



THE GREATER ATLANTA NCCU ALUMNI ASSOCIATION  
CONSTITUTION AND BYLAWS

**ARTICLE I NAME**

The name of this organization shall be The Greater Atlanta North Carolina Central University Alumni Association, Incorporated (hereinafter called the Chapter). The Greater Atlanta territory shall be that of the following counties: Fulton, DeKalb, Cobb, Clayton, Carrol, Douglass, Newton, Rockdale, Gwinnett, Cherokee, Fayette and Henry including the local cities within the aforementioned.

**ARTICLE II OBJECTIVES AND PURPOSES**

The objective 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 promulgate 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 that 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) are eligible for membership in the Association.

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

## SECTION 2. MEMBERSHIP CATEGORIES

### A. ACTIVE ANNUAL MEMBERSHIP

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

### B. ACTIVE MEMBERSHIP

Active membership shall be defined as on that meets the following criteria- members paying on an annual basis.

### C. HONORARY MEMBERSHIP

- a. Recipients of honorary degrees from the University
- b. Trustees of the University
- c. Faculty, present and former staff members of the University. **Such E** membership is granted by two-thirds vote of the Alumni Chapter.

## 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 hold office in this Association.
- C. All members referred to in Section 2. A & B are eligible to seek office if they are financially active in the chapter and the National Alumni Association

## ARTICLE IV MEETINGS

### SECTION 1. THE MONTHLY MEETING

The Monthly meeting of the Association shall be held during the weekend of the 2<sup>nd</sup> Saturday of each month. The Association will have monthly meetings. The monthly meeting will not be held, if it falls on the Alumni Council Meeting date. If a community service project is scheduled on the 2<sup>nd</sup> Saturday of the month, the normal Alumni Chapter meeting will be canceled. Furthermore, community service projects can be scheduled in lieu of the 2<sup>nd</sup> Saturday meeting. The Alumni Chapter does not have monthly meetings in June, July and August for Summer break unless a special meeting is called by the Alumni President. The Alumni President or the Alumni Chapter shall determine the time and

place for such meetings. The purpose of such Chapter meetings shall be to receive written reports of the activities of the Alumni Chapter during the past month and to receive written reports of committees 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 Chapter.

## SECTION 2. SPECIAL MEETINGS

Special meetings of the members of the Chapter may be called at any time by the President or by consensus of the quorum of the active membership.

## SECTION 3. ORDER OF BUSINESS

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

- A. Call to order, President presiding
- B. Reading of the minutes of last meeting
- C. Report of the Treasurer
- D. Report of the standing or special committees
- E. Unfinished business
- F. New business
- G. Adjournment

## SECTION 4. QUORUM

At any duly called meeting of the Chapter, five (5) active members present shall constitute a quorum. Any business conducted or decided upon at such meeting shall be considered official upon notice to the President of such meeting.

## **ARTICLE V. GOVERNMENT BODIES**

## SECTION 1. POWERS

The management of the Association shall be vested in the Chapter. By management it is meant that the Chapter shall be vested with the authority to take charge of, direct and administer the affairs of the general Alumni Chapter between meetings of the Chapter and to make any decisions and take any action necessary to carry out the responsibilities enumerated above.

## SECTION 2. FINANCE COMMITTEE

The purpose of the Finance Committee shall be to evaluate the income and expenses of all past chapter projects, track participation in current projects and assist with the implementation of projects approved by the Chapter. The Finance Committee shall be responsible for collaborating with the Planning Committee to establish a program of fundraising. The Committee will also be responsible for coordinating with the Treasurer, a budget to establish a sound financial base for the Chapter

# ARTICLE VI. COMMITTEES

## SECTION 1. STANDING COMMITTEES OF THE CHAPTER

- A. Committee of Finance.** The President shall appoint the Chairman of the Committee of Finance, subject to confirmation by the Chapter. It shall be composed of the Treasurer of the Chapter, the Chairman of each special fundraising committee and one member elected by the Chapter.
- B. Committee of Marketing.** The President shall appoint the Chairman of the Committee of Marketing subject to confirmation by the Chapter. It shall be composed of the Chairman and at least three (3) volunteers. The duty of the Committee shall include dissemination of information on all fundraising and other events of the Chapter.
- C. Committee on Nomination.** On October prior to each election in the upcoming year, the active membership shall elect the Chairman and members of the Committee on Nominations. There shall be at least three (3) members. It shall be the duty of the Committee to prepare a slate of nominees for all offices of the Association. A nominated member cannot serve as a member of the Committee on Nominations.

- D. Committee on Alumni Scholarship.** The President shall appoint the Chairperson and members of the Committee on Alumni Scholarships. There shall be at least five (5) members. It shall be the duty of the Committee on Alumni Scholarships to recommend to the Chapter the students to receive financial aid through the Alumni Scholarship Program and 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 the scholarship.
- E. Planning/Fundraising Committee.** The President shall appoint the Chairman of the Committee of Planning/Fundraising, subject to confirmation by the Chapter. The Planning/Fundraising Committee shall coordinate social events to promote brotherhood in the Chapter. The Committee shall also be responsible for organizing fundraising activities in conjunction with the Finance Committee. Furthermore, the Planning Committee shall determine and organize service projects to benefit NCCU and the local communities which are served by the Association.

## **ARTICLE VII BOARD OF DIRECTORS**

Section 1. **The composition of Board.** The Board of Directors (Hereinafter called the "Board") shall be composed annually of the President, Vice President, Secretaries, Treasurer, Immediate past President and two (2) additional members elected by and from the membership of the Chapter. The Recording Secretary and Treasurer of the Chapter shall serve as Secretary and Treasurer of the Board respectively.

Section 2. **The duties of the Board.** It shall be the duty of the Board to manage the affairs of the Chapter and resolve all grievances including the resolution of questions or problems that the Chapter membership is unable to decide. In addition, the Board shall rule on all acts voted upon by the membership to determine their constitutionality for the best interest of the Chapter.

## **ARTICLE VIII OFFICERS OF THE CHAPTER**

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

The officers of the Association shall be elected during the June meeting and take office during the July meeting, the new fiscal year. 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, Recording Secretary, Corresponding Secretary,

Treasurer, Parliamentarian and such other Officers as the Chapter may from time to time decide upon.

## 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 Chapter. The President shall have general supervision of the affairs of the Chapter and shall perform such duties as the Chapter 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, and such other officers as the Council may from time to time decide upon. The Assistant Secretary and Assistant Treasurer appointment must be made during any meeting of the Association. These appointees must meet the requirement of membership in the Association.

Furthermore, the President will appoint all committee chairs and serve as ex officio-chair to these committees and sign all contracts on behalf of the Association.

B. The Vice-President shall perform the functions of the President in the President's absence and perform all duties assigned by the President.

C. The Recording Secretary, Corresponding Secretary, Treasurer and Parliamentarian shall perform the usual duties of their offices and such other duties as assigned to them by the President.

## SECTION 4. REMOVAL FROM OFFICE

Any officer may be removed from office for cause by a three-fourth (3/4) vote of the active membership of the Chapter provided a written statement of the charges have been furnished 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/her 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 Chapter.

## SECTION 5. VACANCIES

Vacancies that 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 active membership.

## **ARTICLE IX THE GREATER ATLANTA NCCU ALUMNI CHAPTER**

## SECTION 1.

The chapter shall make no rules or regulations inconsistent with provisions of the National Alumni Chapter Bylaws.

## SECTION 2.

The Greater Atlanta Chapter is required to adhere to the following National Alumni Association requirements in order to be considered active:

- A. File Chapter Organization form annually by June 1<sup>st</sup>;
- 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 operation of the Chapter (fiscal year July 1<sup>st</sup>- June 30<sup>th</sup>.)
- E. Pay an assessment (for operating expenses) to the National Alumni Association annually by July 1<sup>st</sup>) Such assessment will be set at a minimum of \$100 per year, with the Alumni Council having the authority to increase or decrease the amount for all local chapters or any individual chapter upon proper petition.
- F. Appoint active members to attend regional and national Alumni meetings. The chapter shall pay conference fees and appropriate associated expenses. The Board must approve all expenses.

## SECTION 3.

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

# **ARTICLE X AMENDMENTS**

## SECTION 1.

Amendments to the Bylaws may be proposed by the Chapter or by the Board of Directors of the same upon petition signed by not less than five (5) active members. The proposed amendment must be submitted in writing to the President (60) days prior to the date of a monthly meeting, and the President must circulate the proposed amendments to all active members at least thirty(30) days prior to a monthly 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 specific, such amend shall become effective immediately upon passage

## **ARTICLE XI PARLIMENTARY 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.