TABLE OF CONTENTS

Preamble .................................................................................................................................1

Article I: Name
Article II: Purpose
Article III: Membership

Article IV: Officers..................................................................................................................2

Article V: Assessment ............................................................................................................5
Article VI: Meetings

Article VII: Incorporation....................................................................................................6
Article VIII: Amendments
Article IX: Chapters

Article X: Regions ...............................................................................................................8
Article XI: Elections

Article XII: Eligibility .........................................................................................................9

Article XIII: Executive Council ..........................................................................................10
Article XIV: Executive Committee
Article XV: Board of Directors

Article XVI: Committees ....................................................................................................11

Article XVII: Rules of Order...............................................................................................12
PREAMBLE

We, the duly constituted representatives of the chapters of the National Alumni Association of Elizabeth City State University, Incorporated, in order to form a closer union among our constituencies, pledge to implement the goals of the organization, articulate the aspirations of the membership, and define the policies and procedures of this body, do hereby establish this constitution by which all existing chapters and those established hereafter shall be bound.

ARTICLE I - NAME

The name of this organization will be the NATIONAL ALUMNI ASSOCIATION OF ELIZABETH CITY STATE UNIVERSITY, INCORPORATED, hereafter referred to as the Association.

ARTICLE II - PURPOSE

The goals of this organization will be:

A. To foster and promote the growth, progress, and general welfare of Elizabeth City State University;

B. To provide means by which graduates and former students may join in a united effort to insure the future growth and development of Elizabeth City State University;

C. To work cooperatively with the faculty and administration of the University to develop and implement programs that will benefit Elizabeth City State University students; and

D. To encourage and foster meaningful financial support to the institution, its programs, and student activities.

ARTICLE III - MEMBERSHIP

Section 1: Individual Membership

Any graduate of ECSU, certificate holder, or person who has attended ECSU for a period of one year and has paid the required annual or lifetime assessment in any chartered chapter of the Association shall be an individual member.

Section 2: Member-at-Large Membership

Any graduate of ECSU, certificate holder, or person who has attended ECSU for a period of one year and resides in an area where there is no chapter and has paid the required assessment to the Association shall be a member-at-Large.

Section 3: Associate Membership

Any person who does not qualify under individual or member-at-large membership and exhibits interest by participation and financial support may become an associate member by the approval of the local chapter. The national executive committee may approve other eligible persons for membership. Associate members are ineligible to vote or hold office. Associate membership should not exceed any chapter’s individual membership.

Section 4: Honorary Membership

Any person who makes a distinguished educational contribution toward the advancement of educational opportunities and activities at ECSU may become an honorary member. A two-third vote of the Association’s members present at the meeting is
necessary. Voting will be conducted by secret ballot. Honorary members are ineligible to vote, serve on committees, or hold office.

Section 5: Lifetime Membership

Membership will be open to any chapter member, member-at-large, or associate member as defined by the constitution.

Section 6: Chapter Membership

A. Membership shall consist of those chapters which were members of the Association when it chartered and other chapters seeking membership as stipulated in the constitution.

B. All chapters shall be a constituent and subordinate unit of the Association, subject to the national authority and jurisdiction of the Association.

C. Chapters shall hold regular meetings each year. A representative of the chapter shall attend national meetings, regional meetings, and the summer convention. The Association may revoke the charter of any chapter for failure to comply with the duties and responsibilities stipulated in the constitution.

ARTICLE IV – OFFICERS

Section 1: Elected Officers

The following constitute the elected officers of the Association:

A. President
B. First Vice President
C. Second Vice President
D. Recording Secretary
E. Corresponding Secretary
F. Regional Directors
G. Board of Directors

Section 2: Appointed Officers

The following constitute the appointed officers of the Association:

A. Treasurer
B. Financial Secretary
C. Parliamentarian
D. Chaplain
E. Sergeant-at-Arms

Section 3: Duties of Officers

President - will have the usual executive powers of supervision and management of the Association.

A. Preside at all meetings.
B. Serve as chairperson of the executive council.
C. Enforce the constitution.
D. Execute the executive, financial, and administrative affairs of the Association.
E. Appoint the chairperson and members of all standing and special committees.
F. Be the official medium of communication between Elizabeth City State University, ECSU Office of Alumni Affairs, Board of Trustees, and the Association.
G. Call special meetings when deemed urgently necessary.
H. Represent the Association with other societies at public meetings and conferences or designate an alternate representative.
I. Recommend to the executive committee and board of directors and the national body the removal of
any elected or appointed officer who fails to perform the duties of that office.

J. Strengthen public relations and maintain cooperative relations with local chapters and the University and its programs.

K. Serve as ex-officio member of all other committees except the nominating committee.

L. Ensure that policies, programs, and projects are executed.

M. Provide a written report to the membership at each national meeting.

First Vice President - will perform all the duties of the office of the president in the absence of or at the request of the president.

A. Serve as chairperson of the constitution committee.

B. Ensure that chapters submit their constitutions for review and enforcement.

C. Fulfill the term of the president in the event of termination or resignation.

Second Vice President - will perform all duties of the office of the first vice president in the absence of or at the request of the president.

A. Serve as coordinator of the regions.

B. Assist officers and chapters in strengthening participation in the Association.

C. Assist regional directors in coordinating their efforts and maintaining unity in the Association’s objectives and programs.

Recording Secretary - will be the recording officer of the Association.

A. Keep records of proceedings of the Association and publish them for distribution to all chapters and officers no later than one month after the meeting.

B. Record minutes for the Association, excluding the board of directors whose proceedings will be recorded by staff from the Office of Alumni Relations.

Corresponding Secretary - will be responsible for preparing and distributing all correspondence undertaken by the Association and the board of directors.

A. Carry on correspondence of the Association, as authorized.

B. Notify the executive committee, board of directors, chapters, and Office of Alumni Relations of proposed amendments to the constitution of the Association, and notify said parties of voting results, in conjunction with the 1st vice president.

C. Keep a record of all correspondence and attendance at national meetings, in conjunction with the Office of Alumni Relations.

D. Notify chapters and officers of election results.

Treasurer - will be responsible for the safe keeping of all the funds of the organization.

A. Collect and receipt all monies from the financial secretary, committee chairs, and others, as necessary.

B. Deposit all monies in a bank selected by the Association, maintaining deposit records accordingly.
C. Prepare and pay all bills of the Association upon the order and approval of the president.

D. Reconcile checkbook monthly, maintaining balancing records with bank statement.

E. Prepare check register as part of the quarterly financial statement.

F. Ensure that budget allocations are neither overspent nor abusively used.

G. Chair the budget committee.

**Financial Secretary** - will receive all monies, keep records of all of its sources, and transfer monies received to the treasurer

A. In conjunction with the treasurer, receive all monies of the Association, keep records of its sources, and transfer monies received to the treasurer.

B. Prepare receipt transmittals, transferring monies received to the treasurer.

C. Prepare receipts for all money received and mail to payee, when necessary.

D. Maintain detailed records of all incoming funds, properly identifying the allocation of such funds.

E. Prepare, along with the treasurer, records for quarterly reports, annual statement review, and statement preparation by CPA or auditor.

F. Ensure that budget allocations are neither overspent nor abusively used.

**Chaplain** - will chair the necrology committee and perform devotional services, express sympathies of the Association to alumni and friends, and secure names of deceased members prior to the national meetings.

**Parliamentarian** - will be knowledgeable of the resolutions and rules of the Association and will insure that all business transactions of the Association are done in accordance with parliamentary rules and procedures as provided in the most recently revised edition of *Robert's Rules of Order*.

**Sergeant-at-Arms** - will preserve order in the Association.

**Regional Directors** - will enforce the rules and regulations of the Association in their assigned region.

A. Stimulate the growth and development of the regional alumni activities.

B. Supervise the chapters in the region.

C. Investigate applications for the establishment of new chapters.

D. Certify the eligibility of and approve the candidacy of individuals proposed for membership to establish a new chapter.

E. Visit and convene chapter meetings for the purposes of reorganizing, maintaining records, or gathering information if a chapter is becoming inactive or loses a president.

F. Serve as presiding officer at meetings of the regional conference.

G. Secure a record of the proceedings of the regional conference and publish the proceedings as soon as possible after the close of the conference.
H. Carry on regional correspondence.

I. Report to the executive committee and the regional conference the activities of the office.

J. Administer the budget of the region in accordance with the financial policy established by the executive committee and the board of directors.

**Board of Directors** - will provide advice and guidance to the Association.

A. Recommend approval of the strategic plan and monitor its execution.

B. Review and recommend approval of the annual budget.

C. Review and recommend approval of major policies.

D. Review and recommend approval of major actions, including capital expenditures and service changes.

E. Appoint independent auditors subject to approval by members.

F. Have the vested power of the Association to make critical decisions between established meetings in the event of emergency situations.

G. Serve as the final level of appeal for unresolved matters of the general membership. [Grievances for the board of directors shall be appealed to the executive council with the final level of appeal being exercised by the national membership.]

H. Meet three times a year as a minimum, with additional special meetings called by the chairperson or called on a quorum of a simple majority of the members of the board of directors. [Actions taken by the board of directors shall be reported to the national body at the first annual meeting following such actions, and such actions shall be binding, except if they are overruled by the body.]

I. Undertake all duties submitted under the nonprofit corporation statues of the state of North Carolina.

**ARTICLE V – ASSESSEMENT**

**Section 1: National**

The Association will be financed by membership assessment and other contributions as provided in the constitution.

**Section 2: Individual**

Each member of the Association will pay annual membership dues in the amount stipulated by the Association for that given year. The assessment will be due on or before January 1 of each year.

**Section 3: Fiscal Year**

The fiscal year of the Association will begin January 1 and end December 31.

**ARTICLE VI – MEETINGS**

**Section 1: National Meetings**

A. The Association will assemble three times a year - September, January, and May.

B. Special meetings of the Association may be called by the president or the board of directors in case of emergency.

**Section 2: Board of Directors**

The board of directors will assemble a minimum of three times a year.
Section 3: Executive Council

The executive council will assemble at the request of the president.

Section 4: Executive Committee

The executive committee will assemble at the request of the president.

ARTICLE VII – INCORPORATION

Section 1: The Association will be incorporated as a nonprofit corporation under the laws of the state of North Carolina.

Section 2: For corporate purposes, the control and management of the corporation will be vested in the executive committee and the board of directors.

ARTICLE VIII – AMENDMENTS

Section 1: Any amendment will be submitted to the constitution committee for initial review.

Section 2: The committee will submit the proposed amendment to all voting members for review and recommendations.

Section 3: The constitution committee will submit the final proposed amendment to the board of directors.

Section 4: The board of directors will submit the proposed amendment to the Association where a two-third affirmative vote is required for ratification.

Section 5: Notice of the proposed amendment(s) and ballots will mailed to all paid members at least 45 days prior to the national meeting and returned postmarked 10 days in advance of the specified meeting date.

Section 6: The constitution shall be amended by a two-third affirmative vote of the returned ballots.

Section 7: Amendments become effective upon receipt of notification from the president of the Association.

ARTICLE IX – CHAPTERS

Section 1: Establishment of a Chapter

A. Seven or more regular members who are financial with the Association may seek recognition as a chapter by written petition to the regional director for approval by the second vice president.

B. Applicants submit evidence that the community can support a chapter capable of meeting continuing requirements of the Association.

C. Chapters of the Association are established upon the recommendation of the second vice president and approved by the board of directors and the national body.

D. New chapters may not be organized in the same locality of existing chapters without the approval of the board of directors and the national body.

E. The second vice president shall have the responsibility to issue a charter to a new chapter on approval from the national body.
Section 2: Chapter Elections

A. Chapters will hold elections of officers annually or biennially in January. All officers will be installed and will assume office as provided in the chapter's constitution.

1. Candidates for office must adhere to guidelines stipulated in the local constitution.

2. Upon request, the regional director may authorize the holding of an election at another time where circumstances warrant.

B. Chapters will elect a president, vice president, secretary, treasurer, and other officers that may be necessary. Chapters will report names and addresses of newly elected officers to the Association's corresponding secretary.

Section 3: Chapter Discipline

A. Upon the approval of the president, a chapter's charter may be recalled by the regional director for a period not to exceed three months for

1. Failure to pay contributions as required by the Association.

2. Failure to observe the rules and regulations of the Association.

B. If the chapter fails to remove cause for the recall within a year, the executive committee and board of directors may recommend to the national body permanent recall of a chapter's charter.

C. Upon approval of the board of directors and the Association, the president will revoke charters of chapters inactive for two or more years that fail to show an indication of revitalization.

Section 4: Chapter Constitutions

A. Each chapter will have a constitution consistent with the Association's constitution to govern the conduct of its business.

B. All constitutions and amendments to a constitution will be submitted to the Association's constitution committee for approval.

Section 5: Chapter Responsibility

A. Each chapter will submit contributions to the Association as stipulated in the Association's constitution. A roster of names and addresses of financial members will be submitted to the corresponding secretary on or before December 31. Subsequent names and addresses will be submitted to the corresponding secretary ten days after date of receipt.

B. Each chapter will report quarterly - March, June, September, and December - on or before the 20th of each month. Special effort shall be made by each chapter to make a special homecoming report at least two weeks prior to homecoming.

C. Each chapter will retain records of all income and disbursements in a form prescribed by the Association.

D. Each chapter will maintain all records and reports as required by the Association.

E. Each chapter shall be represented at the Association meetings, regional conferences, and summer convention.

F. Each chapter will report all action plans including special programs and projects in the name of Elizabeth City State University to the Office of Alumni Relations on or before December 31 to avoid duplication.
G. Each chapter president will communicate all correspondence received to the members of the chapter at each meeting.

H. Each chapter president will answer promptly all correspondence from the Association or the office of alumni relations.

I. Each chapter will forward its annual membership assessment to the Association’s treasurer as defined by the Association’s membership assessment policy.

ARTICLE X – REGIONS

Section 1: Regions

The Association will be divided into regions.

Section 2: Members

The Association designates chapters in each region.

Section 3: Meetings

A. Each region will hold a regional conference prior to the May meeting of the Association. Date and location will be determined by the conference.

B. When the conference fails to agree on the date or place of the meeting, the regional director will make the decision, subject to the approval of the regional officers.

C. The regional conference will provide adequate meeting and housing facilities.

D. Each region will coordinate the activities of the chapters within its jurisdiction and will assist with the execution of their programs to the fullest extent possible. Each region will convene an annual conference/retreat and will have the authority to adopt rules and regulations and to execute plans to accomplish its mission.

E. Regions will inform and train their membership about the operations, mission, and business of the Association and abide by the rules and procedures of the Association.

Section 4: Officers

The following constitute the elected officers of the regional.

A. Regional Director
B. Regional Secretary
C. Treasurer

Section 6: Voting

Voting at the regional conference will be based upon one vote for each chapter seated. Voting method will be done by secret ballot.

ARTICLE XI – ELECTIONS

Section 1: Elections of National Officers

The following officers will be elected by secret ballot mailed to all paid members or by the voting representative of each chapter present at the meeting for nominations called from the floor:

1. President
2. First Vice President
3. Second Vice President
4. Recording Secretary
5. Corresponding Secretary
6. Regional Directors
7. Board of Directors

[TThe Treasurer, Financial Secretary, Parliamentarian, Chaplin and Sergeant-at-Arms shall be appointed by the NAA President.]

Section 2: Installation of Elected Officers of the Association

Elected Officers elected will be installed at the January meeting.
Section 3: Installation of Regional Directors

Regional directors will be installed by the president or designee at the last meeting of the regional conference and confirmed at the next national meeting of the Association.

Section 4: Terms of Office

A. All elected officers including the board of directors will serve a three-year term. The tenure of all officials of the National Alumni Association including the board shall be limited to two consecutive terms.

B. The board shall elect a chairperson annually.

Section 5: Method of Voting

A. Voting for officers shall be done by secret ballot or by nominations from the floor if an office has no identified nominee(s) on the official ballot.

B. Each election year, the nominating committee will mail a nominating blank to the paid members of the Association by the date designated.

C. All ballots must be returned in a sealed envelope and postmarked at least 10 days prior to the counting of the ballots. The seals on the envelopes shall not be broken until the committee assembles to tabulate the results.

D. The person receiving the highest number of votes for a particular office will be declared the winner. The nominating committee will make a declaration after all ballots have been counted, and the winners will be presented to the Association for ratification.

ARTICLE XII – ELIGIBILITY

Section 1: Requirements

To be eligible for office in the Association, a member must:

A. Be financially active with the Association as a national member for a minimum of three years most recent to the nomination, excluding Pre-Alumni Association activities.

B. Be a graduate of Elizabeth City State University.

Section 2: Regional Offices

Candidates for regional offices will meet the same criteria required of the Association’s officers.

Section 3: Persons Impeached

The executive council and the board of directors will have the authority to impeach any officer in a joint meeting with a two-thirds affirmative vote of members present. Those persons will not be eligible for election to any Association or local chapter office thereafter.

Section 4: Limitation of Tenure

A. No elected officer of the Association including the board of directors will serve more than two consecutive three-year terms in the same office.

B. No elected officer may hold more than one National office at any time.

C. The chairperson of the board will be eligible to serve six consecutive one-year terms.
Section 5: Succession

When a vacancy occurs in the office of president, the first vice president will become president; the second vice president moves to first vice president.

Section 6: Vacancies

When vacancies occur in elected offices, the president shall have the authority to appoint other alumni who meet the eligibility requirements.

ARTICLE XIII – EXECUTIVE COUNCIL

Section 1: Members

The executive council shall consist of the elected officers of the Association, chairpersons of standing committees, all past presidents of the Association and all chapter presidents.

Section 2: Duties

A. The executive council shall take initiative in determining the Association’s policies and endeavor to promote such attitudes and relationships as will result in reciprocal benefits to the Association and to the University.

B. The executive council shall have voting privileges in executive council meetings requiring a quorum of seven members.

ARTICLE XIV – EXECUTIVE COMMITTEE

Section 1: Members

The executive committee will consist of the president, first vice president, second vice president, recording secretary, corresponding secretary, treasurer, and financial secretary.

Section 2: Duties

A. The executive committee shall have the authority from time to time to waive policy or take action on behalf of the Association on matters of mutual benefit to the organization and the university, and to engage counsel where such services may be needed, but every such repeal, amendment or addition shall only have force until the next annual meeting of the Association, and if not confirmed thereat shall thereupon cease to have force.

B. Any action taken by the executive committee shall require the presence of five voting members.

ARTICLE XV - BOARD OF DIRECTORS

Section 1: Members

The board of directors will consist of thirteen members—eleven voting members of which nine are elected and two are members by virtue of their positions (the president of the Association and the chancellor of the University. In addition there are two non-voting ex-officio members (the immediate past president of the Association and the Alumni Relations Director of the University). Voting privileges cannot be delegated.
Section 2: Voting

A. In all business, affirmative votes of a majority of the board will be necessary if the vote is by letter or other means of communication; but if the vote occurs at meetings of the board, affirmative votes of a majority of a quorum present will suffice. For this purpose, six or more members of the board will constitute a quorum.

B. When it is inexpedient or inconvenient to call a meeting to transact business, matters may be acted upon by letter or other means of communication to the members of the board by the chairperson.

ARTICLE XVI – COMMITTEES

Section 1: Committees

A. Standing Committees
   The president will appoint 11 standing committees for a three-year term. The committees are nominating, necrology, membership, auditing, awards, budget, strategic planning, student recruitment, homecoming, fundraising, and constitution.

B. Special Committees
   Legislative, advertising, grievances, and any other committees not named will be appointed by the president or named by the body as their functions are necessary.

Section 2: Duties of Standing Committees

A. Nominating Committee — The nominating committee will consist of five members which include representation from each region.
   1. Each regional conference will appoint one member to serve a three-year term on the committee.
   2. Members will not be candidates for any elected office.
   3. The nomination committee shall receive recommendations from all chapters and paid members who wish to nominate eligible candidates to serve as Association officers.
   4. Members of the committee will present a ballot to the national body at least 45 days prior to the date of election.

B. Necrology Committee — The necrology committee will report the names of members who have deceased within the past year and conduct a memorial service.

C. Membership Committee — The membership committee will formulate plans to increase membership.

D. Auditing Committee — The auditing committee will audit the report of the treasurer each year and make recommendations before it is submitted to the Association.

E. Awards Committee — The awards committee will coordinate an annual award ceremony to recognize individuals and chapters who have made substantial contributions.
   1. Use the criteria established by the body and the awards committee for selecting recipients of awards.
   2. Notify the president of the award recipients on the day of the national meeting nearest the affair.
   3. Secure all medals, plaques, tokens, prizes, or scholarships awarded by the Association.
F. **Budget Committee** — The budget committee will recommend expenditures to the Association in January.

G. **Strategic Planning Committee** — The strategic planning committee will develop a blueprint to chart the course of our Association. This blueprint will consist of strategies to enhance the achievement of the Association’s goals and objectives over a five-year period.

H. **Student Recruitment Committee** — The student recruitment committee will develop and implement a plan to assist ECSU in increasing its student enrollment.

I. **Homecoming Committee** — The homecoming committee will organize and oversee the planning and execution of all aspects of the Association’s homecoming program.

J. **Fundraising Committee** — The fundraising committee will be responsible for organizing fundraising events, sponsorship packages, and pursuing other fundraising opportunities.

K. **Constitution Committee** — The constitution committee will review amendments, revise the constitution, and make recommendation to the Association. The committee will make sure that all local constitutions are in compliance with the national document.

L. **Career Development and Mentoring Program Committee** — The career development and mentoring program committee will establish and foster a close working relationship between and among ECSU alumni, students, especially graduating seniors, and the ECSU Office of Career Services in an effort to provide employment, internships, grant, and scholarship information to students.

**ARTICLE XVII – RULES OF ORDER**

*Robert’s Rules of Order* (most recently revised) will govern all proceedings of the Association except when inconsistent with the constitution.