRESPONDING SECRETARY**

Shall assist the Recording Secretary and in the event of a vacancy or the absence of the Recording Secretary, record the minutes at Chapter meetings, and assume the duties of the Recording Secretary. Manage and file all Chapter rosters, and various forms from each meeting. Send e-blast emails to all members of upcoming events and Chapter reminder meetings. The Corresponding Secretary shall send out notices of Executive Board meetings and send necessary correspondence to North Carolina A&T Alumni Relations.

### **SECTION 1.6. TREASURER**

Shall receive and disburse all funds of the Chapter under the direction of the President and the Executive Board. The Treasurer shall verify the deposits of Chapter funds in a bank approved by the Executive Board and shall present a financial report at each monthly meeting, bi-annually and annually. The Treasurer shall manage funds collected by PayPal and transfer funds to the Chapter bank account when appropriate.

### **SECTION 1.7: FINANCIAL SECRETARY**

Shall be responsible for collection and recording of all monies and shall present a written itemized financial report at each Chapter meeting. All collected funds shall be turned over to the Chapter Treasurer for immediate deposit. The Financial Secretary

report should include the recording of monies collected by PayPal. The Financial Secretary shall check the PO Box regularly and shall share the current membership roster with the membership chair at least monthly. The Financial Secretary should share a copy of all financial books along with the Treasurer.

**SECTION 1.8. PARLIAMENTARIAN** The Parliamentarian shall have a thorough working knowledge of parliamentary procedure based on Robert's Rules of Order Newly Revised (latest edition); interpret proper parliamentary procedure in accordance with the Constitution and Bylaws of the Chapter and the Articles of Incorporation and Bylaws of the Foundation; and advise the Executive Board on points of order. Shall keep, update, maintain, and handle amendments to the Chapter Bylaws and serve as a resource on the Chapter's governing documents and proper parliamentary procedure. The Parliamentarian shall be responsible for bringing the Chapter Banner to all Chapter meetings and functions.

**SECTION 2. TERM OF OFFICERS** The term of office for all elected officers shall be two (2) years. No officer may serve in the same role for no more than two (2) consecutive terms, without a one (1) year separation/break from office.

**SECTION 3. VACANCIES** With the exception of vacancies occurring in the offices of the President and Vice President, the Executive Board shall have authority to appoint all other Officers of the Chapter to serve on an interim basis in cases where such offices become or remain vacant after an election. All officers appointed by the Executive Board pursuant to this section shall serve in the office or position so appointed to for a period of time not to exceed one year or until the vacant office or position has been otherwise filled by an election, either regularly scheduled or specially called at the discretion of the Executive Board.

## ARTICLE V

### NOMINATING COMMITTEE & ELECTIONS

**SECTION 1. NOMINATING COMMITTEE** The Nominating Committee shall be appointed by the President in consultation with the Executive Board at the January meeting, prior to the election of officers, with instructions to submit candidates' names at the March meeting, prior to the May election. The Nominating Committee shall have full authority to supervise all phases of the election of officers of the Chapter.

**SECTION 2. NOMINATION CRITERIA** To qualify as a nominee for an office of the Chapter, the nominee must be an alumnus/alumna from the University; be an active financial Chapter Member; has actively participated in and supported the programs and activities of any Chapter; and has regularly attended the meetings of the Chapter. The nominee must have his or her name placed in nomination respectively by an active Chapter Member, Associate Member or self-nominate.

**SECTION 3. ELECTIONS** The election of officers shall be held at the regular monthly meeting in May of each election year and the results announced as the last order of

business of that meeting. The elections shall be by ballot and shall be determined by a majority of votes cast; and the newly elected officers will take office effective July 1. The outgoing officers will assist the newly elected officers during the vacation period to provide for a smooth transition of administrations.

**SECTION 4. ELIGIBLE VOTERS** To be eligible to vote for the officers of the Chapter, the Member or Associate Member must have paid the annual dues in the current fiscal year.

**SECTION 5. BALLOTS AND PROXIES** All Ballots will be prepared, opened, and tallied by the Nominating Committee members only. Monitors may only observe the proceedings. This applies when meetings are held in person. If the meeting is held virtually, the Nominating Chairperson will create an electronic voting ballot to conduct a vote online virtually. A virtual voting ballot can be, but not limited to, a google poll, an online document, or virtual use of the "Raise Hand" option within the online tool. The Nominating Chair and/or Recording Secretary will count the votes. If one or both of these members are not there, the President will appoint someone to count and validate the votes. In the event of a tie, the tie must be resolved through a special election within 30 days of the election date. All active members will be notified by mail or email of the time, date, and place of the special election. All established rules will pertain to the special election. Absentee Balloting shall be made a part of the election. Proxies shall be made a part of the election. The use of proxies must comply with Robert's Rule of Order Newly Revised (latest edition). A proxy is a power of attorney in writing given by one person to another to vote in that person's absence. The proxy also designates who holds the power of attorney.

**SECTION 6. METHODS AND USE OF ABSENTEE BALLOTING** Members wishing to exercise their voting privilege by means of the Absentee Ballot must request said Ballot in writing, from the Chairperson of the Nominating Committee by the last Friday in March. One month prior to the Election, the Nominating Committee will forward by mail, a Ballot and return envelope addressed to the Chapter's mailing address with "BALLOT" printed in bold print on the front, to the requesting members. Ballots must be received by the Chapter by the May meeting. The Nominating Committee Chairperson must announce the procedures for Absentee and Proxies Ballot(s) after the approval of the official candidates at the March meeting.

**SECTION 7. TIME OF BALLOTING** The Ballot Box will open and close at a prescribed time denoted by the Nominating Committee at the May meeting.

## **ARTICLE VI MEETINGS**

**SECTION 1. MEETINGS** The Chapter shall meet at a minimum of 6 times a year, (recommended on an every-other-month cycle) although meeting once monthly is highly encouraged and recommended. Meetings shall be scheduled on a recurring date and time and in a venue that is determined by the Chapter President, with approval by the Executive Board, and shall be re-evaluated every year, in line with Chapter elections. The date and time of the Executive Board meeting shall be one that is accessible/convenient for the greatest number of members in a chapter. The President and Executive Board are encouraged to take into consideration the wishes of the membership to select a meeting date, time and location. The Executive Board shall meet on the call of the President.

### **SECTION 2. QUORUM**

A quorum shall consist of 25% of the active chapter members. For the Executive Board, and all Standing, Special or Ad Hoc Committees, a quorum will be a majority of the membership of the respective committee.

## **ARTICLE VII EXECUTIVE BOARD**

**SECTION 1. BOARD COMPOSITION** All officers of the Chapter shall be elected by the membership of the Chapter for the Executive Board.

**SECTION 2. BOARD'S DUTIES AND POWER** Between meetings of the Chapter, the Executive Board shall have full authority to conduct business and shall be responsible for all affairs of the Chapter when the Chapter is not in session. The Executive Board shall be responsible for creating and presenting the Chapter's annual budget for the upcoming fiscal year at the current fiscal year's annual meeting for review. The actions of the Executive Board are binding, except to the extent that they are overruled by the general membership.

**SECTION 2.1. VOTING.** The Executive Board is composed of voting and nonvoting members. Non-voting members is the Parliamentarian. All other Executive Board members are voting members.

**SECTION 3. BOARD MEETINGS** The Executive Board shall meet at a minimum of 6 times a year, on an every-other-month cycle, although meeting once monthly is highly encouraged and recommended. Meetings shall be scheduled on a recurring date and time and in a venue that is determined by the Chapter President, with approval by the Executive Board, quarterly at a minimum, and on the call of the President. A meeting of the Executive Board shall further be called on a simple majority vote of members of the Executive Board. Actions taken by the Executive Board shall be reported to the Chapter at the first meeting following such actions, and such actions shall be binding, except to the extent they are overruled by the Chapter. The Executive Board shall meet on the call of the President.

**SECTION 4. ADVISORY BOARD (PAST PRESIDENTS).** Shall serve as advisors to the Chapter Executive Board and membership and is responsible for assisting with past leadership decisions made by the past Chapter Executive Board and members. Advisors shall be current on their Chapter membership dues. This board should meet with the President yearly.

## **ARTICLE VIII COMMITTEES**

**SECTION 1. GENERAL.** The President shall appoint the following Standing Committees: Membership, Budget, Audit, Social/Special Events, Community Outreach, Bylaws, Scholarship, Fundraising, and Media Relations.

**SECTION 2. STANDING COMMITTEES.** The Standing Committees and their areas of responsibilities shall be:

**Bylaws Committee-** This committee will assist the Parliamentarian with maintaining and updating Chapter bylaws.

**Budget Committee** -This committee coordinates the Chapter's financial responsibilities by managing the dues of members, overseeing fundraising funds and any Chapter investments. Make recommendations to the Chapter's annual budget including monitoring the budget and implementing financial procedures as required. Will prepare an operating budget for the fiscal year. The budget will be presented to the Executive Board and to the membership for approval by the 2nd month of fiscal year.



**Audit Committee** - This committee ensures that the Chapter's finances and bookkeeping records are accurate on a yearly basis. The Audit Committee shall conduct an audit of the books each year to ensure accurate bookkeeping and accounting practices. The Audit Committee will perform fiscal and procedural audits of the Chapter. The committee will examine the books and any other papers, receipts, vouchers, and financial documents held by the Treasurer and Financial Secretary. A report of the audit will be provided to the Chapter annually.

**Community Outreach Committee** - This committee is responsible for planning, organizing, and executing such projects as deemed necessary and approved by the Chapter that involves alumni working with the local community in a volunteer capacity. Develops recruitment strategies to encourage area high and middle school students to attend NC A&T State University. Community Outreach committee also supports the membership courtesy.

**Social/ Special Events Committee** - This committee is responsible for planning and executing Chapter social events for fellowship and comradery within the local Chapter. This committee may also work in conjunction with membership as a way to attract new members to the Chapter. Shall be responsible for planning and contacting the membership regarding site and ticket availability. The Social and Special Events Committee shall be responsible for planning monthly socials and luncheons and working along with the Media Relations Committee to advertise the events.

**Fundraising Committee** - This committee, in conjunction with the First Vice President, shall plan and execute efforts, via activities and events that attract contributions and services needed to carry out the mission of the Chapter. Also, this committee shall plan and execute the University's annual giving campaign to raise funds through individual and Chapter giving.

**Scholarship Committee** - This committee is responsible for soliciting applicants to apply to the Raleigh-Wake Alumni Chapter Scholarships for Wake County students planning to attend NC A&T. This committee will review the applications and select recipients based upon the criteria/rubric outlined by the committee.

**Membership Committee** - This committee is responsible for ideas to attract new members, retain current members and maintain an accurate record of membership. Remember friends and supporters that are parents of students currently attending or who have attended A&T (they may be honorary or associate Chapter members). Seek out and recruit new and existing Alumni in the Wake County area and encourage participation in the Chapter. Implement events that focus on assisting alumni to become active.

**Nominating Committee** - This committee is responsible for seeking out qualified candidates for Chapter officers. This committee is also responsible for carrying out the elections of officers according to the rules and guidelines outlined in the bylaws. Shall be responsible for submitting an official slate of nominees for the various offices to the Chapter membership during the April meeting of the election year.

**Media Relations** - Shall be responsible for keeping the local news media and the foundation informed of pertinent Chapter activities by sending PSA's and emails. The Media Relations Committee shall also initiate Chapter involvement in community programs with the approval of the membership, shall develop and implement ways to assist in accomplishing these programs. The Media Relations Committee shall be responsible for increasing sponsorships for local fundraising events, creating a template for flyers, programs, and Save the Date forms. This committee shall be responsible for maintaining the Chapter's Website with up-to-date information.

**General Duties** - In addition to those duties enumerated in Article VIII the committees may perform any duties as approved by the membership relating to the functions of a particular committee. Committees are also responsible for establishing a list of objectives for their committee annually.

**SECTION 3. SPECIAL/AD HOC COMMITTEES** Special/Ad Hoc Committees shall be appointed by the President as required.

## **ARTICLE IX PARLIAMENTARY AUTHORITY**

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 they are not inconsistent with this Constitution and Bylaws and any special rules of order the Chapter may adopt.

## **ARTICLE X AMENDMENT OF CONSTITUTION AND BYLAWS**

This Constitution and Bylaws may be amended at any regular meeting of the Chapter by a two-thirds vote of the members present and voting, provided the proposed amendment(s) has been approved in advance by the Chapter and provided further that notice of the proposed amendment(s) has been given to members in advance of the meeting at which members are to vote on the proposed amendment(s). No part of this Constitution and Bylaws shall be amended or annulled except by the method herein described. No amendment shall be adopted that is in conflict with the Articles of Incorporation and Bylaws of the Foundation or State and Federal Law.

## **ARTICLE XI REIMBURSEMENTS AND COMPENSATIONS**

**SECTION I. GENERAL.** No member of the Chapter may receive compensation for any service or work performed in an elected or appointed position for the Chapter unless approved by the Executive Board. All members may be reimbursed for direct out-of-pocket expenses incurred as a result of work or activities for the Chapter.

***Bylaws Adopted: October 22***