

**BYLAWS OF THE
NORTHEAST REGION OF
FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY
NATIONAL ALUMNI ASSOCIATION, INC.**

SECTION 1 PURPOSE

The purpose of the Northeast Region, a constituted body of the Florida A&M University National Alumni Association, Inc., is to provide a forum for chapters and alumni within the Region to plan and implement programs that enhance and ensure the continual existence of Florida A&M University as a viable charitable and educational organization within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provisions of any future United States Internal Revenue Law.

SECTION 2 INDIVIDUAL MEMBERS

A. To be considered an active member of the Northeast Region, a member must pay in full the annual national dues (or be a life member) and applicable chapter membership dues within the Northeast Region. Applicability of chapter dues is determined by the FAMU National Alumni Association, Inc.

B. Alumni of the former Normal School, Florida A&M College, and Florida A&M University, hereinafter referred to as the University, and persons who have completed at least one academic term and left in good standing shall be eligible for alumni membership in the Florida A&M University National Alumni Association, Inc., hereinafter referred to as the Association.

C. Life membership designation shall be determined by the Association. These members will be exempt from paying national dues but are required to pay applicable chapter dues to be considered a voting member of the Region.

D. Any person who did not attend the University who is interested in supporting the causes of the Association may become an associate member by a chapter's majority vote. Chapters that identify such persons may enroll them as associate members of their chapter. Associate members shall be eligible to vote and hold office at the Regional level, except for the offices of Regional Vice President and Member-at Large.

E. Any person who has rendered unusual service to the University or to the community may be elected for honorary membership upon nomination by a chapter's majority vote and approval by two-thirds (2/3) majority vote at the regional annual meeting.

SECTION 3 CHAPTER MEMBERSHIP

- A. A chapter shall consist of at least ten (10) active members who meet the requirements as outlined in the Association’s bylaws.
- B. Any group of at least ten (10) alumni may petition the Northeast Region for the purpose of determining its eligibility to form a new chapter. Upon approval by the Association, said group may be authorized to form a chapter for which the Association will issue a charter.
- C. Annual assessment of each chapter shall be prorated down from \$950.00, depending on the number of paid members in the chapter during the previous year.

Number of Chapter Members Annual Assessment Amount	
10	\$200.00
11-25	\$300.00
26-50	\$350.00
51-75	\$400.00
76-100	\$450.00
101-150	\$550.00
151-200	\$650.00
201-250	\$750.00
251-300	\$850.00
301+	\$950.00

D. Chapter assessments shall be paid annually to the Northeast Regional Treasurer by the last day of the third month after the end of the membership year. The Chapter’s failure to pay the required annual and/or any back Northeast regional assessment payment within a two (2) year period shall be grounds for the Northeast Region to recommend the Chapter’s suspension from the FAMU NAA.

SECTION 4 FISCAL YEAR

The fiscal year for the Northeast Region shall coincide with that of the Association, currently July 1 – June 30.

SECTION 5 OFFICERS

- A. The officers of the Northeast Region will be those as stated in these Constitution and Bylaws.
- B. Only active alumni members shall be eligible to hold the offices of Regional Vice President or Member-at-Large, as prescribed in the Association’s bylaws.
- C. Each officer must be an active member of the Region, attend executive board and regional annual meetings, and perform the duties of office as outlined in this Constitution, Bylaws, parliamentary authority, and other governing rules, as adopted by the Northeast Region.
- D. No member may hold more than one elected regional office at a time.
- E. Officers will hold office three (3) consecutive years commencing upon being elected, or until their successor is elected or appointed and qualified. However, an officer shall not hold the same office for more than two (2) consecutive terms.

SECTION 6 DUTIES AND RESPONSIBILITIES OF OFFICERS

A. REGIONAL VICE PRESIDENT

The Regional Vice President shall serve on the National Executive Board as the primary representative of the Region and perform all duties outlined in the bylaws of the Association; serve as the official spokesperson for the Region; be responsible for coordinating the activities of the Region and its overall administration; approve all regional correspondence before it is released; preside at all Regional and Executive Board meetings; appoint all standing committees, except for the Nominating Committee, and except as otherwise noted in these Bylaws; establish and appoint special committees; serve as an authorized signatory for all financial accounts; co-sign on all expenditure requests except those authorized as payable to oneself; serve as ex officio member of all committees; review, with an executive board approved legal counsel, and approve all legal documents on behalf of the Region.

Qualifications

Must be an active alumni member of the Region; have attended at least one national meeting in the past two years and at least one of the past two regional annual meetings; be a strong leader, willing to work diligently for the membership and the University; have working knowledge of Robert’s Rules of Order Newly Revised, the

Association's and Region's Constitution and Bylaws, Policies and Procedures, and other governing documents; exhibit the spirit of teamwork and cooperation; and be a supporter of the University and the Association.

B. FIRST VICE PRESIDENT

In the absence of the Regional Vice President, the First Vice President shall perform and carry out the duties and responsibilities of the Regional Vice President. This position, in conjunction with the host chapter and other pertinent regional officers, shall plan and coordinate the regional annual conference.

Qualifications

Must be a team player, have good organizational skills, be a supporter of the University and the Association, and have skills to perform presidential duties in absence of the Regional Vice President.

C. SECOND VICE PRESIDENT

In the absence of the Regional Vice President and the First Vice President, the Second Vice President shall perform and carry out such duties and responsibilities of the Regional Vice President. The Second Vice President shall chair the Northeast Region's Scholarship Committee.

Qualifications

Must be a team player, have good organizational skills, be a supporter of the University and the Association, and have skills to perform presidential duties in the absence of the Regional Vice President and First Vice President.

D. SECRETARY

The Secretary shall record minutes and transmit minutes to chapters no later than 30 days after meetings; serve as the official custodian of records for the Region; mail notices to members in a timely manner; receive and present to the Executive Board all correspondence; review all regional correspondence, for the regional vice president's approval, before it is released; serve as an authorized signatory for all financial accounts; co-sign any expenditure requests authorized as payable to the Treasurer or Regional Vice President; and perform other duties as may be directed by the Regional Vice President.

Qualifications

Must have skills to accurately record, report and organize official records, good communication skills, and ability and skills to use technology to perform the duties of the office.

E. TREASURER

The Treasurer shall be responsible for the preparation of the annual budget, chair the Finance Committee, keep the financial records of the Northeast Region, serve as an authorized signatory for all financial accounts; co-sign all expenditure requests except those authorized as payable to oneself, make payments on behalf of the Region as

approved by the Executive Board and as authorized by two of the three Region signatories (Regional Vice President, Secretary, and Treasurer), receive money on behalf of the Region and deposit funds into the Region's account in a timely manner, make a full financial report at the annual meeting of the Region and interim reports at the Region's Executive Board meetings, and compile and present financial documents to the Auditing Committee, annually.

Qualifications

Have the ability to carry out responsibilities of the office, be skillful in preparing budgets, have the ability to transact business in a timely and efficient manner, have skills to organize and present accurate financial records, and have good organizational skills.

F. PARLIAMENTARIAN

The Parliamentarian shall advise the Regional Vice President on parliamentary procedure, serve as a member of the Regional Constitution and Bylaws Committee, and ensure proper conduct of meetings according to the Region's governing documents.

Qualifications

Be well versed in Robert's Rules of Order Newly Revised, the Association's and Region's Constitution and Bylaws, Policies and Procedures, and other governing documents.

G. SERGEANT-AT-ARMS

The Sergeant-at-Arms shall prepare the physical arrangements of the room prior to meetings, keep order at all meetings, and assist the Treasurer in determining the eligibility of registrants at regional meetings, for the purpose of voting. During the meeting, the Sergeant-at-Arms will monitor who leaves and enters the meeting room, especially during voting, and shall oversee the counting of votes and election ballots.

Qualifications

Must have good organizational skills and the ability to maintain order in meetings.

H. MEMBER-AT-LARGE

The Member-at-Large shall serve as a member of the Executive Board of the Association as an additional representative of the Region, serve as chairperson of national committees as assigned, perform duties as outlined in the bylaws of the Association, and serve on regional committee(s) as appointed.

Qualifications

Must be an active alumni member of the Region.

I. CHAPLAIN

II. The Chaplain shall render an appropriate prayer or call for the observance of a moment of silence at all meetings and official functions of the Region, prepare resolutions for

deceased members upon request or when appropriate, prepare and conduct the Fallen Rattler program at the annual meeting, give spiritual comfort when called upon to do so, serve as a member of the Sunshine Committee, and swear in all new officers of the Northeast Region upon election. The Regional Vice President shall swear in the Chaplain.

Qualifications

Must have good communication skills, have the ability and skills to perform the duties of the office, and be of good moral character.

SECTION 7 ELECTIONS

A. The Nominating Committee shall, during an election year, present a slate of eligible members for the offices to be filled and make a formal report at the regional annual meeting. The Committee shall nominate at least one, but not more than three, members for each office. Following the report of the Nominating Committee, an opportunity shall be given for nominations from the floor. The ballot shall contain the offices scheduled for election for the given year.

The offices of the First Vice President, Parliamentarian, Sergeant-at-Arms and Treasurer shall be elected to a term of three years commencing in 2002. The offices of the Regional Vice President, Second Vice President, Secretary, Member-at-Large and Chaplain shall be elected to a term of three years commencing in 2003.

B. Election of officers shall be by ballot, unless there is only one qualified candidate nominated for a particular office. In this case, the registrants at the annual meeting shall decide whether the election of the single candidate shall be by ballot or voice vote.

C. Only those active members who meet the qualifications as provided for in these Bylaws shall be eligible for nomination or election.

D. Only those active members who have consented to serve shall be eligible for nomination or election. Consent from those not present at the election shall be in writing.

E. The members eligible to be nominated for office shall be officially registered for the regional annual meeting at least fifteen (15) days prior and financial with the chapter and National Office for the past 90 days.

F. To be eligible to vote in the election, a member must be registered for the regional annual meeting and be an active member of the Northeast Region.

G. Election of officers shall be held during the regular session of the regional annual meeting.

H. Each candidate shall be declared elected upon receiving a majority vote. In the event a candidate does not receive a majority vote, a run-off election shall be held immediately between as few candidates as possible receiving the highest number of votes.

I. For the purpose of transitioning, the newly elected officers shall assume the duties of their offices 60 days after the conclusion of the regional meeting at which they were elected to office.

J. A vacancy occurring in any office shall be filled for the remainder of the unexpired term by an eligible member elected by majority vote of the Executive Board. The First Vice President shall automatically assume the office of the Regional Vice President in the event a vacancy occurs in that office, but only until such time as the next regularly scheduled meeting of the Executive Board is convened or a new Regional Vice President is elected. Prior notice of any action of this nature shall be in the call of the meeting.

SECTION 8 REMOVAL OF OFFICERS

A. Any officer who knowingly violates the rules, impedes the work, commits misconduct, or causes damage to the Association or Region may be removed from office. The Regional Vice President or the Executive Board may appoint a special committee to investigate the allegations. All allegations must be brought on reasonable ground. The officer must be notified of all allegations in writing and has the right to be present at the hearing and prepare a defense.

B. Consideration for removal may be initiated when a petition signed by twenty (20) percent of the active members of the Region is presented to the Executive Board. The petition shall specify the allegations. The Executive Board shall be required to immediately notify the officer of said allegations and to place the question of removal on the agenda of the next regularly scheduled or special called meeting of the Region. Final approval for removal of the officer will require a hearing and a two-thirds (2/3) majority vote at the regional meeting.

C. The Executive Board may temporarily suspend an officer of the Region for up to 90 days by a two-thirds (2/3) majority vote. The members of the Region, at a regularly scheduled or special called meeting, after the hearing, may remove the said officer from office by a two-thirds (2/3) majority vote.

D. Only active members of the Region are permitted to attend the hearing or vote on the removal of any officer. The hearing and vote for the removal of an officer must take place at least 30 days, and not more than 90 days, after the petition of the members is presented or the suspension by the Executive Board occurs.

SECTION 9 MEETINGS

A. Annual Meetings

The annual meeting of the regional membership is held in-person. It is held on a rotational basis, by location of the chapters in the Region. The Region shall be responsible for covering the costs of the meeting. The Executive Board or the members of the Northeast Region shall determine the date and location of the annual meeting and the Secretary must provide at least a 60-day advanced notice to all active members of the Region for the annual meeting. Officers of the Region are elected during the annual meeting, as prescribed in these Bylaws. Only active members of the Region who are registered for the Annual Meeting shall be entitled to one vote each for all matters brought before the assembly.

B. Annual Conferences

The Region may also hold a regional conference during the time of the annual meeting. The regional conference shall include activities that will enhance the mission of the Association and the Region. The regional conference is planned and coordinated by the Regional First Vice President, with the assistance of the local chapter. Only active members of the Region who are registered for the conference shall be entitled to one vote each for all matters brought before the assembly at the annual meeting.

C. Special Meetings

The Regional Vice President, with the approval by majority vote of the Executive Board, or the Executive Board by majority vote, may call a special meeting of the regional membership. The special meeting shall be held in-person or electronically and the Region shall cover the costs. A written notice of the special meeting must be provided to all active members of the Region at least forty-five (45) days in advance.

D. Quorum

The quorum for annual and special meetings shall be at least thirteen (13) members of the Region, seven (7) of which must be Executive Board members, provided a majority of the chapters in the Region is represented.

SECTION 10 EXECUTIVE BOARD

A. There shall be an Executive Board consisting of the elected regional officers, the president of each chapter of the Region, the chair of each standing committee and one (1) representative from each chapter of the Region. Each member of the Executive Board will be entitled to one vote on each matter that comes before the Executive Board. The Regional Vice President shall serve as chairperson of the Executive Board. Other individuals may attend Executive Board meetings and have a voice in the proceedings, but may not vote on any matters before the Executive Board.

B. The duties of the Executive Board shall be to act upon any matter coming before the Northeast Region, except those matters that require authorization by the members of the Region, and to report on said action to all chapters within the Northeast Region; approve reports, recommendations and activities of committees; and approve activities relative to fiscal matters related to regional activities.

C. Regular meetings of the Executive Board shall be held at least quarterly. The Regional Vice President shall designate the date, place and time. The Region shall be responsible for covering the costs of the meeting. For in-person regular meetings of the executive board, notice shall be given at least thirty (30) days prior to the scheduled meeting. For electronic regular meetings of the Executive Board, notice shall be given at least fourteen (14) days in advance.

D. The Regional Vice President or any four members of the Executive Board may call a special meeting of the Executive Board. Each party member who calls a special meeting of the Executive Board must confirm the call in writing to the Executive Board and declare the purpose(s) of the call of the meeting. All meetings must be properly called and follow all rules contained in the current edition of Robert's Rules of Order Newly Revised. For in-person special meetings of the Board, notice, with the purpose of the meeting, shall be given at least thirty (30) days prior to the meeting. For electronic special meetings of the Board, notice, with the purpose of the meeting, shall be given at least seven (7) days in advance.

E. The presence of seven (7) members of the Executive Board shall constitute a quorum for any meeting of this Board, provided a majority of the chapters in the Northeast Region is represented.

F. 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.

G. Upon the request of a chapter or upon recognition that technical assistance may be helpful to a chapter, the Executive Board will offer such technical assistance. Upon acceptance of the offer by said chapter, the Executive Board will approve the appointment of a team of members within the Northeast Region with expertise in the areas of request. Technical assistance may be in the areas of fundraising, member recruitment and retention, bookkeeping, financial management, parliamentary procedure, etc.

SECTION 11 COMMITTEES

A. Any committee may act via teleconference, videoconference, or other means, provided that the committee members are able to hear, or hear and see, each other simultaneously. Committee members may communicate informally via email or other means, provided each member of the committee has access to the form of communication.

B. Each committee must consist of active members from at least three chapters of the Region.

C. The following shall be considered as the standing committees of the Northeast Region: Auditing, Finance, Fundraising, Constitution and Bylaws, Awards, Nominating, Membership, Scholarship, Sunshine, Communications, Governmental Relations, and Strategic Planning. Committee chairs are appointed by the Regional Vice President except as otherwise noted in these Bylaws. Members of each respective committee shall be appointed by the respective committee chair from an array of NER

Chapters. Committees are approved by majority vote of the Executive Board.

1. The Auditing Committee shall report, annually, its findings of the Region's financial records and accounts and offer recommendations to the Executive Board not later than three months following the end of the fiscal year. The regional signatories may not serve as members of this committee.
2. The Finance Committee shall be composed of the Treasurer, as chair, and at least two other members of the Region. It shall be the duty of the Finance Committee to prepare a budget for the fiscal year to coincide with the fiscal year of the Association and to submit it for approval by members of the Region at the annual meeting. The Finance Committee may submit amendments to the budget for the current fiscal year. Approval of budget amendments shall require a two-thirds (2/3) majority vote of the Executive Board.
3. The Fundraising Committee shall consist of the chair, and at least two other members of the Region. The Committee will oversee the development and implementation of a fundraising plan for the Region. The Committee may provide technical assistance to chapters in fundraising.
4. The Constitution and Bylaws Committee shall consist of the Parliamentarian and at least three additional members of the Region. This committee shall review at least once every two years the Constitution, Bylaws, Policies and Procedures, and other rules for compliance with the rules of the Association and the parliamentary authority. The committee may make recommendations for establishment, amendment, or revision of rules for the Region and shall evaluate any proposed amendments to rules of the Region that may be submitted by the Executive Board, provided that said proposed amendments are submitted to the committee, in writing, at least 90 days prior to the regional annual meeting. Members of the Region shall be notified of amendments as prescribed in these Constitution and Bylaws.
5. The Awards Committee shall consist of at least three members of the Region. The committee shall select nominees from each chapter of the Region for the Regional Award. The committee is responsible for soliciting nominations from chapters and selecting recipients of the Herman J. Davis National Award, the Northeast Regional Awards, and Regional Certificates of Appreciation. The committee will be responsible for drafting the qualifications and process for nominations for approval by the

Executive Board. The committee will present these awards at the annual meeting of the Region. Each year, this committee shall submit records of all awards and the recipients to the Secretary for filing.

6. The Nominating Committee shall be elected by the Executive Board and shall consist of at least three members of the Region. It shall be the duty of the committee to nominate candidates for vacant offices to be filled at the annual meeting; ensure timely notifications regarding the election are submitted to chapters; submit qualifications for vacant positions to chapters at least 60 days prior to the election; research qualifications of potential candidates; announce to the chapters the names of the current nominees at least 10 days prior to the annual meeting; and recommend a slate of candidates to the members at the annual meeting. The committee shall also nominate candidates for vacancies that occur during a term of office.
7. The Membership Committee shall consist of at least three members of the Region. It shall monitor the membership status of chapters and their compliance with the National membership policy. The committee may coordinate national, regional, or chapter membership initiatives among the chapters of the Region.
8. The Scholarship Committee shall consist of the Second Vice President, as chair, and at least two other members of the Region. The committee shall coordinate all NER scholarship programs among the Region and its Chapters, as well as support of National and University scholarship initiatives among the chapters of the Region. This committee shall manage the existing NER Region Scholarship Program or may reactivate the NER Regional Scholarship Program, per approval of the Executive Board, in the event that the Program has become inactive.
9. The Sunshine Committee shall be responsible for keeping track of all news reported to them by chapters and reach out to those alumni. The Chaplain shall serve as a member of this committee.
10. The Communications Committee shall promote the positive image of the region; strategically plan the communications for the region; ensure that all communications on the region's platforms are consistent and correct; manage the official communication of the region with appropriate approvals; and maintain the region's website(s) and social media page(s) with current information. The Secretary will serve as a member of this committee. The Secretary shall review and the Regional Vice President shall approve all region communications prior to dissemination or release.
11. The Governmental Relations Committee shall work with the Association to help plan, develop, and implement programs to support and promote the University's legislative priorities; encourage chapters to establish rapport with local elected officials in order to promote the positive image of the University.
12. The Strategic Planning Committee shall make recommendations to develop and implement the Region's short-term and long-term strategic plans, which will include

measurable goals and timelines; review and make recommendations for regional programs and initiatives that align with the mission and goals of the University, the Association, and the Region; help the executive board to identify critical strategic issues facing the region and recommend alternative strategic options; review and monitor all current and proposed regional programs and initiatives to ensure their alignment with the strategic plan; annually review the strategic plans and recommend updates as needed. The strategic plan requires approval by the Executive Board.

SECTION 12 DUTIES AND RESPONSIBILITIES OF CHAPTERS

- A. Each chapter shall be responsible for formulating its constitution and bylaws and shall provide a copy of said constitution and bylaws to the Northeast Region after adoption by the chapter. Chapter constitution and bylaws shall be pursuant to the Regional and National Constitution and Bylaws.
- B. Each chapter shall be responsible for maintaining a list of names and addresses of all known Florida A&M University alumni residing within its geographical boundaries. Copies of said list shall be provided to the Region, annually.
- C. Each chapter shall report to the Region its membership list, the current constitution and bylaws, fundraising activities, governmental relations activities, and scholarship awards.
- D. Each chapter shall file with the proper authority for local exemption using the 501(c)(3) federal exemption.
- E. Each chapter shall pay the regional assessment, annually, as prescribed in these Bylaws.
- F. Each chapter president shall participate in regional Executive Board meetings.
- G. In order to retain its charter, a chapter must comply with the rules set forth by the Association.

SECTION 13 PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the proceedings and business of the Region in all cases to which they are applicable, unless otherwise provided in this Constitution or Bylaws.

SECTION 14 AMENDMENT

A. Amendment of these Bylaws shall require a two-thirds (2/3) majority vote of the registered members at a regional annual meeting or a special meeting of the membership, provided that at least fifteen (15) days written notice is given to all chapters. The Secretary shall provide the notice and said notice shall include proposed changes to the Bylaws.

B. Nothing in these Bylaws is intended to constitute a waiver of any Article of the Constitution. These Bylaws shall be pursuant to the Constitution.

Revision by

Northeast Region Constitution and Bylaws Committee

Monica L. Zeno-Martin, Chair

Gen. LeRoy Bell

Penelope Jones

Floyd Patterson

Revised on the 11th day of August, 2023

Revised on the 22nd day of October, 2022

Revised on the 10th day of September, 2011

Amended on the 15th day of August, 2015

Amended on the 13th day of August, 2016

Amended on the 28th day of May, 2017

Amended on the 17th day of November, 2019