



**BY-LAWS OF
THE ATLANTA CHAPTER OF
NORTH CAROLINA AGRICULTURAL & TECHNICAL
STATE UNIVERSITY ALUMNI ASSOCIATION**

PURPOSE: The purpose of the organizations shall be to foster fellowship Among Aggies, to individually and collectively support the parent body financially, and to promote good citizenship, community relations, and the general growth of the Institution.

ARTICLE I

SECTION I: Membership - A Chapter member shall be any graduate, certificate holder, or person who attended NCA&T for a minimum period of one quarter/semester and presently is not enrolled at the Institution and who is current financially.

(A) Associate Chapter Member - Those persons who are considered friends of Aggies and are financial members (Associate members cannot hold an elected office, but may vote on chapter business).

ARTICLE II

SECTION I: Officers - The officers of the Chapter shall be President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Financial Secretary, Parliamentarian, Chaplain, and Historian.

SECTION II: Election and Tenure of Officers - All officers shall be eligible for re-election. Officers of the Chapter shall be elected by the Chapter membership for a period of two years. The President's position cannot be succeeded for more than two consecutive terms.

SECTION III:

Duties of Officers - **The President** shall be the Chief Executive Officer for the Chapter and shall preside at all chapter meetings. The President shall also serve as the Chairperson of the Executive Committee. The President shall appoint all committee chairpersons and serve as an ex-officio member on all committees.

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.

Recording Secretary - Shall record the minutes of the Chapter meetings and perform such duties as are common to the office.

Corresponding Secretary – Shall be responsible for the reading of and sending of all correspondence pertaining to the chapter including emails.

Treasurer – Shall be responsible for collection and recording of all monies. Disburse all funds of the chapter under the direction of the membership. Shall deposit said funds in a bank account approved by the membership and shall present a written financial report at each Chapter meeting.

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.

Parliamentarian – Shall be responsible for the conduct in the meeting in accordance with Roberts Rules of Order.

Chaplain – Shall open each Chapter meeting with a prayer.

Historian – Shall create and maintain a chronological record of the Chapter's history and events

SECTION IV:

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 organization.

The organization shall have the right to an election to replace officers as needed. The need will be determined by the eligible members 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.

SECTION V: Executive Committee – When the Chapter is not in session, the Executive Committee shall be responsible for developing policies and procedures subject to approval by the Chapter. The Executive Committee shall include all elected officers and committee chairpersons.

ARTICLE III

SECTION I: Standing Committee – After the election of the officers of the Chapter, the President shall appoint the following standing committees: Special Events, Annual Fund, By-Laws, Fundraising, Hospitality, Membership, Nominating, Public Relations, Newsletter, Young Alumni, and Web Site.

SECTION II: Duties of Standing Committees

<u>Special Events</u>	Shall be responsible for planning and contacting the membership on site and ticket availability.
<u>Annual Fund</u>	Shall plan, promote and execute the campaign to raise funds through individual and chapter giving.
<u>By-Laws</u>	Shall be responsible for recommending proposed revisions to the by-laws.
<u>Fundraising</u>	Shall be responsible for planning and promoting chapter fundraising activities.
<u>Hospitality</u>	Shall be responsible for planning and implementing support services and hospitality related activities of the Chapter.
<u>Membership</u>	Shall be responsible for maintaining an up-to-date roster of members and other activities of the Chapter.
<u>Newsletter</u>	Shall be responsible for publishing monthly notices and quarterly newsletters.
<u>Nominating</u>	Shall be responsible for submitting an official slate of nominees for the various offices to the Chapter membership during the March meeting of the election year.
<u>Public Relations</u>	Shall be responsible for keeping the news media informed of pertinent Chapter activities, initiate Chapter involvement in community programs, and with the approval of the membership, shall develop and implement ways to assist in accomplishing these programs.
<u>Young Alumni</u>	Shall be responsible for planning and implementing events that focuses on assisting alumni that have graduated within the last ten years and are not yet active.

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

General Duties In addition to those duties enumerated in Article III; 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 IV

Section I: These by-laws cannot be amended or annulled unless 30 days notice is given to the general membership prior to the next monthly meeting and a quorum of two-thirds of the financial membership is present.

ARTICLE V

Section I: All officers of this Chapter shall be elected by the financial members at the April meeting of the election year.

Section II: The Nominating Committee shall present the names of candidates to the general membership one month prior to the election meeting (the March meeting).

ARTICLE VI

Membership Cards and 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.

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 VII

Meetings

- Section I: The Chapter shall meet on the first Saturday of each month, unless otherwise notified.
- Section II: The Executive Committee shall meet in call by the President
- Section III: (Quorum) = A quorum shall be one-third of the financial members to hold a meeting.

ARTICLE VIII

Fiscal Year The fiscal year is congruent to and coincides with the fiscal year of the national body, July 1 to June 30.

ARTICLE IX

Courtesy: Shall be extended to spouses, deceased members, children, mother, father (flowers). All others should receive cards.

Amended November 2, 2002

Approved February 4, 2003