

## **BYLAWS**

### **Metro Charlotte Chapter**

### **FAMU National Alumni Association, Inc.**

#### **ARTICLE I: Name**

**The name of the chapter shall be the Metro Charlotte Chapter of the Florida Agricultural and Mechanical University National Alumni Association (hereinafter referred to as the “Chapter”). The Chapter is chartered by and serves as a subsidiary of the Florida A&M University National Alumni Association, Inc. (hereinafter referred to as the “Association”) and as a member of the Southern Region (hereinafter referred to as the “Region”).**

The Metro Charlotte Chapter will operate under the D.B.A. Charlotte Metro Chapter or Charlotte Rattlers.

#### **ARTICLE II: Purpose**

The purpose of the Chapter and its membership is to enhance and support the continued existence of Florida Agricultural and Mechanical University (Florida A&M University), **as a subsidiary of the Association**, by:

1. Raising and giving funds to Florida A&M University that will support its programs
2. Recruiting students that will attend the University and support their matriculation
3. Recruiting alumni and others that will support the University and its goals through membership in the Association
4. Doing those things that perpetuate a positive image of the Association and the University
5. Influencing communities and governmental activities that will support the University’s priorities

The Chapter is organized to promote the welfare of the Association and shall work to establish a network of close fellowship and cooperation among members of the Florida A&M University family (alumni, students, parents of students, friends, and supporters) residing in the Metro Charlotte area. Through this network, the Chapter shall assist the Association to develop programs beneficial to the University. Further, the Chapter shall always promote a positive image of the Chapter, its Region, the Association, and the University. The Chapter shall enhance the area’s knowledge of the University’s official programs and activities and the accomplishments of its students, faculty and alumni. The Chapter shall also assist in the University’s recruitment of outstanding applicants for admission.

## ARTICLE III: Membership

**To be considered an active member of the Chapter, an individual must pay required annual dues at the chapter, region, and national levels.**

### Membership Categories

#### Life Membership

- Upon full payment of the life membership one time assessment, as established by the Association, an active member shall be designated as a life member of the Association. All persons with life membership status shall be exempt from paying national dues but are required to pay annual Chapter and Region dues to be considered an active member of the Chapter.

#### Subscribing to Life Membership:

- An active member may elect to pay the life membership assessment in installments. The terms of paying in installments are determined by the Association. Subscribing to life membership does not waive the annual national dues requirement. Until the total life membership assessment is paid in full, the active member is required to pay the annual national dues.
- Upon completion of all payments and after obtaining life membership status persons shall be exempt from paying national dues but are required to pay annual Chapter and Region dues to be considered an active member of the Chapter.

#### Regular Membership:

- Persons who are graduates of the former Normal School, former Florida A&M College, and Florida A&M University, and persons who have completed at least one academic term and left in good standing, are eligible to become alumni members in the Association.

#### Associate Membership:

- A person who did not attend the University, yet who is interested in supporting the causes of the Association, may become an associate member. This Chapter may identify such a person and enroll them as an associate member in the Chapter.
  - Associate members may vote in elections so long as they are in good financial standing
  - Associate members may hold any position in the Chapter with the exception of Chapter President

Recent University Graduate Membership:

- The terms of recent university graduate membership shall be determined by the Association. A recent university graduate may become a member of this Chapter.

### **Chapter Membership Dues**

- The Chapter dues amount shall be:
  - \$90 for regular members
    - \$50 to the Association
    - \$10 to the Region
    - \$30 to the Chapter
  - \$40 for Life Members
    - \$30 to the Chapter
    - \$10 to the Region
  - \$150 for Married Rattler Couple
    - \$100 to the Association
    - \$20 to the Region
    - \$30 to the Chapter

Cohabiting Rattler couples must share the same address
  - Chapter dues shall be voted on at the May General Body Meeting for the next fiscal year
- Recent university graduate Chapter dues shall be waived for one year
  - Recent graduate is defined as within 365 days from the date of graduation
- Dues shall be payable on an annual basis
- The Chapter's membership year shall coincide with that of the Association's
  - July 1 - June 30

### **ARTICLE IV: Fiscal Year**

The Chapter's fiscal year shall coincide with that of the Association's

- July 1 - June 30

### **ARTICLE V: Officers**

The elected officers of the Chapter shall be:

- President
- Vice President
- Recording Secretary
- Treasurer
- Nominating and Election Committee

All officers shall be duly elected and shall perform the duties prescribed in these bylaws and any other duties as required by the Region or the Association. No person may hold more than one office at a time.

## **Term of Office**

Each officer shall serve for a two (2) year term or until the officer's successor is elected and takes office; unless, the officer has been removed from office. No officer shall hold the same office more than two (2) consecutive terms. The term for elected officers shall begin and end in accordance with the calendar of the Association (July 1 start date / June 30 end date).

## **Officers Duties and Qualifications**

President:

- Duties
  - The President shall serve as the chair of the executive board and may serve as an ex-officio member of the Chapter committees
  - He/She shall manage the day-to-day business of the Chapter
    - Appoint committee chairpersons, except nomination and elections committees
    - Call Chapter and board meetings and preside at those meetings
  - The President shall ensure that the Chapter complies with all requirements as outlined by the Association and the Region, to include but not limited to, paying dues and assessments and filing reports
  - Must have working knowledge of parliamentary procedure including Roberts Rules of order, NAA Constitution and Bylaws, and current policies and procedures
  - Must maintain open lines of communication with National and Regional NAA leadership for the benefit of the local chapter
  - Must understand fiduciary responsibility to Chapter as well as University
  - Must present a written or oral status report at executive board meeting
  - Must represent the chapter at National and Regional meetings or send a designated representative
  
- Qualifications
  - Must be a paid member in good standing with the Chapter for at least 1 year prior to assuming office
  - Must live within 30 miles of Chapter mailing address
  - May not be an associate member

#### Vice President:

- Duties
  - In the absence or disability of the President, or upon the President's request, the Vice President shall perform the duties of the President
  - When serving as temporary presiding officer the Vice President may not make presidential appointments
  - Steering and guiding committees both standing and appointed
  - Leading special projects at the designation of the President and the Executive Board
  - Fostering communications with NC and SC FAMU Alumni Association chapter presidents
- Qualifications
  - Must be a paid member in good standing with the Chapter for at least 1 year prior to assuming office
  - Must live within 30 miles of Chapter mailing address

#### Recording Secretary:

- Duties
  - The recording secretary shall record and file records of the minutes of all meetings
  - This position shall send agendas for meetings to the general body 2 days prior to the meeting at latest
  - This position shall provide copies of the minutes to active members within 7 days of adoption
  - This position shall provide copies of the membership and executive board meeting agendas, and maintain a repository of the minutes, sign-in sheets, copies of contracts, and other pertinent business documents for the Chapter
    - Form 990
    - Bylaws
- Qualifications
  - Must be a paid member in good standing with the chapter

Treasurer:

- Duties
  - The treasurer shall be responsible for receiving and disbursing the Chapter's funds
  - Treasurer is responsible for completing membership report
  - Treasurer is responsible for completing fundraising report annually
  - Responsible for coordinating transferring of accounts at the end of a term
  - The treasurer shall be responsible for ensuring that disbursements are made in accordance with the guidelines in the Chapter's annual budget and approved by the membership
  - The treasurer shall be responsible for submitting the current financial statement during each executive board and membership meeting
  - This officer shall also submit an annual financial report at the May general membership meeting of the Chapter and send a copy to the Association
  
- Qualifications
  - Must be a paid member in good standing

### **Election of Officers**

The regularly scheduled election of officers shall be held every two (2) years at the May general membership meeting. A notice of election shall be made to all active chapter members at least 30 days prior to the election.

The Nominating and Election Committee shall coordinate the nomination and election processes, according to the Chapter's bylaws.

The Nominating and Election Committee shall be elected by the membership no later than the January meeting and shall comprise at least three (3) active Chapter members. The committee shall nominate eligible active Chapter members for office. The Nominating and Election Committee shall report the preliminary names of the nominees at the March general membership meeting and again before the election takes place at the May general membership meeting. This committee is responsible for preparing the election ballots, disseminating the ballots, collecting ballots, counting the votes for each nominee, announcing the vote counts, and ensuring the integrity of the election process. Members of the Nominating and Election Committee are not eligible to run for office. Eligible active chapter members shall be permitted to make additional nominations from the floor.

The election of officers shall be by secret ballot.

Only those persons who are active (paid) chapter members at least 7 days before the election shall be eligible to make nominations from the floor and vote in the election.

A candidate shall be declared elected upon receiving a majority vote and being eligible to serve in the specific office. In the event that no eligible candidate for a specific office receives a majority vote, immediately, there shall be a run-off election between as few candidates as possible receiving the highest number of votes for that office.

### **Vacancies in Office**

Any vacancy occurring during a term of office shall be filled for the remaining of the term by a person elected by a majority vote of the executive board, except for the office of the President. In the event that the office of the President is vacated, the Vice President shall assume the duties of the President until a new President is elected. All active Chapter members shall be notified, within 30 days, of the date, time, and place of the election for President. This election shall occur no later than 60 days after the office of the President is vacated.

### **Removal of Officers**

Any officer who knowingly violates the rules, commits misconduct, or causes damage to the Association, the Region, or the Chapter, may be removed from office. The President or the executive board may appoint a special committee to investigate the allegations. All allegations must be brought on reasonable ground. The officer must be notified of the all allegations in writing and has the right to be present at the hearing and prepare a defense.

Consideration for removal may be initiated when a petition is signed by 20 percent of the active members of the Chapter and is presented at a general membership meeting. The petition shall specify the allegations. The President or executive board shall be required to immediately notify the officer of all said allegations.

The hearing and vote regarding the removal of an officer must take place at least 30 days, and not more than 90 days, after the petition or allegations are presented to the officer. The officer and all active chapter members must be notified of the hearing date, time and place at least 15 days prior to the hearing. Final approval for removal of any officer will require a hearing a two-thirds ( $\frac{2}{3}$ ) majority vote at the hearing held during the regular or special general membership meeting. Only active members of the Chapter are permitted to attend the hearing and vote on the removal of any officer. Association and Region officers and legal counsel representing a client are exempted from this attendance rule.

### **Suspension of Officers**

The Chapter, by a two-thirds ( $\frac{2}{3}$ ) majority vote, may suspend any officer at a regular or special general membership meeting for violations that may need to be immediately handled. The officer must be notified of all allegations in writing at least 10 days prior to the meeting and the officer has the right to be present at the hearing and prepare a defense. All active chapter members must be notified of the hearing date, time and place at least seven days prior to the hearing. Only active members of the Chapter are permitted to attend the hearing and vote on the suspension of any officer. Association and Region officers and legal counsel representing a client are exempted from this attendance rule.

## **ARTICLE VI: Meetings**

Regular meetings shall be held on the second Tuesday of the following months: September, November, January, March and May.

Special meetings may be called by the President or by three or more members of the executive board and shall be called upon the written request of 10 or more active members of the Chapter. All active Chapter members must be notified of the special meeting at least 7 days in advance. The purpose of the special meeting shall be stated in the call of the meeting.

A quorum for a general membership regular or special meeting shall be a majority of the present active members.

## **ARTICLE VII: Executive Board**

The President, Vice President, Recording Secretary, Treasurer, immediate past president, and chairpersons of all standing committees shall constitute the executive board.

The executive board shall meet bi-monthly prior to the general membership meeting and have a special meeting in June of every year prior to June 30. The date, time and place of the board meeting shall be determined by the President. All board members must be notified at least seven (7) days in advance.

Officers attendance at executive board meetings must be excused by the President prior to meeting. More than two (2) unexcused absences will trigger a suspension by the President and discussion of removal from office.

Special meetings of the board may be called by the President and shall be called upon written request of at least 3 members of the board. All board members must be notified at least 7 days prior to the special board meeting.

The executive board shall review reports, activities, and recommendations presented by the officers and committees for general membership approval. For time-sensitive or emergency matters that need to be addressed when the general membership is not available, the executive board may act on behalf of the general membership to effectively ensure the best interests and financial integrity of the Chapter. Any executive board actions taken on behalf of the Chapter must be reported to all active Chapter members within seven (7) days, citing the emergency or time-sensitive matter that was handled.

## **ARTICLE VIII: Committees**

The standard committees of this Chapter shall be scholarship, student recruitment, fundraising, governmental affairs, membership, and social/events. Special committees may be established and defined by the membership, as necessary, to carry on the work of the Chapter. All committees, whether standing or special, must be within the scope of purpose of the Association. The President shall be an ex-officio member of all committees except the Nominating and Elections, and any disciplinary committees.



#### Scholarship Committee:

- This committee shall be responsible for developing and recommending criteria to award scholarships and student financial aid by January meeting
- Developing and evaluating applications for scholarships and financial aid
- Recommending to the Chapter the recipient(s) and amount(s) of each award at the May Meeting
- The Chapter shall determine the final award selection by majority vote at the May Meeting
- The Scholarship Committee Chair and appropriate officers shall timely submit to the Association the necessary documents for students' awards

#### Student Recruitment Committee:

- This committee shall actively seek opportunities to recruit qualified and talented students to attend the University
- Plan and coordinate the Chapter's participation in student recruitment fairs
- Lead the support to University sponsored recruitment events in the Charlotte area, upon University's request to the Chapter

#### Fundraising:

- This committee shall plan, develop, recommend, and lead programs to increase the Chapter's funds
- Submit to all membership in a timely manner, written reports of all income and expenses for each fundraising event
- All fundraising program recommendations require a Chapter majority vote for approval to implement
  - The chapter annual budget shall be voted on by the general body at the May meeting

#### Membership:

- This committee is responsible for planning and executing activities with the intent of increasing membership engagement
- This committee is responsible for maintaining a current list of Rattlers in the Metro Charlotte Area

#### Social/Events:

- This committee is responsible for planning and executing social activities within the chapter to increase the sense of community in the chapter as well as raise funds.
- This committee will work in tandem with the Fundraising committee to make sure all events support the Chapter financially as well as socially

### **ARTICLE IX: Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this Chapter in all matters to which they are applicable and in which they are not inconsistent with these bylaws. These bylaws must be pursuant to all rules adopted by the Region and the Association.

### **ARTICLE X: Amendment**

These bylaws may be amended at a general membership regular or special meeting, by a two-thirds ( $\frac{2}{3}$ ) majority vote, provided that a notice of intent to amend has been sent to all active chapter members at least seven (7) days prior to the said meeting. This notice shall include the verbatim written proposed bylaw amendment(s).

### **ARTICLE XI: Dissolution**

Upon dissolution, the Chapter shall provide for the discharge of all liabilities of the Chapter and shall transfer all of its remaining assets to the Association. If the Association should no longer exist, then the assets shall be transferred to the FAMU Foundation, then to Florida A&M University.

#### **Date of Bylaws Adoption:**

September 10, 2019

#### **Date of Bylaws Amendment:**

September 10, 2019