

# **CONSTITUTION AND BYLAWS**

## **ELIZABETH CITY STATE UNIVERSITY NATIONAL ALUMNI ASSOCIATION, INCORPORATED ATLANTA METRO ALUMNI CHAPTER**

### **Article I - Name**

The name of this organization shall be the Atlanta Metro Alumni Chapter, hereafter referred to as Local Alumni Chapter. This organization is formed as an alumni-affiliated chapter of the Elizabeth City State University National Alumni Association, Inc., hereafter referred to as Association.

### **Article II - Objectives**

The principal purpose of this organization shall be to improve and promote the interests of the Association and Elizabeth City State University, hereafter referred to as University, through the following efforts:

- To organize alumni and former students in the community in support of the Association and University and involve as many local alumni as possible in network activities.
- To create an environment in the community, which helps University alumni and former students meet and assist one another.
- To promote a good image of the University in the community through the dissemination of information regarding educational opportunities available.
- To stimulate a continuous interest in the University through interesting meetings and programs.
- To provide the optimum level of resources, networking opportunities and services to the Elizabeth City State University community locally.
- To foster meaningful financial support to the University, its programs and student activities.

### **Article III -Membership**

#### **Section 1. Individual Members**

- A. The Local Alumni Chapter shall consist of all persons inducted by the Association at the commencement exercises, and former students who are financial and active, both with the Association and Local Alumni Chapter.
- B. Membership in the Local Alumni Chapter shall not be denied or abridged to any person because of sex, race, color, creed, religion or national origin.

#### **Section 2. Chapter Membership**

- A. The Local Alumni Chapter membership shall consist of local individuals who meet qualifications under Article II, Section 1.
- B. The Local Alumni Chapter shall be a constituent and subordinate unit of the Association subject to its general authority and jurisdictions.

### Section 3. Honorary or Associate Membership

- A. The Local Alumni Chapter may elect an interested person who desires membership to honorary or associate membership by 2/3 vote of the members present at the annual meeting; the number of such honorary or associate members should never exceed thirty.
- B. Honorary or associate members shall have all privileges of membership except those of voting and holding elected office.

### **Article IV – Officers**

All Local Alumni Chapter officers must be members of the National Alumni Association. All members in the Local Alumni Chapter are strongly encouraged to join the National Alumni Association.

#### Section I. Local Alumni Chapter Officers

Officers of the Local Alumni Chapter shall be the following and such other officers as from time to time may be necessary:

##### A. Elected Officers

- President
- Vice-President
- Recording Secretary
- Corresponding Secretary
- Financial Secretary
- Treasurer
- Parliamentarian
- Chaplain
- Historian

##### B. Tenure of Office

Initial officers shall serve a term of one year; thereafter, elected officers shall serve a two- year term.

#### Section II. Executive Committee

- A. Executive committee shall be composed of the elected officers and the standing committee chairpersons.
- B. Standing committees shall be elected or appointed by the Local Alumni Chapter president and executive committee.

### **Article V - Duties of Executive Officers**

#### President

- The president will preside at all meetings, appoint committee chairs and be an ex-officio member of all Chapter committees.

#### President-elect/Vice President

- In the event of a disability or illness of the president, the president-elect/vice president will assume the duties of the president. Should the office of president become vacant, the president-elect/vice president will fill the unexpired term and



assume the position of the president following his or her term as president-elect/vice president.

#### Recording Secretary

- The recording secretary will be the recording officer of the Local Alumni Chapter and responsible for preparing and distributing all correspondence undertaken by the chapter and the executive Committee.

#### Corresponding Secretary

- The corresponding secretary will be responsible for preparing and distributing all correspondence undertaken by the Local Alumni Chapter.

#### Financial Secretary

- The financial secretary will receive and receipt all monies, keep records of all of its sources, and transfer monies received to the treasurer for deposit.

#### Treasurer

- The treasurer will be responsible for the safe keeping of all the funds of the organization. The treasurer shall be in charge of the Local Alumni Chapter funding forms and ensure that the functions and programs of the alumni organization are self-funded

#### Parliamentarian

- The parliamentarian will be knowledgeable of the resolutions and rules of the Local Alumni Chapter and the Association and will ensure that all business transactions of the Local Alumni Chapter are conducted in accordance with parliamentary rules and procedures as provided in the most recently revised edition of Robert's Rules of Order.

#### Chaplain

- The chaplain will chair the necrology committee and perform devotional services, express sympathies of the Local Alumni Chapter to alumni and friends and submit names and details for deceased members to the Association's corresponding secretary.

#### Historian

- The historian maintains a history of local chapter activities throughout the year and provides legacy information as requested to various stakeholders, the Association and the University.

### **Article VI - Committees**

The executive committee will create planning committees necessary for the functioning of the Local Alumni Chapter and the attainment of its objectives. Chairs for the established committees will be elected or appointed.

## **Article VII - Quorum**

Five members of the board shall constitute a quorum.

## **Article VIII - Finances**

The Local Alumni Chapter shall be financed by dues from its members and other contributions.

## **Article IX - Amendments**

### **Section I. Timeline**

- A. Proposed amendments must be received by the corresponding secretary at least ten days prior to publication.
- B. Notice of proposed amendments and ballots shall be published to each member at-large at least 30 days prior to Local Alumni Chapter annual session.

### **Section. II. Affirmation Requirements**

- A. The constitution & bylaws may be amended by a 2/3 vote of all financial members of chapter in its annual session, whereby voting can be done on a basis of 2/3 vote of chapter representatives present.

## **BYLAWS**

### **Article I - Duties**

Section 1: The duties of the president, vice president, secretaries, treasurer, parliamentarian, chaplain, and historian shall be such as usually appertain to their respective offices.

Section 2: The treasurer shall receive from the financial secretary and shall hold all funds belonging to the Local Alumni Chapter, keep a just and accurate account of the same and submit at each monthly meeting of the chapter an itemized statement of all receipts and expenditures.

Section 3: The executive committee shall generally supervise the finances of the Local Alumni Chapter, take the initiative of administering the chapter's policies, and at all times endeavor to promote and maintain such attitudes and relationships as will result in reciprocal benefits both to the chapter, the Association, and the University.

Section 4: There shall be eight standing committees of five or more members each, appointed by the president for a term of two years whose names and duties follow:

1. Nominating Committee of five shall at each specified time present to the Local Alumni Chapter a slate of such officers as are due at the time to be elected.
2. Membership Committee shall formulate, execute plans and methods to increase the chapter's membership, contact each year's graduating class, and assist the financial secretary in registering names and collecting fees.
3. Program Committee shall be responsible for planning the total yearly program; arranging the entertainment and providing for all necessary supportive materials, facilities, equipment and speaker when the occasion demands.



4. The Fundraising Committee shall be responsible for the fundraising activities toward the chapter's contribution to the Association and the University. This committee should work closely with the program committee on fundraising projects.
5. The Student Recruitment Committee shall develop and implement a plan to assist the University in increasing its student enrollment.
6. The Budget Committee shall be responsible for evaluating each standing committee's proposed list of expenditures for the preceding year. Based on its evaluation, this committee shall recommend expenditures to the general body at its annual session.
7. The Auditing Committee shall audit the report of the treasurer each year and make recommendations before submitting its annual report to the Association.
8. The Public Relations Committee shall establish a working relationship with the local and state news media (newspaper, television, radio, etc.) to arrange for publicity prior to and following chapter meetings and special events; send pictures and information on chapter activities to the Elizabeth City State University's Office of Alumni Relations and the Association for publication; and publicize not only the Local Alumni Chapter activities, but also the achievements or honors won by chapter alumni.

#### **Article II - Meetings**

The Local Alumni Chapter shall assemble in nine regular meetings yearly. The annual meeting shall be the 3rd Sunday in March.

#### **Article III - Bylaws**

This Local Alumni Chapter shall have bylaws to govern the conduct of its business, consistent with the Constitution of the Elizabeth City State University National Alumni Association, Incorporated.

- A. The Local Alumni Chapter constitution and bylaws shall not conflict with the Association's constitution in any way.
- B. The Local Alumni Chapter constitution and bylaws shall be submitted to National Alumni Association as required, when applicable.

#### **Article IV - Chapter Responsibility**

- A. The Local Alumni Chapter shall pay membership dues paid by local chapter members and related assessments and contributions as required by the Association.
- B. The Local Alumni Chapter shall keep a record of all income and disbursements in a form prescribed by the Association.
- C. The Local Alumni Chapter shall file all bank records and reports as required by the Association.
- D. The Local Alumni Chapter shall be represented at each of the Association's quarterly meetings, the regional conference, and the national convention, as required.

## **Article V – Eligibility, Succession, Vacancies**

### **Section 1. Election Requirements**

To be eligible for office, a member must:

- A. Be a financially active member of the National Alumni Association and the local chapter.
- B. Have attended at least three of the regular meetings prior to their nomination.

### **Section 2. Limitation of Tenure**

- A. No elected officer shall serve more than two consecutive terms in the same office.
- B. No elected officer may hold more than one office at any time.

### **Section 3. Succession**

When a vacancy occurs in the office of president, the vice president shall become president.

### **Section 4. Vacancies**

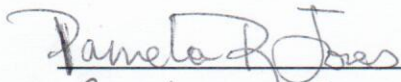
When vacancies occur in other offices, they shall be filled by the president with the approval of the executive committee.


## **Article VI – Rules of Order**


Robert's Rules of Order (most recently revised) will govern all proceedings of the Local Alumni Chapter except when inconsistent with the Constitution of the Association.

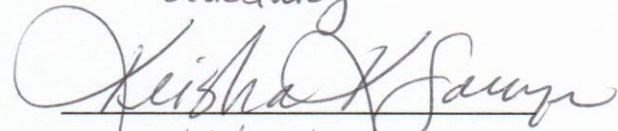
IN WITNESS WHEREOF, the revised Local Alumni Chapter constitution and bylaws have been adopted on this 9th day of June 2018 by unanimous vote of the membership in existence at the time, and the acceptance of these bylaws is noted by the Local Alumni Chapter's executive committee.

BYLAWS OF ATLANTA METRO ALUMNI CHAPTER. AS ADOPTED BY THE BOARD OF THE ATLANTA METRO ALUMNI CHAPTER.

  
Pamela Jones  
Treasurer

  
Tregunta Oretton  
President

  
Lisa Scott  
Secretary

  
Keisha K. Sawyer  
Vice-President