

**BYLAWS OF THE \_\_\_\_\_ CHAPTER OF  
THE DUDLEY ALUMNI ASSOCIATION,  
INCORPORATED**

**ARTICLE I-NAME AND LOCATION**

This organization is, and shall be known as, the \_\_\_\_\_ Chapter of The Dudley Alumni Association, Incorporated, and shall be located in \_\_\_\_\_.

**ARTICLE II-PURPOSES**

2.1 The purpose for which this chapter is organized is to further the purposes of the Dudley Alumni Association, Incorporated in the North Carolina region as follows:

- a) to represent any and all persons who shall be Alumni of the James B. Dudley High School, Greensboro NC,
- b) to sponsor class and/or consolidated reunions for these persons, to publish newsletters, posters, or bulletins, or any and all other forms of advertising for said chapter,
- c) to collect, study and publish the history of Dudley High School and its graduates.
- d) to assist the National Association in the establishment of scholarships for needy and deserving Dudley High School graduates,
- e) to make gifts and donations to Dudley High School and its student programs and activities,
- f) to enter into such other and further purposes and activities which may be lawfully conducted by non-profit corporations in this state, and
- g) to recognize and reward deserving individuals for their contributions to the school and to the Alumni Association.

**ARTICLE III-MEMBERSHIP**

1. Membership in the Association shall be open to any individual who is a graduate, certificate holder, or any person who has attended the James B. Dudley High School for a minimum period of one semester and pays membership dues.
2. An Honorary Member shall be any person in good standing with the association and must be elected by the association and pay membership dues.

3. An Associate Member (or Alumni Supporter) shall be any person desirous of supporting the program of the local alumni association and pays membership dues.
4. Honorary and Associate members may participate in discussions but have no voting privileges nor hold an office, but may serve on committees.
5. \_\_\_\_\_ Chapter Membership cards shall be issued to all financial members.

**ARTICLE IV-OFFICERS: ELECTION AND DUTIES**

1. The Executive Officers of the Association shall be President, Vice President, Recording Secretary, and Treasurer and shall be elected. Appointed Officers are the Assistant Recording Secretary, Corresponding Secretary, Parliamentarian, Historian, and Chaplain.

**2. ELECTION AND TENURE OF OFFICERS**

- a) All officers of the \_\_\_\_\_ Chapter shall maintain financial status by payment of dues per fiscal year. All candidates for elected office shall be presented by the Nominating Committee and elected by secret ballot of the financial members at the September meeting. Nominations will be taken from the floor. Officers will be elected every two years and shall be installed at the September meeting, as the last item on the agenda, and assume office immediately. The candidates may succeed themselves once. Appointed officers have unlimited tenure at the option of the new President, but must maintain financial status.
- b) Under circumstances of failure of an officer to perform duties as mandated by the chapter bylaws, the Executive Board reserves the right to relieve this officer of their duties by majority vote. In case of resignation, the Executive Board reserves the right to accept the resignation. The Executive Board shall instruct the nominating committee to find replacements and submit their names to the body.
- c) Past Presidents of the Association shall be permanent members of the Executive Board at their option by maintaining financial status.
- d) All officers and committee chairpersons shall be members of the Executive Board.

### 3. DUTIES OF OFFICERS

- a) The President shall preside at all regular and special meetings, except during the elections of officers, and shall vote in case of a tie. The President shall appoint the chairpersons of all standing committees and ad hoc committees, and shall be an ex-officio member of all active committees except the Nominating Committee. At all times, the President shall see that the association laws and bylaws are executed as herein outlined. The President shall be one of the two required signees on all checks and shall be bonded.
- b) The Vice President shall preside in the absence of the President and carry out all the duties assigned to the President, except signing checks, and shall serve as chairperson of the Program Committee.
- c) The Recording Secretary shall record the minutes of all meetings. The Recording secretary shall keep a file of permanent copies of the chapter minutes, the Constitution and Bylaws, Robert's Rules of Order, and Standing Rules. The Recording Secretary shall also call a meeting to order in the absence of the President or Vice President and shall preside until the election of a chairperson pro-term. The Recording Secretary shall be a signee on all request for advanced or reimbursement funds.
- d) The Treasurer shall receive all revenues paid to the Association. All revenues shall be bank deposited by the Treasurer. The Treasurer shall maintain accurate, balanced records of all monetary matters. A copy of the Financial Summary shall be provided to the membership at all regular meetings. The Treasurer shall be one of the two required validating signatures for all fiscal documents. The Treasurer shall establish written financial policies and procedures. The procedures shall include guidelines for financial disbursements. The Treasurer shall be responsible for all mailbox keys. The Treasurer shall serve as the Chair of the Finance Committee and shall make all financial records available for review by that committee, at the end of the fiscal year.
- e) The Assistant Recording Secretary shall act in the absence of the Recording Secretary to record minutes and handle matters of record.
- f) The Corresponding Secretary shall attend to all correspondence of the chapter. The Corresponding Secretary shall notify all members of regular meetings and other meetings when necessary. The Corresponding Secretary shall have a list of all officers, Executive Board Members, and general membership. The Corresponding Secretary shall read important correspondence or the gist of it at regular meetings.
- g) The Parliamentarian shall see to it that Robert's Rules of order shall be the manner in which meetings are conducted. Meetings shall be adjourned by motion for adjournment according to Robert's Rules of Orders.
- h) The Chaplain shall be director of all religious affairs pertaining to the chapter.
- i) The Historian shall be responsible for documenting events basic to the development of the chapter.

### ARTICLE V-COMMITTEES

#### 5.1 Standing committees are as follows:

- a) The Budget and Finance Committee shall: 1) prepare and present the annual budget, and review and recommend ways and means to improve the financial operations of the chapter. The Treasurer should be chairperson of this committee. The membership Chairperson should be a member of this committee.
- b) The Social Action Committee shall: 1) keep the chapter informed of community action pertaining to Dudley High School and, along with the National Committee, shall determine any course of action deemed necessary for the protection of the Dudley High School Legacy, and 2) give information of current civil rights issues and stimulate social action. This committee should suggest specific projects for the Alumni to engage in at Dudley High each year.
- c) The Membership Committee shall plan and implement plans necessary to increase membership in the chapter. Each class shall be represented on the membership committee by an appointed representative by the class. If one has not been appointed then the membership committee shall secure a representative to provide

and maintain a complete up-to-date membership roster of names and addresses.

- d) The Program Committee, chaired by the Vice President, shall formulate plans for yearly activities.
- e) The Public Relations Committee shall be responsible for keeping members, the National Alumni Association, and the community informed of all activities pertaining to the chapter.
- f) The Scholarship Fundraising Committee of The \_\_\_\_\_ Chapter in association with The National Dudley Alumni Association shall award scholarships to worthy graduating seniors of Dudley High School through the alumni roll call process.

2 Ad Hoc Committees shall be appointed by the President as the need arises and shall include, but not be limited to the Bylaws Committee, the Courtesy Committee, the Special Events Committee, etc.

3 Auditing shall occur at the discretion of the Executive Board at the end of each fiscal year, and a copy furnished to each member of the chapter. An Auditor, or Auditing Committee, shall be determined by the Executive Board.

4 The Nominating Committee shall receive recommendations from members for persons to serve in the various offices. The list shall be presented to the membership and elected by secret ballot at the final meeting of the fiscal year. Additional nominations may be made from the floor. Ballots shall be counted and tabulated and results of the vote made at the meeting.

#### ARTICLE VI-MEETINGS

6.1 Regular monthly meetings shall be held on the date and time agreed on by the financial membership. Additional meetings may be designated by the President.

6.2 The June meeting is a picnic/cookout will be held to end the year, before summer break.

6.3 The first meeting of the fiscal year of the \_\_\_\_\_ chapter will be the second Sunday of the first month of the new fiscal year (October 1).

6.4 A quorum consists of the majority of all paid members in attendance at monthly meetings.

#### ARTICLE VII-DUES

7.1 The local chapter membership dues shall be established by the Executive Board. National dues shall be established by the National Executive Body.

7.2 Local and national dues shall be collected by the \_\_\_\_\_ Chapter and the national dues submitted to national.

7.3 Dues are payable within three months of the new fiscal year. The fiscal year is October 1 to September 30.

7.4 Chapter shall be assessed an affiliation fee of \$50 in addition to memberships and shall receive a charter.

#### ARTICLE VIII AMENDMENTS

1 Amendments to the bylaws must be made in writing by any member at a previous meeting before being accepted. The notice for the next meeting shall carry announcement of the proposed amendment. Subsequent amendment or amendments shall become a part of the bylaws when adopted by 2/3 vote of members present.

2 Chapter bylaws must remain consistent with those of the national charter and bylaws of the national body. The national charter will serve as the local chapter constitution.

#### ARTICLE IX DISSOLUTION

In the event of dissolution of the \_\_\_\_\_ Chapter of The Dudley Alumni Association, Inc., the assets remaining after payments of all costs and expenses shall be transferred to the Dudley Alumni Association Scholarship Fund or conveyed to one or more 501(C)3 domestic societies engaged in charitable, educational or similar activities. None of the funds or assets shall inure to the benefits of, or be distributed to, the individual members.

Updated _____ by the Bylaws Committee of the _____ Chapter of the Dudley Alumni Association, Inc. _____, Committee Chairperson
These Bylaws are consistent with National Bylaws. Validated: _____, by National Bylaws Committee: