

NORTH CAROLINA AGRICULTURAL & TECHNICAL STATE UNIVERSITY
ALUMNI ASSOCIATION, INC
NORTHERN DELAWARE CHAPTER
CHAPTER BY-LAWS



Article I. NAME

Section 1.01 NAME:

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

Article II. MISSION STATEMENT

Section 2.01 MISSION STATEMENT:

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.

Article III. MEMBERSHIP

Section 3.01 GENERAL:

Membership in the chapter shall be of three classes: Chapter Member, Associate Member, or Honorary Member

- (a) CHAPTER MEMBER - shall be any person who is a recipient of an undergraduate degree, graduate degree or certificate from the University or has attended the University for a minimum period of one quarter/semester.
- (b) ASSOCIATE MEMBER - shall be the spouse of a Chapter Member or any person desirous of supporting the program of the Northern DE Chapter
- (c) HONORAY MEMBER - shall be a person elected by the chapter to show appreciation for support and participation in chapter activities.

Article IV. OFFICERS

Section 4.01 OFFICERS:

- (a) President
- (b) Vice-President
- (c) Recording Secretary
- (d) Corresponding Secretary
- (e) Treasurer
- (f) Parliamentarian
- (g) Historian

Section 4.02 COMMITTEES:

- (a) Executive Committee: shall consist of current officers, the immediate past President and chairpersons of standing committee
- (b) Standing Committees:
 - (i) *Membership*
 - (ii) *Hospitality*
 - (iii) *Fund Raising*
 - (iv) *Annual Fund Campaign*
 - (v) *Recruitment & Scholarship*
- (c) Special Committee: shall be appointed by the President as required

Article V. ELECTION OF OFFICERS

Section 5.01 GENERAL:

All chapter officers shall be elected by financially active chapter members each year except the Historian. All prospective voters shall receive ballots by US mail, e-mail, or in person.

Section 5.02 NOMINEE CRITERIA:

To be a nominee for any office, the alumnus must be an active financial chapter member and participant in chapter programs and activities. The nominee must also be a contributor to the Annual Fund Campaign.

Section 5.03 NOMINATIONS:

The Nominating Committee shall request a slate of nominees from active chapter members 3 months prior to the June meeting.

Section 5.04 OFFICIAL BALLOT:

The Nominating Committee shall prepare the official ballot after considering all nominations received from the membership. Space for write-in candidates must be included and the ballot shall be distributed to financially active chapter members not less than one month prior to the June meeting. All ballots must be returned to the Nominating Committee as directed.

Article VI. TENURE OF OFFICERS

Section 6.01 GENERAL:

All officers of the chapter shall be elected for a 2 year period, except the Historian who shall serve a 4 year period. All officers shall be eligible for re-election. The President and Vice-President shall be limited to 2 consecutive terms.

Article VII. DUTIES OF OFFICERS

Section 7.01 ELECTED OFFICERS:

- (a) President – The President shall be the Chief Executive of the chapter entrusted with the direction and administration of its policies. The President shall authenticate by signature, all acts, order and proceedings of the chapter. The President shall call and preside over all chapter meetings and serve as Chairperson of the Executive Committee. The President shall appoint all committees following election and serve as the ex-officio member of all committees.
- (b) Vice-President – The Vice-President shall assist the President and serve as Vice-Chairperson of the Executive Committee. In the event that the President severs ties with the Chapter, the Vice-President will assume the office of President for the unexpired term. If the office of the Vice-President becomes vacant, it shall be filled through election conducted by the Executive Committee for the unexpired term.
- (c) Recording Secretary – The Recording Secretary shall record the minutes of all Chapter meetings and perform such duties as are common to the office.
- (d) Corresponding Secretary – The Corresponding Secretary shall receive, answer and read all correspondence of the Chapter at regular meetings. All notices are to be sent out by the Corresponding Secretary.
- (e) Treasurer – The Treasurer shall be bonded and shall receive, record and disburse all funds of the Chapter as directed by the President. The Treasurer shall deposit funds in a bank approved by the Executive Committee and shall present a financial report to the Chapter at all meetings.
- (f) Parliamentarian – The duties of the Parliamentarian shall be governed by Robert’s Rules of Order.
- (g) Historian – The Historian shall be responsible for documenting events basic to the development of the Northern Delaware Chapter since its inception. The Historian shall publish a document which includes development of the Chapter, past officers, fund raising events, budget reports and related historical data.

Article VIII. COMMITTEES

Section 8.01 EXECUTIVE COMMITTEE:

The Executive Committee shall meet at the call of the President and prior to Chapter meetings. A meeting of the Committee shall be called by petition, a quorum of the Executive Committee or quorum of the Chapter membership. The Committee shall have the full authority of the membership provided that any action taken by the Committee is reported at the next Chapter meeting. Actions taken by the Executive Committee shall be binding except to the extent that they are overruled by the Chapter membership.

Section 8.02 STANDING COMMITTEE:

- (a) Membership – shall develop and implement plans on recruitment of new and existing alumni in the Northern Delaware area. A membership roster shall be maintained and distributed by the Committee to Chapter members and other appropriate entities.
- (b) Hospitality – is responsible for planning non-fund raising activities for the Chapter and assisting the President in coordinating such. The Committee shall extend courtesies during members' crises and perform other duties as assigned by the Executive Committee.
- (c) Fund Raising – shall plan, promote and execute activities to raise funds for the Chapter. The plans must be approved by the Chapter before implementation.
- (d) Annual Fund Campaign – shall collaborate with the National Alumni Association officers to plan, promote, and execute the annual campaign to raise funds through individual member giving. A final report shall be made at the June Chapter meeting.
- (e) Recruitment & Scholarship Committee – shall be responsible for policies and activities regarding recruitment of potential NC A&T SU students and Chapter Scholarships. A final yearly report must be made at the June Chapter meeting.

Article IX. MEETINGS

Section 9.01 TIME & PLACE:

The Chapter shall meet monthly, unless specified by the Executive Committee. The time and place of the meeting shall be announced at least one week before the scheduled meeting date.

Section 9.02 SPECIAL MEETING:

A special meeting of the Executive Committee may be called by the President or is stated in Article VI, Sec. I.

Article X. FISCAL YEAR

Section 10.01 FISCAL YEAR:

The fiscal year of the Chapter shall be consistent with the National Alumni Association, July 1 to June 30.

Article XI. CHAPTER DUES

Section 11.01 CHAPTER DUES:

Annual chapter dues shall be set each year by the organization. Members are encouraged to pay at least by the second meeting.

Article XII. AMENDMENT

Section 12.01 AMENDMENT:

Proposals for amendment may be made by the Executive Committee or any financially active Chapter member. The proposal by the member must be sent to the Executive Committee for consideration and circulated to all financial members before voted on. The proposal may be presented at any Chapter meeting. A two-thirds majority vote of the members present shall be required for adoption. No section of these by-laws shall be amended or annulled except by the method herein described.

Adopted: September 21, 1978
Revised: September 18, 1982
Revised: January 15, 2013