BENNETT COLLEGE NATIONAL ALUMNAE ASSOCIATION

CONSTITUTION

AND

BYLAWS

1997 Revision

1998 Reviewed

2003 Reviewed

2015 Revised

2017 Revised

TABLE OF CONTENTS

CONSTITUTION

Name .....Page 3, Article I

Purpose .....Page 3, Article II, Section 1 thru 4

Exemption Requirements .....Page 3, Article III, Section 1 thru 3

Membership and Dues .....Page 4-5, Article IV, Section 1 and 9

Organization ..... Page 5-6, Article V, Section 1 thru 3

Parliamentary Authority .....Page 6, Article VI

Officers .....Page 6-7, Article VII, Section 1 thru 8

Meetings .....Page 7-8, Article VIII, Section 1 thru 5

Method of Amendment.....Page 8, Article IX

Dissolution of the Association.....Page 8-9, Article X

BYLAWS

Governing Body ..... Page 9, Article l, Section 1 thru 2

Functions of the Executive Board ..... Page 9-11, Article II, Sections 1 thru 8

Functions of the Executive Committee .....Page 11-12, Article III, Section 1 thru 2

Budget & Finance..... Page 12, Article IV, Section 1 thru 3

Membership & Dues.....Page 12-13, Article V, Section 1 thru 5

Standing Committees..... Page 13-15, Article VI, Section 1 thru 7

Alumnae Awards .....Page 15, Article VII

STANDING RULES

Finances.....Pages 15-16, Article I, Section 1 thru 3

Dues ..... Page 16, Article II, Section 1 thru 4

Nominating and Balloting Procedures..... Page 17, Article III, Section 1 thru 7

CONSTITUTION

ARTICLE I. NAME

This organization shall be known as the Bennett College National Alumnae Association (BCNAA).

ARTICLE II. PURPOSE

Section 1. The BCNAA is organized exclusively for religious, charitable and educational purposes as defined by Section 501(c)(3) of the Internal Revenue Code (IRS) of 1986, as amended, or to any corresponding provision of any future federal tax law.

Section 2. The BCNAA shall work to strengthen the relationship between the College and its alumnae, by encouraging continued alumnae interest in Bennett College's growth with financial support and student recruitment.

Section 3. The BCNAA shall encourage the alumnae to serve as effective role models of the College's educational programs.

Section 4 . The BCNAA shall share information about the College with alumnae, parents, benefactors, students and stakeholders or potential stakeholders, as appropriate.

ARTICLE III. EXEMPTION REQUIREMENTS

Section 1. No part of the net earnings of the BCNAA shall inure to the benefit of any Officer or member of the BCNAA, or any private individual. Reasonable compensation may be paid for services rendered to or for the BCNAA. Officers shall not be entitled to share in the distribution of any of BCNAA's assets upon dissolution of the BCNAA.

Section 2. The BCNAA shall not articulate, promulgate or endorse propaganda, or otherwise attempt to influence legislation, except as otherwise provided by Section 501(h) of the IRS Code. This policy includes participation in campaigns, intervention in or the publication and distribution of statements on behalf of ballot initiatives or in opposition to any candidate for public office.

Section 3. The BCNAA shall not engage in activities prohibited by existing and future provisions of the IRS Code, specifically Section 501(c)(3) including acceptance of contributions designated as tax exempt under Section 170(c)(2) of the IRS Code. This provision is binding under future provisions of the federal tax code.

ARTICLE IV. **MEMBERSHIP AND DUES**

Section 1. The BCNAA shall have four classes of membership.

Section 2. General Membership. General membership in the BCNAA is open to all persons who have attended Bennett College for at least one (1) semester. General members are those who complete payment of BCNAA dues. General members can vote, serve on a standing committee, hold office or be appointed as a chairperson of a standing committee.

Section 3. Associate Membership. Associate membership in the BCNAA shall be open to former or present Presidents or faculty of Bennett College, parents, guardians, or any other interested person who has expressed an interest in the College. Associate members are those who complete payment of BCNAA dues. Associate members may vote, serve on a committee, but may not hold office or be appointed as a chairperson of a standing committee.

Section 4. Life Membership. Life membership in the BCNAA is available to alumnae who have paid the life membership dues as set forth by the BCNAA. These dues shall be paid within three (3) years of the initial payment. A life membership certificate shall be issued upon receipt of full payment.

Section 5. Honorary Membership. Honorary membership in the BCNAA is available for persons ineligible for active membership who have rendered notable service to Bennett College, such as persons from the community-at-large. Notable service must be activities of high standards for a sustained duration.

Section 6. Alumna with Graduation Date Less Than Five (5) Years. BCNAA dues are waived for alumna for one (1) fiscal year following commencement. Thereafter, alumna will pay BCNAA dues at a reduced rate for the next four (4) years.

Section 7. Dues. Any changes to BCNAA dues may only be approved at annual meetings and payments collected during the annual meeting become effective on July 1st of the following fiscal year. Dues cannot be paid retroactively. Dues shall be payable directly to the BCNAA and submitted to the Treasurer by January 31st of each year to qualify for voting privileges at the annual meeting. A payment receipt will be issued at the time dues are paid and a membership card mailed by March 31st. Local chapters should promote membership in the BCNAA and may collect and transmit BCNAA dues to the BCNAA Treasurer. Dues assist with the programs and activities of the BCNAA.

Section 8. The Executive Committee and/or the Finance Committee shall be empowered to recommend changes to the amount of dues paid for each level of membership for approval by the general body.

Section 9. Chapter Dues. Each chapter shall establish its own dues structure.

ARTICLE V. ORGANIZATION

Section 1. The three levels of organization shall be national, regional and chapter.

A. National- shall designate the overall organization and operation of the BCNAA. It is responsible for determining the global alumnae populations.
B. Regional - shall be comprised of designated states according to geographic locations within the United States.
C. Chapter - shall designate the local unit within a town, city or metropolitan area as well as a virtual chapter for alumnae who cannot join a local or metropolitan chapter due to geographic proximity.

Section 2. Organization of Regions. Each region shall consist of all chapters within states located in the following geographic areas:

A. Northeast Region - Connecticut, Delaware, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont.
B. Southeast Region - Alabama, Florida, Georgia, North Carolina, South Carolina and Tennessee.
C. Mid-Atlantic Region – West Virginia, Virginia, Washington, D.C., Maryland and Virtual.
D. South Central Region - Arkansas, Louisiana, Mississippi, Oklahoma, and Texas.
E. Great Lakes Region - Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota, Missouri, Ohio, and Wisconsin.
F. Western Region - Colorado, Idaho, Kansas, Montana, Nebraska, New Mexico, North Dakota, South Dakota, Utah, and Wyoming.
G. Pacific Region - Arizona, California, Nevada, Oregon, Washington, Alaska and Hawaii.

It shall be the responsibility of the individual alumna in states where options are exercised to notify the Director of Alumnae Affairs and the Coordinator of the region in which she prefers to hold membership.

Section 3. Organization of Chapters. Five (5) or more alumnae living within a city or town or metropolitan complex where there is no organized chapter may organize to form a local chapter. The chapter shall be named for the city or metropolitan in which the alumnae live or with which the alumnae wish to affiliate and be designated as a chapter of the BCNAA. A virtual chapter may be organized strictly for alumnae who are not geographically near a local chapter.

ARTICLE VI PARLIAMENTARY AUTHORITY

Parliamentary authority of the BCNAA shall be *Robert's Rules of Order*, by Henry Martyn Robert, current edition.

ARTICLE VII. OFFICERS

Section 1. The Officers shall consist of a President, 1st Vice President, 2nd Vice President, Recording Secretary, Financial Secretary, Treasurer, and Parliamentarian. The immediate past-president shall be an ex-officio officer.

Section 2. Nominations and Officer Requirements. Candidates for office shall be nominated by a five-member (5) committee selected at the annual meeting one (1) year prior to the election year. Each member of the Nominating Committee shall represent a different region. Candidates can also be nominated at a meeting called for this purpose by the President upon recommendation of the Executive Committee. Nominations may also be made via write-in-privileges; however, write-in candidates must meet the criterion established for the officer position selected. Candidates for office shall have paid BCNAA national and local dues for two (2) consecutive years prior to nomination, as appropriate. The candidates for President and 1st Vice-President shall have been a Bennett College graduate a minimum of five (5) years prior to nomination. The candidates for 2nd Vice President shall have been a Bennett College graduate no more than five (5) years prior to nomination. The candidates for the Recording Secretary, Financial Secretary, Treasurer, and Parliamentarian positions shall have been a Bennett College graduate three (3) years or more.

Section 3. Election. Election to the offices of President, 1st Vice President, 2nd Vice-President, Recording Secretary, Financial Secretary, Treasurer, and Parliamentarian shall be by majority vote of the ballots received by mail preceding the annual meeting of the BCNAA from among those candidates nominated as provided for in Section 2 of this Article. All Officers shall be elected during the odd numbered years i.e. years ending in 1, 3, 5, 7 and 9.

A. Voting shall take place by mail a minimum of thirty (30) days prior to the annual meeting of the BCNAA.
B. All Officers shall assume their duties July 1st.
C. The Parliamentarian of the BCNAA shall install Officers.

Section 4. Vacancy in the office of the President shall be filled by the 1st Vice President. Vacancy in the office of the 1st Vice-President shall be filled by the 2nd Vice-President. The Executive Committee shall appoint a successor to fill the term of any other vacated or vacant office on the Executive Board.

Section 5. Impeachment of Officers. Officers of the BCNAA shall be impeached by a vote of two-thirds (2/3) of the current members on the membership books in a special meeting called for that purpose. Cause for impeachment shall be based on conviction for treason, or felony, or for any act of moral turpitude which tends to be adverse to the interests and purposes of the organization.

Section 6. Term of Office. The term of office for all officers shall be for two (2) years, commencing July 1st of the election year. Term of office is not to exceed two (2) consecutive terms in the same office.

Section 7. Each region shall elect a Regional Coordinator at the same time as the voting for BCNAA Officers. Each chapter shall select a Regional Delegate Representative to work with the Regional Coordinator. At the discretion of the region, other officers can be selected from the Regional Delegate Representatives, as needed. Each Regional Coordinator or Delegate shall be an alumna, a resident of the region, and a member of the BCNAA. The BCNAA President may select the first Regional Coordinators to serve until the first BCNAA election. The role of the Regional Coordinators and Regional Delegate Representatives is to support the BCNAA Officers in meeting the purpose of the BCNAA as set forth in Article II.

Section 8. Officers of the Chapter.

A. Each chapter shall elect officers according to its by-laws, and the duties of chapter officers shall be patterned after the structure of the BCNAA.
B. Each chapter shall conduct bi-annual elections in accordance with its by-laws terms of office shall follow the pattern established by the BCNAA as closely as is feasible.

ARTICLE VIII. MEETINGS

Section 1. Annual Meeting. An annual meeting shall be held at the

College during Commencement weekend. Business shall be transacted by a majority vote of the BCNAA members present during the annual meeting. Provisions should be made for alumnae to participate by telecommunications or other appropriate and accessible communications technology to the extent feasible.

Section 2. Special Meetings. The BCNAA may be called to assemble, should the necessity arise, at a time other than the regularly scheduled meeting. Provisions should be made for alumnae to participate by telecommunications or other appropriate and accessible communications technology to the extent feasible.

Section 3. Executive Committee Meetings. The Executive Committee shall meet for the purpose of transacting BCNAA business.

Section 4. Quorum.

A. Seventeen (17) shall constitute a quorum to transact the business of the full assembly during an annual or special meeting. Of these seventeen (17) persons, at least seven (7) must be members of the Executive Committee, and an additional ten (10) must be general, associate, or life members of the BCNAA.
B. Seven (7) members of the Executive Committee shall be required to conduct the business of the Executive Committee.
C. Quorums may be accomplished by telecommunications or other appropriate and accessible communications technology.

Section 5. Regional Meetings/Conferences. Regional meetings/conferences shall be held biennially, but must not be scheduled during the week of the annual meeting. The purpose of these meetings shall be to increase alumnae participation within the regions and conduct other activities in support of the BCNAA's mission.

ARTICLE IX. METHOD OF AMENDMENT

This constitution may be amended by a vote of two-thirds (2/3) of the eligible electorate voting at an annual meeting or at a special meeting of the BCNAA called for that purpose provided that the proposed amendment and the article to be affected are mailed to the electorate a minimum of thirty (30) days in advance of the voting.

ARTICLE X. DISSOLUTION OF THE ASSOCIATION

Upon the termination, dissolution or final liquidation of the BCNAA in any manner and for any reason, the Officers shall first pay or provide for the payment of all liabilities of the BCNAA; all remaining assets shall first be

distributed to Bennett College or its successor institution for one or more exempt purposes within the meaning of Section 501(c)(3) of the Code (or the corresponding section of any future federal tax code). If Bennett College or a successor institution does not exist, or is not qualified as 501(c)(3) exempt at the time of dissolution, then all remaining assets shall first be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Code (or the corresponding section of any future federal tax code) as specified by the BCNAA or to the federal government, or to state or local government, for a public purpose, in the order specified.

BYLAWS

ARTICLE I. GOVERNING BODY

Section 1. The EXECUTIVE BOARD shall consist of the elected officers of the BCNAA and the Director of the Office of Alumnae Affairs or a representative from the Office of Alumnae Affairs, who shall serve without a vote.

Section 2. The EXECUTIVE COMMITTEE shall consist of the BCNAA Executive Board, Regional Coordinators, Chapter Presidents, and Chairpersons of any standing committees appointed by the BCNAA President. The
immediate past-president shall be an ex-officio member of the Executive Committee.

ARTICLE II. FUNCTIONS OF THE EXECUTIVE BOARD

Section 1. The PRESIDENT shall preside at all meetings. Her duties include, but are not limited to:

A. The power to call BCNAA meetings including BCNAA Executive Board and BCNAA Executive Committee meetings.
B. Appointment of ad-hoc and standing committee chairs.
C. Co-signatory on all contracts with the TREASURER.
D. Signing off on all obligations authorized by the Executive Committee.
E. Maintenance of a record of her responses to all correspondence received, including unsigned letters.
F. Surrender of all BCNAA records to her successor by July 1st of an election year.
G. Service in an ex-officio capacity on the Executive Committee for one year following the completion of her term.
H. Representation of the BCNAA on the Bennett College Board of Trustees.
I. Communicating with alumnae on the organization's activities and

interactions with the College.

Section 2. The 1st VICE PRESIDENT shall perform the duties of the President in her absence, incapacitation, or resignation. She shall serve as chair of the BCNAA Awards Committee and liaison to Regional Coordinators.

Section 3. The 2nd VICE PRESIDENT shall serve as the chair of the Scholarship Committee as well as lead social media communication efforts and young alumna initiatives.

Section 4. The RECORDING SECRETARY shall:

A. Record and keep a record of the minutes of the general BCNAA, Executive Committee and Executive Board meetings.
B. Serve as custodian of all BCNAA records and historical records.
C. Maintain under a separate cover, permanent copies of the Constitution, Bylaws, and Standing Rules.
D. Record the attendance of each member present at all Executive Committee meetings.
E. Maintain as proof of attendance the official sign-in sheet distributed at the annual meeting.

Section 5. The FINANCIAL SECRETARY shall:

A. Maintain all records of receipts of funds.
B. Maintain all records of disbursements.
C. Provide a written annual report to the membership.
D. Submit all records for audit at the end of the fiscal year.
E. Serve as BCNAA Membership Chair.
F. Issue membership cards, electronically, unless requested in a different format by March 31st.
G. Make an oral report at the annual meeting.

Section 6. The TREASURER shall:

A. Serve as custodian of all funds of the BCNAA.
B. Deposit all funds in a bank in Greensboro, North Carolina.
C. Disburse the funds of the BCNAA upon receipt of all legitimate statements, after receiving the authorization of the President.
D. Maintain a full and accurate record of all funds transmitted to her.
E. Maintain a record of all funds disbursed.
F. Serve as co-signatory on all contracts with the PRESIDENT.
G. Sign off on all obligations authorized by the Executive Committee.
H. Provide a written annual report to the membership.
I. Submit all records for audit at the end of the fiscal year.

J. Submit a treasurer's report monthly to the President.
K. Chair the Finance Committee.

Section 7. The PARLIAMENTARIAN shall:

A. Be responsible for the proper conduct of business proceedings.
B. Annually review the Constitution, Bylaws, and Standing Rules of the BCNAA in consultation with the Constitution and Bylaws Committee.
C. Make recommendations to the Executive Committee.
D. Make recommendations to the Executive Board.
E. Use *Robert's Rules of Order*, newly revised as final parliamentary authority.

Section 8. The REGIONAL COORDINATOR shall:

A. Act as presiding officer at all regional conferences and call meetings.
B. Coordinate the activities of her region.
C. Act as chairperson of the executive committee of her region.
D. Call biennial regional meetings and assign a hostess chapter unless a chapter volunteers.
E. Represent her region at the BCNAA Executive Committee meetings.
F. Appoint a parliamentarian from the membership when needed.
G. Appoint standing, special and ad hoc committees as needed.
H. Serve as an ex-officio member of all committees in her region.
I. Provide communication with each alumna within her region at least once during the fiscal year.

ARTICLE III. FUNCTIONS OF THE EXECUTIVE COMMITTEE

Section 1. The functions of the EXECUTIVE COMMITTEE shall be as follows:

A. The EXECUTIVE COMMITEE shall study the needs of the BCNAA as they relate to the College and make recommendations to the general body.
B. It shall transact the business of the BCNAA in between annual meetings of the BCNAA by call meetings or tools of correspondence, if necessary, two (2) times per fiscal year at a minimum.
C. In the event of a vacancy in the office of President and the concurrent inability of the 1st Vice-President to assume the office of the President, the Executive Committee shall be empowered to elect a President Pro Tempore. Any seven (7)

members of the Executive Committee shall be empowered to call an emergency session within thirty (30) days for the purpose of electing from the Executive Committee a President Pro Tempore who shall serve until the next annual meeting. Criteria for determination of inability to serve shall be: 1) personal disability; 2) failure to perform the duties of the office of President-Elect; 3) moral turpitude; or 4) felony conviction.

D. It shall receive all reports of standing committees and assume the duties of these committees when said committees fail to function.

E. It shall prepare written articles of impeachment for presentation to the Officer charged.
   1. Upon determination that the conduct/condition of an Officer warrants impeachment, a written list of charges shall be presented to said Officer requesting a written response within thirty (30) days.
   2. Impeachment proceedings shall cease upon the resignation of the charged Officer. No reference to the charges of impeachment shall be included in the records of the annual meeting, but may be included in the minutes of the Executive Committee.

Section 2. An AUDIT COMMITTEE shall be appointed by the Executive Committee in the event an independent audit of the BCNAA's financial records during odd numbered years by a Certified Public Accountant (CPA) cannot be secured. Members of the Audit Committee may be members-at-large or non-members with audit expertise.

ARTICLE IV. BUDGET AND FINANCE

Section 1. The travel expenses of the BCNAA Officers to its meetings shall be defrayed by the BCNAA.

Section 2. The actual expenses of the President or her representative to two professional meetings per twelve month period shall be defrayed by the BCNAA.

Section 3. An independent audit by a Certified Public Accountant (CPA) of the BCNAA's financial records shall be conducted during the odd numbered years i.e. years ending in 1, 3, 5, 7 and 9. An audit shall be required upon the resignation or failure to serve for any reason of the Financial Secretary and/or the Treasurer.

ARTICLE V. MEMBERSHIP & DUES

The exact amount of dues shall be voted upon annually or bi-annually at

the annual meeting by the majority of the members present based upon a recommendation from the Executive Board or Executive Committee. There shall be four categories of dues:

Section 1. General Membership.

Section 2. Life Member.

Section 3. Partial Life Membership – initial payment, equal to two-thirds (2/3) of the full life membership fee; Balance to be paid within three (3) years.

Section 4. Young Alumnae – BCNAA dues are waived for alumna for one (1) fiscal year following commencement. Thereafter, alumna will pay BCNAA dues at a reduced rate for the next four (4) years.

Section 5. Associate Membership.

ARTICLE VI. STANDING COMMITTEES

Section 1. Standing Committees of the BCNAA shall be: Finance, Constitution and By-Laws, Alumnae Awards, Membership, Nominating, and Scholarship.

Section 2. Finance Committee.

A. The Treasurer shall chair the BCNAA Finance Committee. Membership is comprised of the Treasurer, Financial Secretary, 1st Vice- President, and two (2) active alumnae, appointed by the President, financial professionals, one of whom should be a Certified Public Accountant (CPA) if feasible.

B. It shall present the approved budget at the annual meeting of BCNAA.

C.. For each fiscal year, it shall establish and maintain a computer file of alumnae who pay dues which includes the following information for each alumna; full name, complete address, email address, telephone number (if submitted) chapter name, and date dues were received. The file shall be used to produce address labels and listings of members of the BCNAA.

E. One month following the deadline for paying dues to be eligible to vote, the Finance Committee shall provide the President with the state listings of all paid members for distribution to chapters for validation prior to election.

Section 3. Constitution & By-Laws Committee.

A. The Parliamentarian shall chair the Constitution & By-Laws

Committee.

B. It shall have the responsibility of reviewing the constitution and by-laws of the BCNAA in order to reflect the changing needs of the BCNAA.

C.. This committee also shall:

1. Secure, review, and archive current constitutions and by-laws of all regions and chapters.
2. Advise regions and chapters on compliance with provisions of the BCNAA's governing documents.
3. Provide technical assistance on parliamentary and constitutional matters, including drafting of governing documents.

Section 4. Membership Committee.

A. The Financial Secretary shall chair the Membership Committee.

B. The committee shall have the responsibility for developing strategies for recruitment of all alumnae for membership and shall function for a two (2) year period.

C. The Membership Committee shall work closely with the Financial Secretary to assure the timely issuance of membership to financial members of the BCNAA.

Section 5. Nominating Committee.

A. The committee shall consist of five (5) representatives each representing a different region and shall be selected at the annual meeting preceding the election.

B. The committee shall determine balloting procedures.

C. It shall be required to inform the membership of the election procedures 30 days prior to the election.

Section 6. Alumnae Awards Committee.

A. The committee shall consist of one (1) representative from each region and shall be selected at the annual meeting preceding the election.

B. The committee shall determine its criteria and balloting procedures prior to the selection of any award recipient and inform the general membership of the procedure at least sixty (60) days prior to the deadline for nominations.

C. The 1st Vice-President of the BCNAA shall chair this committee.

Section 7. The Scholarship Committee.

A. The committee shall consist of the 2nd Vice-President and two (2) other active members of the BCNAA selected by the BCNAA President whenever one is required.

B. It shall be required to inform the membership of procedures for applying for scholarships at least sixty (60) days prior to the scholarship deadline.

C. The 2nd Vice-President of the BCNAA shall Chair this committee.

ARTICLE VII. **ALUMNAE AWARDS**

Alumnae Awards nominations are accepted from chapters through chapter presidents and individuals who recognize the contribution of the nominees.

Revised 1997 Barbara Williams '68, BCNAA Parliamentarian
Lillian P. Cannon '48
Romonia G. Clarke '50
Rev. Jeannine Lewis '45

Reviewed 1998 Olivia D. Penn, '78, BCNAA Parliamentarian

Revised 2015 Alvah Taylor Beander 73', BCNAA Parliamentarian with significant assistance by; Esther Canty-Barnes '76
Marilyn Mackel '65
Brandy Jones Osimokun, '00

Revised May 2017 Brandy Jones Osimokun, '00

STANDING RULES

ARTICLE I **FINANCES**

Section 1. Expenses for Executive Committee Meetings. Travel expenses by rail, ground transportation, personal or rental car, or airline shall be allowed at the most economical rates for elected BCNAA Officers to attend three (3) Executive Committee meetings per twelve (12) month period. Receipts must be presented to the Treasurer or Financial Secretary for reimbursement. The per diem rates for meals and other expenses are to be recommended by the Finance Committee and approved by the Executive Committee. Unless otherwise provided for, expenditures must be guided by the following parameters:

A. Meals not to exceed *a* four (4) days maximum.
B. Airport parking shall be allowed and should not exceed the maximum daily rate for a maximum of four (4) days.
C. Mileage is reimbursed at the ***prevailing IRS rate*** and should not exceed the cost of airline fare or other modes of transportation.
D. Double room accommodation shall be allowed for a maximum a four (4) day period.
E. A subsidy, equivalent to that afforded the Executive Committee members, shall be allowed BCNAA committee chairpersons

when discharge of their duties requires their presence at the Executive Committee meeting(s).

Section 2. Expenses of President/Representative. Travel expenses by rail, ground transportation, personal or rental car, or airline shall be allowed at the most economical rates for the BCNAA President or her designated representative to attend two (2) professional meetings and/or conferences related to her duties each fiscal year. The per diem rates for meals and other expenses are to be recommended by the Finance Committee and approved by the Executive Committee. Unless otherwise provided for, expenditures must be guided by the following parameters:

A. Meals not to exceed *a four (4) day maximum*.
B. Mileage is reimbursed at the ***prevailing IRS rate***.
C. Airport parking shall be allowed and should not exceed the maximum reasonable daily a four (4) day maximum.
D. Hotel accommodations shall be allowed for a maximum four (4) day period.
E. Cost of meeting/conference registration shall be allowed.

Section 3. Fiscal Year. The twelve month period shall commence July 1st of each year and end June 30th of the following year.

ARTICLE II. **DUES**

The schedule of dues are as follows:

Section 1. General Membership. BCNAA dues are waived for alumna for one (1) fiscal year following commencement. Thereafter, the general membership fee for alumna with a graduation date between two and five years 2-5 years prior to the current year will pay $35 through January 31, 2018 and $50 thereafter. The dues for all other general members is $50 per year fiscal through January 31, 2018 and $75 thereafter.

Section 2. Associate Membership. The cost for associate membership is $50 per fiscal year through January 31, 2018 and $75 thereafter.

Section 3. Honorary Membership. The cost for honorary membership is $50 per fiscal year through January 31, 2018 and $75 thereafter.

Section 4. Life Membership. The cost for life membership is $500 through January 31, 2018 and $750 thereafter. Life membership shall be paid in full within three (3) years of the initial payment.

ARTICLE III. **NOMINATING AND BALLOTING PROCEDURES**

Section 1. All persons nominated for office shall be financially active in their local chapter (where applicable) and the BCNAA.

Section 2. The deadline for all nominations is January 31st, prior to the election year.

Section 3. The deadline for payment of dues is January 31st.

Section 4. The Financial Secretary will send a list of all nominated members to each chapter president by February 1st. Each chapter president will verify and return the list to the Treasurer within fifteen (15) business days.

Section 5. Ballots will be sent to financially active members of the BCNAA by March 1st.

Section 6. Ballots must be postmarked to the designated receiver in Greensboro, NC by no later than thirty (30) days after the postmark on the ballot.

Section 7. No voting shall be conducted at the BCNAA meeting held during Alumnae Weekend. In the case of a vacancy, the President will appoint the position unless otherwise specified in the by-laws.

Reviewed May 2003, Esther Canty-Barnes, '76, BCNAA Parliamentarian

Revised 2015, Alvah Taylor Beander 73', BCNAA Parliamentarian
with significant assistance by;

Esther Canty-Barnes '76
Marilyn Mackel '65
Brandy Jones Osimokun, '00

Revised May 2017, Brandy Jones Osimokun, '00