

**DURHAM CHAPTER
OF THE
NORTH CAROLINA CENTRAL UNIVERSITY ALUMNI ASSOCIATION
BY-LAWS**

ARTICLE I

Name

The name of this organization shall be Durham Chapter of the North Carolina Central University (herein referred to as the Chapter).

ARTICLE II

Objectives and Purposes

Section 1. To promote the welfare of North Carolina Central University Alumni.

Section 2. To encourage professional growth and development in our community.

Section 3. 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:

(1) activities which enhance the reputation of the university and interpret it to the public;

(2) activities which will stimulate the interest of prospective students who would benefit from its unique educational progress; and

(3) activities which will encourage financial support by alumni and assist the institution in obtaining funds from other sources.

ARTICLE III

Membership, Voting Rights and Finances

Section 1. The following persons shall be members of this Chapter.

- (1) All graduates of North Carolina Central University, and (2) former students or graduates who have completed at least twenty-four (24) semester hours or thirty-six (36) quarter hours of credit at North Carolina Central University.

Section 2. Active (financial) membership shall be obtained by the payment of local dues during the present year. To be active locally, one must be active nationally through national giving or dues, whichever is applicable.

Section 3. Honorary membership shall be obtained special members with the following qualification:

- (1) Recipients of honorary degrees from North Carolina Central University, and
- (2) such other persons not eligible for membership under Section 1 and 2 of this Article whom this member of this Chapter consider entitled to recognition by reason of their active interest in promoting the welfare of this Chapter, the University, and its alumni. Such membership is granted by two-thirds vote of the quorum of this Chapter.

Section 4. All members referred to in Section 1 and 2 of this Article shall be entitled to vote on matters pertaining to the operations of the chapter.

Section 5. Honorary members shall not be eligible to vote for officers or to hold office in this Chapter.

Section 6. For the support of the Chapter in its immediate and ultimate goals, and any others of its activities and special projects with reference to the North Carolina Central University Alumni Associates, active members shall pay membership dues in one of two ways:

- (1) Active Chapter members, including graduates (Section 1.1), former students (Section 1.2), and honorary members (Section 3), may pay membership dues of thirty dollars (\$30.00) per year at the beginning of the fiscal year.
- (2) Active Chapter members, including graduates (Section 1.1), former students (Section 1.2), and honorary members (Section 3), who are life members of the National organization may also become life members of the Chapter by making a one-time payment of two hundred and forty dollars (\$240.00) to the chapter.

Section 7. The Chapter's fiscal year shall coincide with that of the National organization.

Section 8. Contributions, stipends, or donations in larger amounts are welcomed from alumni and friends for the support of the Chapter's ultimate goals.

ARTICLE IV
Officers of the Chapter

Section 1. All members referred to in ARTICLE III, Sections 1 and 2 shall be eligible to hold office in the Chapter.

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

Section 3. The officers shall be elected at the regular meeting in April by ballot (majority vote).

Section 4. The officers elected in April shall assume duties at the June meeting.

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

Section 6. Duties of officers:

- (1) The President shall: (a) preside at all regular or call meeting of the Chapter and the Executive Committee; (b) serve as ex-officio on all standing committees; (c) represent the Chapter in an official capacity; (d) perform the duties which are usually executed by that office; and (e) make other appointments as the Executive Committee may from time to time decide upon.
- (2) The Vice-President shall: (a) perform the functions of the President in the absence or, or disability of, the President; (b) do all things assigned by the President or the Executive Committee; and (c) become President in the case of the removal of the President from office; When the Vice-President becomes vested with the office of President by virtue of the by-laws, he serves for the remainder of the term.
- (3) The Recording Secretary shall: (a) perform the usual duties of this office and other duties assigned by the Executive Committee; (b) maintain records (membership rolls and financial records) and reports of all meetings (Chapter and Executive); (c) maintain an active roster of all members; (d) read the minutes of meetings; and (e) file all committee reports with the Chapter's records.

- (4) The Corresponding Secretary shall: (a) perform the usual duties of this office and other duties assigned by the Executive Committee; (b) handle all correspondence for the Chapter; (c) keep the President posted on all correspondence received and sent in the name of the Chapter; (d) notify all members of special meetings; (e) send materials to the Alumni Office (annual Chapter Organization Form, Chapter written report, and Treasurer's Report of Financial operations); (f) read all correspondence at the meeting; (g) send notices of regular meetings and any other correspondence at the direction of the President or officer in charge; and (h) serve in the absence of the Recording Secretary.
- (5) The Financial Secretary shall: (a) distribute receipts for monies received by the Treasurer; (b) assist the Treasurer in compiling written reports (monthly and annually); and (c) be a member of the Finance Committee.
- (6) The Treasurer shall: (a) have charge of finances for the Chapter; (b) keep an accurate account of funds collected, deposited and disbursed; (c) maintain and submit a written financial report once a month during the fiscal year; (d) report to the members the Chapter's financial status; (e) make an annual report to the Chapter meeting preceding the National meeting; (f) keep the checkbook and deposit book in a safe place; (g) receive all money due the Chapter; (h) co-sign all checks with the President and disburse the same only upon request of the Chapter or the Executive Committee; (i) be a member of the Finance Committee; and (j) be bonded by the chapter;
- (7) The Parliamentarian shall assist the presiding officer as an advisor and consultant on procedural matters.

Section 7. In case of the unexpired term of an officer. the vacancy shall be filled by special election;

Section 8. Vacancies, which occur because of death, resignation, or removal from office, may be filled temporarily by the President until the special election;

Section 9. Any officer may be removed from office by a three-fourths (3/4) vote of the quorum of this 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; Action for removal from office shall be initiated by written petition signed by at least five (5) members of the Chapter .

ARTICLE V

Meetings of the Chapter

Section 1. The Chapter shall meet once monthly, except July. Meetings shall be held on the third Thursday of each month from August to June starting at 7:00 o'clock in the evening.

Section 2. Special meetings of the members of the Chapter may be called by the Executive Committee.

Section 3. Members shall be notified of special meetings by the Corresponding Secretary or whoever shall be designated by the President.

Section 4. The meeting place should be determined by the members.

Section 5. At any regularly scheduled and/or special meeting of the Chapter, the active (financial) members present shall constitute a quorum.

Section 6. The duration of each regular meeting shall not exceed one and one-half (1 ½) hours.

Section 7. The order of business may be as follows at the regular meeting:

- (1) call to order;
- (2) reading of minutes of last meeting;
- (3) report of the Treasurer;
- (4) report of the Alumni Council;
- (5) report of the Executive Committee;
- (6) report of standing committees;
- (7) report of special committees;
- (8) new business; and
- (10) adjournment.

By a majority vote, at any regular meeting, the order of business may be set aside for that meeting.

ARTICLE VI
Alumni and Council Meetings

Section 1. The President or designated member selected by the Chapter shall represent the Chapter at the Annual Meeting of the North Carolina Central University Alumni Association.

Section 2. The President or designated representative shall have a written Chapter report at the Annual Meeting along with the Chapter's assessment in keeping with the By-Laws of the National Alumni Association.

Section 3. The President or designated member shall serve as the Chapter's representative at Council Meetings. The name of the Chapter's representative shall be submitted by the secretary to the Director of Alumni Affairs.

ARTICLE VII
Executive Committee

Section 1. An Executive Committee shall constitute the officers of the Chapter (the President, Vice-President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, and Parliamentarian), three members-at-large, and the Immediate Past President.

Section 2. The Executive Committee shall transact the business for the Chapter between meetings when urgent business makes this action necessary. It shall report same to the members at the next regular meeting.

Section 3. Chairpersons of standing committees who have responsibilities for a specific or short-time function shall be invited to Executive Committee meetings at which they are to report.

Section 4. The Executive Committee shall meet at least monthly except August. Special meetings may be called by the President or by a petition signed by five (5) members of the Executive Committee.

ARTICLE VIII

Committees

Section 1. The President shall appoint the Chairpersons of Standing Committees and shall request the appointments to the Chapter at the first regular meeting after his election. These Standing Committees shall be: Constitution, Program/Planning, Public Relations, Finance, Nominating, Membership, Scholarship, and Fundraising. Membership of the Standing Committees are responsible for the composition of their committees, with each Committee being composed of at least three (3) members.

- (1) The Constitution Committee shall update the Chapter By-Laws and see that they are in agreement with the National Association By-Laws;
- (2) The Program/Planning Committee shall plan and coordinate special, cultural and entertainment activities for the Chapter, and develop a calendar of Chapter activities;
- (3) The Public Relations Committee shall publicize meetings and activities of the Chapter and coordinate and publish a Chapter Newsletter;
- (4) The Finance Committee shall plan a budget for the Chapter (and present same to the members for approval), check the books of the Financial Secretary and the Treasurer quarterly and annually, make a report for the Chapter, and plan and prepare the books for an annual audit by an outside source;
- (5) The Nominating Committee shall prepare a slate of nominees to be presented to the members;
- (6) the Membership Committee shall continuously campaign for Chapter members and be responsible for the distribution of membership cards;
- (7) The Scholarship Committee shall develop criteria and coordinate the implementation of scholarship awards, and make and receive recommendations concerning the awarding of scholarships as approved by the Chapter;
- (8) The Fundraising Committee shall plan, develop, and coordinate various fundraising events for the Chapter.

Section 2. The President shall appoint each Special Committee as may be deemed necessary for the proper transaction of the business of the Chapter. The President shall outline the duties of the Committee at their time of appointment.

- (1) No committee shall be authorized to create any financial liability unless it shall have been approved as to its purpose and amount by the President and the Executive Committee.
- (2) A majority of each committee shall constitute quorum and any questions may be decided by a majority vote of those in attendance.

ARTICLE IX
Parliamentary Authority

The final parliamentary authority shall be Robert's Rules of Order (latest edition).

ARTICLE X
Amendments to By-Laws

Section 1. The By-Laws of the Chapter may be amended by any regular scheduled meeting by a two-thirds majority (2/3) majority vote of the active members present.

Section 2. The proposed amendment to those bylaws shall have been submitted first in writing to the members at least one week in advance of the meeting or shall have been given orally at the previous regular meeting.

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

February 2020 (Revised)