

**Alumni Association  
North Carolina Municipal and County Administration Courses**

**Constitution**

**Article I – Name**

The name of the Association is the Alumni Association of the North Carolina Municipal and County Administration Courses.

**Article II – Affiliation**

This Association is affiliated with the School of Government at the University of North Carolina at Chapel Hill.

**Article III – Purpose**

The purpose of the Association is to promote professionalism and the exchange of knowledge among its members and all individuals concerned with municipal and county government; to strengthen communication through the exchange of ideas; to promote, sponsor, or conduct training and education programs through participation in Association-sponsored events and meetings; to develop and maintain among its members a high standard of proficiency and integrity; and to do any and all things necessary and proper for the benefit of governmental professionals in the administration of their affairs.

**Article IV – Non-Profit**

The Association shall not have any corporate stocks and shall not be conducted for profit. It shall have the right to collect dues and perform any other activities incidental to carrying out the purpose of the Association.

**Article V – Perpetuity**

The Association shall have perpetual existence.

**Article VI – Membership**

All alumni of either the School of Government's Municipal Administration Course or its County Administration Course are eligible for membership in the Association

**Article VII – Dues**

The Board of Directors may impose and regulate dues as necessary to carry out the purpose of the Association.

### **Article VIII – Officers**

The Association shall have the following officers: President, First Vice-President, Second Vice-President, Secretary, and Treasurer. The terms for all officers shall be one (1) year. The officers shall be elected by the membership at a general meeting of the Association.

### **Article IX – Board of Directors**

The Board of Directors shall include the President, First Vice-President, Second Vice-President, Secretary, Treasurer, immediate Past President, and six (6) members of the Association elected from the membership at-large by the membership at a general meeting of the Association. The current director of the School of Government's Municipal and County Administration Courses shall be an ex officio member of the Board of Directors shall serve ex officio as Association Historian and a member of the Board of Directors. The terms of all officers on the Board of Directors shall be one (1) year and shall coincide with their terms as officers under Article VIII. The six (6) members elected from the membership at-large shall serve staggered two-year terms.

### **Article X – Meetings**

There shall be held annually at least one general meeting for all members of this Association.

### **Article XI – Amendments**

This Constitution may be amended at any general meeting by a two-thirds vote of all members present and voting, provided such proposed amendment shall first have been submitted to the membership in writing not less than thirty (30) days prior to the meeting. Such vote shall not be taken until a report on the proposed amendment has been presented to the membership by the Board of Directors.

Additionally, any proposed amendment can be approved at any general meeting of the Association by a three-fourths vote of all members present and voting, as long as the proposed amendment has been received in writing by the Secretary of the Association at least 48 hours prior to the beginning of that general meeting and provided that the proposal is available in writing for the membership at that meeting for at least 24 hours prior to the membership's vote thereon.

**Alumni Association**  
**North Carolina Municipal and County Administration Courses**

**Bylaws**

**Article I**

Membership Eligibility

Section 1. Membership may be granted to anyone who is an alumnus of the School of Government's Municipal or County Administration Courses and who has paid current dues that the Association's Board of Directors has imposed on members.

Section 2. Honorary membership may be granted to any resident or former resident of the State of North Carolina who, in the opinion of the Association, has rendered distinguished service to the cause of better representative government. Nominations to honorary membership shall be made by the Board of Directors to the membership, which shall make all elections to honorary membership.

Section 3. No dues shall be refunded to any member whose membership terminates for any reason, nor may membership be transferred from one person to another during a period for which dues have been paid.

**Article II**

Officers, Election, and Board of Directors

Section 1. The elected officers of the Association shall be a President, a First Vice-President, a Second Vice-President, a Secretary, and a Treasurer.

Section 2. The officers of the Association shall be elected at a general meeting of the Association and shall hold their offices for a term of one (1) year. The officers shall assume office immediately after the close of the general meeting at which they are elected. Officers and board members must be currently employed by any North Carolina local or state government agency or any government-related organization serving North Carolina local or state government at the time of their initial election to the board.

Section 3. Nominations for officers shall be made by a nominating committee of not less than five (5) members who shall be appointed by the President of the Association not later than ninety (90) days prior to the first day of the general meeting at which officers will be elected. The President shall appoint a nominating committee that is representative of the Association's membership. The Past President shall serve as chair of the committee. The President shall notify the Secretary of the appointments to the nominating committee. The names of the members nominated to be officers of the nominating committee shall be

listed in the notice mailed to the membership announcing the general meeting at which the election of officers is to occur. Additional nominations may be made from the floor at the general meeting at which an election of officers occurs.

Section 4. With the exception of the President, First Vice-President, and Second Vice-President, officers shall be eligible for re-election and may succeed themselves in office.

Section 5. The Board of Directors shall consist of the President, First Vice-President, Second Vice-President, Secretary, Treasurer, immediate Past President, six (6) members elected at-large from the membership at a general meeting of the Association, and the current director of the School of Government's Municipal and County Administration Courses. Subject to the Constitution and such action as may be taken from time to time by the Association at any general meeting, the Board of Directors shall have general control and supervision over the Association and be empowered to determine all questions of policy which may arise during the intervals between general meetings. The Board of Directors shall meet at such times and places as may be designated by the President.

Section 6. The six (6) members elected from the membership at-large to the Board of Directors shall serve two-year (2) staggered terms. In the initial election of at-large members, three shall be elected for one-year terms and the other three for the full two-year terms. Thereafter, all at-large board members shall not be eligible for re-election to the at-large positions on the Board of Directors but may be elected as officers to the Board of Directors. At-large members shall be nominated and elected following the same procedure specified in Article II, Sections 2 and 3 of these Bylaws for the nomination and election of Association officers.

Section 7. A majority of the Board of Directors shall constitute a quorum and any question before the Board may be decided by a majority vote of those in attendance.

Section 8. Vacancies for any cause in officer or Board of Directors positions shall be filled for the unexpired term by the Board of Directors.

Section 9. Association officers and members of its Board of Directors shall be eligible to hold office and/or remain on the Board of Directors only so long as they continue to meet the requirements of membership according to Article I, Section I of these Bylaws.

## **Article III**

### Duties of Officers

Section 1. The President shall preside at all general or other meetings of the Association, but may at his/her discretion, arrange for other presiding officers. The President shall be responsible for the coordination and management of the operations of the Association, subject, however, to the policies established by the Board of Directors; shall do any and all things that, with the approval of the Board of Directors, the President may deem necessary to carry out the provisions of the Bylaws, to protect the rights and interests of the Association, and to discharge all the duties incumbent upon a presiding officer or as may be directed by resolution of the Association.

Section 2. The First-Vice President shall have such powers and duties as may be prescribed by the Association, its Board of Directors, or as may be delegated by the President. In case of the absence or disability of the President or when circumstances prevent the President from acting, the First Vice-President shall perform the duties of the President during the continuance of such absence or disability. The First Vice-President shall chair the Association's Program Committee.

Section 3. The Second Vice-President shall have such powers and duties as may be prescribed by the Association, its Board of Directors, or as may be delegated by the President. In case of the absence or disability of the First Vice-President, or when circumstances prevent the First Vice-President from acting, the Second Vice-President shall perform the duties of the First Vice-President during the continuance of such absence or disability. The Second Vice-President shall serve as co-chair of the Association's Program Committee.

Section 4. The Treasurer shall receive and disburse all monies of the Association; keep an adequate and correct record of all financial transactions of the Association; and prepare monthly reconciliations and periodic reports on the transactions. The Treasurer shall submit a report to the Board of Directors on the assets, liabilities, receipts, and disbursements of the Association at each meeting of the Board of Directors; and shall submit an annual report on the same to the membership at a general meeting of the Association. The Treasurer shall relinquish the books and records to an audit committee appointed by the President to do an annual audit. The audit committee, consisting of three (3) members of the Association, shall present its report at a general meeting of the Association.

Section 5. The Secretary shall attend and keep a record of the minutes of all general meetings of the Association, meetings of the Board of Directors, and any other meetings of the members. The Secretary shall keep such books and records as may be required by the Board of Directors, and shall give notices of meetings of the Board of Directors, provided, however, that any person calling such a meeting may, after informing the Secretary, give such notice.

## **Article IV**

### **Meetings**

Section 1. The Association shall hold at least one (1) general meeting each year at such time and place as may be determined by the Board of Directors. Additional meetings of the Association may be held at such times and places as may be determined by the Board of Directors.

## **Article V**

### **Voting**

Section 1. On all questions coming before the Association at any general or other meeting, each member shall have one vote, which vote shall be cast of the members present and voting at any such meeting. Except as otherwise provided in the Constitution and these Bylaws, a majority vote shall govern in all cases. Between meetings, the Board of Directors may submit any question to the Association's membership by mail or electronic ballot and such question so submitted shall be resolved by a majority vote of members returning completed ballots to the Secretary of the Association by a date fixed by the Board of Directors that is not less than three (3) weeks following the date on which such ballots were mailed to the members.

## **Article VI**

### **Financial Affairs**

Section 1. The fiscal year of the Association shall be July 1 to June 30 of each year, unless otherwise established by the Board of Directors.

Section 2. The Treasurer shall prepare and present to the Board of Directors not less than thirty (30) days prior to the first day of the fiscal year a proposed budget reflecting the previous year's income and expenditures as well as anticipated income and expenditures for the upcoming fiscal year.

Section 3. Copies of the proposed budget shall be made available by the Board of Directors to any member of the Association upon request.

Section 4. The annual budget shall be approved and adopted by the Board of Directors upon a simple majority vote.

Section 5. The budget may be amended by the Board of Directors but all such amendments shall be first filed with the Treasurer prior to their approval.

Section 6. The Board of Directors shall determine the dues and fees to be paid by the and associate members to support necessary activities of the Association.

**Article VII**

Committees

Section 1. The Association shall have a program committee, a nominating committee, an audit committee, and such other standing or ad hoc committees as determined to be needed by the Board of Directors. All members of the Association’s Board of Directors shall be ex officio members of the Program Committee. Except for ex officio members, the President shall appoint the members of all committees.

**Article VIII**

Rules of Order

Section 1. Parliamentary authority and procedure at all meetings shall be governed by the most recent version of “Robert’s Rules of Order,” unless otherwise governed by these Bylaws.

**Article IX**

Amendments to the Bylaws

Section 1. A majority of the members present at an Association general meeting may amend these Bylaws providing that the members receive, in writing, the proposed amendment at least thirty (30) days before said general meeting.

Section 2. If the proposed amendment has not been mailed at least thirty (30) days previous to said general meeting, two-third majority of the members present may amend the Bylaws, as long as the proposed amendment has been received in writing by the Board of Directors at least 48 hours prior to the beginning of said meeting, and provided that the proposed amendment is available in writing for the membership at that meeting at least 24 hours prior to the membership’s vote thereon.

These Bylaws, adopted at the meeting of the Alumni Association of the North Carolina Municipal and County Administration Courses assembly this the 24th day of February, 2006, in the Town of Cary, North Carolina.

\_\_\_\_\_ President

\_\_\_\_\_ Secretary