

The Duval/Nassau Alumni Chapter of Bethune–Cookman University By-Laws

Article I

Preamble

The general purpose of this association shall be to perpetuate the history, ideas and philosophy of Bethune-Cookman University. To provide a medium of amicable communication between the college and its graduates as they depart to serve humanity. To render aid to Bethune-Cookman University, its students and graduates.

Section 1 **Mission Statement**

To assist the University with the recruitment of diverse students with academic potential from a cross section of Duval and surrounding counties. Give first, then get others to financially support the University. Promote the positive image of the University and foster the ideas of the Founder, sustaining Dr. Mary McLeod Bethune’s legacy of Faith, Service and Scholarship in the community where Alumni live and work.

Article II

Chapter Meetings

Section 1 **Time and Place of Regular Meeting**

The time, place and frequency of meetings shall be set at the beginning of each fiscal year.

Section 2 **Notice of Meeting**

- a. Notification of monthly meetings shall be by telephone, news media, email and/or US mail.

Section 3 **Quorum**

- a. Those members present at a duly called meeting of the members shall constitute a quorum.
- b. No proxy votes shall be allowed.

Section 4 **Minutes**

- a. The minutes of the previous monthly meeting shall be distributed at each meeting.
- b. The members present should approve the minutes.

Section 5 **Special Meeting**

- a. The Duval/Nassau Chapter shall meet in special sessions at the call of the President and/or the Executive Board.
- b. The notice of the special meeting shall be the same as Article I Section 2
- c. No proxy votes shall be allowed.

Article III

Membership

Section 1 **Eligibility**

- a. Members of the Duval/Nassau chapter shall be:
 - 1. Graduates of Bethune-Cookman University.
 - 2. Non-Graduates of Bethune-Cookman University who attend at least one academic semester and left in good standing.
 - 3. Honorary Members of Bethune-Cookman University.
- b. Members in good standing shall be all of the persons described above who have met the financial requirements of the National and Local Alumni Association.

Section 2 **Voting Rights**

- a. All members in good standing shall cast a vote on issues.
- b. Voting may be by voice method and/or ballot method.
- c. Voting shall be by secret ballot for the elections of officers.
- d. The presiding officer shall not vote unless voting is by secret ballot or a tie has to be broken.

Section 3 **Election of Officers**

- a. Ballots containing the name of all candidates' for office shall be mailed to all members in good standing (Article III, Section 1, b) of the Duval/Nassau Chapter.
- b. Upon the return of the individual ballot they shall not be opened until the official meeting of the Nominations/Election Committee at the elections meeting.
- c. The deadline for the return of ballots shall be stated on the ballot.

- d. Members have the option of voting for the entire slate of officers on the ballots or for combination desired without penalty.
- e. Provisions shall be made available in each category for “write-ins” on the official ballot.
- f. Only those returned ballots postmarked prior to/on the deadline date shall be considered valid.
- g. The secretary shall cooperate with Nominations/Election Committee in preparing the ballots, mailing the ballots and supplying election materials for the committee.
- h. If there are more than two (2) candidates for any office and no majority reached on the first ballot, a run-off election shall be held on the two (2) candidates receiving the greatest number of votes. The run-off election shall be held at the election meeting by those in attendance and are members in good standing. Open elections and secret ballot shall hold elections.
- i. No candidate name should be presented without consent.

Section 4 Dues

- a. Each member of the chapter shall pay an annual membership fee for local dues to be assessed annually. The National Alumni Association will assess national dues. Both fees are to be paid by each member.
- b. The National Alumni Association shall assess life members.
- c. Subscribing Life Members and Paid Life Members will only be required to pay local dues as assessed by the local chapter.

Article IV

Executive Board

Section 1 Composition

The Executive Board of the Duval/Nassau Chapter shall consist of the President, Vice President, Secretary, Assistant Secretary, Treasurer, Financial Secretary, Chaplain, Parliamentarian, Public Relations Director and the Immediate Past President.

Section 2 Term

- a. The term of all elected officers shall be two (2) years. All elected officers may serve no more than two (2) terms in succession.
- b. Election shall be held every two (2) years in the month of May. The fiscal year begins July 1st and ends June 30th.

Section 3 **Duties**

- a. The Executive Board shall manage the business operations of the local chapter. (suggested to be removed)
- b. The Executive Board shall make an annual written report at the end of the fiscal year.

Section 4 **Meetings**

- a. Special call meetings of the Executive Board may be called by the President to conduct business requiring immediate action by the board.

Section 5 **Quorum**

- a. One-third (1/3) of Board Members present at a “special call” meeting shall constitute a quorum.

Article V

Officers

Section 1 **Duties**

- a. **President.** The president shall preside at all chapter meetings and serve as Chairman of the Executive Board; be a member of all committees ex officio, except the Nomination/Election Committee and shall appoint all committee chairs. The President shall be the chief administrative officer.
- b. **Vice President.** The Vice President shall perform all duties during the absence of the President, and shall succeed to the office of the President in the event of withdrawal or resignation of the President. The Vice President shall serve as chairperson of the membership committee and perform such other duties as may be assigned by the Executive Board.
- c. **Secretary.** The Secretary shall keep a record of all meetings, notify members of meetings (Article 2 Section 2) and perform all other usual duties of this office and be subject to the directions of the President and the Executive Board. The Secretary shall be responsible for all correspondence to and from the National Alumni Association.
- d. **Assistant Secretary.** The Assistant Secretary shall perform all duties in the absence on the Secretary and is subject to the directions of the President and the Executive Board.
- e. **Treasurer.** The Treasurer shall be bondable, hold all funds of the association in a reputable bank, write checks only after reimbursement vouchers have been submitted and disbursement of funds have been

voted upon by a quorum (Article II, Section 3a). The Treasurer shall have completed 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 prepare a monthly written report to the chapter and disseminate copies of the report. The report shall agree with Financial Secretary report.

- f. Financial Secretary. The Financial Secretary must keep a record of all financial transactions, which shall include dues, contributions, expenditures or disbursements of any kind. Must also make a monthly report to the chapter and disseminate copies of the report. The report shall agree with the Treasurer's report.
- g. Parliamentarian. The Parliamentarian shall advise the presiding officer of the rules governing situations in the sessions whenever there is a questionable interpretation of the by-laws or upon the request of the Chair or members of the assembly.
- h. Chaplain. The Chaplain shall hold devotional periods before and at the end of all meetings conducting chapter business.
- i. Director of Public Relations. The Director of Public Relations shall work in conjunction with the President and Executive Board in the distribution of news to the media and develop initiatives of corporate partnership to enhance chapter activities.
 - i. Maintain a current mailing list of all-major media sources and corporations.
 - ii. Develop and maintain a resource file on the past and present and achievements of the alumni.
 - iii. Serve as liaison to the media whenever the association is sponsoring activities.

Section 2 **Attendance Meeting**

An officer, who fails to attend two (2) regularly scheduled meetings without a legitimate excuse, or not having properly notified the President or another member of the Executive Board, will be asked to resign their position in the chapter. The Officer is automatically dismissed at the third meeting. The body may allow the President to appoint someone to that position or the body may elect a member who is present at the meeting and in good standing. The new officer is given the right to acquire all materials and information from the past officer.

Article VI

Disbursements

Travel Expenses

The President or appointed designee shall be allowed travel expenses for official meeting out of town at a rate of thirty seven cent (37) per mile round trip from the point of origin and seventy five dollars (\$75.00) per diem.

Other Expenses

The chapter will provided expenses for two (2) representatives to the National Alumni Convention registration and/or room fees.

Article VIII

Expenditure of Funds

Authorized Signature

Any two (2) of the following: President, Vice President, Treasurer or Financial Secretary signatures are necessary to authorize expenditures of association monies.

Section 1 Standing Committees

There shall be eight (8) Standing Committee:

- a. Budget and Finance
- b. Fund Raising
- c. Care Team
- d. Football Classic
- e. By-Laws
- f. Membership
- g. Scholarship
- h. Nominations/Election

Section 2 Membership

- a. The chairperson shall appoint at least five (5) persons to serve on the standing committees.
- b. The Standing Committee shall hold and organization meeting at which officers shall be elected as needed.
- c. The Standing Committee shall function for a period of one (1) year.
- d. The Standing Committee shall make a report at regular meetings.

- e. The Standing Committee's report must among other things, give a progress report and make positive recommendation for the betterment of overall program of the local chapter. Each Standing Committee shall submit annually if necessary, Amendments to the By-Laws Committee.

Section 3 **Duties**

a. The Budget-Finance Committee

- i. Shall be responsible for the development of a comprehensive budget for the chapter, which will serve to meet the goals and objectives of the chapter.
- ii. Must work closely with the Fund-Raising Committee; Chapter activities shall take precedence over all other considerations.
- iii. Shall be responsible for having an annual audit of chapter's financial records.

b. Fund-Raising Committee

- i. Shall be responsible for implementing the financial program of the chapter as designated by the membership.
- ii. Shall be responsible for devising the Fund-Raising activities of the chapter.

c. Care Team

- i. Shall notify members of illnesses, deaths, etc.
- ii. Shall send cards, flowers or whatever is decided by the Chapter.

d. Football Classic Committee

- i. The Gateway Classic has been suspended by the University as of 2006.

e. By-Laws Committee

- i. Shall be responsible for recommending to the chapter changes, which will be beneficial to the growth of the organization.
- ii. Shall be the receivers of proposed amendments to the by-laws from chapter, individual members and standing committees.

f. Membership Committee

- i. Shall be responsible for the continual growth of the Alumni Association.
- ii. Shall be responsible for planning membership drives and other events to get new members and to reinstate inactive members.
- iii. Shall be the chair of this committee.

g. Scholarship Committee

- i. Responsible for developing criteria for scholarships presented by the Chapter.
- ii. Responsible for choosing Scholarship winners.
- iii. Responsible for the Founder's Day Celebration of which all proceeds go toward the Scholarship Fund.

h. Nomination/Election Committee

- i. Shall publish the position of the chapter, which is vacant.
- ii. Shall qualify all candidates for elective office. All candidates for elective offices must be a member in good standing of the National Association and the Local Chapter for at least one (1) year prior to seeking an elective office.
- iii. Shall be responsible for sending and receiving all ballots of all members of the chapter per (Article III, Section 2).
- iv. Shall announce the predetermined deadline for sending in nominations and no nominations will be accepted after the deadline date.
- v. Shall be responsible for the tabulation of and report the results to the chapter at the election meeting.