

**JOHNSON C. SMITH UNIVERSITY
ALUMNI ASSOCIATION
CHARLOTTE CHAPTER**

BYLAWS



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CHARLOTTE CHAPTER

BYLAWS

ARTICLE I: NAME OF ORGANIZATION

- Section 1.** This organization (the local chapter) shall henceforth be known as Johnson C. Smith University (“The University”) Alumni Association - Charlotte Chapter (hereinafter referred to as “The Charlotte Chapter”) shall function under the auspices of the National Alumni Association in terms of its objectives and purposes.
- Section 2.** The Charlotte Chapter shall maintain a harmonious and supportive affiliation with the National Alumni Association, and other JCSU Alumni Chapters within the National Alumni Association.
- Section 3.** The Charlotte Chapter of the Johnson C. Smith University Alumni Association shall be a nonprofit organization.

ARTICLE II: MISSION STATEMENTS/PURPOSE

- Section 1.** The purpose of this organization shall be:
- A. To foster, cultivate and maintain a spirit of loyalty and cooperation among the alumni of JCSU toward their Alma Mater.
 - B. To engender a spirit of comradeship and fellowship among the alumni of JCSU.
 - C. To stimulate school loyalty, devotion, and responsibility.
 - D. To financially support the university via special gifts, The Charlotte Chapter Endowed Scholarship Fund, solicitations of individual alumni giving and other worthy causes so deemed by the chapter.
 - E. To facilitate better communication and relationships between the University, Graduates, and Friends.

- F. To partner with the University’s Administration, Field Services, and other Alumni organizations in the promotion of worthwhile activities for the Johnson C. Smith University students, prospective students, and faculty.
- G. To encourage the highest type of professional ethics and scholarships among the Alumni and Students.
- H. To further encourage professional enthusiasm, initiative, and growth.
- I. To provide suitable headquarters, offices and facilities to direct Alumni Affairs and to channel information to support local, state, regional, and national programs.
- J. To promote a “Greater JCSU” through the work of the Association.

ARTICLE III: MEMBERSHIP

Section 1. Membership Categories

Chapter membership shall be categorized as follows, and shall be eligible for membership:

- A. Alumni: All persons in the official files of The University as graduates and/or former students of Johnson C. Smith University.
- B. Friends-of-the-University: Friends, faculty members, officials of The University (Past and Present), and any other persons who demonstrate a profound interest in the welfare of The University. This class of membership shall not be eligible to hold the office of Chapter President, First Vice President or chair the Nominations and Elections Committee. This class of membership shall be eligible for other chapter positions and enjoy all the rights and privileges of full chapter membership.
- C. Active: An active member of The Charlotte Chapter shall be any person who qualifies for Alumni or Friends-of-the-University Membership and has met all financial obligations including dues and assessments imposed by The Charlotte Chapter and National Alumni Association and is not in violation of the Bylaws, rules and/or regulations governing The Charlotte Chapter. An active member shall be entitled to all of the privileges, benefits, and honors of The Charlotte Chapter.
- D. Inactive: An inactive member of The Charlotte Chapter shall be any person who qualifies for Alumni or Friends-of-the-University Membership and has not met all financial obligations including dues and assessments imposed by The Charlotte Chapter and National Alumni Association or who is in violation of the Bylaws, rules and/or regulations governing The Charlotte Chapter. An inactive member shall not be eligible to hold any office in The Charlotte Chapter, or chair any committee of The Charlotte Chapter.

- E. First year graduates, paying the dues amount set by the Executive Board/Board of Directors shall be entitled to all privileges and rights, except to hold office in the Charlotte Chapter.
- F. The chapter will submit to the National Association individual alumni dues. All individuals who wish to maintain “Alumni - Active membership” in the Charlotte Chapter must pay General Alumni dues annually. The dues may be paid directly to the Treasurer or Assistant Treasurer of The Charlotte Chapter.
- G. Only persons eligible for “Alumni - Active membership” and is a graduate of The University shall hold the office of President, First Vice President or serve as chairperson of the Nominations and Elections Committee of The Charlotte Chapter.

ARTICLE IV: ORGANIZATION

Section 1. Administration

- A. The direction and administration of this Chapter shall be vested in an Executive Board/Board of Directors.

Section 2. Officers

- A. The elected officers of this Chapter shall be President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Assistant Treasurer, Sergeant-At-Arms, Members-at-Large (3) and Chaplain, whose duties, responsibilities and authority shall be set forth by the bylaws. The Parliamentarian shall be appointed by the President.
 - 1. The Executive Board/Board of Directors shall consist of the elected officers of the Chapter, Immediate Past President and Parliamentarian.
 - 2. The President of the Chapter shall be the Chairperson of the Executive Board.
 - 3. Except the Treasurer and Secretary, members of the board shall not serve more than two consecutive terms, with renewed eligibility for election to the Board following not less than two (2) years absence from board membership. The officers of the Charlotte Chapter shall be inducted at the meeting in the month of May.
 - 4. The term of office shall commence in the month of July with installation in May.

ARTICLE V: ELECTIONS

Section 1. Eligibility

- A. Only persons eligible for “Alumni – ACTIVE membership” for the current and previous fiscal years and is a graduate of The University shall hold the office of President.
- B. Only persons eligible for “Alumni – ACTIVE membership” for the current and previous fiscal years and is a graduate of The University shall hold the office of First Vice President.
- C. Only persons eligible for ACTIVE membership for the current and previous fiscal years are eligible to hold the office of Second Vice President.
- D. An inactive member shall not be eligible to hold any office in The Charlotte Chapter.

Section 2. Officers

All chapter officers shall be elected by the highest number of votes and shall serve for a term of two years. No officers shall hold more than one Chapter office at the same time. With the exception of the Treasurer or Secretary, no officers shall serve more than two consecutive terms.

Section 3. Election Year

The election of all officers of The Charlotte Chapter shall occur in odd numbered years, except the members of the Nominations and Elections Committee, who members shall be elected at the (month) chapter meeting during even-numbered years. The term of office of the Nominations and Elections Committee shall expire at the end of the election process.

ARTICLE VI: OFFICERS

Section 1. Duties of Officers

- A. President
 - 1. The President shall preside at all meetings of the chapter and of the Executive Board and shall perform the regular duties of the office and the expectation of the general body. The President may delegate the First and Second Vice Presidents such duties of this office that may serve the best interest of the chapter. The President shall serve as ex-officio member of all chapter committees. It shall be the duty of the President to authorize disbursements of

funds as the chapter may provide and perform such other duties as the chapter may request.

2. The President, with the advice and consent of the Executive Board may appoint persons to fill vacancies for the unexpired term of the vacated office.
3. The President shall have power to appoint chairpersons of functional committees with the exception of the Nominations and Elections Committee.

B. First Vice President

1. The First Vice President shall preside in the absence of the President and shall fulfill the duties of the President if the President is ill or otherwise unable to perform the duties as may be assigned to him (her) by the President, Executive Board, and/or the chapter body.

C. Second Vice President

1. The Second Vice President shall preside in the absence of both the President and the First Vice President, if they are unable to perform the duties of their offices. He/she shall fulfill such other duties as may be assigned to him/her by the President, Executive Board, and expectation of the chapter body.
2. The Second Vice President shall serve as Chairperson of the Membership and Fellowship Committee.

D. Secretary

1. The Secretary shall take the minutes of each meeting of the chapter and the Executive Board. A summary of the highlights of all such records of the minutes of meetings shall be provided to the body at the next scheduled meeting for approval.

E. Corresponding Secretary

1. The Corresponding Secretary shall send out notices of all meetings and other meetings when necessary; and conduct the correspondence of the chapter, except as otherwise provided.
2. With assistance from the Treasurer when required, the Corresponding Secretary shall provide acknowledgements on behalf of the chapter for deaths or other recognitions directed by the Executive Board.

F. Treasurer

1. The Treasurer shall receive all money and give a receipt for and deposit the same to the credit of the chapter in a financial institution designated by the

chapter. The treasurer shall pay such sums as may be directed by the receipt of vouchers signed by the President, and shall keep records of receipts and disbursements which shall be open to inspection by members of the Executive Board and by the chapter body.

2. The Treasurer shall make official reports at all meetings of the chapter and such other reports as may be called for by the President or the Executive Board. Reports shall be written and distributed to members present.
3. The Treasurer shall serve as chairperson of the Budget Committee.

G. Assistant Treasurer

1. The Assistant Treasurer shall assist the Treasurer in the preparation and maintenance of the listings of financial members and shall perform other duties as prescribed by the Executive Board. The Assistant Treasurer will serve as Vice-Chair of the Budget Committee.

H. Member-At-Large

1. There shall be three (3) Members-at-Large. Each shall be appointed by the President to serve as Chairperson of a Standing Committee.

I. Sergeant-At-Arms

1. The Sergeant-At-Arms shall maintain order at all meetings of the chapter and the Executive Board. The sergeant-at-arms shall have the authority to appoint as many deputies as may deem necessary to fulfill this responsibility.

J. Chaplain

1. The Chaplain shall preside over all devotional services of the Association.

K. Parliamentarian

1. The Parliamentarian shall interpret the rules and regulations as prescribed in the Bylaws of the Charlotte Chapter using Robert's Rules of Order (most recent edition) at all meetings of the chapter and Executive Board.
2. The Parliamentarian shall be responsible for recommending changes to the Bylaws.
3. The Parliamentarian shall be a non-voting member of the Executive Board/Board of Directors and shall be present at all meetings.
4. The Parliamentarian shall serve as Chairperson of the Bylaws Committee and a member of the Nominations and Elections Committee.

ARTICLE VII: COMMITTEES

The Bylaws shall provide for such committees as the Chapter may consider necessary. The Bylaws may establish the number of members and tenure of all committees established by the Executive Board/Board of Directors.

Section 1. Committees

A. Standing Committees

1. The following are the Standing Committees established by the chapter.
 - a. Nominations and Elections Committee
 - b. Bylaws Committee
 - c. Fund Raising Committee
 - d. Special Events Committee
 - e. Membership and Fellowship Committee
 - f. Budget Committee
 - g. Scholarship Committee
 - h. Communications/Media
2. Committee Chairpersons shall be appointed by the President, except for the Membership and Fellowship, Budget, Bylaws and Nominations and Elections Committees.

B. The President may appoint other committees at his/her discretion.

C. Detailed roles and responsibilities for each committee may be periodically updated by the Executive Board as outlined in the Chapter's **Committee List**.

Section 2. Functions of Committees

A. Nominations and Elections Committee

1. The Committee shall be composed of a Chairperson, at least two financial and active members of the chapter selected by the membership and the Parliamentarian. The Nominations and Elections Committee shall have the responsibility of conducting the entire Election Process for the election of all officers of the Charlotte Chapter. This Committee will activate and function during election years only. This Committee shall select its own Chairperson from the duly elected members thereof. All members nominated to this Committee must be financial with both the National Body and the Charlotte chapter. Any member of the Committee, who desires to become a candidate for office, shall immediately resign from the Committee. The Committee, once established, must follow the basic guidelines listed below:

2. No candidate shall be considered who is not an ACTIVE member of the Charlotte Chapter for the current fiscal year.
3. The Committee shall make the nomination and election process available to the membership no later than January 15th.
4. The Committee shall distribute numbered ballots to all dues paying members of The Charlotte Chapter as identified by the Chapter Treasurer, on or before March 15th of the election year.
5. Election ballots should be mailed to the Chapter's mailbox. Ballots collected will be handed over to the chairperson of the Nominations and Elections Committee in a sealed envelope. The chairperson or the chairperson's designee shall be responsible for informing newly elected members of their status in a timely matter prior to the May chapter meeting. In the event of a tie, a special election will be held at the May chapter meeting. All ACTIVE members present at the May meeting shall cast a vote to break the tie.
6. The Committee has the authority to establish additional nomination and election guidelines that will streamline and expedite the nomination and election process. The rules and regulations established by the Committee must not conflict with the Bylaws of the Chapter or the Constitution of the National Alumni Association.

B. Bylaws Committee

1. The Committee shall be appointed by the President and is responsible for the upkeep and presentation of amendments and revisions to the membership for ratification of the Bylaws of the Charlotte Chapter. The Parliamentarian shall serve as Chairperson of this Committee.

C. Fund Raising Committee

1. The Committee shall be appointed by the President and responsible for all fund raising activities for the Association.

D. Special Events Committee

1. The Committee shall consist of any volunteers along with persons appointed by the President. It shall be the duty of the Committee to plan and oversee special events as designated by the Executive Board, including, but not limited to Homecoming activities.

E. Membership and Fellowship Committee

1. The Committee shall consist of any volunteers along with persons appointed by the President. The committee shall:

- i. Establish programs to increase and retain members and direct all social activities of the chapter;
 - ii. Design awards or items for suitable presentation given by the chapter and to make recommendations to the Executive Board of the names of Alumni who are deserving of the awards;
 - 2. The Second Vice President shall serve as Chairperson of this Committee.
- B. Budget Committee
 - a. The Committee shall consist of the Treasurer, Assistant Treasurer/Financial Secretary, Secretary and designee person (appointed by the President) who handles the day-to-day operation.
 - b. The budget will be presented to the membership for adoption no later than the October chapter meeting.
- C. Scholarship Committee
 - a. The Committee will maintain communications with the chapter's Endowed Scholarship recipients, periodically review and update if required, establish guidelines and selection criteria for scholarship applicants, and recommend any changes to the Executive Board and chapter body. Upon approval, the Committee will communicate the changes to The University.
- D. Communications/Media Committee
 - a. It shall be the duty of the Committee to oversee the website, maintain and update Social Media sites, create promotional print materials, draft press releases and other such communications that promote and maintain the integrity of the chapter brand.

ARTICLE VIII: FINANCE

Section 1. Fiscal Year

- A. The fiscal year of the chapter shall be July 1 to June 30.

Section 2. Dues

- A. Each chapter member shall pay local dues, any chapter assessments and NAA dues, annually.

Section 3. Tax-Exempt Status

- A. The Chapter is covered by the National Alumni Association tax-exempt status under section 501 (c) (3) of the Internal Revenue Code.

Section 4. Debts

- A. The Chapter shall not incur any debts, obligations or liabilities that bind the NAA or JCSU in any way.

Section 5. Chapter Accounts

- A. All chapter fund accounts shall be opened in the name of the chapter.

ARTICLE IX: NAA REPORTING REQUIREMENTS

Section 1. National Alumni Association Reporting

- A. The chapter shall prepare and submit an annual report of activities, from the preceding fiscal year, to the Office of Alumni Affairs no later than October 1 of each year.
- B. The chapter shall prepare a financial report and disclosure statement for the National Alumni Association (NAA), as directed.
- C. The chapter shall prepare a summary of ongoing programs for distribution at the Homecoming and Commencement meetings of the NAA.

ARTICLE X: MEETINGS OF THE ASSOCIATION

Section 1. Chapter Meetings

- A. There shall be chapter meetings on the second Wednesday of each month, beginning in August and ending in May, where the general business of the Charlotte Chapter shall be transacted.
- B. The chapter meeting's place, date and time shall be approved By the Executive Board.

Section 2. Board Meetings

- A. The Executive Committee shall meet prior to the chapter meeting and at other times deemed necessary by the President.
- B. A simple majority of the Executive Board members shall constitute a quorum.

Section 3. Special Meetings

- A. Special meetings of the chapter shall be called by the President when requested in writing by a majority of the Executive Board/Board of Directors with prior notification.

Section 4. Quorum

The presence of fifteen (15) ACTIVE members shall constitute a quorum for the transaction of business for the Charlotte Chapter's meetings.

Section 5. Representation at Meetings

Each ACTIVE member shall be entitled to one vote at chapter or special meetings.

ARTICLE XI: AMENDMENTS AND REVISIONS

Section 1.

- A. All proposed amendments to the Charlotte Chapter Bylaws shall be submitted in writing to the secretary not less than thirty (30) days before the next succeeding chapter meeting. All ACTIVE members shall be notified of the proposed amendments.
- B. Adoption of amendments to the By Laws shall require the affirmative vote of two-thirds (2/3) of the ACTIVE members present. All proposed amendments must be presented in writing to the chapter during the previous meeting or thirty (30) days prior to the vote.
- C. All proposed revisions to the Bylaws shall receive study by the Bylaws Committee per the appointment by the President.
- D. All proposed revisions to the Bylaws shall also be voted on by the chapter body.
- E. The Bylaws may be amended or revised at any annual or special meeting of the chapter by the affirmative vote of two-thirds of the financial members present provided that the proposed amendments shall have been submitted in writing to the Secretary.
- E. Any Amendment to the Bylaws shall be in full force and effect on and after the date of its passage unless otherwise provided.
- F. Notice of adopted changes to the Bylaws shall be made available to all financial members as soon as practicable, but no later than forty-five (45) days after the effective date.