

2020

Bylaws



National Alumni Association
Bethune-Cookman University, Inc.
4/28/2020

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BYLAWS

National Alumni Association of B-CU, Inc.

ARTICLE I

PREAMBLE – THE ARTICLE OF INCORPORATION

The general purpose of this corporation shall be to perpetuate the history, ideals and philosophy of Bethune Cookman University and to promote the University as an institution of academic excellence and to create and maintain an environment that encourages alumni participation through volunteerism and financial support for the Association and University. In addition, the Association shall maintain, foster and expand the unique and special relationship between the University and its alumni.

Section 1 Purpose

The corporate purpose of the National Alumni Association of Bethune-Cookman University, Inc. herein referred to as the Association shall be primarily carried out through chapters and they shall exist for that reason.

The Association shall charter as many alumni chapters as they deem necessary to carry out its corporate purpose throughout the world.

Section 2 Duration

The existence of this corporation shall be perpetual.

Section 3 Charter

- a. Five members or more of the Association in good standing may apply for a charter, provided they:
 1. Make application on the form provided.
 2. Pay the charter fee of \$50.00 to the Association
 3. Pledge to abide by the charter and Bylaws of the Association
- b. The National President or President's designee, subject to the approval of the Executive Committee, shall issue the charter unless it is determined that there is an active charter within said city.
- c. In cities where there are more than one-hundred thousand people, the National President subject to the approval of the Executive Committee may issue a charter for each one-hundred thousand people, as needed, based on the number of alumni in the city.
- d. The National President shall be responsible for obtaining permission from responsible state authorities that will allow this Association to do business in their state if the new chapter is outside the State of Florida.

Section 4 Supremacy

All chapters shall be a constituent and subordinate unit of the Association subject to the general authority and jurisdiction of the Board of Directors of the Association.

Section 5 Chapter Assessment

- a. Each chapter shall pay an assessment as approved by the Board of Directors each year to include scholarship, donation to the University and operational expenses of the Association.
- b. Chapter assessments shall be determined by the Board of Directors based on the chapter's potential for members and its newness.
- c. Any chapter that fails to pay the assessment shall lose the right to vote unless it is determined by the Board of Directors that the chapter had a valid reason for non-payment.
- d. Any chapter that fails to pay the assessment for two consecutive years shall be suspended by the Board of Directors at the National Meeting unless it is determined that the chapter had a valid reason for non-payment.

Section 6 Chapter Membership

- a. Chapter membership dues shall include National dues unless the person is a life member.
- b. Each chapter shall have at least five members in good standing. Good standing shall consist of the following:
 1. Payment of dues, and
 2. Participation in and support of chapter and national activities
- c. The charter of any chapter with less than five (5) members in good standing shall be revoked unless the Board of Directors determines that there is a hardship.
- d. Each Chapter shall appoint or elect a chapter Historian to work with the NAA History Committee.

Section 7 Fiscal Year

Each chapter shall adopt a fiscal year that begins July 1st of each year, which shall specifically set forth their proposed national assessment.

Section 8 Audit Committee

- a. The Audit Committee shall conduct an annual audit. The committee shall review and propose internal controls, perform quarterly internal audits, and report audit findings to the National Office by January 25th of each year.
- b. The failure of the chapter through its audit committee to submit a timely audit may result in the chapter losing its right to solicit money using the name or tax number of the Association.

Section 9 Activities Prohibited

- a. No chartered organization or individual shall pledge the credit of the corporation without the express written consent of the Board of Directors.
- b. No chartered organization or individual shall enter into any contract in excess of two thousand dollars (\$2,000.00) using its chartered name without the express written consent of the Board of Directors.
- c. No chartered organization shall participate in any illegal activity.
- d. No chartered organization shall use the Association's tax exempt number without written consent of the Executive Committee.
- e. Each chapter chartered by the Association shall have a hearing with the Board of Directors for resolution on any issue before being suspended.
- f. There shall be a formal meeting with the affected chapter and the Board of Directors to resolve the issue.

ARTICLE II

OFFICERS

Section 1 Composition

The officers of the Association shall be President, Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, Parliamentarian, Chaplain, Public Relations Director, and two (2) representatives to the University Trustee Board who shall be graduates of Bethune-Cookman University.

Section 2 Duties

- a. **PRESIDENT** - The President shall preside at meetings of the Board of Directors, serve as Chairman of the Executive Committee; be a member of all chapters and committees ex officio, except the Nominating Committee and shall appoint all chairpersons. The President shall be the chief administrative officer. Upon election, the President shall be recommended by the Association to the Board of Trustees of Bethune-Cookman University for appointment to their board for a term commensurate with his/her term of office. The President shall be bonded.
- b. **VICE PRESIDENT** - The Vice President shall be actively involved and knowledgeable of all duties and responsibilities of the President and shall perform all the duties of the President during the latter's absence and shall succeed to the presidency in the event of withdrawal or resignation of the President for any reason. He/she shall serve as Chairman of Membership Committee. The Vice President shall also perform such other duties as may be assigned by the Executive Committee.

- c. **RECORDING SECRETARY**- The Recording Secretary shall keep a record of the proceedings of the National Meeting, the Board of Directors, and the Executive Board and shall be permanently preserved. The Secretary shall perform all other duties of such office and be subject to the directions of the President, the Board of Directors/Executive Committee of the Association.
- d. **TREASURER** - The Treasurer shall be bonded, hold all funds of the Association in a reputable bank, write checks only after presentation of voucher signed by the President or Financial Secretary. The Treasurer shall have complete charge of all financial transactions of the Association. The Treasurer must deposit all monies no later than seven (7) business days after receiving said funds in an approved bank under the name of the Association. The Treasurer shall supervise the preparation of the annual budget and issue at least one (1) financial statement at least 60 days prior to the close of each fiscal year. The statement shall be audited in accordance with Article VII, Section 3, Budget and Finance, Part K, page16.
- e. **PARLIAMENTARIAN** - The Parliamentarian shall insure the verification of the qualifications for each candidate for office. The Parliamentarian shall advise the presiding officer of the rules governing situations in the sessions upon the request of the chair or members of the assembly. In the event the Parliamentarian is a candidate for an elected office, he/she shall be disqualified from insuring the verification of the qualifications for candidates for office. In such instances, the Chairperson of the Bylaws Committee shall serve in lieu of the Parliamentarian.
- f. **CHAPLAIN** - The Chaplain shall hold devotional periods before each session of the National meeting, Board of Directors/Executive Committee meetings and other called meetings.
- g. **DIRECTOR OF PUBLIC RELATIONS** - The Director of Public Relations shall work in conjunction with the President, Executive Committee/Board of Directors and Assistant Vice President/Director of Alumni Relations in the distribution of news to the media.
 - 1. In concert with the Assistant Vice President/Director of Alumni Relations, maintain a current mail listing of all the major media sources of all levels.
 - 2. Develop in conjunction with the National’s volunteer staff a resource file on the past and present achievements of the Alumni. The volunteer staff shall be responsible for maintaining such a file current.
 - 3. Cooperate with the staff in being a liaison to the media whenever the Association is sponsoring designated activities.
- h. **FINANCIAL SECRETARY** - The Financial Secretary shall receive and record the funds for the Association according to the Financial Procedure Manual.
 - 1.The Financial Secretary shall give or mail receipts for all income and record same in a duplicate receipt book (original copy shall be given or mailed to person or organization from whom money is received). Copies of deposit tickets, receipts, and other documentation of income and expenses may be submitted via mail or electronic methods.
 - 2. The Financial Secretary shall submit all funds received to the Treasurer with statement indicating the source.

3. Maintain current record of funds available
 4. The Financial Secretary shall be bonded.
- i. **CORRESPONDING SECRETARY** - The Corresponding Secretary shall notify the Executive Committee of regular and call meetings, retrieve mail from Association mailbox and distribute to appropriate individuals, generate correspondence as directed by President, maintain a correspondence file and read (or recap) all correspondence to the Association. The Corresponding Secretary shall be bonded.
 - j. **SERGEANT-AT-ARMS** - The Sergeant-At-Arms shall assist in preserving order as the Chair may direct in Board of Directors and at National meetings, handle certain physical arrangements such as furnishing and seating. Ensure video/audio is properly working and placed, when used, distribute printed materials for meetings, and manage the members' sign-in sheet during meetings. They shall be responsible for the seating of delegates and the National Meeting.

Section 3 Terms

- a. All elected officers term of office shall be for a period of two (2) years.
- b. The President, Director of Public Relations, at least one (1) alumni nominee to the University Trustee Board, and the Parliamentarian shall be elected in even numbered years.
- c. The Vice President, Recording Secretary, Treasurer, Chaplain, and one (1) nominee to the University Trustee Board shall be elected in odd numbered years.
- d. The President shall appoint the Corresponding Secretary and Financial Secretary for a term of two (2) years.
- e. No officer shall hold the same office more than two consecutive terms in a six (6) year period unless no candidate files to run for the office by the filing deadline. This ruling applies to elected officials only.

Section 4 Executive Committee

The Executive Committee of the Association shall consist of all of the elected and appointed National Officers, and the immediate Past President.

All Executive Committee Members of the Association shall hold Membership in the Association's Life Membership Club, or subscribing before seeking office.

The Executive Committee shall act between the meetings of the Board of Directors and shall have all of the power of the Board.

Actions of the Executive Committee shall be reported to the Board of Directors at the next scheduled meeting.

The actions of the Executive Committee shall be recorded within the report of the Board of Directors at the National Meeting.

ARTICLE III

MEMBERSHIP

Section 1 Eligibility

- a. All members including Life Members shall be financial in a local chapter if there is one. A local chapter shall be defined as the city or county within a radius of 60 miles.
- b. Members of the Association shall be:
 1. All graduates of Bethune-Cookman University
 2. All students of Bethune-Cookman University who attended one semester
 3. Associate Members (non-attendees) shall be entitled to all member privileges except holding a National or Local office or Chair of National Standing Committee
 4. Honorary members as nominated by the local chapters and presented to the Executive Committee/Board of Directors and elected by the Association at its National Meeting.
 5. All the above members may be a Life member and/or eligible to become a Life Member

Section 2 Voting Rights

- a. All members in good standing shall have the right to cast a ballot on issues before the Association.
- b. Voting shall be by secret ballot for the election of officers.

Section 3 Dues

- a. Each individual member of the Association shall pay an annual fee as stipulated by the Board of Directors at the National Meeting for the fiscal year.
- b. The deadline for payment of annual fees (national dues) shall be April 1st of each year. Individuals or chapters submitting dues with a postmark after April 1st and the end of the fiscal year (June 30th) will be assessed a late fee of \$5.00 for each dues submitted.
- c. Life members shall pay a one-time non-refundable fee as established by the Association at its National Meeting. If paid through installments, the fee shall be paid in full within 3 fiscal years and if not paid in full within established time; the amount already paid is non-refundable.
- d. A Subscribing life member is one who has not completed full payment. He/she shall pay Association dues until Life Membership pledge is paid in full.

ARTICLE IV

ALUMNI TRUSTEE

Section 1 Board Representation

The Association shall recommend to the Board of Trustees of Bethune-Cookman University three (3) of its members for election to its Board, one of whom shall be the President, and who shall be known as the Alumni Trustee. One Trustee shall be elected in even numbered years and one shall be elected in odd numbered years. Each Alumni Trustee shall hold office for two (2) years with the opportunity for reelection provided no Alumni Trustee is serving for more than two (2) consecutive terms. Pursuant to the agreement reached between Alumni and Bethune-Cookman University and the Board of Directors of the Association, the Alumni Trustees, other than the President, shall be elected by the members of the Association.

ARTICLE V

BOARD OF DIRECTORS

Section 1 Administration

The administration of the affairs of the Association shall be vested in a Board of Directors consisting of the President, Vice President, Recording Secretary, Treasurer, Parliamentarian, Chaplain, Director of Public Relations, Alumni Trustee(s), Financial Secretary, Corresponding Secretary, Historian, Curator of Alumni Center, current Miss Alumni, immediate past President of the Association. Chapter Presidents, Chairpersons of Standing Committees as hereafter provided in Article VII, Section 1. Ex-officio members without voting rights are Miss Alumni and Curator of the Alumni Center.

Section 2 Term

Directors and Officers shall assume office on July 1st and shall serve for two (2) years and thereafter until their successors shall have been duly elected or appointed. Directors may be reappointed and Officers may be reelected, but no officer may serve more than two (2) successive terms except as stipulated in Article II Section 3(e).

Section 3 Duties

- a. The Board of Directors shall manage the business operation of the Association.
- b. The Board of Directors, through the secretary and approved by the President, shall make written reports after each meeting to the local chapters.
- c. The Board of Directors through the President shall make an annual report (written) at the National Meeting.
- d. The Board of Directors of the Association shall have the right and the ability to remove officers who have not performed their duties as outlined in the bylaws by 2/3 vote of the Board of Directors at the next scheduled meeting.

Section 4 Meetings

- a. The Board of Directors shall hold regularly scheduled meetings at such times and places as it shall establish. The Board of Directors should meet at least two times per year. Minutes of all meetings will be provided to chapter presidents and members present.
- b. There may be a special call meeting if concurred in by two-thirds of the members of the Board, or the Board shall convene upon the written request of a majority of its members.
- c. The procedure for notice and agenda matters shall be the same as with a special called National Meeting (See Article VI, Section 5)
- d. Meetings shall be face-to-face or via teleconference.

Section 5 Quorum

At least eight (8) members of the Board of Directors, excluding ex-officio members, present at a duly called meeting or special meeting that has been announced shall constitute a quorum.

ARTICLE VI

MEETING OF NATIONAL ASSOCIATION

Section 1 Time and Place of National Meeting

- a. The time of the National Meeting shall be set by the Executive Committee/Board of Directors and announced before the close of the National Meeting.
- b. Local chapters shall have the right to bid or volunteer for the hosting of the National Meeting.
- c. Requests for hosting the National Meeting should be presented in writing from the Host City and Chapter as set forth in the guidelines approved by the Executive Committee/Board of Directors for their recommendation to the National Meeting.
- d. The National Meeting will be held every two years, occurring in odd numbered years.
- e. The National Meeting may be cancelled if it is detrimental to the Association or jeopardizes the achievement of the Association's mission, and if concurred by two-thirds vote of the members of the Board of Directors.

Section 2 Notice of Meeting

- a. The notice of the National Meeting of the Association shall be published in the official Alumni Journals, local and national newspapers, social media, and other available news media.
- b. All members in good standing shall be sent written notice of the National Meeting no less than two weeks prior to said meeting, at their last known address, or electronic mail (email).

- c. The Corresponding Secretary and/or webmaster shall be responsible for getting out notifications.
- d. At least one meeting per quadrennial shall be held in Daytona Beach, Florida.

Section 3 Quorum

- a. Members present at a duly called meeting of the members shall constitute a quorum, with the exception of ex-officio members.
- b. No proxy votes shall be allowed at any meeting.

Section 4 Minutes

- a. The Alumni Business Sessions minutes shall be read daily at the beginning of each business session.
- b. The Association shall approve each Business Session minutes.
- c. The last day Business Session minutes shall be approved by the Board of Directors at its official meeting following the close of the National Meeting of the Association.

Section 5 Special Meeting

- a. The Association shall meet in Special Session at the call of the National President, provided the special meeting is approved by two-thirds of the members of the Board of Directors, or the National meeting shall convene upon the written request of two-thirds of the chapter presidents. After due call with proper notice, the members present shall constitute a quorum, with the exception of ex-officio members.
- b. The notice for the special meeting shall include the date, time, and place of said meeting along with the agenda items to be acted upon.
- c. The special meeting shall only deal with those matters listed in the notice of call. In no case shall other matters be dealt with at a special meeting.
- d. No proxy vote shall be permitted.
- e. No less than three (3) days written notice be given.

Section 6 Attendance at National Meeting

- a. All Chapters shall have at least two representatives at the National Meeting.
- b. Any chapter that fails to attend at least two national meetings, within a four (4) year time frame, shall be reviewed by the Executive Committee, for action to be taken by the Board of Directors recommending withdrawal, probation, and/or other sanctions.

ARTICLE VII

COMMITTEES

Section 1 Standing Committees

There shall be seven (7) Standing Committees:

- a. Fundraising Committee
- b. Budget and Finance Committee
- c. Bylaws Committee
- d. Reunion Committee
- e. Chapter Liaison
- f. Nomination/Election Committee
- g. Manual of Operational Procedures Committee (MOPAC)

Section 2 Membership

- a. Each Standing Committee shall consist of no more than (12) or less than (6) persons.
- b. The President shall appoint the Chairperson to serve on (7) Standing Committees. No more than two (2) voting members of each committee shall be from the same chapter.
- c. Each Standing Committee shall at the National Meeting hold an organizational meeting at which time the Secretary and Business Manager of the Committee shall be elected by and from the members of said committee.
- d. Each Standing Committee shall function for a period of one (1) year.
- e. Each Standing Committee shall make a minimum of three (3) reports annually. The said reports shall be made in writing to the Executive Committee/Board of Directors at its regular meetings and at the National Meeting.
- f. Each Standing Committee's report must, among other things, give a progress report and make positive recommendations for the betterment of the program of the Association.
- g. Each Standing Committee is expected to submit annually Bylaws Amendments concerning their Committee when the committee deems it necessary by its members.
- h. The exception to the limited number of persons on a given committee shall be the Fund Raising Committee, Budget and Finance Committee and the Election Committee. These committees may consist of a higher number of persons.
- i. Each Standing Committee shall be personally responsible for travel to and from committee meetings
- j. The chairperson of each standing committee shall be a member of the Board of Directors.
- k. Standing Committees can be added or removed with the majority vote of the Board of Directors.

Section 3 Duties

FUND RAISING COMMITTEE

- a. Shall be responsible for implementing the financial program of the Association as designated by the membership in its National Meeting.
- b. The said implementation shall take form of various fund raising activities, which shall be supported by local chapters, individual members and donors.
- c. The Fund Raising Committee shall make a minimum of three (3) reports annually to the Executive Committee and the final being a comprehensive report at the National Meeting.
- d. The annual report of the Fund Raising Committee shall include a report of past and present performances and recommendations for forthcoming campaigns.
- e. Shall be responsible for devising the Fund Raising activities of the Association.
- f. Shall be responsible for setting a realistic timetable for the ongoing Fund Raising activities of the Association.
- g. Fund Raising activities shall have precedence over ALL other activities, which might be in conflict.
- h. Shall cooperate with local chapters in joining Fund Raising activities and develop a percentage plan for sharing receipts and expenditures.
- i. Must work in harmony with the Budget and Finance Committee.

BUDGET AND FINANCE COMMITTEE

- a. Shall be responsible for the development of a comprehensive budget for the Association, which will serve to meet the goals and objectives of the Association.
- b. The committee must work in harmony with the Fund Raising Committee.
- c. Both the Fund Raising and Budget and Finance Committees shall designate the dates, times and places wherein the Association activities shall take precedence over all other considerations.
- d. Shall insure that all facets of the Association's work are duly funded.
- e. Shall work in conjunction with the National Treasurer and Financial Secretary in ensuring that the work of the Association is moving in a positive direction.
- f. Shall make a minimum of three (3) reports annually to the Executive Committee/Board of Directors Meeting. The final shall be a comprehensive report at the National Meeting.

- g. The annual report shall include a report of the past budgeting items, the actual amount utilized, and a projection for forthcoming year(s).
- h. The recommended budget for the Association shall be published and distributed to the local chapters and presented at the Fall Board of Directors Meeting.
- i. The recommended budget for the Association shall be approved by the Board of Directors.
- j. Shall assist in setting up the accounting system of the Association.
- k. Shall be responsible for having an annual internal audit by the audit committee of the Association's financial records and by a certified public accountant when a new treasurer is elected.

BYLAWS COMMITTEE

- a. Shall be responsible for recommending to the Executive Committee changes in the Bylaws and Constitution, which will be beneficial to the growth of the organization. The Executive committee shall be responsible for evaluating all proposed Bylaw changes prior to the Bylaw Committee report being presented to the Board of Directors.
- b. Shall be the receivers of proposed amendments to the Bylaws from local chapters or individual members.
- c. Shall make local chapters aware of proposed changes to the bylaws before the National Meeting.
- d. Shall apprise the Board of Directors of the proposed changes being contemplated.
- e. Shall be responsible for preparing sufficient copies of the proposed amendments for the National Meeting. The said amendment proposals shall have included the recommendations from the Board and/or their amendment proposals.

REUNION COMMITTEE

- a. Shall be responsible for encouraging alumni to plan and participate in their class reunion activities.
- b. Shall work in accordance with the Memorandum of Understanding, in maintaining listings of classes along with their addresses.
- c. Shall be responsible for setting up guidelines for the reunion activities in conjunction with the Assistant Vice President/Director of Alumni Relations.
- d. Shall be responsible for making an Annual Report to the Association on the proposed reunions and the result of those held.
- e. Shall utilize this method in attempting to rekindle the Bethune-Cookman University spirit

CHAPTER LIAISON

- a. Shall work, to develop plans and programs, which will strengthen local alumni chapters.
- b. Shall be responsible for an annual report to the Association at its National Meeting.
- c. Shall include in their report recommendations for developing better relations and understandings.
- d. Shall make recommendations to the Executive Committee/Board of Directors related to chapters and their relationships to the ongoing program of the University.
- e. Shall be responsible for assisting in the coordination of National and local activities.
- f. Shall be responsible, along with the National President in assuring that all chapters comply with local and state laws and bylaws as they affect that chapter and the Association.
- g. Shall present a National Alumni calendar of events and bylaws at the National Meeting.
- h. Shall be a member of the Membership committee.

NOMINATIONS/ELECTIONS COMMITTEE

- a. Shall utilize the official journal to publish the vacant positions for election.
- b. Shall be recipients of the nominations for all elected positions.
- c. Shall be responsible for the preparation of the official ballot of the recommended candidates of elected officers.
- d. Shall certify in its annual report the results of the election based upon the external accounting firm's tabulations.
- e. Shall, in its annual report, make recommendations that will enhance the election process.

MANUAL OF OPERATIONAL PROCEDURES COMMITTEE

- a. Shall monitor the effectiveness of the Manual in facilitating better organizational function at the National, Regional, and local levels.
- b. Will send updates of the Manual of Operational Procedure to the Board of Directors at the fall and Spring Meetings.
- c. Shall make recommendations for Bylaw Amendments and/or addition to keep the Manual in compliance with the regulations of the Association.

CHAIRPERSON'S DUTIES

THE PRESIDING OFFICER OF EACH STANDING COMMITTEE SHALL:

- a. Preside over the committee as per Robert's Rule of Order, Newly Revised.
- b. Make written, oral and/or electronic reports to the Board of Directors at its regular meetings and/or at special call meetings.
- c. Keep their committee members informed of the changes in the Association's policies.
- d. Work harmoniously with the National President for the good of the Association.
- e. Have authority to formulate sub-committees to assist in the committee's achievement of their goals.
- f. Ensure that a budget for said committees is submitted to the Budget and Finance committee.
- g. Ensure that the said committees shall not exceed its approved budget without permission from the Board of Directors.

ARTICLE VIII

STAFF

Section 1 Administration Aides

- a. The staff of the Association shall consist of volunteers and such other persons hired by the Association or loaned to the Association to implement the program of the Association.
- b. Persons volunteering their services to the Association shall be considered staff members.
- c. All staff shall be accountable to the Executive Committee/Board of Directors through the President.

ARTICLE IX

NOMINATION AND ELECTION

Section 1 Nomination /Election Committee

- a. In accordance with the provisions of the Bylaws, the Nomination/Election Committee shall annually publish the positions in the Association, which shall become vacant.
- b. The Nomination/ Election Committee shall list persons qualified for vacancies among the officers of the Association. To qualify for the office of President, Vice President, Alumni Trustee and Treasurer, a member must have been in good standing of the Association and a local chapter for at least two (2) consecutive fiscal years immediately prior to seeking an elective office and

served on the Executive Committee or Board of Directors. The candidate must have been fully registered and attended at least one National Meeting within the last two fiscal years prior to seeking an elective office.

- c. All other candidates for elective offices must have been a member in good standing of the Association and a local chapter, for at least one (1) fiscal year prior to seeking an elective office. The candidate must have been fully registered and attended at least one National Meeting within the last two fiscal years prior to seeking an elective office.
- d. The Parliamentarian shall review the requirements and guidelines for each office with the committee and assist the committee in verifying the qualifications of the candidates in accordance with and subject to the limitations of Article II, Section 2(e) and Section 3(e).
- e. The accounting firm shall be responsible for receiving ballots of all members of the Association.
- f. The Nomination/Election Committee shall report at the 2nd Plenary Session of the National Meeting.
- g. The Nomination/Election Committee shall officially announce the predetermined deadline for sending in nominations. Nominations shall not be accepted after the deadline date.
- h. The Nomination/Election Committee shall receive nominations from members of the Associations on forms approved by them for this purpose.
- i. No candidate's name shall be presented without his/her written consent.
- j. Election shall be held by nominations and secret ballot as described in Article IX Section 2.

Section 2 Ballots

- a. The Nomination/Election Committee shall mail ballots containing the names of all candidates (a minimum of 30 days) prior to the National Meeting to all members in good standing with the Association.
- b. Upon the return of the individual ballots they shall not be opened until the official meeting of the Nomination/Election Committee at the seat of the National Meeting.
- c. The deadline for the return of ballots shall be stated in publications of the Association and on the ballots.
- d. Members shall have the option of voting for the entire slate of officers on the ballot or for any combination he/she desires without penalty.
- e. Provisions shall be made available in each category for "Write Ins" on the official ballot.
- f. In a special election, only those returned ballots received in the association's Post Office Box postmarked by the U.S. Postal Service prior to/on the deadline date will be considered valid.
- g. At the close of each election, the ballots shall be stored for a period of at least one (1) year.

Section 3 Election Results

- a. The Nominations/Election Committee shall announce the official results of the election at the National Meeting of the Association.
- b. The election results shall be published in the official periodicals of the Association.
- c. The National President with the signature of the Chairperson of the Nomination/Election Committee shall notify the Administration of Bethune-Cookman University in writing of the election results.
- d. All elections for offices of the Association will be decided by a majority of votes cast in said election. If there are more than two (2) candidates for any office of the Association, and no majority reached on the first ballot, a run-off election shall be held between the two (2) candidates receiving the greatest number of votes. The run-off election will be held at the National Meeting of the Association by those in good standing and in attendance. The time and place shall be determined and announced by the Executive Committee.
- e. In case of a tie, the winner shall be determined by an onsite revote conducted by the Nomination/Election Committee.

ARTICLE X

RESIGNATIONS

Section 1 Resignations

- a. Members of the Association who wish to resign their position whether elected, appointed or on a specific committee, shall do so in writing. The Executive Committee/Board of Directors shall consider this statement of resignation.
- b. The vote of the Executive Committee on this matter may be taken by individual ballot. This is the ONLY exception wherein a member of the Executive Committee rather than being present at the meeting may send in a proxy or ballot.
- c. Members of the Association who hold office whether elected, appointed or serving on a given committee who refuse to submit a letter of resignation upon 3/4 vote by the Board of Directors shall be expelled from said post. This decision can be appealed to the Board of Directors.

ARTICLE XI

VACANCIES

Section 1 Vacancies

- a. In the event any of the elected or appointed offices of the Association shall become vacant for whatever reason, the vacancy shall be filled by the action of the Board of Directors.
- b. The vacancy involving the election process shall be in the case of:
 1. The vacancy in the office of President shall be filled by the Vice President
 2. The Board of Directors would then fill the vacancy in the office of Vice President until the completion of that term.
- c. The vacancies in the Standing Committee Chairperson shall be filled as set forth in Article VII Committees, Section 2, Membership, Item b.

ARTICLE XII

REPORTS

Section 1 State Law Requirements

The Board of Directors shall present at the National Meeting an annual report consistent with Chapter 617 of the Florida Statutes

- d. The assets and liabilities of the Association as of the end of a 12-month fiscal period
- e. The principal changes in assets and liabilities during the year immediately preceding the date of the report (prior budget).
- f. The revenue or receipts of the Association during the year immediately preceding the date of the report (prior budget).
- g. The expenses or disbursements of the Association during the year preceding the date of the report.
- h. The number of members of the Association as of the date of the report, together with a statement of increase or decrease in such number during the year immediately preceding the date of the report, and a statement of the place where the names and places of residence of the current members may be found (membership roster).

The report shall be filed with the records of the Association and a copy thereof shall be entered in the minutes of the National Meeting of the members.

Section 2 Committee Reports

Every officer, every standing committee, the Alumni Trustees and special committees shall present written and/or electronic reports to the Board of Directors and to the Association at its National Meeting.

Section 3 Submission to Directors

No report shall be presented to the Association at its National Meeting which has not been submitted previously to the Board of Directors. The Executive Committee/Board of Directors may advise changes or demand additional information to be formulated in the report before it is presented to the Association.

Section 4 Other Financial Reports

The Chairperson of the Budget and Finance Committee shall present at the National Meeting a report concerning any assets held by the Association in trust for, or with a direction to apply the same to, any specific purpose, and the use made of such assets and of income thereof.

ARTICLE XIII

PUBLICATIONS

Section 1 Authorization

The Association shall issue a publication at least annually.

Section 2 Purpose

The purpose of the publication shall be to publish alumni news, to further various alumni projects and to promote the best interest of Bethune-Cookman University.

The Alumni News can give notice to membership of special meetings and the National Meeting along with publishing any other information as called for by the Bylaws.

Section 3 Publication Procedure

This publication is distributed as directed by the Board of Directors, pursuant to editorial policy established by the Board of Directors.

Section 4 Editor-In-Chief

The Public Relations Director shall serve as editor-in-chief of the publication and shall have the authority to appoint an Editorial Board consisting of five (5) members. The editor-in-chief shall be the Chairperson of the Editorial Board.

ARTICLE XIV

EXPENDITURE OF FUNDS

Section 1 Authorized Signature

Any two (2) of the following: President, Treasurer, or Financial Secretary signatures shall be necessary to authorize expenditures of Association monies.

Section 2 Board Authorization

The Executive Committee/Board of Directors may authorize the payment of certain line items in advance, without those items coming before the body.

Section 3 Presidential Authorization

The President may authorize the expenditures approved within the annual budget. The Executive Committee may revoke this privilege, if expenditures are not accounted for with the appropriate receipts.

ARTICLE XV

DISBURSEMENTS

Section 1 Travel Expenses

- a. Executive Committee officers who attend a minimum of 75% of the duly called meetings shall be reimbursed for the National Meeting registration fee plus up to \$300.00 to help defray the cost of related expenses (travel and lodging) at the National Meeting upon submitting receipts and the Voucher form to the NAA Treasurer.
- b. Each officer living in Florida shall be paid a prorated fee according to distance traveled up to \$50.00 per trip to assist with expenses incurred at Board of Directors meetings or Executive Committee meetings. Officers living out-of state shall be afforded up to \$200.00 to assist with airfare, when applicable. To assist the President, if living out of state, not to exceed \$1,000.
- c. The National President shall have funds allocated in the budget for travel related expenses (lodging, airfare and shuttle) when applicable.
- d. Local chapters shall be responsible for the travel expenses for their presidents, committee chairpersons, Ms. Alumni contestant and/or representatives.
- e. The expenses of the Association's Ms. Alumni queen, Ms. Maroon and Ms. Gold shall be covered as directed in the Ms. Alumni Guidelines.
- f. It is understood that said per diem and travel expenses (listed in items a-e above) are subject to the condition of the Treasury.

Section 2 Contributions

- a. All contributions, dues, and correspondence shall be mailed directly to National Alumni Association of Bethune-Cookman University, Inc., P. O. Box 11646, Daytona Beach, FL 32120.
- b. Checks should be made payable to National Alumni Association of Bethune-Cookman University, Inc.

ARTICLE XVI

QUORUM

Where the Bylaws do not specify a quorum, the quorum shall be a majority of the membership present where due notice has been given, with the exception of ex-officio members..

ARTICLE XVII

PROCEDURES

These Bylaws and Robert Rules of Order, Newly Revised shall govern the proceedings of all meetings of the Association and of the Board of Directors.

ARTICLE XVIII

AMENDMENTS

Section 1 Procedure

These Bylaws may be amended by vote of the majority of the members present at the National Meeting or at any special meeting duly called for that purpose, provided that notices of such proposed amendments shall be mailed at least 30 days prior to the date for which the meeting is called and the Executive Committee/Board of Directors shall have conducted two readings approving said amendment(s) with the final reading being at the time of adoption. Proposed amendments shall be submitted in writing to the Chairperson of the Bylaws Committee at least 60 days before the date, with the final meeting being at the National Meeting or special meeting.

Section 2 Compliance

Any amendments to the Bylaws affecting a change in the number of Directors shall conform to the provisions of the Not-For-Profit Corporation Law of the State of Florida.

ARTICLE XIX

SEAL

Section 1 Form

The corporate seal shall have the name of the corporation and the word "SEAL" inscribed thereon, and may be an impression seal.

THE BYLAWS ADOPTED AS AMENDED THE 28th DAY OF JUNE IN THE YEAR OF OUR LORD TWO THOUSAND AND EIGHTEEN.