

**CONSTITUTION AND BYLAWS OF THE
FAYETTEVILLE STATE UNIVERSITY
NATIONAL ALUMNI ASSOCIATION, INC.**

ARTICLE I Name

The name of this Association shall be the Fayetteville State University National Alumni Association, Incorporated, herein referred to as “the Association.”

ARTICLE II Mission

The Fayetteville State University National Alumni Association (the Association) exists to advance Fayetteville State University, to and among the general alumni population, and to serve as an advocate for the University. The goals and objectives of the Fayetteville State University Alumni Association are to:

Promote and coordinate alumni support with the purpose of strengthening the academic, athletic and public service programs of the university:

Enter into a partnership with the University in recruiting students and providing scholarship opportunities:

Develop the personal and professional growth of its members; and

Promote communication and create programs to encourage alumni commitment to and involvement in both the University and the alumni association:

ARTICLE III Membership

Section 1 Membership in the Association shall be accorded to the following classes upon the payment of annual dues: Regular, Member-at-Large, Life, Associate, Honorary, and Student. There shall be an annual assessment of dues for members as fixed by the Association at its annual meeting, except students as defined in Section 7.

Section 2 Regular Members – Persons who have matriculated at or graduated from Fayetteville State University or any of its former entities.

Section 3 Member-at-Large – Anyone who qualifies for regular, associate, or life membership, who has paid his/her national dues as stipulated, but is not active in a local chapter. The Board of Directors shall encourage members-at-large to identify with local chapters if they are within the boundaries of a local chapter.

- Section 4 Life Members – Persons who have paid \$1,000 or more during any consecutive two-year period. The gift must be credited through the Association’s treasury. Persons qualifying as life members who have not matriculated or graduated from Fayetteville State University or any of its former entities are not eligible to hold national office.
- Section 5 Associate Members – Persons who have not matriculated at or graduated from Fayetteville State University or any of its former entities, but who desire to support the Association and/ or its local chapters. They are not eligible to hold an office in the Association.
- Section 6 Honorary Members – Certificates of Honorary Membership will be issued to persons who have never matriculated at Fayetteville State University, but who have given outstanding support to the cause of the Association. Such individuals are recommended by the local chapter or the Board of Directors. Recommendations must be approved by the Association at its annual meeting. These members are not eligible to hold any local or national office.
- Section 7 Student Members – Students currently enrolled at Fayetteville State University may become a member of the Association. These members will serve under the guidance of the Director of Alumni affairs, or such other persons as may be approved by the Board of Directors. Student members will not be assessed dues, nor will they be allowed to hold a national office.
- Section 8 Active members shall be any that have paid dues for the current year. Every Life Member is a member of the National Alumni Association. Life Members must pay local dues to be an active member of a chapter. Life Members and any other that choose to not affiliate with a chapter will be considered as an At-Large member of the National Alumni Association.
- Section 9 Persons may pay at the following Membership Levels (Goal Club): Founder’s Society, Chancellor’s Club, White and Blue Club, and Century Club. Persons who have paid \$2,500.00- Founder’s Society in any one year will be a member of the Founder’s Society. Persons who have paid \$1,000.00 in any one payment will be a member of the Chancellor’s Club membership level. A person paying \$500.00 in one payment will be a member of the white and Blue Membership level. A person paying one payment of \$100.00 will be a member at the Century level.

Founders Society - \$2,500 - \$4,999 Chancellors Club - \$1,000 - \$2,499
White & Blue Club - \$500 - \$999 Century Club - \$100 - \$499

ARTICLE IV Officers

- Section 1 The elected officers of the Association (who ipso facto are officers) of the Board of Directors shall be a President, a First Vice President, a Second Vice President, an Financial Secretary, a Recording Secretary, an Assistant Recording Secretary and a Treasurer. Each officer may succeed himself/herself, except he or she may not serve more than three consecutive terms. The office shall be assumed at the beginning of the administrative year, following the election.
- Section 2 The President shall appoint a Parliamentarian, a Sergeant-at-Arms, a Historian and a News Editor.
- Section 3 Qualifications – Any regular member who is in good financial standing with the Association is eligible to hold an elective or appointed office in the Association.
- Section 4 Elections – The officers of the Association shall be elected biannually by majority vote. The election shall be conducted by a direct mail ballot.
- Section 5 The duties of the officers shall be those usually associated with their respective offices, including the following:
- A. The President shall:
 - 1. Preside at meetings of the Association, the Board of Directors, and its Executive Committee;
 - 2. Be a member, ex-officio, with the right to vote on all committees except the Nominating Committee;
 - 3. Appoint all committees and chairpersons, with approval of the Board of Directors;
 - 4. Maintain liaison with the Chancellor on behalf of the Association;
 - 5. Submit a report on the state of the Association at the annual convention; and,
 - 6. Appoint elected officers, with the approval of the Board of Directors, in the event the post is vacated prior to the expiration of the term of office.
 - 7. Be Bonded.
 - B. The First Vice President shall:
 - 1. Coordinate all activities of the Homecoming Committee;
 - 2. Act for the President in his/her absence or inability to at due to any cause; and

3. Succeed automatically to the Presidency in the event the Office of President is made vacant prior to the expiration of the term of office.
- C. The Second Vice President shall:
1. Coordinate Alumni Convocation and any other special days and programs of the Association/ (This shall include Founders Day, Alumni Day, Commencement, and any other activity deemed necessary by the Board of Directors);
 2. Act for the First Vice President in the absence or inability, due to any cause, of the First Vice President to act; and,
 3. Succeed to the Presidency in the event the post is vacated by the First Vice President.
- D. The Financial Secretary shall:
1. Receive and record all monies payable to the Association, submit same to the treasurer and obtain receipts from treasurer and President;
 2. Receive copies of the original disbursement authorizations or invoices and copies of all checks;
 3. Track all individual contributions;
 4. Issue receipts and membership cards to all dues paying members;
 5. Provide a written statement of acknowledgement for any single contribution in a timely manner.
- This acknowledgment must be sent no later than January 31 of the year following the donation;
6. Provide a written disclosure statement to donors who receive goods or services from the Association in exchange for any payment (tax deduction) (Quid pro quo contribution).
 7. Maintain a financial roll of members in concert with the Director of Alumni Affairs.
 8. Jointly sign with the treasurer or the president all checks drawn on the Association;
 9. The treasurer, financial secretary, and President must be bonded.
- E. The Recording Secretary shall:
1. Record the proceedings of all meetings;
 2. Make available a copy of the proceedings to the members of the Board of Directors.
- F. The Assistant Recording Secretary shall:
1. In the absence of the Secretary record the proceedings of all meetings; and

2. Assist the Secretary in carrying out his/her duties during meetings.
- G. The Treasurer shall:
1. Receive from the Financial Secretary all financial funds from the Association;
 2. Keep a just and accurate accounting of all finances paid or due to the Association using accounting software i.e. QuickBooks;
 3. Report the state of the Treasury whenever requested by the Board of Directors;
 4. Present a written annual report at the Association's annual meeting;
 5. Make payments only with the written approval of the President, First Vice President and/or Financial Secretary (in case of an emergency, subsequent written notice will follow within five [days]);
 6. With the President jointly sign all checks drawn on the Association, except if the check is written to the President, then the Financial Secretary will sign with the Treasurer or if check is written to the Treasurer, the Financial Secretary will sign with the President; and,
 7. Be bonded.
 8. Submit "financial books" and records to the Auditing Committee Chairman by July 15 annually.
 9. Is responsible for the filing of the annual information returns (Form 990) (Internal Revenue) for tax exempt organizations.
- H. The Parliamentarian shall:
1. Aid the presiding officer in deciding matters of parliamentary procedure and interpreting the Constitution and Bylaws; and,
 2. Use the latest edition of Robert's Rules of Order as the authority in deciding matters of parliamentary procedure. The rules contained in the latest revision of Robert's Rules of Orders shall govern all meetings of the Board and the Association except to the extent that the same may conflict with this Constitution and Bylaws.
- I. The Sergeant-at-Arms shall:
1. Extend courtesy of accommodations to visiting dignitaries of the Association;
 2. See that peace and harmony prevail during the dispatch of business of the Association; and,
 3. See that places of meetings are in a state of readiness to carry on the affairs of the Association.

J. The Historian shall:

1. Prepare a narrative account of the Association activities which, when approved by the Association, shall become a permanent part of its official history; and,
2. Solicit activities and pictures from Chapters pertinent to the Association.

ARTICLE V Board of Directors

- Section 1 The Board of Directors shall consist of the Officers of the Association, the Immediate Past President of the Association, the President of each Chapter or its representative, Director of Alumni Affairs, two at-large-members, and the current Miss National Alumni.
- Section 2 The Board of Directors shall have general supervision of the affairs of the Association between its annual meetings shall fix the date, hour and place of meetings, make recommendations to the Association and shall perform such duties as are specified in these Bylaws. The Board shall be subject to the orders of the Association, and none of its acts shall conflict with actions taken by the Association.
- Section 3 Regular meetings of the Board of Directors shall be held in September, December, March and June of each year. The date and place will be determined by the Board of Directors.
- Section 4 Special meetings of the Board of Directors may be called by the President or upon the written request of at least one-third (1/3) of the Board of Directors.
- Section 5 The majority of the members of any committee, meeting in regular or special session, shall constitute a quorum.
- Section 6 The Executive Committee shall consist of the Officers of the Association, the Immediate past President, six Chapter Presidents appointed by the President, and Director of Alumni Affairs.
- Section 7 The Executive Committee shall be empowered to act for the Board.
- Section 8 Only members of the Board of Directors may vote. The President may vote only in the case of a tie vote.
- Section 9 **Quorum** Ten members of the Board of Directors shall constitute a quorum at any meeting.

ARTICLE VI Meetings

- Section 1 The Association shall meet biennially during the month of June. The purpose of the annual meeting shall be to receive reports of Officers and committees and for any other business that may arise. The date and place of the annual meetings will be determined by the Board of Directors. A quorum shall consist of fifteen members.
- Section 2 Special meetings of the Association may be called by the President, the Board of Directors, or upon the written request of thirty members of the Association. The purpose of the meeting shall be stated in the call except in the case of emergency and at least 10 days notice shall be given.
- Section 3 The Executive Board and committees may conduct electronic meetings (e-mail, telephone, or video conference). Such meetings must be conducted in such a way that all members participating can hear or see each other at the same time. Persons wanting to speak must announce their name and wait to be recognized to obtain the floor during the meeting.

ARTICLE VII Committees

- Section 1 Standing Committees – The members and Chairpersons of all Standing Committees shall be appointed by the President. The following committees shall be Standing Committees of the Association: Audit, Constitution and Bylaws, Fiscal Affairs/Budget, Fundraising, Future Alumni, Membership, Nominating, Public Relations, Recruitment, and Standards and Performance.
- Section 2 The auditing Committee shall audit the “financial books” of the Association July 30 annually. If satisfied that the Association’s financial statements are presented fairly, the auditing committee shall sign a statement to that effect.
- Section 3 Constitution and Bylaws Committee
1. Shall be responsible for receiving proposed amendments to the Constitution and Bylaws from the Association members, and recommending proposed revisions with justification to the Board.

These proposed revisions will be finalized at the annual meeting.
 2. Shall periodically review the Constitution and Bylaws of the constituent units.
- Section 4 Fiscal Affairs/Budget Committee – Shall be responsible for preparing and submitting a budget at the Association’s annual meeting, and present same to the Board at its March meeting. The Treasurer and Financial Secretary shall be members of the committee.

Section 5 Fundraising Committee – Shall be responsible for planning, promoting and executing the annual campaign fundraising project(s).

Section 6 Future Alumni Committee

1. Shall plan, coordinate and encourage active participation of Future Alumni in support of the University and Alumni activities, subject to guidelines set by the Board of Directors.
2. Shall work primarily with students and shall assist in organizing the senior class at Fayetteville State University for Future Alumni membership.

Section 7 Membership Committee – Shall design and develop plans to increase the Association’s membership, including establishing constituent units.

Section 8 Nominating Committee

1. In an election year, the President shall appoint a Nominating Committee consisting of three non-office holding members at the September meeting of the Board of Directors.
2. The Nominating Committee shall utilize a combination of ideas to secure names for candidacy, e.g., request for nominations in University publications and special notice to constituents, associations and chapters. This process must be completed by the December Board meeting of the year the Committee was appointed. All nominees must be submitted by February 1 of the year in which the election is to be held.
3. A Nomination Credentials Form shall be devised for use by individuals or chapters wishing to submit names for consideration as nominees.
4. Balloting:
 - a. A Direct Mail Ballot shall be sent to all eligible voters for voting on names selected by the Nominating Committee.
 - b. The names shall be placed alphabetically on the ballot.
 - c. No allowance shall be made for write-in candidates on the ballot.
 - d. Each ballot shall be accompanied by general voting instructions, and a biographical sketch of each nominee.
 - e. Ballots shall be unsigned by the vote.
 - f. A minimum of one month from the date mailing will be allowed for the return of the ballot.
 - g. A return envelope will be enclosed with each ballot.
 - h. The ballots shall be returned to the external elections agency.
 - i. Ballots shall be devised which will permit machine tabulation, and the nominee who polls the highest number of votes will be declared the

winner. Nominee will be presented to the Association at its annual meeting.

Section 9 Public Relations Committee

1. Shall be responsible for keeping the news media informed of pertinent Association activities.
2. Shall initiate Association involvement in community programs and with the approval of the Board of Directors shall implement ways to assist in accomplishing these programs.

Section 10 Recruitment Committee

Shall be responsible for recruiting students to attend Fayetteville State University.
Section I Standards and Performance Committee

1. Shall be appointed on as needed basis.
2. Shall serve as the study and recommending body for Chapter Constitutions.
3. Shall recommend censure, suspension, expulsion, or reinstatement of members and affiliate units where appropriate.
4. Shall be empowered to hear grievances from Chapters and individual members, and recommend procedures for the resolution of them.

ARTICLE VIII Dues and Finances

Section 1 There shall be an annual assessment of dues for members to be established by the Association. All financial matters shall be cleared by June 30th, the end of the fiscal year.

Section 2 Authorization must be given by the Board of Directors before any committee or individual may undertake any project involving the Association in financial or other commitments, except provided for in this constitution.

Section 3 The Board of Directors shall provide an ample budget for the operation of this Association. Committee Chairs and Director of Alumni Affairs shall submit a proposed budget to the board of Directors by July 1st of each fiscal year. The Association shall include in its annual budget an honorarium for elected officers.

ARTICLE IX Establishing and Maintaining Alumni Chapters

Section 1 Fayetteville State University National Association can best carry out its mission by establishing alumni chapters throughout the United States. Alumni chapters can be organized on a geographic basis or according to professional, academic areas of interest, i.e., MPA (Masters in Public Administration), Computer

Science, former athletes, military, or through association with a particular business or corporation.

Section 2 Establishing a Chapter

1. Individuals who are interested in forming a chapter should contact the Membership Chair of the Association for information regarding FSU alumni presence in the geographic, academic or professional area that they are interested in forming a chapter.
2. Identify at least ten alumni who are interested in forming a chapter.
3. Schedule at least two organizational meetings. At each meeting, someone should be appointed to take minutes and the attendees must sign a date the attendance sheet.
4. Once the group has agreed to apply for FSU National Alumni Association Chapter status, a written request along with the following documents should be submitted to the attention of the Membership Committee:
 - a) a completed Application to Establish an Alumni Chapter;
 - b) the group's interest in establishing an alumni chapter
 - c) a list of at least ten financial alumni (charter members);
 - d) Verification that the group has had at least two organizational meetings. (Attach minutes and attendance roster (sign in sheets) of each meeting; and
 - e) a statement verifying that the ten charter members have read and agree with FSU National Alumni Association's Constitution and Bylaws.

Section 3 Once the Membership Committee has reviewed the written request and attached documents to establish an alumni chapter and reached a decision by majority vote, the committee will make it report, including recommendations at the next regular Board of Director's meeting. The Board of Directors will, by majority vote, either approve or disapprove the Committee's recommendations. The President of the FSU National Alumni Association will notify, in writing, the contact person of the group its decision regarding the group's request to establish a chapter.

Section 4 Maintaining Alumni Chapters

1. Once a chapter is established, the chapter must stay active to maintain its FSU Alumni Association status. The Association considers a chapter active when it has accomplished the following:
 - a) has at least five financial members;
 - b) meet at least quarterly and conduct its annual business meeting in June;
 - c) has the Chapter's treasurer submit quarterly financial reports to the Association's Board of Directors.

ARTICLE X Awards

Section 1 The Association shall present three (3) awards on an annual basis: Meritorious Achievement Award, Meritorious Service Award, and the Fayetteville State University National Alumni Award.

Section 2 The Waymon W. Williams Distinguished Award shall be the highest honor bestowed by the Association upon an alumnus or alumna and is named in memory of the first President of the National Alumni Association, Waymon W. Williams. It shall be awarded every four (4) years to person(s) meeting the criteria.

Persons nominated by the Committee and elected by a majority vote of the Board of Directors will be granted this honor. Only those who have held continuous membership for a minimum of 20 years may be considered for nomination. The notice of nomination made by the Committee shall be sent to the Board of Directors, accompanied by documented evidence of contributions to the Association.

ARTICLE XI Parliamentary Authority

The Rules contained in the latest edition of Robert's Rules of Order shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and in any special rules of order the Association may adopt.

ARTICLE XII Amendments of Bylaws

These Bylaws may be amended at any annual meeting of the Association by a two-third (2/3) vote by the voting delegates, provided that the amendment with justification has been submitted in writing to its membership thirty (30) days prior to the annual meeting.

ARTICLE XIII Assets on Liquidation

The assets of the Association, after payment of debts and obligations, shall be transferred to Fayetteville State University. The Board of Directors shall designate how the funds shall be distributed.

Amended 2011

Retyped July 18, 2011