CONSTITUTION AND BY-LAWS
OF THE
NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY
SOCIETY OF THE SCHOOL OF AGRICULTURE and ENVIRONMENTAL SCIENCES,
INC.
AG ALUMNI SOCIETY

ARTICLE I
NAME

The Organization shall be known as The North Carolina Agricultural and Technical State University, School of Agriculture and Environmental Sciences Alumni Society Inc., hereafter referred to as the Ag Alumni Society.

ARTICLE II
MISSION AND VISION

SECTION I. VISION. The Ag Alumni Society of the School of Agriculture and Environmental Sciences (SAES) shall be to provide means by which individuals may join in a united effort to ensure the future growth and development of the School of Agriculture and Environmental Sciences at North Carolina Agricultural and Technical State University.

SECTION II. MISSION. The mission of the Ag Alumni Society shall be to encourage and promote involvement of SAES Alumni, and other supporters, by meeting the needs of alumni for Alumni services; and creating opportunities for participation of Alumni and other supporters in the life of the University. Further, developing and disseminating information that will communicate to Alumni, other supporters and the general public the academic excellence of the School of Agriculture and Environmental Sciences at North Carolina A&T State University.
ARTICLE III
PURPOSE

SECTION I. PURPOSE

The purposes of the SAES Ag Alumni Society are:

1. To enhance professional development, pride, and ethics of the graduates of the School of Agriculture and Environmental Sciences;

2. To promote and enhance the image and careers of agriculture;

3. To serve as a catalyst for the exchange of ideas and information to promote and advance the development of the School of Agriculture and Environmental Sciences;

4. To provide members with information on current educational issues and concerns which effects SAES, alumni, students, and programs and to provide appropriate recommendations to resolve these issues and concerns;

5. To assist and encourage continued growth and improvement of educational opportunities in agriculture and related areas, and to assist and encourage students to pursue career interests in agriculture and related fields of study;

6. To foster student interaction with the Ag Alumni Society and to promote and develop student participation in its programs;

7. To cooperate with appropriate agencies, organizations, corporations, and individuals to accomplish the goals of the Ag Alumni Society; and

8. To recognize agricultural alumni and others who exemplify outstanding service.
ARTICLE IV
MEMBERSHIP

SECTION I. GENERAL. The Ag Alumni Society shall consist of geographically defined areas known as Regions; and Chapters chartered by the Ag Alumni Society.

SECTION II. TYPES OF MEMBERSHIP. Membership in the Ag Alumni Society shall be of five classes: Chapter Member, Member, Associate Member, Honorary Member and Lifetime Member.

A. Chapter Member- A Chapter Member shall be any graduate, certificate holder or person who attended the A&T State University for a minimum period of one semester; and/or is a member of an active chapter of the Ag Alumni Society.

B. Member- A Member shall be any graduate, certificate holder or person who attended A&T State University for a minimum period of one semester and is not presently enrolled there; and resides in an area where there is no established chapter.

C. Associate Member- An Associate Member shall be the spouse of a Chapter Member or Member or any person who did not attend A&T State University but has made significant contributions to the university or SAES or the Ag Alumni Society.

D. Honorary Member- An Honorary Member shall be any person, other than a Chapter Member, Member, or Associate Member, elected as such by the Ag Alumni Society for services provided and/or support given to the Ag Alumni Society or to A&T State University.

E. Life Member- A Life Member shall be any graduate, certificate holder or person who attended the A&T State University for a minimum period of one semester and is not presently enrolled there, or has made significant contributions to the university or SAES. The Life member is active in the Ag Alumni Society and has paid the Life Membership dues.
ARTICLE V
MEMBERSHIP CARD

SECTION I. ISSUANCE. All Chapter Members, Members, and Associate Members shall be issued a membership card.

ARTICLE VI
BOARD OF DIRECTORS

SECTION I. GOVERNANCE.

1. The governance of this organization shall be vested in a Board of Directors (Board).

2. The Board of Directors will act on behalf of the membership in achieving the purposes of the organization.

3. The Board of Directors shall consist of the following:
   a) President, President-Elect, Secretary, Treasurer, Parliamentarian, and Historian, and Dean of SAES.
   b) Chairs for the following committees shall be appointed by the President and endorsed by the Board of Directors: Annual Membership Campaign, By-Laws, Rules and Resolutions, Student Alumni, Student Recruitment, Public Relations, Class Reunion, Finance, Scholarship, Homecoming and Strategic Planning.

ARTICLE VII
ORGANIZATION OFFICIALS

SECTION I. OFFICERS.

1. The Officers of the Ag Alumni Society shall be a President, President-Elect, Recording Secretary, Treasurer, and Executive Director*.

2. In the event any officer of the Board is unable to complete the term for which he/she is elected the board will appoint a successor to serve until the next regularly scheduled election.

* Position of Executive Director is not currently established
SECTION II. EXECUTIVE COUNCIL. The Executive Council shall consist of voting and non-voting members. The voting members shall consist of the elected National Officers, the Regional Directors, the Immediate Past President and the Executive Director. Non-voting members of the Executive Council shall be the chairpersons of the Standing Committees.

SECTION III. EXECUTIVE COMMITTEE. The Executive Committee shall consist of voting and non-voting members. The voting members shall consist of the elected National Officers. The non-voting members shall consist of the Regional Directors and Immediate Past President, and the Executive Director.

SECTION IV. SPECIAL COMMITTEES. The President as required shall appoint special Committees.

ARTICLE VIII
ELECTION OF OFFICERS

SECTION I. OFFICERS. All Officers of the Ag Alumni Society shall be elected by Chapter Members, Members, and Associate Members of the Ag Alumni Society each odd year with the exception of the Historian and Executive Director. The Historian is elected every other odd year and the Executive Committee appoints the Executive Director. Every Chapter Member, Member and Associate Member eligible to vote in the election shall be entitled to one vote for each office to be filled.

SECTION II. ELIGIBLE VOTERS. To be eligible to vote for the officers of the Ag Alumni Society, the Chapter Members, Members, or Associate Members of the Ag Alumni Society must be financial (having paid dues in full) during the year the election will take place.

SECTION III. NOMINEE CRITERIA. To qualify as a nominee for an office of the Ag Alumni Society, the nominee must be an active financial Chapter Member or Member; must have been active and financial for the past two years preceding the nominations; and, has attended recent Annual and Regional Meetings of the Ag Alumni Society. The nominee must also have his or her name placed in nomination by an active chapter or member of the Ag Alumni Society.

SECTION IV. NOMINATION BLANKS. Each election year, the Nominating Committee shall mail a nominating blank to active chapters of the Ag Alumni Society by October 1st.
SECTION V. OFFICIAL BALLOT. The Nominating Committee shall prepare the official ballot after considering all the nominations received. The official ballot shall include space for write-in candidates and shall be mailed to all eligible voters not less than two months prior to the date of the Annual Meeting.

SECTION VI. RETURN BALLOT. All ballots must be returned through the U.S. Postal Service Mail, or delivered in person, so as to arrive at the Ag Alumni Society Office (or designated location) in a sealed envelope or folder prior to the Annual Meeting. ONLY THE NOMINATION COMMITTEE MEMBERS SHALL BREAK THE SEALS ON THE ENVELOPES OR FOLDERS.

SECTION VII. DECLARING THE WINNER. In all elections, the person receiving the highest number of votes from among those cast for a particular office will be declared the winner for the office. The Nominating Committee will make such a declaration after all ballots have been counted and such declared winners will be presented to the Ag Alumni Society for ratification.

ARTICLE IX
INSTALLATION OF OFFICERS

SECTION I. GENERAL. All officers of the Ag Alumni Society will be installed at the Annual Meeting after the elections. The installation shall be the last activity on the agenda.

ARTICLE X
TENURE OF OFFICERS

SECTION I. GENERAL. All officers of the Ag Alumni Society shall be elected for a period of two years, except the Historian and the Executive Director*. All officers shall be eligible for re-election.

A Tenure. The tenure of all officers of the Ag Alumni Society shall be limited to two consecutive terms, except the Executive Director and the Historian.

B Historian. The Historian shall be elected for a period of four years.

C Executive Director. The Executive Director shall be appointed by the Executive Committee for a period not to succeed three years, unless terminated earlier and may be reappointed for an indefinite number of terms.
ARTICLE XI
DUTIES OF OFFICERS

SECTION I. PRESIDENT. The President shall be the Chief Executive Officer of the Ag Alumni Society, entrusted with the direction and administration of its policies. The President shall authenticate, by signature, all acts, orders, and proceedings of the Ag Alumni Society, declaring its will, and in all things, obeying its command. The President shall call and preside over all meetings of the Ag Alumni Society and serve as Chairperson of the Executive Council and the Executive Committee. In case of resignation, or death of the President, the First Vice President automatically becomes President for the remaining term.

SECTION II. PRESIDENT-ELECT. The President-Elect shall assist the President and serve as Vice-Chairman of the Executive Council and Executive Committee. In case of resignation or death of the President, the Vice-President shall automatically become President for the remaining term.

SECTION III. RECORDING SECRETARY. The Recording Secretary shall be responsible for the minutes of all official meetings of the Ag Alumni Society and perform such duties as are common to the office.

SECTION IV. TREASURER. The Treasurer shall be bonded and shall receive and disperse all funds of the Ag Society under the direction of the President and the Executive Council. The Treasurer shall verify the deposit of Ag Alumni Society funds in a bank approved by the Executive Council and shall present a financial report at the Ag Alumni Society Annual Meeting and other times as requested.

SECTION V. PARLIAMENTARIAN. The Parliamentarian shall be knowledgeable of the Constitution, By-Laws, Resolutions, and Rules of the Ag Alumni Society and shall insure that all business transaction of the Ag Alumni Society is done so in accordance with standard parliamentary rules and procedures.

SECTION VI. HISTORIAN. The Historian shall be responsible for documenting historical activities of the Ag Alumni Society.

SECTION VII. EXECUTIVE DIRECTOR. The Executive Director shall serve as the Chief Operations Officer of the Ag Alumni Society and is directly responsible to the President for the day-to-day operations of the Ag Alumni Society. The Executive Director shall also be responsible for developing and implementing forward moving programs, which will motivate the Ag Alumni Society membership.

ARTICLE XII
EXECUTIVE COUNCIL
SECTION I. GENERAL. The Executive Council shall be responsible when the Ag Alumni Society is not in session. The Executive Council shall be responsible for the programs, and activities occurring among its members except those whose appointments are delegated to the President of the Ag Alumni Society.

SECTION II. MEETINGS. The Executive Council shall meet bi-annually as a minimum and special meetings may be called by the President or called on a quorum of a simple majority of the members of the Executive Council. Actions taken by the Executive Council shall be reported to the Ag Alumni Society at the first Annual Meeting following such actions, and such actions shall be binding, except to the extent the Ag Alumni Society overrules them.

ARTICLE XIII
EXECUTIVE COMMITTEE

SECTION I. GENERAL. Between meetings of the Executive Council, the Executive Committee shall have all authority of the Executive Council, provided that any action taken by the Executive Committee shall be reported to the next meeting of the Executive Council at which a quorum is present. The actions of the Executive Committee are binding, except to the extent that they are overruled by the Executive Council or by the Ag Alumni Society at an Annual Meeting or special meeting.

SECTION II. MEETINGS. The Executive Committee shall meet on the call of the President. A meeting of the Executive Committee shall further be called on a simple majority of members of the Executive Committee.

ARTICLE XIV
STANDING COMMITTEES

SECTION I. GENERAL. All Standing Committees shall consist of not less than the number required to allow the appointment of at least one person from each of the active regions and shall serve for a period of two years, unless otherwise designated. In appointing the committees, the President shall reappoint at least two persons from the outgoing committee for at least a period of one year, at which time new appointments may be made at the discretion of the President.
SECTION II. APPOINTMENTS. After the election of officers of the Ag Alumni Society, the President shall appoint the following Standing Committees: Annual Giving Campaign; By-Laws/ Rules, and Resolutions; Student Membership; Public Relations; Finance; Scholarship; Program; Strategic Planning; and Student Recruitment.

A. Annual Membership Campaign. The Annual Membership Campaign Committee, in conjunction with the President and Executive Director, shall plan, promote and execute the campaign to increase membership and raise revenue through individual and chapter giving.

B. By-Laws, Rules, and Resolutions. The By-Laws, Rules, and Resolutions Committee shall be responsible for recommending proposed revisions to the Constitution and By-Laws; suggest rule changes that may be pertinent to the progress of the Corporation; and present resolutions designed to strengthen the Ag Alumni Society and promote clearer understanding and cooperation.

C. Student Alumni. The Student Alumni Committee shall plan, coordinate, and encourage active participation of students in alumni related activities;

D. Student Recruitment. Shall be responsible for developing recruitment strategies designed to enroll high school and non-traditional students in programs of the School of Agriculture and Environmental Sciences at A&T State University.

E. Public Relations. The Public Relations Committee shall be responsible for keeping the news media and specific publics informed of pertinent Corporation activities; initiate Ag Alumni Society involvement in community programs; and with the approval of the Executive Council shall develop and implement ways to assist in accomplishing these programs.

F. Finance. The Finance Committee shall be responsible for the overall management and disbursement of Ag Alumni Society funds, and for investing monies within the guidelines established by the Executive Council.

G. Scholarship. The Scholarship Committee shall be responsible for administering the scholarship programs of the Ag Alumni Society to include the selection of scholars.

H. Program. The Program Committee shall be responsible for planning and coordinating Homecoming Weekend and other related activities.

I. Strategic Planning. The Strategic Planning Committee, in conjunction with the Executive Committee shall plan and formulate the Ag Alumni Society’s strategic long-range plan.

SECTION III. STANDING RULES AND PROCEDURES. Each standing committee will
develop a set of standing rules and policies as guidelines for fulfilling the committee's responsibilities as outlined in the Constitution, and By-Laws of the Ag Alumni Society. After approval by the Executive Council, the respective committee will adhere to the rules and procedures until they are changed with approval of the Executive Council.

ARTICLE XV
REGIONS

SECTION I. GENERAL. Regions shall consist of State geographical areas of the United States as designated by the Executive Council of the Ag Alumni Society. A Region will have a minimum of five (5) active chapters located within its boundaries or associated with the Region as approved by the Executive Council.

SECTION II. OFFICERS. The officers of the Region shall consist of a Regional Director, Associate Regional Director, Recording Secretary, Treasurer, and other officers as deemed necessary by the Region. No office shall be created which will conflict with an Ag Alumni Society office.

A. Regional Director. The Regional Director shall be the Chief Executive Officer of the Region; shall coordinate and assist the Presidents of the various chapters in the Region in carrying out the programs and activities of the Ag Alumni Society; and shall perform other duties as may be stated in the By-Laws of the Region to the extent they are not in disagreement with the By-Laws of the Ag Alumni Society.

B. Election. Officers of the Region shall be elected according to the By-Laws of the Region and during the same year elections are held for officers of the Ag Alumni Society. Upon designation of a new Region, the Executive Council shall appoint temporary officers needed to accomplish Regional functions. These temporary officers shall serve until such time as members of the Region elect Regional Officers.

C. Tenure. All officers of the Regions shall be elected for a term of two years. The tenure of office shall coincide with that of the Ag Alumni Society and all officers shall be eligible for re-election. The Regional Director shall be limited to two consecutive terms.
SECTION III. BY-LAWS. The Regions will formulate and operate under local by-laws so long as such by-laws are not in disagreement with those of the Ag Alumni Society.

A. Application. The application to establish a region shall contain, as a minimum, the geographical area in which the region would function; the proposed designation of the region; and the name of the chapters seeking to establish the region. The President and Secretary of each respective chapter will sign the application and their signatures will serve as testament that the chapter has agreed to the request at a duly called official meeting.

B. Temporary Charter. If the application to establish a new region is approved by the Executive Council, a one-year Temporary Charter will be granted provided the applicant chapters certify that during the year of formation: officers will be elected; by-laws will be drafted; at least two meetings will be held, and the minutes forwarded to the Ag Alumni Society; and goals and objectives will be established and forwarded to the Ag Alumni Society along with a copy of the draft by-laws.

C. Permanent Charter. A permanent charter shall be granted after conditions outlined in Section XVI, Section III(B) have been met and the region shall be declared fully inactive.

ARTICLE XVI
CHAPTERS

SECTION 1. GENERAL. A Chapter shall be a group of ten or more Members or Associate Members within the United States, organized and chartered by the Ag Alumni Society.

SECTION II. OFFICERS. The officers of the Chapter shall consist of a President, Vice President, Recording Secretary, Treasurer, Parliamentarian, and other officers deemed necessary by the Chapter. No chapter office shall be created which will conflict with an Ag Alumni Society office.

A. Election. Officers of the Chapter shall be elected according to the by-laws of the local chapter, but no later than the month of May during the same year elections are held for officers of the regions and the Ag Alumni Society.

B. Tenure. The tenure of all officers shall be defined in the by-laws of the local chapter.
SECTION III. FORMING A NEW CHAPTER. Ten or more persons meeting the criteria of a Member or Associate Member of the Ag Alumni Society, living in an area where no chapter exists, and seeking to establish a chapter shall apply to the Executive Council of the Ag Alumni Society.

A. Application. The application shall contain, as a minimum, the geographic area in which the chapter will function, the proposed name of the chapter, and the names of the charter members.

B. Temporary Charter. If the application is approved by the Executive Council, a one-year temporary charter will be granted provided the applicant chapter certifies that during the year of formation: 1) officers will be elected; 2) by-laws will be drafted; 3) at least six meetings will be held and the minutes forwarded to the Ag Alumni Society; and 4) goals and objectives will be established and reported to the Ag Alumni Society along with a copy of the proposed by-laws.

C. Permanent Charter. A Permanent Charter will be granted after the conditions outlined in Article XVI, Section III(B) have been met.

D. Instituting a New Chapter. A new chapter shall be instituted within 60 days after the date the Permanent Charter is authorized by the Executive Council. The President of the Ag Alumni Society shall appoint an officer to institute the new chapter and install its officers.

SECTION V. ACTIVE CHAPTER. A chapter shall be declared active if it meets all the conditions outlined in Article XVI, Section III(C) and whose charter has not been surrendered, revoked or suspended.

A. Charter Surrender. A charter shall be surrendered only after a proposition to surrender the charter has been made at a regular meeting at least four weeks before such vote is taken, and due notice has been given in writing to all members of the chapter. A chapter shall surrender no charter so long as ten members of that chapter demand its continuance.

B. Charter Revocation. The charter of a chapter having less than ten members on its roll at the beginning of the fiscal year, upon recommendation of the Regional Director and the Second Vice President shall be revoked by the Executive Council.

C. Charter Suspension. The Executive Council shall suspend the charter of a chapter for a period of 60 days or longer for violation of the Constitution and By-Laws of the Ag Alumni Society; for failing or refusing to participate in the Annual Giving Campaign; for violation of civil or criminal laws of the state in, which the chapter is located; or for refusal to comply with the lawful direction of the Executive Council, Executive Committee or Ag Alumni Society when meeting in session as a corporate body.
D. Operation Suspension. The President of the Ag Alumni Society shall suspend the operation of a chapter for a period of 30 days, not to exceed 90 days, for violation of the Constitution and By-Laws of the Ag Alumni Society; for violation of civil or criminal laws of the state in which the chapter is located; or for refusal to comply with a lawful direction of the Executive Council, Executive Committee, or the Ag Alumni Society when meeting in session as a corporate body. Such action is subject to confirmation by the Executive Council or Executive Committee at the next regularly scheduled meeting of either; whichever comes first, with a decision of the Executive Council taking precedent. The President, when taking such action, shall notify all members of the Executive Council within 72 hours after notice of suspension is sent to the Chapter President.

E. Charter Restoration. A chapter whose charter has been surrendered, revoked, or suspended may be reactivated, with its original name, provided the chapter meets all the conditions outlined in Article XVI, Section III and as outlined by the Executive Council.

ARTICLE XVII
LONG-RANGE PLANNING

SECTION I. GENERAL. The Ag Alumni Society shall operate within the parameters of a strategic long-range plan covering at least five (5) fiscal years in terms of goals and objectives. Such a plan will be updated annually so that a five-year projection is always available.

SECTION II. APPLICATION. All major expenditures related to the operations of the Ag Alumni Society shall be related to the long-range plan, and no expenditures shall be made in violation of this edit. However, exceptions to this rule may be approved by a three-fourth majority of the members of the Executive Council to allow for extenuating emergencies.

SECTION III. RESPONSIBILITY. The Executive Council shall be responsible for formulating the strategic long-range plan. The President will appoint a standing committee to develop, formulate, and update the plan. The Ag Alumni Society at the Annual Meeting must approve the initial plan and each annual update.
ARTICLE XVIII
AG SOCIETY MEETINGS

SECTION I. ANNUAL MEETING. The Ag Alumni Society shall meet annually in the City of Greensboro, North Carolina, with the date being set by the Executive Council. All Chapter Members, Members, and Associate Members shall be eligible to participate in the Annual Meeting of the Ag Alumni Society.

SECTION II. TRANSITION MEETING. Within 45 days following an election, a newly elected President shall convene a transition meeting for the purpose of facilitating a smooth transfer of administration from the preceding President. Attendance at the meeting will include outgoing members of the Executive Council, newly elected members of the Executive Council, as applicable by office, and outgoing and newly appointed standing committee chairpersons. A line-item expenditure authorization will be included in the proposed budget during each election year when the office of President is opened to election.

ARTICLE XIX
REIMBURSEMENTS AND COMPENSATIONS

SECTION I. COMPENSATION. No member of the Ag Alumni Society may receive compensation for service or work performed in an officially elected or appointed position of the Ag Alumni Society, or any of its subordinate units. This provision does not preclude the Ag Alumni Society from entering into a contract with a member for a bona fide service which that member or business does on a professional or business basis.

SECTION II. REIMBURSEMENTS Members of the Ag Alumni Society, performing service or work for the Ag Society in positions for which they are elected or appointed, may be reimbursed for direct out-of-pocket expenses incurred as a result of such service or work. Reimbursable expenditures and the respective rates for such will be recommended by the Finance Committee and approved by the Executive Council. The Treasurer will prepare and disseminate to members of the Executive Council at each regular council meeting a list of expenditures for the preceding six months.

The list will include name of payee, purpose of expenditures and amount.
ARTICLE XX
RESOLUTIONS

SECTION I. GENERAL. Resolutions to be placed before the Ag Alumni Society at the Annual Meeting may originate at any level (i.e. Chapter, Region, Executive Committee, and Executive Council).

SECTION II. SUBMISSION. All resolutions to be placed before the Ag Alumni Society at the Annual Meeting shall be sent to the Ag Alumni Society Office (or designated location) not less than thirty 30-calendar days preceding the Annual Meeting. Such resolutions will be forwarded to the Executive Committee and to the Chairperson of the By-Laws, Rules, and Resolution Committee for review. The resolutions will be presented to the Ag Alumni Society as a part of the report from the By-Laws, Rules and Resolution Committee.

SECTION III. PASSAGE. A simple majority vote of the Ag Alumni Society is necessary for passage of any resolution placed before the Ag Alumni Society.

ARTICLE XXI
FISCAL YEAR

The Fiscal Year of the Ag Alumni Society shall be January 1, to December 31.

ARTICLE XXII
AMENDMENTS

The Executive Council, the By-Laws, Rules, and Resolution Committee, Regions, or ANY ACTIVE Chapter may make proposals for Amendments. Region and chapter proposals shall be sent to the Executive Council at least 90 days before the Annual Meeting. Proposed amendments shall be presented at any annual meeting of the Ag Alumni Society providing a notice of the amendment has been given and the amendment distributed to chapters at least 60 days prior to the Annual Meeting in which the Amendment is presented for vote. A two-third majority vote of the members present and voting at any Annual Meeting shall be required for adoption. No part of this Constitution and By-Laws shall be amended or annulled except by the methods herein described.

ARTICLE XXIII
PARLIAMENTARY PRACTICES

The rules contained in Roberts Rules of Order shall govern the Ag Alumni Society in all cases to which they are applicable, and in which they are not inconsistent with the Constitution and By-Laws of the Ag Alumni Society.