



**BY-LAWS**  
**NORTH CAROLINA AGRICULTURAL & TECHNICAL STATE UNIVERSITY**  
**ALUMNI ASSOCIATION, INC., RALEIGH/WAKE CHAPTER**

**ARTICLE I**  
**NAME**

The CHAPTER shall be known as The North Carolina Agricultural and Technical State University Alumni Association Inc., Raleigh/Wake Chapter, hereafter referred to as NC A&T State University Alumni Association.

**ARTICLE II**  
**MISSION AND GOAL**

**SECTION I: MISSION.** The mission of the Chapter shall be to encourage and promote involvement of Alumni and other supporters by meeting the needs 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, and the general public the academic excellence of North Carolina A&T State University.

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

**ARTICLE III**  
**MEMBERSHIP**

**SECTION: CLASSES OF MEMBERSHIP.** Membership in the Chapter shall be of three (3) classes: Member, Associate Member, and Honorary Member.

**A. Chapter Member.** 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.

**B. Associate Member.** An Associate Member shall 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 cannot hold an elected office, but may vote on chapter business).

**C. Honorary Member.** An Honorary Member shall be any person, other than a Chapter Member or Associate Member, elected as such by the Chapter for services provided and/or support given to the Raleigh/Wake Chapter of NCA&T State University.

#### **ARTICLE IV CHAPTER OFFICERS**

**SECTION I: OFFICERS.** The officers of the Chapter shall be President, First Vice President, Second Vice President, Secretary, Assistant Secretary, Financial Secretary, Treasurer and Parliamentarian.

**SECTION II: STANDING COMMITTEES.** The Standing Committees shall be: Alumni Giving/Annual Fund, Scholarship Fundraising, Membership/Recruitment, Nominating/By Laws, Political, Public Relations, Social/Special Events, Aggies on the Move Committee, Finance Committee and Web Site.

**SECTION III: SPECIAL COMMITTEES.** The President shall appoint special Committees as required. Such as: MEAC, Golf Tournament, Scholarship Gala and Softball Tournament.

#### **ARTICLE V ELECTION OF OFFICERS**

**SECTION I: OFFICERS.** Members and associate members of the chapter shall elect all officers of the chapter during the month of May of each odd year. Each member eligible to vote in the election shall be entitled to one vote for each office to be filled.

**SECTION II. 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 III. NOMINEE CRITERIA.** To qualify as a nominee for an office of the chapter, the nominee must have graduated from North Carolina Agricultural and Technical State University: be an active Chapter Member, and, for two of the most recent three years preceding the fiscal year in which the election is to take place has actively participated in and supported the programs and activities of the chapter, and has contributed to the Annual Giving Campaign. The nominee must also have his/her name placed in nomination by an active member of the chapter.

#### **ARTICLE VI INSTALLATION OF OFFICERS**

**SECTION: GENERAL.** All officers of the Chapter shall be installed after the election at the Annual Meeting. The installation shall be the last activity on the agenda.

## **ARTICLE VII TENURE OF OFFICERS**

**SECTION: GENERAL.** All officers shall be elected for a period of two (2) years. All officers shall be eligible for reelection.

## **ARTICLE VIII DUTIES OF OFFICERS**

**SECTION I: 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 call and preside over all meetings of the chapter and serve as Chairperson of the Executive Committee. In the event of a vacancy or in 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.

**SECTION II: 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.

**SECTION III: SECOND VICE PRESIDENT.** Shall assist the President and in the event of a vacancy or in 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.

**SECTION IV: SECRETARY.** Shall be responsible for the minutes of all official meetings of the Chapter and perform such duties as are common to the office.

**SECTION V: ASSISTANT SECRETARY.** Shall assist the Secretary and in the event of a vacancy or in the absence of the Secretary, record the minutes at Chapter meetings, and assume the duties of the Secretary. Manage and file all chapter rosters, personal volunteer forms and Recruiter of the Month forms from each meeting. Send e-blast emails to all members of upcoming events and chapter reminder meetings.

**SECTION VI: TREASURER.** Shall receive and disburse all funds of the Chapter under the direction of the President and the Executive Committee. The Treasurer shall verify the deposits of Chapter funds in a bank approved by the Executive Committee and shall present a financial report at each monthly meeting, bi-annually and annually.

**SECTION VII: 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 should share a copy of all financial books along with the Treasurer.

**SECTION VIII. PARLIAMENTARIAN.** Shall keep, update, maintain, and handle amendments to the Chapter Bylaws, and serve as a resource on the governing documents of the Chapter and proper parliamentary procedure. The Parliamentarian shall be responsible for bringing the Chapter Banner to all chapter meetings and functions

**SECTION IX. ADVISORY BOARD (PAST PRESIDENTS).** Shall serve as advisors to the Chapter Executive Board and membership, and is responsible for assisting with past leadership decision made by the past Chapter Executive Board and members.

**SECTION XI: REPLACEMENT OF OFFICERS.** In the event an elected officer fails to perform his or her assigned duties, it shall be the responsibility of the financial membership to hold an election to replace any non-performers as determined by the chapter. The chapter shall have the right to an election to replace officers as needed. The eligible members will determine the need 30 days prior to all elections. An elected officer cannot miss three (3) consecutive Chapter meetings. A letter should be sent to the person asking for an explanation.

## **ARTICLE IX EXECUTIVE COMMITTEE**

**SECTION I: GENERAL.** When the Chapter is not in session, the Executive Committee shall have full authority to act in emergencies in the absence of the general membership provided that any action taken shall be reported at the next general meeting of the chapter at which a quorum is present. The actions of the Executive Committee are binding, except to the extent that they are overruled by the general membership.

**SECTION II: MEETINGS.** The Executive Committee shall meet on the call of the President.

**SECTION III: VOTING.** The executive committee is composed of voting and non-voting members. Non-voting members are the Parliamentarian and Advisory Board. All other executive board members are voting members.

## **ARTICLE X STANDING COMMITTEE**

**SECTION I: GENERAL.** The President shall appoint the following standing committees: Alumni Giving/Annual Scholarship Fundraising, Membership/Recruitment, Nominating/By Laws, Political, Public Relations, Social/Special Events, Aggies on the Move Committee, Finance Committee and Web Site.

**SECTION II: DUTIES OF STANDING COMMITTEES.**

A. Alumni Giving/Annual Scholarship Fundraising. Shall plan, promote and execute the campaign to raise funds through individual and chapter giving.

B. By-Laws. Shall be responsible for recommending proposed revisions to the by-laws.

C. Community Outreach. Shall be responsible for planning and organizing community projects by partnering with local churches, Greek organizations, other HBCU's and outreach ministries and give an Aggie Face to the community.

D. Fundraising. Shall be responsible for planning and promoting chapter fundraising activities.

E. Membership/Recruitment. 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. Develops recruitment strategies to encourage area high and middle school students to attend NCA&T State University.

F. Newsletter. Shall be responsible for publishing monthly notices and Chapter's newsletters.

G. Nominating. 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.

H. Political. Shall be responsible for informing the Chapter on political related activities. This role would also represent The NC A&T Raleigh/Wake Alumni Chapter on different Community task forces.

I. Public Relations. Shall be responsible for keeping the local news media and the national alumni association informed of pertinent Chapter activities by sending PSA's and emails. The Public 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 Public Relations Committee shall be responsible for increasing sponsorships for local fundraising events, creating a template for flyers, programs and Save the Date forms.

J. Social/Special Events. Shall be responsible for planning and contacting the membership on site and ticket availability. The Social and Special Events committee shall be responsible for planning monthly socials and luncheons and working along the Public Relations Committee to advertise the events.

K. Web Site. Shall be responsible for maintaining the Chapter's Web Site with up-to-date information.

L. General Duties. In addition to those duties enumerated in Article X; Section II, 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.

## **ARTICLE XI FISCAL YEAR**

**SECTION I. GENERAL.** The fiscal year is congruent to and coincides with the fiscal year of the national body, July 1 to June 30.

**ARTICLE XII  
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. All members may be reimbursed for direct out of pocket expenses incurred as a result of work or activities for the chapter.

**ARTICLE XIII  
MEMBERSHIP DUES**

**SECTION I:** Chapter annual dues shall be set annually by the body. Members are encouraged to pay in full by at least the second meeting. Members who have recently graduated in the last two years and are members of the Young Aggie Alumni Board (YAAB) may pay 50% of the annual dues to be in good financial standings.

**SECTION II:** Membership cards will be issued to all members who are financial.

**SECTION III:** New members' dues shall be based upon first attended meeting.

**ARTICLE XIV  
MEETING DATES**

**SECTION: GENERAL.** The Raleigh/Wake Chapter shall hold monthly general membership meetings on the fourth (4) Thursday of each month or unless otherwise noted. In the event of an emergency the Executive Committee may conduct chapter business in the name of the chapter. All such activities must be reported to the full membership at the next scheduled meeting.

**ARTICLE XV  
COURTESY**

**SECTION: GENERAL.** The Raleigh/Wake Chapter shall extend courtesy to deceased members, spouses, children, mother, and father by giving flowers, designated donation or cards at the Chapters' discretion as information is provided.

**ARTICLE XVI  
AMENDMENTS**

**SECTION: GENERAL.** The By Laws Committee may make proposals for Amendments only. Proposed amendments shall be presented at any monthly general membership meeting. A simple majority vote of the financial members present and voting is required for adoption.

Amended June 28, 2012

Approved June 28, 2012