

THE CONSTITUTION AND BY-LAWS  
OF



The **MIAMI-DADE CHAPTER** of the  
Florida A&M University National Alumni Association  
[www.MiamiDadeFAMUNAA.org](http://www.MiamiDadeFAMUNAA.org)

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## PREAMBLE

This Chapter is organized and operates under the general authority and Charter granted by the Florida A&M University National Alumni Association, Inc. Its purpose is to serve as a Direct Support Organization in devising and implementing programs and projects which will assist in the furtherance of the central mission of Florida A&M University to educate national and international students. This organization will function as a Direct Support Organization as defined by the Board of Trustees in the State University System and as an organization exempt under section 501(c)(3) of the Internal Revenue Code of 1954, as amended.

## Article I: NAME

This organization shall be known as the Miami-Dade Chapter of the Florida A & M University National Alumni Association, and shall be an affiliate of the general Florida A&M University National Alumni Association.

## Article II: PURPOSE

Section 1. The purpose of the Chapter is to support the goals and objectives of Florida A&M University and the Florida A&M University National Alumni Association, Inc. and to enhance and insure the continued existence of Florida A&M University in a manner not inconsistent with this Constitution, and function exclusively as a religious, charitable, scientific, literary, and educational organization within the meaning of 501 (c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law. The Florida A & M University National Alumni Association reserves the right to monitor and control the activities of this Chapter and the use of its name.

Section 2. Notwithstanding any other provision of this Constitution, this organization shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under section 501 (c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law.

## Article III: MEMBERSHIP

Section 1. Alumni of the former Normal School, all alumni of Florida A&M College and Florida A&M University, and all persons who have completed one semester or trimester or one quarter and who left in good standing, shall be eligible for full membership in this association.

## Section 2. LIFE MEMBERSHIP

Individuals who pay the national life membership fee must continue to pay the local and regional portion of dues for membership in the local and regional chapter.

## Section 3. ASSOCIATE MEMBERSHIP

Any person who did not attend the University who is interested in supporting the causes of the National Alumni Association may become an Associate Member by majority vote of the membership at any regular meeting by those present and voting. Chapters that identify such persons may enroll them as Associate Members of their Chapter. Any person voted as an Associate Member will remain an Associate Member as long as he/she pays their annual dues. Associate Members may vote and hold office at all levels except the National level.

Section 4. The annual membership dues year is January 1 – December 31. To operate concurrently with the University, the fiscal year of the Association is July 1 – June 30.

## Article IV: OFFICERS

Section 1. The following officers shall be elected: President, Vice-President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, Parliamentarian, and Publicity Director. The Chaplain, Business Manager, and Historian being appointed by the President.

Section 2. The tenure of office shall be two (2) years, or until their successors have been elected or appointed. An individual shall not hold the office of President for more than two consecutive terms, unless voted upon by financial members with a 2/3 vote.

Section 3. An individual must be financial and have attended at least fifty percent of the chapter meetings during the 12 month period prior to the development of the slate of officers to be eligible to run for office. This determination will be based on the attendance record of the chapter.

Section 4. In the event an office becomes vacant before the end of the elected term, the President and the Executive Board shall appoint a financial and qualified member. The newly appointed officer shall assume responsibility for the vacated office until the next regular election.

## Article V: ELECTIONS

Section 1. The appointment of the Nominating committee shall occur at a regular alumni meeting in March of each odd-numbered year.

Section 2. The slate of officers shall be presented to the membership at the April meeting of each odd-numbered year and nominations from the floor shall be accepted at that time only.

Section 3. Voting for the election of officers shall take place by secret written ballot by financial members in May of each odd-numbered year.

Section 4. To be eligible to vote in the chapter election in the odd-numbered year, members must be financial by January of that year.

Section 5. A Tellers Committee shall be appointed by the chairperson of the Nominating Committee. A candidate for office may not be a member of the Tellers Committee.

## Article VI: MEETINGS

### Section 1. CHAPTER MEETINGS

The organization shall hold regular meetings on the third Saturday of each month with the exception of June. All meetings are subject to change with proper notification from the President and Executive Board. In addition, meetings will be announced publicly utilizing print, electronic, and/or other media.

### Section 2. CALL MEETINGS

For the Executive Board, call meetings will require a minimum of three (3) days notice of the meeting and its purpose, and at least five (5) days notice will be provided to members when a call meeting is scheduled for the full membership.

### Section 3. QUORUM

A quorum for meeting commencement shall constitute seven (7) financial members and of that seven (7), the President or Vice-President must be present.

## Article VII: EXECUTIVE BOARD

The Executive Board shall consist of all *elected* officers, appointed officers, and standing committee chairs.

## Article VIII: DUTIES AND POWERS OF THE EXECUTIVE BOARD

Section 1. The Executive Board is responsible for conducting routine business of the chapter.

Section 2. The Executive Board will meet via conference call or in person within the week prior to regular meetings to establish the agenda for the meeting, discuss other pertinent business, and approve the plan of activities proposed by the President.

Section 3. The Executive Board will approve fund disbursements and examine all financial reports.

Section 4. The Executive Board may recommend the removal from office any officer who has failed to faithfully and effectively perform assigned duties, or who, without good cause fails to attend three (3) regular and/or executive board meetings for which ample notice was not given. The final decision in a removal proceeding rests with the financial membership by 2/3 vote at a regular meeting, or at a call meeting specifically for that purpose.

Section 5. All actions of the Executive Board are subject to override by two-thirds vote of those financial members present and voting at a regular meeting.

## Article IX: AMENDING THE CONSTITUTION

The Constitution may be amended upon two-thirds majority vote of the body present at a regular meeting of the Chapter, provided copies of the proposed amendments have been made available to active members no less than thirty (30) days prior to vote on same, along with notice of the date of such meeting.

## Article X: RULES OF PROCEDURE

The proceedings and business of the chapter shall be governed by Roberts' Rules of Order (latest edition), unless otherwise provided in the Constitution and/or By-Laws.

## THE BY-LAWS

### Article I: OFFICERS AND THEIR DUTIES

#### Section A – President

The President shall/will:

1. Preside at meetings of the Executive Board and the Chapter at large.
2. Guide and direct the activities of the Chapter.
3. Have the authority to appoint the Chaplain, Historian, Business Manager, and all committee chairpersons.
4. Present an annual proposed plan of activities for the year at the April meeting, for tentative approval, and final approval at the May meeting. The plan will be presented to the Executive Board prior to the meeting with the general body.
5. Be an ex-officio member of all committees, except the Nominating Committee.
6. Represent the Chapter at meetings and conferences, and in all other contacts with other organizations.
7. Represent the Chapter at state, regional, and national alumni association meetings. If necessary, assign a designee if the Vice President is unable to assume this duty.
8. Sign all documentary papers as appropriate.
9. Be bonded.
10. Be issued a bank issued debit card for monthly expenditures and/or chapter emergencies in lieu of petty cash.
11. Report all individual expenditures chargeable to the alumni chapter to the Treasurer.
12. Present an annual budget to the chapter for tentative adoption at the April meeting, and final adoption at the May meeting.

#### Section B – Vice President

The Vice President shall/will:

1. Preside over meetings in the absence of the President.
2. Assume responsibility of the office of President in case of the President's disability or removal.
3. Assist the President in the general performance of his/her duties.
4. Oversee all standing committees.
5. Be bonded.

#### Section C – Recording Secretary

The Recording Secretary shall/will:

1. Attend meetings of the general body as well as of the Executive Board.
2. Record and keep permanent records of all meetings of the Chapter and its Executive Board.
3. Retain a current roster of all financial members.
4. Keep accurate record of attendance at all chapter meetings.
5. Receive and record monthly status reports from the Financial Secretary and Treasurer, as well as other committee reports as they are presented.
6. Relinquish to the Financial Secretary receipts for all expenditures generated by either secretary.

Section D – Corresponding Secretary

The Corresponding Secretary shall/will:

1. Be given all correspondence to be presented to the Chapter membership.
2. At the direction of the President or other Chapter officers, prepare correspondence and other written materials for mailing and/or dissemination.
3. The Corresponding Secretary and/or the Financial Secretary will keep minutes in the absence of the Recording Secretary.

Section E – Treasurer

The Treasurer shall/will:

1. Receive from the Financial Secretary all funds for the Chapter and deposit those funds in the Chapter's account, not more than three banking days after receipt.
2. Be bonded.
3. Prepare a written monthly financial report to be placed in the records of the Chapter. The report will be presented to the Executive Board and then to the general body.
4. Complete the required Internal Revenue form(s) and an annual statement of chapter operations
5. Submit transmittal logs and checks to national and regional for all financial members.
6. Keep an accurate accounting of all monies received and disbursed.
7. Retain all expenditure vouchers for seven years.
8. Serve as chairperson of the Budget and Finance Committee.

Section F – Financial Secretary

The Financial Secretary shall/will:

1. Receive and record all monies received by the Chapter.
2. Deliver to the Treasurer within three banking days of receipt of all funds which must be deposited.
3. Maintain a current record of the financial status of all members of the Chapter.
4. Maintain an accurate and complete record of all receipts.
5. Assist Treasurer in preparation of the monthly financial report to the Executive Board and the membership.
6. Issue a receipt for all monies received.
7. Serve on the Budget and Finance Committee.
8. Be bonded.

Section G – Parliamentarian

The Parliamentarian shall/will:

1. Assist the President or other persons presiding in maintaining order in meetings through effective enforcement of parliamentary rules. Robert's Rule of Order shall govern in all cases.
2. Serve as chairperson of the Constitution and By-Laws Committee.

Section H– Publicity Director

The Publicity Director shall/will:

1. Be in charge of all publicity for the Association, which includes the website and all social media platforms.
2. Assume responsibility for placing notices of the alumni association meetings, as well as for advertising and other activities.
3. Be responsible for producing and distributing the chapter newsletter, *Thy Noble Shrine*.
4. Serve as chairperson of the Public Relations Committee.

The following positions will be appointed at the pleasure of the President.

Chaplain (appointed)

The Chaplain shall/will:

1. Open all regular and called meetings of the Chapter with devotion.

Business Manager (appointed)

The Business Manager shall/will:

1. Transact business for the Chapter as directed by the Executive Board.



2. Maintain close liaison with committees and individuals of the Chapter conducting activities which require external agencies as directed by the Executive Board.

Historian (appointed)

The Historian shall/will:

1. Ensure the activities of the chapter are archived and/or accurately recorded for historical and reference purposes.

## Article II – COMMITTEES

The President shall appoint committee chairpersons annually. Members may volunteer to serve on all committees except the Nominating Committee.

### Section A. Standing Committees

Standing committees shall be those which function throughout the year.

- a. The Program Committee shall develop a plan of activities for the year. The Program Committee Chairperson shall serve on the Budget and Finance Committee.
- b. The Membership Committee shall function to increase the number of dues-paying members.
- c. The Budget and Finance Committee shall assist the President in providing a budget for the year. The budget shall be presented to the chapter for the first reading in April, and the second reading, for final approval, at the May meeting. The committee shall include the Treasurer as Chairperson, Financial Secretary, Program Committee Chairperson, and other chapter members.
- d. The Fundraising Committee shall recommend and coordinate all fundraising activities.
- e. The Scholarship Committee shall develop criteria for applicants, review applications of prospective candidates for scholarship awards, and develop fundraising activities for scholarships in conjunction with the fundraising committee. The names of the candidates shall be presented in May. The committee will also coordinate with FAMU's Office of Enrollment Management and Miami-Dade County Public/Private Schools. Of the scholarships to be awarded by the Chapter, a child of an active member(s) of the Chapter shall be given priority for at least one scholarship annually. The committee shall review rules and regulations for granting scholarships, and update as necessary.

- f. The Hospitality Committee shall serve as host for local chapter functions and shall send an appropriate instrument expressing the chapter's sentiment to the chapter member upon the approval of the President.
- g. The Political Action Committee shall function as legislative contact responsible for influencing support of those bills and/or recommendations local and state that can enhance the University's program and progress.
- h. The Athletic Committee shall serve to enhance the athletic program of the University and provide informational updates on the progress of the athletic programs.
- i. The Nominating Committee shall consist of at least five (5) elected members who do not hold office or chair a standing committee. The Nominating Committee shall be elected in May of each odd-numbered year. The President shall appoint the chairperson from those members elected. The committee shall certify the credentials of all candidates for office, and prepare the official slate of nominees.
- j. The Constitution and By-Laws Committee shall consist of the Parliamentarian as chairperson and at least four (4) other chapter members. This committee shall propose needed changes in the Constitution and By-Laws, carefully examine all proposed amendments to the Constitution and By-Laws of the Florida A&M University National Alumni Association, and circulate the same within the Chapter.
- k. The Public Relations Committee shall effectively publicize University and Alumni activities. The Publicity Director shall serve as chairperson of the Public Relations Committee. The Publicity Director can assign duties to committee members as needed.

## Section 2. Ad Hoc Committees

Ad Hoc Committees shall be appointed by the President to perform special tasks. They cease to function when their duties are completed.

## Article III – GENERAL

### Section A. Dues

The Chapter will establish annually during the month of March the specific amount for dues to be paid during the ensuing year. The period covered by annual dues will be July through June. The amount set by the Chapter will include assessments by the state, regional, and national offices for allocating membership.

#### Section B. Membership

The membership will be valid for the calendar year, January 1 through December 31. After paying the prescribed dues, membership credentials are issued by the Office of Alumni Affairs. These credentials serve as official confirmation of membership. Chapter dues received beginning October 1, shall be valid for the calendar year that the member designates.

#### Section C. Check Signatures

All checks issued by the Chapter shall bear the signatures of two officers, one which shall be the Treasurer, and the second the President, Vice President or Financial Secretary.

#### Section D. Disbursements

The signature of either the President, the Vice President, the Financial Secretary, or the Treasurer must appear on all vouchers before being presented for disbursement.

#### Section E. Restricted or Designated Funds

All net proceeds that are accumulated for restricted or designated purposes shall be spent for said purpose only. i.e. Scholarship

### Article IV – AMENDING THE BY-LAWS

The By-Laws may be amended upon two-thirds majority vote of the body present at a regular meeting of the Chapter, provided copies of the proposed amendments have been made available to active members no less than thirty (30) days prior to vote on same, along with notice of the date of such meeting.