

By-Laws of the J.R.E Lee (Jacksonville) Chapter NAA Florida A&M University

REVISED: May 14, 2022

SECTION 1: Scope of the By-Laws

JRE LEE Chapter of the FAMU National Alumni Association (NAA) operates under the general authority of the FAMU National Alumni Association. The Association will function as an organization exempt under Section 501 (C)(3) of the Internal Revenue Code of 1954 as amended, therefore, the purpose of the JRE LEE Chapter of the FAMU Alumni Association is to serve its alumni and the University, to actively promote the interest of Florida A&M University as an institution of higher learning, research and public service, to focus on the educational needs of African American and other ethnicities, to support cultural diversity and equal access to a quality education at Florida A&M University, as well as to stimulate interest in the University among students, former students, graduates, and others, while providing financial, moral, and political support.

SECTION 2: MEMBERS

- A. **Regular** – Any person who meets the qualifications of the Constitution and pays the National, State, and Local membership dues. These dues shall be renewed on an annual basis and in compliance with the National Alumni Association’s calendar year for renewal. The dues amount shall not be prorated when paid after the renewal deadline.
- B. **Associate** – Any person who did not attend the University who is interested in supporting the causes of the National Alumni Association may be an Associate Member of the Alumni Association. Associate members may vote at the Chapter Level and the National Level but may not hold office at any level of the Alumni Association. Associate members must pay applicable National, State, and Local membership dues.
- C. **Honorary** – Persons identified as making outstanding contributions to Florida A & M University, the National Alumni Association, the community, and/or the Nation may be enrolled as honorary members of the chapter. Honorary members cannot vote, hold office, or serve on committees at any level of the Association.
- D. **Life** – Any person paying the National Life Membership fee and meeting applicable qualifications will be considered as a life member of the National Association. These members will be exempt from paying National dues but are required to pay all applicable annual, state, and local dues to be considered as an active voting member of the local and regional chapter.

By-Laws of the J.R.E Lee (Jacksonville) Chapter NAA Florida A&M University

- E. **Recent University Graduate** – The first time a person graduates from FAMU, at the bachelor’s, master’s, or doctoral level (one graduation only), the graduates shall have their national membership dues waived for the first membership year as provided in the official “University Graduation Ceremony.” Recent graduates shall enjoy the same benefits alumni members with National Level Membership. Upon payment of applicable Chapter and Region dues within this first year, recent graduates shall then enjoy the same benefits as alumni members with Chapter affiliation.

SECTION 3: OFFICERS

- A. The officers of the chapter shall be (1) President, (2) First Vice President, (3) Second Vice President, (4) Recording Secretary, (5) Assistant Recording Secretary, (6) Corresponding Secretary, (7) Financial Secretary, (8) Treasurer, (9) Parliamentarian, (10) Business Manager, (11) Chaplain, (12) Historian and (13) Assistant Financial Secretary.
- B. With approval of the Executive Board, the President shall appoint the Parliamentarian, Chaplain and Historian. All appointed officers shall serve at that the will and pleasure of the President. The appointed officers, however, shall be subject to any impeachment or removal process by the Membership or Executive Board.
- C. Term of office shall be two consecutive years commencing on the first day of the fiscal year following the election.
- D. Officers shall not hold the same office for more than two (2) consecutive terms.
- E. The elected and appointed officers shall perform the specific duties as outlined in the Bylaws.
- F. Officers must remain financial throughout their entire term of office.

SECTION 4: ELECTIONS

- A. Election of officers shall coincide with the FAMU NAA elections not to exceed two (2) YEAR TERMS. During the month of March of the 2nd year of office the President shall appoint a nominating committee from the active members of the Chapter consisting of three members. The committee shall present to the Chapter at the April meeting the names of the persons nominated as elected officers of the chapter. Additional candidates, who are active financial members, may be nominated at the April meeting from the floor. The ballot should contain the offices of President, 1st Vice President, 2nd Vice President, Recording Secretary, Assistant Recording Secretary, Financial Secretary, Assistant Financial Secretary and

By-Laws of the J.R.E Lee (Jacksonville) Chapter NAA Florida A&M University

- Treasurer. The Parliamentarian and Chaplain will be appointed officers, with the appointment made by the President Elect.
- B. During an election when more than two (2) candidates are nominated for the same position, the winner will be decided by a simple majority (50% plus one vote) of eligible votes cast. Should no candidate receive the majority vote, a run-off election between the two candidates receiving the highest number of votes will be held. The run-off election will follow the same rules and procedures as the original election. In the case of a tie or voting irregularities, which will adversely affect the validity of the election, a second run-off may be held at the discretion of the Executive Board.
 - C. The Executive Board shall have the power to fill the unexpired term of any vacancy in any elective office of the chapter.
 - D. A notice of election shall be made to the active Chapter members no later than the April general membership meeting. The Nominating Committee shall nominate eligible active Chapter members for office. The Election Committee is a special committee, consisting of three active Chapter members, elected by the general membership at the April meeting.
 - E. The Nominating and Election Committees shall coordinate the nomination and election processes, according to the Chapter's Constitution, Bylaws, and other governing rules.
 - F. Only active Chapter members shall be eligible to run for office or become elected. Each candidate for office must be an active Chapter member at least the period of 1 year before the meeting that is held in May for election.
 - G. Only active alumni members shall be eligible to run for or become elected to the offices of President, Financial Secretary, Treasurer, or Assistant Treasurer.
 - H. The Nominating Committee shall select at least one (1) and no more than five (5) eligible nominee(s) for each office to be filled, prior to reporting during the meeting announced for the election of officers.
 - I. At the meeting when elections are held, the Nominating Committee gives its report of nominees for office. Then, the presiding officer shall call for nominations from the floor. Only those who have consented to serve shall be eligible for nomination, either by the committee or from the floor. Once all nominations are closed, the Election Committee shall conduct the election in May.
 - J. Only those members in good standing at the time of the election shall be eligible to vote in the election.
 - K. The election shall be by secret ballot. The ballot shall include the names of all nominees and include a provision for a write-in vote for each office. The Election Committee shall be responsible for preparing the election ballots, disseminating the ballots, collecting ballots, counting the votes for each nominee, announcing the vote counts, and ensuring the integrity of the entire election process. Members of the Election Committee shall be prohibited from running for any office.

By-Laws of the J.R.E Lee (Jacksonville) Chapter NAA Florida A&M University

- L. The Election Committee shall report the vote counts to the members during the meeting held for elections. Then, the presiding officer shall announce the election results.
- M. There shall be an officer transition meeting, called by the outgoing President, after the election and before the June general membership meeting.
- N. Any vacancy occurring during a term of office shall be filled for the remaining of the term by a person elected by a majority vote of the Executive Board, except for the office of the President. In the event that the office of the President is vacated, the 1st Vice President shall assume the duties of the President until a new President is elected. The 1st Vice President shall notify all active Chapter members, within 30 days, of the date, time, and place of the election for President. This election shall occur no later than 60 days after the election notification to Chapter members.

SECTION 5: QUALIFICATIONS DUTIES AND RESPONSIBILITIES

A. PRESIDENT:

Qualifications: The President shall be an active alumni member of the chapter for three (3) consecutive years immediately prior to the election and must have attended one regional or national conference in the past two years. A strong leader and a strategic planner, have good communication skills, good management and organizational skills. Must be a consensus builder, and have a working knowledge of the Chapter's Bylaws, and Robert's Rules of Order Newly Revised.

The duties of the President shall be to:

- 1) Preside at all Chapter regular, special, and executive board meetings, and hearing.
- 2) Act as the official representative of the Chapter in all pertinent matters.
- 3) Appoint chairpersons to standing and ad hoc committees.
- 4) Present to the chapter a written report of the work of the chapter.
- 5) Prepare and provide an agenda for each scheduled meeting.
- 6) Appoint temporary, ad hoc, and permanent committees unless otherwise provided In the Constitution.
- 7) Ensure that all books, reports, certificates, and Constitution are properly maintained.
- 8) To be one of the three officers authorized to sign checks or drafts.
- 9) Chair the Executive Board meetings.
- 10) Act as an active liaison between the J.R. E. Lee chapter and FAMU.
- 11) Not obligate the Chapter to any fiscal commitment, without the approval of the Executive Board and the general membership.
- 12) Review and approve all Chapter correspondence (Internet, telephone, and all other forms of external communication).

By-Laws of the J.R.E Lee (Jacksonville) Chapter NAA Florida A&M University

- 13) Present a State of the Chapter report at the January meeting. This report shall include the Chapter's goals and objectives for the year.

A. FIRST VICE PRESIDENT:

Qualifications: First Vice President shall be an active alumni member of the chapter for at least two (2) consecutive years immediately prior to the election and must have attended one regional or national conference in the past three years. A strong leader and a strategic planner, have good communication skills, good management and organizational skills. Must be a consensus builder, and have a working knowledge of the Chapter's Bylaws, and Robert's Rules of Order Newly Revised.

The duties of the FIRST VICE PRESIDENT shall be to:

- 1) Preside at chapter meetings in the absence of the President.
- 2) Preside at Executive Board meetings in the absence of the President.
- 3) If the President is unable to complete his/her term for any reason, the FIRST VICE PRESIDENT shall assume the responsibilities until the next scheduled chapter election.
- 4) Perform other duties as assigned by the President.

C. SECOND VICE PRESIDENT

Qualifications: SECOND VICE PRESIDENT: Same as the FIRST VICE PRESIDENT.

The duties of the SECOND VICE PRESIDENT shall be:

1. To preside at monthly meetings if the President and First Vice President are absent.
2. To preside at Executive Board meetings in the absence of the President and First Vice President.
3. To assume the responsibilities of the First Vice President if he/her is unable to complete the term for any reason.
4. To assume the responsibilities of the President if the First Vice President is unable to complete his/her term for any reason until the next scheduled Chapter election.
5. To serve as Ex-Officio on all committees.
6. To perform other duties as assigned by the President.

D. RECORDING SECRETARY:

By-Laws of the J.R.E Lee (Jacksonville) Chapter NAA Florida A&M University

Qualifications: The Recording Secretary shall have the ability to listen, record, and report accurate minutes of the Chapter's meetings, be skillful in using tools and technology to conduct the duties of office.

The Duties of the Recording Secretary shall be:

1. To record and produce written minutes of all Chapter general membership meetings.
2. To properly record the proceedings of Executive Board meetings.
3. To maintain all chapter meeting attendance rosters for purpose of confirmation that a quorum was established and met to conduct all business action items presented in the chapter meeting. Records shall be maintained and presented upon request in the event of an audit.
4. To distribute the minutes of the previous meeting to members of the chapter.
5. To perform other duties as assigned by the President.
6. The meeting minutes for the Executive Board and General Body shall be provided at least 3-5 days prior to the respective meetings.

E. ASSISTANT RECORDING SECRETARY

Qualifications: Same as the Recording Secretary.

The Duties of the Assistant Recording Secretary shall be to:

1. Perform the duties of the Recording Secretary his/her absence.
2. Assist the Recording Secretary as required.
3. Perform other duties as assigned by the President.

F. CORRESPONDING SECRETARY

Qualifications: The Corresponding Secretary shall be skillful in technology used to disseminate communication, and be willing to obtain and distribute Chapter correspondence, and have good organizational skills.

The Duties of the Corresponding Secretary shall be:

1. To insure the proper handling of all chapter correspondence.
2. To disseminate meeting notices and other items of information to the membership in a timely manner.
3. To assist the Recording Secretary with minutes and other administrative tasks when required.
4. To perform other duties as assigned by the president.

By-Laws of the J.R.E Lee (Jacksonville) Chapter NAA Florida A&M University

G. FINANCIAL SECRETARY/ ASSISTANT FINANCIAL SECRETARY

Qualifications: Both shall be skilled in accurate accounting, have good organizational skills, and be eligible for bonding.

Duties of the Financial Secretary shall be:

1. To receive and receipt all funds for the Chapter.
2. To submit all funds to the Treasurer in a timely manner.
3. To maintain a record of all financial members of the Chapter.
4. To assist and coordinate with the Treasurer in the preparation and presentation of financial reports.
5. To perform other duties as assigned by the president.

Duties of the Assistant Financial Secretary shall be:

- 1. Perform the duties of the Financial Secretary in his/her absence.*
- 2. Assist the Financial Secretary as required.*
- 3. Perform other duties as assigned by the President.*
- 4. The Assistant Financial Secretary will not be a signer on the bank account.*

H. TREASURER

Qualifications: The Treasurer shall be skillful in accurate accounting, have the ability to timely transact finances by multiple methods (e.g. paper, electronic), and have the ability to responsibly manage the finances of the Chapter. Have good organizational skills, and be eligible for bonding.

Duties of the Treasurer shall be:

1. To provide receipts for all funds received from the Financial Secretary.
2. To be one of the three officers authorized to sign checks or drafts.
3. To serve as Chairperson of the Budget Committee.
4. To deposit all funds received in a timely manner and submit a copy of the receipt or transactions to the Financial Secretary.
5. To prepare and present the financial report at monthly meetings.
6. To write and disburse only those checks authorized by approved authority and procedures.
7. To maintain proper fiscal controls to insure the chapter's financial status is protected.
8. Maintain copies of all documents pertaining to securities, investments, title papers and other financial matters.

By-Laws of the J.R.E Lee (Jacksonville) Chapter NAA Florida A&M University

9. Must be responsible for holding members accountable for following the Financial Management Guidelines that have been developed for the chapter members to execute. Also, must report updates/changes to the Guidelines to the chapter for approval.

1. PARLIAMENTARIAN

Qualifications: The Parliamentarian shall have a good working knowledge of the Chapter's Bylaws, Roberts's Rules of Order Newly Revised, and any other Chapter governing documents and good communication skills.

Duties of the Parliamentarian shall be:

1. To be knowledgeable of parliamentary procedures, the National Constitution, the Local Bylaws, and Robert's Rules of Order Newly Revised.
2. To serve as Chairperson of the Bylaws Committee.
3. To aid and advise the governing officers, committees and members of the Chapter procedures.
4. To have above stated documents available during meetings as reference documents, if needed.

J. BUSINESS MANAGER

Qualifications: The Business Manager shall have good communication skills and be knowledgeable about business arrangements.

The Duties of the Business Manager shall be:

1. To oversee and assist in making arrangements for all activities connected with Chapter projects, meetings and social events
2. To serve on the Budget Committee.
3. To perform other duties as assigned by the President.

K. CHAPLAIN:

Qualifications: The Chaplain shall be a good moral character, be willing and able to effectively reach out to members and others in times of need, and have good communication skills.

The Duties of the Chaplain shall be:

By-Laws of the J.R.E Lee (Jacksonville) Chapter NAA Florida A&M University

1. To serve as the spiritual leader of the Chapter.
2. To offer prayers as appropriate at meetings and events.
3. To plan, schedule, and coordinate worship services/visits.
4. To serve on the Benevolent/Welfare Committee.
5. To perform other duties as assigned by the President.

L. HISTORIAN:

Qualifications: The Historian shall be skillful in preserving documents, be willing to learn Chapter and University history and notable events, have good Organizational skills, and have good writing skills.

G. HISTORIAN

The Duties of the Historian shall be to:

1. Accurately document and preserve the history of the Chapter.
2. Use written documentation accounts, photography, or other appropriate means to capture the pertinent information.
3. Promote awareness of University and Chapter historical and other notable events.
4. Verify all information prior to submission to the Chapter.
5. Perform other duties as assigned by the President.

SECTION 6: REMOVAL OF OFFICERS

- A. Any officer may be relieved of duty after a petition signed by a two-third (2/3) majority of eligible members is presented to the Executive Board.
- B. Consideration for removal may be initiated when a signed petition by twenty (20) percent of the eligible members is presented to the Executive Board. The Executive Board shall be required to place the question of removal on the agenda of the next regularly scheduled or called meeting of the organization occurring at least thirty (30) days after the petition has been presented. Final approval will require a two-third (2/3) vote of the eligible members present and voting.
- C. The Executive Board may temporarily suspend an officer of the organization by a two-third (2/3) vote of the board members present. The suspension cannot exceed forty-five (45) days. The general membership of the organization, after consideration of the charges/allegations may suspend the said officer(s) for an indefinite period of time.

By-Laws of the J.R.E Lee (Jacksonville) Chapter NAA Florida A&M University

SECTION 7: EXECUTIVE BOARD

- A. A quorum for meetings of the Executive Board shall be constituted by one fourth (1/4th) of the Executive Board. Once a quorum has assembled business may be conducted and decided by a majority vote of the Executive Board Members present.
- B. The members of the Executive Board shall consist of the elected officers, as prescribed by the by-laws, the Immediate Past Chapter President and all Committee Chairs.
- C. The President or any Executive Board member may convene a special call meeting of the Executive Board, providing that three-fourth (3/4) of the Executive Board members approve and not less than ten (10) days written notice has been given to all Executive Board Members prior to the date of the said meeting.
- D. When the Executive Board is not in session, the authority to act on behalf of all of the members of the Chapter is entrusted to the Chapter President upon consultation with and approval of the majority of the remaining officers and the Executive Board, either by telephone, e-mail, or in writing. Written communication must be the confirming document to substantiate the claimed approval.
- E. The Executive Board is responsible for setting a budget for the Chapter at the first (1st) Executive Board meeting in July.
- F. The Board shall have regular monthly meetings, September through June, prior to the general membership meeting, with the date, time, and place designated by the President. All executive board members must be notified of the regular meetings at least three days in advance for teleconferences and at least seven days in advance for face-to-face meetings.
- G. It is the responsibility of the Board to review reports, activities, and recommendations presented by the committees for general membership approval.
- H. For time-sensitive matters that need to be addressed when the general membership is not available, the President may call a special meeting of the Executive Board. The Board shall act on said time-sensitive matters to effectively ensure the best interests and financial integrity of the Chapter. Special called meetings require at least a 24-hour advance notice to all Board members and at least 12 Board members must acknowledge the said notification in order for a special Board meeting to be held. The executive board quorum requirement shall still apply to the special meetings.
- I. The Executive Board may meet in-person, via teleconference, videoconference, or other means. All meetings must be conducted in such a manner that all participants are able to hear, or hear and see, each other simultaneously.

SECTION 8: COMMITTEES

The Standing Committees of the Chapter shall be: Athletics, Audit, Finance, Bylaws, Communications (combination of Website/Social Media and PR/Newsletter), Fundraising,

By-Laws of the J.R.E Lee (Jacksonville) Chapter NAA Florida A&M University

Governmental Relations (or Legislative and Political Affairs), Membership, Scholarship and Recruitment, Young Alumni and Benevolent.

Committees may meet in person, via conference call or by other means. Each committee shall provide a written report to be presented to the Executive Board for approval prior to submission to the chapter for consideration. Committees should meet monthly or as often as needed. All Committee Chairs and/or Co-Chairs shall be appointed by the president.

1. **The Athletics Committee** shall serve as the primary liaison between the Chapter and the University regarding all University athletic matters; keep the membership apprised of the status of the various sports teams; assist in identifying financial support needed for the University's intercollegiate athletic program; in conjunction with the Fundraising Committee, solicit resources, whether cash or in-kind, for the support of intercollegiate athletics at the University; and coordinate with the Athletic Department regarding needed Chapter assistance when teams are scheduled to compete in the Jacksonville Area.
2. **The Audit Committee** shall be responsible for making a full examination of the finances of the Chapter. The committee shall examine the finances at least twice annually –including at the close of each fiscal year. The committee shall submit its findings to the chapter in a written report.
3. **The Finance Committee** shall monitor the financial operations of the Chapter; prepare a draft budget, annually, to recommend to the Chapter for approval prior to the January meeting; create monthly reports to monitor the Chapter's budget versus actual income, expenditures and allocated funds; recommend budget amendments, if necessary. The Treasurer shall serve as the committee chair.
4. **The Bylaws Committee** shall make recommendations for the establishment and revision of all rules to govern the Chapter; evaluate and make the final recommendation for all rules proposed to be adopted or amended by the Chapter; be responsible for making recommendations that comply with the principles of parliamentary procedure and comply with all applicable superseding governing documents; review all Chapter rules at least every two years; and make available all adopted rules to active Chapter members. The Parliamentarian shall serve as chair of this committee.
5. **The Communications Committee** (combination of Website/Social Media and PR/Newsletter) shall provide information to local media, members and the general public regarding all activities of the Chapter and University; maintain the Chapter's website and social media pages and accounts; produce a Chapter newsletter at least quarterly; coordinate and implement all image enhancement functions of the chapter.
6. **The Fundraising Committee** shall plan, develop, recommend and lead programs to increase the Chapter's funds; submit to the membership in a timely manner, written reports of all income and expenses for each fundraising event. All fundraising program recommendations require a Chapter majority vote for approval to implement.
7. **The Governmental Relations Committee** (or Legislative and Political Affairs), shall plan, develop, and implement programs to promote the University's legislative agenda and establish rapport with local public officials to promote the positive image of the University.
8. **The Membership Committee** shall recommend and organize programs and events that enhance the growth of the Chapter; shall lead the recruitment efforts of the chapter; and orient new members to the chapter.

By-Laws of the J.R.E Lee (Jacksonville) Chapter NAA Florida A&M University

9. **The Scholarship and Recruitment Committee** (formerly Recruitment, Financial Aid and Scholarship) shall be responsible for developing and recommending criteria to award scholarships and student financial aid; develop and evaluate applications for scholarships and financial aid; and recommend to the Chapter the recipient(s) and amount(s) of each award. The Chapter shall determine the final award selection by majority vote. The committee shall also actively seek opportunities, plan and coordinate all activities of the Chapter to recruit qualified and talented students to attend the University; plan and coordinate the Chapter's participation in student recruitment fairs; and lead the support to University sponsored recruitment events in the Jacksonville Area, upon the University's request to the Chapter. This committee will be responsible for handling events and activities to promote student recruitment and engagement with the University. These activities will include the "Annual Student Reception", College Tours to the University, and other activities that the Committee may recommend to the chapter for approval.
10. **The Young Alumni Committee** shall be responsible for orienting new graduates to the Jacksonville Area (targeted age 30 and under); plan activities to garner interest in alumni affairs and chapter activities such as the "B-OUT" Day Picnic. The committee shall work in conjunction with the Membership Committee, when feasible.
11. **Benevolent Committee** The chapter chaplin will serve as chair of this committee. The chair will be responsible for submitting a budget to the Finance Committee to be included in the operating budget as a line item to cover provisions done in support of members in good standing in the times of death, extended illnesses, hospitalizations, and other life changing events.

SECTION 9: REPORTS

- A. The Treasurer shall each month present at the General meeting a written report of the finances of the Chapter. This report shall include the income and the purpose for each expenditure of the Chapter.
- B. The Chapter shall submit reports to National, Region, and State. These reports include the financial report and chapter activities report. These reports shall be submitted when requested but at least once annually. The reports shall include those items as directed by the National Constitution.
- C. Each Committee Chair shall report in writing to the membership. Each committee report shall be submitted to the Second Vice President for approval by the Executive Board prior to each Executive Board meeting. No report will be submitted to the membership or action taken without the approval of the Executive Board.

SECTION 10: FISCAL YEAR

The fiscal year of the chapter will begin on the first (1st) day of July and shall end on the thirtieth (30th) day of June of each year.

By-Laws of the J.R.E Lee (Jacksonville) Chapter NAA Florida A&M University

SECTION 11: MEETINGS

- A. The meetings of the Executive Board will be held within five (5) days of the scheduled monthly meeting at a time and place as agreed upon by the Executive Board. A quorum for the meeting is as stated in these By-Laws.
- A. Monthly meetings of the Chapter shall be held at 10:00 am on the Second Saturday of each month from January through August and on the Second Thursday at six (6:00 p.m.) of each month from September through December or any other time as determined by the majority vote of members at a regular monthly meeting.
- B. A quorum for the conduct of business at a meeting of the Chapter shall be no less than fifteen regular members and shall include the President or a Vice-President and at least one (1) other elected officer.
- C. Monthly Chapter meetings shall last no longer than two (2) hours. A thirty (30) minute extension may be enacted by a majority vote of the members present and voting. There will be no more extension allowed.
- D. Executive Board meetings shall last no longer than two (2) hours. A thirty (30) minute extension may be enacted by a majority vote of the members present and voting. There will be no more extension allowed.

SECTION 12: Florida Region Meeting & National Alumni Association Convention

The Chapter will send two (2) delegates to the Florida Region Meeting and National Alumni Association Conference/Convention.

The primary delegate will be the President. If the President cannot attend then the first Vice President will be the primary delegate. The President will select the secondary delegate who has been actively involved in our Chapter. The local membership will vote on this selection during our monthly meeting. The delegates responsibilities include attending all "business meetings", vote where required, attend workshops, and provide a written report to the Chapter. The Chapter will pay for the delegate(s) expenses.

The Chapter will follow the Financial Management Guidelines for Travel and Travel Reimbursement.

SECTION 12: FINANCIAL RESPONSIBILITY

- A. The Chapter shall not be financially responsible for the conduct of any member unless specifically authorized in writing by the Executive Board. No committee or member shall have the authority to pledge the credit of the chapter except when specifically authorized in writing by the Executive Board.
- B. All funds raised in the name of the Chapter shall be submitted to the Financial Secretary or Assistant Financial Secretary within 10 days of receipt.

By-Laws of the J.R.E Lee (Jacksonville) Chapter NAA Florida A&M University

- C. Unless given consent by the Chapter President, no one is authorized to sign any legal or financial agreement with any party on behalf of the Chapter. The President, in consultation with the General Counsel, shall review and approve the terms of all Chapter-binding agreements, according to the general desires of the Chapter membership. Anyone who fails to comply with this provision and signs or amends any such agreement shall then be fully responsible for any and all terms of the said agreement.

SECTION 13: AMENDMENTS/ADOPTIONS

To make changes to the Constitution the following must occur:

- A. Submit, in writing, the suggested Amendment(s) along with the location of where Amendment(s) should be made in the current Constitution.
- B. Submit Amendment(s) to the By-Laws Committee.
- C. The By-Laws Committee will meet and discuss the Amendment(s).
- D. If the Amendment(s) are submitted at least (2) weeks prior to the next meeting of the Chapter, then notice of the Amendment(s) will be sent to active members of the Chapter prior to that next meeting and voting to accept the Amendment will occur at that next meeting. If the change is submitted after this time period then the Amendment(s) will be introduced at the next Chapter meeting after the Amendment is submitted.
- E. For Amendment(s) to be accepted, a 2/3 vote of the quorum of active members is required.
- F. The Amendment(s) will be enforced at the next general meeting of the Chapter.
- G. These Bylaws may be amended at a general membership regularly scheduled or special called meeting, by a two-thirds (2/3) majority vote, provided that a notice of intent to amend has been sent to all active Chapter members at least 14 days prior to the said meeting. This notice shall include the written proposed Bylaws amendment(s).

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