

**CONSTITUTION  
OF  
WASHINGTON, DC CHAPTER  
FLORIDA A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION, INC.**

**PREAMBLE**

This Association is organized and operated under the authority and Charter granted by Florida A&M University and the National Alumni Association and functions as an integral part of the National Association as a Direct Support organization.

**ARTICLE I  
NAME AND SYMBOL**

Section 1. The organization shall be known as the Washington, DC Chapter, Florida A&M University National Alumni Association, Inc., hereinafter referred to as the Association.

Section 2. The symbol of the organization shall be the University official seal with “National Alumni Association, Inc.” appropriately inscribed.

**ARTICLE II  
PURPOSE**

Section 1. The purpose of the Washington, DC Chapter is to act as a direct support unit of Florida A&M University by providing a forum for Alumni and the community to plan and implement procedures to enhance and ensure continual existence of Florida A&M University as a viable charitable and educational organization within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provisions of any future United States Internal Revenue Law.

**ARTICLE III  
MEMBERSHIP AND DUES**

Section 1. Any individual having attended Florida A&M University at least one academic term and left in good academic standing shall be eligible for full membership.

Section 2. Any person who is identified as helpful to the Washington, DC Chapter may be enrolled as an associate member of this Chapter.

Section 3. The amount of dues of the association shall be determined by the body.

Section 4. A member shall be considered in good financial standing when annual dues have been paid in full.

Section 5. All dues paid to the Association shall not be refundable.

#### ARTICLE IV MEETINGS AND QUORUMS

Section 1. Regular meetings shall be held on the first Saturday of each month from January to December except the months of July and August. When the first Saturday coincides with an official holiday, the meeting shall be held on the second Saturday of the month.

Section 2. All special meetings shall be convened by the President or delegated representative. Each member in good financial standing shall receive notice of the matter(s) to be discussed or acted upon at least three days before the meeting.

Section 3. A quorum shall consist of seven (7) members of the Association in good financial standing. No official business shall be conducted until the quorum requirements are met.

#### ARTICLE V OFFICERS

Section 1. The officers of this Association shall be a (1) President, (2) Vice President, (3) Recording Secretary, (4) Corresponding Secretary, (5) Financial Secretary, (6) Treasurer, (7) Parliamentarian, (8) Sergeant-at-Arms, (9) Chaplain, (10) General Counsel, and (11) Chairpersons of all standing committees. The first nine enumerated officers shall be elected. The General Counsel and Committee Chairpersons shall be filled by appointment by the President.

Section 2. All officers shall be elected tri-annually at the scheduled meeting in June. An official notice shall be made to the Association at the regular meeting preceding the June meeting.

Section 3. The term for elected officers shall coincide with the association's fiscal year.

Section 4. All officers shall be elected for a three (3) year term.

Section 5. No elected officer shall be eligible to hold the same office for more than two consecutive terms or six (6) consecutive years.

Section 6. Removal of Officers

Any officer of this Association shall be removed from office after due notice, hearing and a favorable vote by two-thirds (2/3) of the members present and in good standing if:

- A. Found guilty of any conduct which violates the fundamental objectives of the Association, which will bring disrepute upon the Association;
- B. Violated any rule which is set forth in the Constitution of the general body or the Bylaws of the Association;
- C. Convicted of a crime involving moral turpitude.

**ARTICLE VI  
DUTIES AND RESPONSIBILITIES OF OFFICERS**

**Section 1. The President shall:**

- A. Convene and preside at all regular, special and Executive Committee meetings of the Association.
- B. Be the official representative of the Association in all pertinent matters.
- C. Coordinate the work of officers and committees in order to promote the objectives of the association.
- D. Serve as chairperson of the Executive Committee.
- E. Appoint chairpersons to standing and ad hoc committees.
- F. Serve as Ex Officio member of all standing committees.
- G. Authorize and countersign all checks written except those made payable to the President.
- H. Prepare and submit for approval to the Association an annual budget.
- I. Not obligate the Association to any fiscal commitment.
- J. Review all legal documents in conjunction with the General Counsel.
- K. Evaluate documents pertinent to the Association such as contracts, Form 990, etc.
- L. Prepare and report an annual report.
- M. Coordinate with outside stakeholders, primarily university officials and Regional/National level of the National Alumni Association (NAA).

**Section 2. The Vice President shall:**

- A. Assume the duties of the President during the latter's absence or disability.
- B. Establish and coordinate connections to the university and groups that may contribute to the programs of the Association.
- C. Coordinate such programs and projects as the President may direct.
  - a. Serve as co-chair of the Strategic Planning Committee.
  - b. Create and maintain a planning calendar for the Association annually.

**Section 3. The Recording Secretary or Assistant Secretary shall:**

- A. Record the proceedings of all meetings of the Association, regular, special or executive.
- B. Present the minutes of the previous meeting at the next meeting of the Association, whether regular, special or executive.
- C. Perform such other duties as directed by the President as required.
- D. Maintain a repository of the minutes of the Association.

Section 4. The Corresponding Secretary or Assistant shall:

- A. Notify members of regular meetings via various media with a minimum of three days advance notice.
- B. Perform or supervise all clerical duties incidental to correspondence for the Association as directed by the President.
  - a. Retrieve correspondence from P.O. Box
  - b. Distribute correspondence in a timely manner to designate recipient (such as finance officers or the President).
- C. Keep a current register of all eligible members in the Washington, D.C. area in conjunction with the Membership Committee.
- D. Be responsible for sending expressions of sickness, sympathy and goodwill when appropriate.

Section 5. The Financial Secretary shall:

- A. Assist the Treasurer in the preparation of a written monthly and annual report of the Association.
- B. Keep a current roll of all eligible members and their financial status relative to the Association.
- C. Receive all funds for the Association and turn over to the Treasurer for depositing in Association's financial institution.
- D. Countersign all checks written against the accounts of the Association, except those made payable to the Financial Secretary.
- E. Assume the duties of disbursement in the absence of the Treasurer.
- F. Prepare a rolling fiscal report to be presented to the Executive Board monthly.

Section 6. The Treasurer shall:

- A. Be responsible for collecting funds from the financial secretary and depositing said funds in the Association's bank account(s) within five (5) days of receipt of funds.
- B. Serve as the custodian of the securities, investments, title papers and other valuable documents of the Association.
- C. Receive all financial statements, canceled checks, and reconcile bank statements in a timely manner.
- D. Countersign all checks written against the account(s) of the Association except those made payable to the treasurer.
- E. Prepare a written report to be issued monthly and annually; the latter shall be written and due at the regularly scheduled June meeting.
- F. Turn over to the auditing committee all of the Association's books of account for an annual audit within thirty (30) days of the last meeting in June or prior to the termination of his/her office, if earlier than the June meeting.
- G. Timely prepare the Association's IRS Form 990 and assist in preparing other required documents.
- H. Prepare a rolling fiscal report to be presented to the Executive Board monthly.

Section 7. The Parliamentarian shall:

- A. Ensure the conduct of meetings according to the Constitution and Bylaws of the Association and Robert's Rules of Order, latest edition.
- B. Review the Constitution and Bylaws at least every two (2) years.
- C. Make available to the membership the latest edition of the chapter's Constitution and Bylaws.
- D. Provide clear and concise guidance based on interpretation of the chapter's Constitution and Bylaws and Robert's Rules of Order, latest edition.

Section 8. The Sergeant-at-Arms shall:

- A. Preserve order at all Association meetings and other activities when appropriate.
- B. Set up the meeting room prior to the meeting and re-set the room if applicable at the end of the meeting.
- C. Provide a membership log at the meeting.

Section 9. The Chaplain shall:

- A. Be responsible for the religious activities of the Association and offer a prayer at the opening of meetings.
- B. Send communication to Rattlers, students, NAA members and university officials during bereavement, sickness or disabilities.
- C. Prepare or arrange resources in support of families during time of bereavement.
- D. Coordinate with members of the Association activities that will serve as support for the arms of the Association, such as students, parents, university teams, new members and the like (Goodwill Ambassador).

Section 10. The General Counsel shall:

- A. Review and advise the Association on all legal documents such as contracts, agreements, disputes, and the like.
- B. Render an opinion on any legal issues that may arise.
- C. Assist in all other legal matter as directed by the President.

ARTICLE VII  
MINIMUM QUALIFICATIONS OF OFFICERS

Section 1. President:

- A. Good communication skills
- B. Management skills
- C. Consensus builder
- D. Strategic planner

Section 2. Vice President:

- A. Ability to learn and understand the duties and responsibilities of the office of the President
- B. Ability to maintain consistency in case of assumption of duties of President

- C. Good communication skills
- D. Management skills

Section 3. Recording Secretary:

- A. Ability to listen, record and report accurate minutes of the Association's meetings
- B. Skillful in secretarial tools such as Microsoft Word or the latest technological tools for transcription

Section 4. Corresponding Secretary:

- A. Willingness to obtain and distribute correspondence
- B. Skillful in communication skills such as Internet processes

Section 5. Financial Secretary:

- A. Skillful in accounting
- B. Accurate in recording transactions
- C. Multi-faceted in financial transactions and mechanism of collection (credit cards, internet transactions)
- D. Bondable

Section 6. Treasurer:

- A. Skillful in accounting
- B. Accurate in recording transactions
- C. Multi-faceted in handling financial transactions
- D. Bondable
- E. Efficient in banking policies – helps in advising of fees, interest and investment options

Section 7. Parliamentarian:

- A. Have a good working knowledge of the chapter's Constitution and Bylaws and Robert's Rules of Order
- B. Good communication skills

Section 8. Sergeant-At-Arms:

- A. Ability to enforce order without incident
- B. Timeliness

Section 9. Chaplain:

- A. Ability to be reverent
- B. Willingness to communicate with members in times of need
- C. Ability to reach out to all facets of the NAA and university

Section 10. General Counsel:

- A. Ability to interpret the law – helpful if an attorney or judge
- B. Good communication and negotiation skills

- C. Recommended – a member of the District of Columbia, Maryland and/or Virginia Bar Association

## ARTICLE VIII COMMITTEES

Section 1. The Standing Committees shall be (1) Executive, (2) Program, (3) Entertainment, (4) Nominating, (5) Bylaws, (6) Scholarship, (7) Auditing, (8) Membership, (9) Rattler Booster and (10) Fundraising.

Section 2. Executive Committee shall consist of officers elected by the Association and the chairpersons of all standing committees.

A. Duties of the Executive Committee shall be:

1. To act on all emergency matters coming before it between regular meetings of the Association, which will effectively ensure the best interests and financial integrity of the Association.
2. To review reports, activities and recommendations presented by the standing committees for presentation to the Association for approval.
3. To hold monthly meetings with the time and place designated by the President.

Section 3. Program Committee shall plan the annual program and submit it to the Association at the regular meeting for approval prior to implementation.

Section 4. Entertainment Committee shall develop and implement programs that will enhance the social welfare of the members for approval by the Association.

Section 5. Nominating Committee shall consist of five (5) members appointed by the President. Members of this committee shall be precluded from being nominated or running for the office of President.

Section 6. Bylaws Committee shall develop and recommend for approval rules and regulations which govern the policies and procedures and recommend proposed amendments to the Constitution and Bylaws of the Association.

Section 7. Scholarship and Financial Aid Committee shall be responsible for developing and recommending criteria for awarding scholarships and financial aid; evaluating applications for financial aid, and recommending the recipient and amount of each award.

Section 8. Auditing Committee shall be responsible for:

- A. Making a full examination of the books, accounts and bills of the Association.
- B. Examining the books at the close of the term of office of the Financial Secretary and Treasurer.
- C. Submitting a written report to the Association at its September meeting.

Section 9. Membership Committee shall develop, design and recommend programs which will enhance the growth of the Association.

Section 10. Rattler Booster Committee shall function only in support of the endeavors of the University's athletic programs.

Section 11. Fundraising Committee shall plan, develop and recommend programs for Association approval which will increase funds of the Association's financial endeavors.

## ARTICLE IX ELECTION

Section 1. The annual election of officers shall be held during the June meeting of the Association.

Section 2. All matters pertaining to the Association shall be voted on only by members in good financial standing. A member in good financial standing is any member of the Association who has paid his/her dues to the Association at least 30 days prior to the annual (June) meeting.

Section 3. The Nominating Committee shall select at least one (1) and no more than three (3) nominees for each office to be filled, prior to reporting at the meeting announced for the election of officers. An opportunity shall be given for nominations from the floor following the report of the committee. However, only those nominees receiving at least one seconding supporter shall be included on the ballot for the vote.

Section 4. Only those who have consented to serve, if elected, shall be eligible for nomination, either by the committee or from the floor.

Section 5. Only those members in good financial standing at the time of the election shall be eligible to cast a vote on any question considering the business of the Association, including the election of officers.

Section 6. A candidate shall be declared elected upon receiving more than one-half (1/2) of the votes cast by members of the Association present and voting. In the event no candidate for a specific office receives a majority of the votes cast, immediately, there shall be a run-off election between the candidates receiving the two highest numbers of votes. Where it is not possible because of ties or otherwise to limit the candidates in the run-off to two persons, the run-off shall be conducted with the fewest number of candidates over two persons as the results of the previous tally shall permit. In no event shall a candidate be declared elected until he/she received more than one-half (1/2) of the votes cast.

Section 7. Any vacancy occurring during a term of office shall be filled for the remaining of the term by a person elected by members of the Executive Committee except for the office of the

President. In this event, the Vice President shall notify members of the time of the election and serve as President until a new President is elected.

## ARTICLE X RULES OF ORDER

Section 1. The rules contained in Robert's Rules of Order, latest edition, shall govern this Association in all cases unless otherwise provided herein.

## ARTICLE XI AMENDMENTS

Section 1. This Constitution and Bylaws may be amended at the annual meeting, or any Association meetings called for that purpose, by a two-thirds (2/3) majority of those present and voting at such meeting, provided that a written notice of said meeting has been mailed to the active chapter members at least thirty (30) days prior to the date of said meeting. This notice shall include the proposed amendment(s).

## ARTICLE XII DISSOLUTION

Section 1. Upon dissolution of the Association, unless otherwise prescribed in this Constitution and Bylaws, assets shall revert to the National Alumni Association and be disposed of at the direction of, and according to the procedures as set forth in the National Constitution and Bylaws.

## BYLAWS

1. Unless otherwise specified, any matter requiring a vote by the Association shall require a simple majority vote for passage.
2. There shall be no contract or agreement affecting the welfare of the Association or its members entered into without the affirmative vote of the Association.
3. All monies raised in the name of the Association shall be submitted to the Treasurer within ten days after the activity.
4. The names of the President, Financial Secretary and Treasurer are to be placed on the signature card for the Association's banking accounts.
5. The annual dues of the Association shall be seventy-five dollars (\$75) for members and fifty dollars (\$50) for Life Members.
6. Contributions to the Association in the amount of fifty dollars (\$50) or more may be forwarded to the general body for university activities upon the request of the contributor.

7. Associate members will not be eligible to hold elective office. They will have a voice but no vote.

Adopted on the 2<sup>nd</sup> day of February, 1996

Constitution Committee	Johnny Jones, Chairman
	David Bryant
	Frank Porter

Leroy C. Bell, President

Amended on the 9<sup>th</sup> day of January, 2010