

THE NATIONAL ALUMNI ASSOCIATION OF
SHAW UNIVERSITY, INCORPORATED



CONSTITUTION AND BY-LAWS

Amended October 28, 2016

**CONSTITUTION AND BY-LAWS OF THE NATIONAL ALUMNI
ASSOCIATION OF SHAW UNIVERSITY, INC.**

ARTICLE I – NAME

The name of this organization shall be The National Alumni Association of Shaw University, Inc. (Hereafter referred to as “The Association”).

ARTICLE II – MISSION STATEMENT

The Mission of the National Alumni Association is to promote fellowship among alumni, fundraiser and assist in recruitment and retention of students for the advancement of Shaw University.

ARTICLE III – PURPOSE

The purpose of the organization shall be:

- A. Develop and maintain mutually beneficial relationship between Shaw University and the alumni community.
- B. Maintain and encourage alumni, friends and/or corporate financial support of Shaw University through various fundraising initiatives.
- C. Develop and maintain an open, transparent communication process with University’s officials, Board of Trustees members and the active alumni base.
- D. Work closely with alumni chapters to ensure information is properly disseminated to alumni base. This includes but not limited to current developments within the organization and the university.
- E. Encourage the development of new chapters across the country as the need arises.
- F, Assist in recruitment and retention of students.

ARTICLE IV – MEMBERSHIP

The membership of The Association and any of its constituent groups (chapters) shall consist of all graduates, former students and associates of Shaw University.

- A. Active members in The Association shall be those paying annual dues as set forth in Article XIX, Alumni Dues. Active members in the local chapters must adhere to the financial requirement set forth by each individual chapters.
- B. Inactive members are those failing to pay annual dues to The Association and/or local chapters. Inactive members shall be denied the privileges of voting and holding office in The National or local chapters.
- C. Life members shall be alumni who have paid life membership dues as set forth By Laws of the association.
- D. Former students of the University or CAPE program shall be alumni, although they may not have graduated. They shall receive the same rights as an associate member, which would be their eligibility status.
- E. Associate membership may be granted by a local chapter to any person who demonstrates interest by support of, and participation in, the programs and activities of the local chapter and The Association. Associate Members shall have voting privileges at the local level only. Their presence shall be considered part of the quorum required to conduct chapter business.
- F. First year alumni shall have one-year free membership in The Association the year following graduation.
- G. To be eligible to vote regarding The Association's business, the member's dues must be current and paid during The Association's fiscal year of July 1st to June 30th.

ARTICLE V – ORGANIZATION LEVELS

Section 1

The two levels of organization shall be Chapters and Regions in North Carolina and Chapters and Regions outside North Carolina.

- A. Regions in North Carolina: Western NC; Northeastern NC; Southeast NC.
 - 1. Western: Watauga, Avery, Mitchell, Alleghany, Wilkes, Surry, Stokes, Forsyth/Winston-Salem, Yadkin, Caldwell, Alexander, Iredell, Davie, Davidson, Rockingham, Guilford,/Greensboro, Haywood, Swain, Madison, Yancey, Buncombe, McDowell, Rowan, Ashe, Clay, Graham, Macon, Jackson, Transylvania, Henderson, Polk Rutherford, Cleveland, Lincoln, Gaston, Cabarrus, Richmond, Anson, Montgomery, Stanley, Union, Mecklenburg/Charlotte, Cherokee.
 - 2. Northeast: Caswell, Alamance, Chatham, Orange, Person, Durham, Granville, Vance, Warren, Franklin, Johnson, Halifax, Northampton, Hertford, Bertie, Wilson, Edgecombe, Martin, Washington, Tyrell, Dare, Chowan, Perquimans, Pasquotank, Camden, Currituck, Nash, Gates, Wake.
 - 3. Southeast: Moore, Lee, Harnett, Wayne, Sampson, Pender, Dublin, Roberson, Carteret, Pamlico, Jones, Onslow, Lenoir, Bladen, New Hanover, Brunswick, Craven, Columbus, Cumberland, Moore, Scotland, Hoke.
- B. Regions Outside North Carolina: Southeastern US, Northeastern US, Western US.
 - 1. Southeastern: South Carolina, Florida, Georgia, Alabama, Louisiana, Mississippi, Tennessee, Arkansas, Kansas.
 - 2. Northeastern: Virginia, District of Columbia, Maryland, Delaware, Pennsylvania, New Jersey, New York, Connecticut, Rhode Island, Maine, Vermont, West Virginia, New Hampshire, Kentucky, Massachusetts.
 - 3. Western: Illinois, Michigan, Ohio, Indiana, Wisconsin, Missouri, California, Arizona, New Mexico, Texas, Washington, Oklahoma, Oregon, Colorado, Nevada, Alaska, Hawaii, Iowa, Idaho, Minnesota, Montana, Nebraska, North Dakota, Utah, Wyoming.
- C. The Director of Alumni Relations shall issue charter membership certificates with the approval of the NAA elected Executive Board members.

Section 2

Organization of Chapters – Three or more alumni living within a city or town or metropolitan complex where there is no organized chapter may organize to form a local chapter. The Chapter shall be named for the city or county in which the alumni live or with which the alumni wish to affiliate and be distinguished as a chapter of the National Alumni Association of Shaw University.

ARTICLE VI – PARLIAMENTARY AUTHORITY

Parliamentary Authority of the National Alumni Association of Shaw University shall be **Robert’s Rule of Order**, current edition.

ARTICLE VII – OFFICERS AND EXECUTIVE COMMITTEE

Section 1: Elected and Appointed Officers (Shall be called Executive Committee)

Section 1: Elected and Appointed Officers (Shall be called Executive Committee) The Executive Committee of the Association shall be composed of the elected officers of The Association. The University Director of Alumni Relations (or designee) shall participate in the Executive Committee meetings, but shall not have same rights and privileges as the elected officers. Elected Association Officers – The Association shall have the following elected officers: President, Executive Vice President, Recording Secretary Corresponding Secretary, Financial Secretary, Treasurer, Parliamentarian, Chaplain, Vice President of Young Alumni Relations, Vice President of Cape Affairs and Regional Vice Presidents. No more than two members from any one chapter shall be represented on the Executive Committee at any given time.

Elected Association Officers – The Association shall have the following elected officers:

President
Executive Vice
President
Recording
Secretary
Corresponding
Secretary Financial
Secretary Treasurer
Parliamentarian
Chaplain
Vice President of Young Alumni Relations
Vice President of Cape Affairs
Regional Vice Presidents

A. The President shall have the authority to appoint with concurrence from the Executive

Committee other non-elected officers as desired, such as: historian, assistant secretary, or assistant treasurer.

- B. The term of office of the Executive Committee members of the NAA shall be two years. The term of office of an elected NAA officer begins at the close of the annual homecoming business meeting and ends at the close of the annual homecoming business meeting two (2) years later. The term of office may be extended for an additional two (2) years upon election by the membership. Officers may succeed their second term only once, unless otherwise approved by a majority of members.
- C. Removal of Officers-An elected officer may be removed from office by majority vote of the Executive Committee for documented failure to carry out his/her duties as prescribed.
- D. Vacancy – The President shall have the authority to recommend a selection of a member to fill a vacancy of an elected officers. The President shall present the selection to the Executive Committee for the concurrence. The Executive Committee shall ratify the appointment at the next scheduled meeting. If the Executive Committee does not ratify the nominee by majority vote, then the President must make another selection to the Executive Committee for ratification.

Section 2. Executive Committee: Shall be composed of the elected officers of the Association, Shaw University Director of Alumni Relations, (or designee), immediate past President of the Association for one (1) year. Chairpersons appointed by the President are not eligible to vote on any matter concerning the NAA and should only be present in meetings when their sub-committee is scheduled to report to the Executive Committee regarding affairs of the sub-committee. No more than two members from any one chapter shall be represented on the Executive Committee at any given time.

Section 3. Attendance

All officers, elected and appointed are expected to attend all Association meetings (CONFAB and Homecoming)

ARTICLE VIII – OFFICERS’ DUTIES

Section 1. President

It shall be the duty of the President to preside at all meetings of the National Alumni Association and the Executive Committee and to perform all reasonable and necessary duties to maintain The Association. The President shall serve as chairperson of the Executive Committee, appoint the chair and members of all committees. The President shall act for The Association in collaboration with Executive Officers, authenticate by signature all proceedings and represent The Association. The Association President shall attend meetings of the Shaw University Board of Trustees as the authorized and legal representative of the National Alumni Association.

Section 2. Executive Vice President

It shall be the duty of the Executive Vice President to preside in the absence of the President. The Executive VP shall visit local chapters during each fiscal year, maintain communications with all regional VP's and act as the Chief Operations Officer for the NAA. The Executive Vice President is an ex-officio member of all standing sub-committees and have the responsibilities to ensure that the association conducts two (2) annual meetings by chairing or coordinating relevant sub-committees.

Section 3. Regional Vice Presidents

It shall be the duty of the Regional Vice President to strengthen public relations and maintain cooperative relationships with local chapters and The Association. The Regional Vice Presidents shall ensure that their respective Chapters are functioning and operating effectively, and in accordance with the Constitution and By-laws of the National Alumni Association. It shall be the duty of the Regional Vice Presidents to conduct at least two (2) Regional Meetings per year and submit to the President and Executive Vice President a calendar of visits/meetings annually.

Section 4. Recording Secretary

It shall be the duty of the Recording Secretary to keep a record of all meetings of The Association and the Executive Committee, to prepare and maintain the attendance roster of the Executive Committee and presidents, and to post all minutes. The Recording Secretary shall assure that all records are properly maintained and kept in the National Alumni Office.

Section 5. Corresponding Secretary

It shall be the duty of the Corresponding Secretary to receive and distribute the correspondence of The Association and to maintain a record of all correspondence. The Corresponding Secretary shall be responsible for the general correspondence of The Association and notifying members of all meetings, including special call meetings of The Association. At the direction of the Association President, the corresponding secretary shall send out correspondence and appropriate information and other materials to alumni chapters and the Office of Alumni Relations. The Corresponding Secretary shall, at each regular meeting, inform and review for the membership all correspondence received pertaining to the business of The Association. In the absence of the Recording Secretary, the Corresponding Secretary shall record minutes of meetings, and perform all other duties of the Recording Secretary.

Section 6. Financial Secretary

It shall be the duty of the Financial Secretary to receive all membership dues, issue membership cards and certificates, and to maintain accurate lists of current memberships by chapter, The Financial Secretary shall send reminder notices to those members subject to annual renewal and to "becoming life members". The Financial Secretary shall issue official receipts for membership dues received, forwarding all monies to the Treasurer, and

resolve financial membership questions from the local chapters or members. The Financial Secretary shall serve as a member of the Budget-Finance Committee and shall perform other duties as the office may require.

Section 7. Treasurer

Section 8. Treasurer: It shall be the duty of the Alumni Treasurer to maintain the official financial records of the funds and property of The Association, utilizing fiscally sound accounting and reporting procedures. The Treasurer shall submit reports at each Executive Committee meeting, maintain written records of all funds-income and disbursements, and reconcile bank statements and financial records. The Treasurer shall submit an annual report at the Business Meetings of The Association and shall lead the preparation of the annual budget. The Treasurer shall be responsible for tax filings and annual returns along with the preparation for auditing of The Association's fiscal operations. Financial Records must be audited annually by an accredited auditing company before the NAA Meeting during Homecoming. The Treasurer shall recommend to the Executive Committee at least two (2) companies by which one will be approved to provide a thorough report to the Executive Committee and provide a writing report to the Membership at the Homecoming meeting. The Treasurer shall serve as one of the authorized signatures for bank accounts and the Chairperson of the Budget-Finance Committee. The Treasurer shall perform other duties as the office may require. An audit (Both the out-going and in-coming Treasurer must be a part of the audit performed by the approved Auditing Company) shall be performed before a new Treasurer takes position in the NAA.

Section 8. Parliamentarian

It shall be the duty of the Parliamentarian to advise the President, other officers, committees, and members on matters of parliamentary procedure as appropriate and to assist the President in maintaining order at all times. It shall be the duty of the Alumni Parliamentarian to see that Robert's Rules of Order are carried out in the handling of The Association's business meetings. A copy of the latest edition of Robert's Rules of Order shall be available at all meetings. The Parliamentarian shall serve as chairperson of the Constitution and By-Laws Committee and perform other duties as the office may require.

Section 9. Chaplain

It shall be the duty of the Chaplain to have charge of the openings and closing of Membership Meetings, Executive Committee Meetings and whenever appropriate on behalf of The Association. The Chaplain shall maintain an accurate record of deceased members, submitting their names to the Recording Secretary and Financial Secretary. The Chaplain shall perform other duties as the office may require.

Section 10. Vice President of Young Alumni

The Vice President of Young Alumni: It shall be the duty of the Vice President of Young Alumni to serve as liaison between alumni who have graduated from the University within

the last four (4) years and or under the age of 30 years old and be financial in both the local and national. This Vice-President shall be expected to meet with Pre-Alumni Council of the University at least twice a year. The Vice President of Young Alumni shall perform other duties as the office may require.

Section 11. Vice President of CAPE Affairs.

It shall be the duty of the Vice President of CAPE Affairs to serve as liaison between CAPE Alumni and The Association, ensuring that the mission, motto and principles of the University are considered in all communications and actions with CAPE Alumni. This Vice President shall be expected to visit at least two (2) locations per year. Additionally, in order to be eligible for this office, the officer must be a graduate of the CAPE program. The Vice President of CAPE Affairs shall perform other duties as the office may require. The Vice President of Cape Affairs must be financial in both the local and national

Section 12. Vice President of Divinity Concerns

The Vice President of Divinity Concerns shall be to serve as liaison between the Alumni of the Divinity Chapter and The Association, ensuring that the mission, motto and principals of the University are considered in all communications and actions with Divinity Alumni. This Vice President shall be expected to have at least two (2) meeting per year. Additionally, in order to be eligible for this office must be a graduate of the Divinity program. The Vice President of Divinity Concerns shall perform other duties as the office may require. The Vice President must be financial in both the local and national.

Section 13. Historian

Appointed by the President of the Association, the duty of the Historian shall be to prepare a narrative account of the Association's major activities and events of historical value to the University, which when approved by the Association's Executive Committee and Association membership, will become a permanent part of the Association's and University's official history. The Historian shall research and collect data and documents of historical value, and maintain a chronological record of all such materials and information. The Historian shall serve as the liaison between the Alumni Association and the University archivist. **(Not an elected position)**

ARTICLE IX – DUTIES OF CHAPTER PRESIDENTS

Section 1. Chapter Presidents

Chapter Presidents are responsible for ensuring the effective and efficient operation of their respective chapters in accordance with the Constitution and By-Laws of the National Alumni Association. Chapter Presidents are required to conduct at least six (6) chapter meetings per year. They are required to submit to their Regional Vice President an annual calendar of events. A report summarizing chapter events will be submitted by chapter presidents to their Regional Vice Presidents at a time determined by the Regional Vice President. Chapter Presidents may be required perform other duties as may be appropriate.

If at any time a chapter president fails to carry out the aforementioned duties and responsibilities, the President of The Association and the Executive Committee shall have the authority to remove said chapter president. The President of The Association and the Executive Committee, with the cooperation of the Regional Vice President and local chapter shall conduct a special election to fill the vacant office. As with all official chapter business, a quorum must be present at both meetings to vote to remove the president and to fill the vacant office. Chapter Presidents are required to be financial members at both the local and national levels.

Section 2 Chapter Officers

All Chapter officers are required to be financial members at both the local and national levels.

ARTICLE X – COMMITTEES

Section 1. Executive Committee

The Executive Committee shall be the Standing Committee which manages the affairs of The Association and it shall hold at least two (2) meetings each year, one in the Fall and one in the Spring. The dates and places of such meetings are to be decided by the Executive Committee. The Executive Committee shall be responsible for the efficient and appropriate use of Association funds. The minutes of the Executive Committee meetings shall be available for review by any member. The Executive Committee shall have authority to define and redefine the geographical areas of each region. It shall supervise any special projects and activities of The Association. It shall choose alumni representatives in such relationship with the University as may become necessary and desirable. The Association shall conduct an internal audit of Association funds annually and have a professionally conducted external audit of Association funds every two (2) years. It may terminate local or national officers who may fail to execute their duties in accordance with the Constitution and By-Laws. A quorum to conduct official business of the Executive Committee shall consist of seven (7) members present.

Section 2. Standing Committees

The following committees shall be Standing Committees of The Association:

- 1) Constitution/By-Laws,
- 2) Budget and Finance
- 3) Membership
- 4) Nominations and Elections
- 5) Scholarship Committee.

All Standing Committee members must be in good financial standing with The Association at both the local and national levels. Standing Committee Chairpersons will not have voting rights and may attend meeting only when they are presenting a report. If their committee has

a report, it shall be forwarded to the Corresponding Secretary and Executive Committee.

Section 3. Executive Committee Authority

The Executive Committee shall have the authority to set up from time to time such other Standing Committees and Ad Hoc committees as may become necessary for the proper function of The Association's programs. The President and the Executive Committee shall define the role, duties and responsibilities of each committee.

Section 4. Committee Chairpersons

Section 4. Committee Chairpersons: All Committee chairpersons shall be appointed by the President of The Association with approval from the Executive Committee. Their duties and responsibilities shall be determined by the President of The Association and the Executive Committee. Appointed Chairpersons will be announced after the approval of the Executive Committee.

Section 5. Duties of Committees

A. **The Constitution and By-Laws Committee** shall be responsible for receiving and evaluating recommendations for changes in The Association's constitution and by-laws. Upon receipt of any recommended changes, shall evaluate the proposed changes and present them to the Executive Committee for review and approval. Upon approval of the Executive Committee, shall present the recommendations to the local chapters sixty (60) days before the meeting of the General Body for approval.. The committee shall provide copies of the constitution and by-laws to the members within sixty (60) days following approval of the revised changes.

B. **The Budget-Finance Committee** shall be responsible for preparing an annual operating budget for submission to the Executive Committee, reviewing and recommending budget modifications quarterly as may be appropriate, and evaluating and reviewing the financial needs of The Association on an annual basis. The committee shall review all requests for expenditures and make recommendations to the Executive Committee; monitor expenditures of The Association to ensure budgetary compliance; advice and make recommendations to the Executive Committee.

1. **The Fundraising Committee (Subcommittee)** shall design and implement projects and programs as a means of raising funds to support The Association's goals and objectives. The committee shall evaluate recommendations for fundraising events and recommend to the Executive Committee those programs that meet the needs of The Association. The Association shall work closely with the University's Office of Institutional Advancement. The committee shall be made up of alumni having expertise in the area of fundraising and development, to the extent possible.

C. **The Membership Committee** shall be responsible for the recruitment of new members, retention of active members, and reclamation of inactive members. The

committee shall maintain a current listing of all association members and shall implement programs that sustain enthusiasm for and connection to Shaw University.

D. **The Nominating Committee** shall prepare and present to the membership candidates for consideration to fill elective offices and positions in accordance with procedures described in Article XI. The committee shall seek out qualified candidates and receive recommendations from the membership for candidates desiring to serve as officers. Each candidate must submit an acceptance response to the chairperson of the Nominating Committee prior to candidate's name being placed on the ballot. The Nominating Committee shall submit the slate and profiles of each candidate to the Corresponding Secretary for dissemination. No member of this five member committee shall be a candidate for any elective office or position while serving on the Nominating Committee.

E. **The Scholarship Committee** shall institute a process for selecting students to receive a NAA scholarship and submit recommendations to the Executive Committee for approval. The Scholarship Committee shall be responsible for developing specific criteria for the awarding of scholarships, establishing a calendar, receiving and reviewing all requests for scholarships, and making a recommendation to the Executive Committee.

ARTICLE XI – ELECTION OF OFFICERS

Section 1. Staggered Terms: The Officers of The Association shall be elected to staggered terms of office. Staggered terms of office will prevent all Association Officers from leaving office at the same time. Staggered terms of office will help to maintain continuity and consistency between incoming and outgoing administrations. The election for the offices of President, Corresponding Secretary, Financial Secretary, Vice President of Young Alumni, Vice President of CAPE Affairs and Chaplain shall be held in even years. The election of Executive Vice President, Recording Secretary, Treasurer and Parliamentarian shall be held in odd years.

The election for the offices of President, Corresponding Secretary, Financial Secretary, Vice President of Young Alumni Relations, Vice President of CAPE Affairs and Chaplain shall be held in even years. The election of Executive Vice President, Recording Secretary, Treasurer and Parliamentarian shall be held in odd years.

Section 2. Election of Officers

The Officers of The Association shall be elected according to the following procedures:

- A. At the fall meeting, preceding the election of the Executive Committee, the President, with the advice and consent of the Executive Committee shall appoint a Nominating Committee. The Nominating Committee shall be comprised of five (5) members of The Association. These five members must be financially active on both the chapter and national levels of the

current year in order to receive nominations for the offices of The Association.

- B. In case of any vacancy, the President shall have the power and duty to fill such vacancy by appointment until such position can be filled by the established election process. All standing Committee members must be financial members of The Association at the local and national levels.
- C. Any member of The Association who has met the eligibility requirement shall have the right to become a candidate for any elective office by filing an entry form provided by the Nominating Committee. Entries must be filed no later than June 1st and forwarded to the following address (or other designated address):

The Nominating Committee
National Alumni Association
PO Box 27036
Raleigh, North Carolina 27611

All entries must be filed by June 1st of the election year.

A. President of the National Alumni Association. A candidate for President must have demonstrated interest in alumni affairs, pay annual dues and have participated a minimum period of two (2) years preceding election in a local alumni chapter, and at least one (1) year preceding election in the National Alumni Association. Candidates for Vice President of The National Alumni Association must have functioned actively for a minimum of one (1) year in a local alumni chapter.

B Regional Vice Presidents should have the same minimum qualifications as Vice Presidents of The National Alumni Association.

C. All elected Officers (i.e., Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, Parliamentarian, Vice President of Alumni Relations (University Selection), Vice President of CAPE Affairs and Chaplin) must be members of the National Alumni Association for two consecutive years prior to his/ her election as an officer.

- a. The Nominating Committee shall open all entries of candidates, make sure, that they are postmarked in time and that the candidates are members of The Association who have paid local and national dues for the current year (July 1-June 30). The Nominating Committee will make up the Official Ballot with instructions, and mail/electronically the Official Ballot no later than August 1st to each member of The Association.
- b. Ballots must be received by the Nominating Committee in order for the

ballot to be counted. Members must have their ballots postmarked no later than September 1st addressed to the Nominating Committee, National Alumni Association of Shaw University, P.O. Box 27036, Raleigh, North Carolina or other designated address/ electronically. Ballots postmarked after September 1st shall not be counted.

- c. The Nominating Committee shall open all returned ballots, count, tabulate same and report results to The Association at the Annual Homecoming meeting. Election shall be by plurality of votes cast, and in case of tie votes, the Executive Committee shall fill the Office in question by secret ballot from those who have tied in the voting.
- d. Officers elected shall be installed during the Business Meeting of the membership at the Homecoming Annual Meeting. They shall begin their terms of office at the close of the Business Meeting at Homecoming. Outgoing officers shall work closely with incoming officers to assist in the transition, and to ensure the continuity of chapter plans, programs, records, etc.
- e. Chapter Officers shall have the same qualifications for office as are required of the Officers of this Association. They shall be elected by secret ballot after nomination according to procedures which each Chapter is hereby authorized to establish in accordance The Association's Constitution and By-Laws. Only active financial members of the Chapters shall be eligible to vote.

ARTICLE XII – QUORUM

Section 1. Quorum

Section 1. Quorum: A quorum shall consist of not less than fifty (50) paid members present in order to conduct official business, information only (CONFAB), of The National Alumni Association. All voting shall be conducted at the National Alumni Association Homecoming meeting.

Section 2. Voting

- A. Voting at National Alumni Association Meetings shall be by members who have paid their dues no later than June 30th
- B. All voting actions of The Association will be decided by majority vote and only paid alumni will be eligible to vote.
- C. Only those members whose dues are current will be able to attend meetings of the NAA and vote.

ARTICLE XIII – AMENDMENTS

This Constitution and By-Laws may be amended by a vote of two-thirds of the eligible electorate voting in an annual meeting or at a special meeting of The Association called for that purpose, provided that the proposed amendments and articles to be amended have been sent to each chapter for review and comment sixty (60) days prior to the meeting.

The Constitution and By-Laws Committee may make non-substantive changes that make no change in the way in which the Association does business, but make improvements in the structure and layout of the By-Laws to correct mistakes in matters such as paragraph numbering, inconsistent provisions, and grammar and spelling. Non-substantive changes shall require approval of the Executive Board and Members shall be notified of such non-substantive changes at one of the bi-annual meetings.

ARTICLE XIV – DISSOLUTION OF THE ASSOCIATION

If, for any reason, The Association shall disband or cease operation, all assets of The Association shall be donated to Shaw University or its successor institution along with a final report.

ARTICLE XV– MEETINGS

The Association shall hold two business meetings annually, one at the annual CONFAB meeting (Information only) in June and one at the general membership meeting at Homecoming. Copies of the minutes should be provided to the members within 30 days of the meeting.

ARTICLE XVI – FISCAL YEAR

The Association's Fiscal Year shall be July 1st to June 30th. Payment of Association dues shall run concurrent with The Association's Fiscal Year of July 1st to June 30th

ARTICLE XVII – MEMORANDUM OF AGREEMENT BETWEEN THE ASSOCIATION AND SHAW UNIVERSITY

The National Alumni Association and Shaw University have executed an Agreement regarding the use of the University's name and intellectual property by The Association and the alumni chapters in the solicitation of donations and contributions from alumni and others. The purpose of the Agreement is to promote cooperation and to coordinate the work of the University and The Association. The Association and the University believe that their respective missions can best be advanced by defining their working relationship, their respective line of authority, controls, and communication channels. This Agreement

can be changed or amended with approval of both parties, and is attached hereto as an addendum to The Association's Constitution and Bylaws.

ARTICLE XVIII – MEMORANDUM OF AGREEMENT BETWEEN THE ASSOCIATION AND THE ALUMNI CHAPTERS

In accordance with the Agreement between The Association, Shaw University (Article XVII of the Constitution and Bylaws), and the Internal Revenue Code, The Association is responsible for establishing and maintaining specific obligatory operational and financial practices of the alumni chapters. The purpose of the Agreement between The Association and the alumni chapters is to ensure that each alumni chapter is aware of these obligations, and to coordinate the fundraising and other activities between The Association and alumni chapters.

This Agreement can be changed or amended upon approval of both The Association and alumni chapters.

Section 1. Compliance

All alumni chapters are required to comply with the Agreement between The Association and the Alumni Chapters.

Section 2. Failure to Comply

Any alumni chapter that does not sign the Agreement or fails to comply with the Agreement will receive a written notification of non-compliance, and will be given thirty (30) days to comply.

Section 3. Disciplinary Action

Chapters that do not comply with the Agreement within the thirty (30) days notification period shall immediately cease operations and the use of the University's name and intellectual property. All chapter funds and other assets shall be turned over to the National Alumni Association.

ARTICLE XIX- ALUMNI DUES

Section 1. Alumni Dues

Alumni dues are due and payable prior to June 30th, which will be credited to the current year. Dues received after June 30th will be credited to the next fiscal year.

Section 2. Amount for Dues

- A. An amount of \$1000.00 (one thousand) paid over a one (1) year period with an initial payment of \$500 (five hundred) down and the remaining \$500 (five hundred) within that year will constitute life membership.

- B. Annual chapter dues will be \$2.00 (two dollars) per member, not to exceed \$60.00 (sixty dollars) annually.
- C. Individual dues will be \$50.00 (fifty dollars) annually. Local chapters are encouraged to include National dues as part of their local assessment.

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Amended: October 28, 2016

THE NATIONAL ALUMNI ASSOCIATION OF SHAW UNIVERSITY, INCORPORATED

CONSTITUTION AND BY-LAWS

Amended October 28, 2016

Alma Mater

Hail, Dear Old Shaw U, Thy
Sons revere thy name, Long
shall thy works be proud,
Undimmed thy fame.

Time shall thy praises sing,
Glory repay thy tears,
And loud thy praises ring,
Thru all the years.

Noble thy hallways, Noble
thy grassy plains Nobler the
hearts of men, Where thou
dost reign.

All we who love thy name,
Stout hearts that shall not fail
All rise and loud proclaim,

Alma Mater, Hail!!

Contact Us

National Alumni Association of Shaw University
P.O. Box 27036
Raleigh, North Carolina 27611
<http://www.shawunaa.com>