

BENNETT COLLEGE NATIONAL ALUMNAE  
ASSOCIATION

**CONSTITUTION**

AND

**BYLAWS**

*1997 Revision*

*1998 Reviewed*

*2003 Reviewed*

*2015 Revised*

*2017 Revised*

**2018 Revised**

## CONSTITUTION

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## **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, **excluding current students.** 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 a person in any class of membership who has 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 selected by the membership or Officers 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 her graduation commencement. Thereafter, alumna will pay BCNAA dues at a reduced rate for the next four (4) years.~~

Section ~~6~~<sup>7</sup>. Dues. Any changes to BCNAA dues may only be approved at annual meetings and payments collected during the annual meeting become effective on July 1<sup>st</sup> 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 31<sup>st</sup> of each year for the purposes of nominations for office, election of officers, and alumnae awards. Dues ~~for any other purpose~~ will be accepted through June 30<sup>th</sup> for the fiscal year in which they are paid for all other purposes. ~~to qualify for~~

any voting privileges at the annual meeting ~~before the end of the fiscal year.~~ A payment receipt will be issued at the time dues are paid and a membership card mailed ~~or emailed~~ by March 31st. Local chapters should promote membership in the BCNAA and may collect and transmit BCNAA dues to the BCNAA Treasurer ~~on a completed membership form for each member.~~ ~~submission.~~ Dues assist with the programs and activities of the BCNAA.

**Section 7. Dues for Alumna with Graduation Date Less Than Five (5) Years.** BCNAA dues are waived for alumna for one (1) fiscal year following ~~her graduation.~~ Thereafter, alumnae will pay BCNAA dues at a reduced rate for the next four (4) years.

Section 8. The Executive Committee and/or the Finance Committee shall be empowered to recommend changes to the amount of dues to be 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 ~~(local and/or virtual).~~

- 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. The BCNAA shall also have ~~one~~-virtual chapters 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.~~

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

~~It shall be the responsibility of the individual alumna in states where options are exercised to notify the Financial Secretary Director of Alumnae Affairs and the Coordinator of the rRegion 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. The BCNAA virtual chapter is 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. **BCNAA Officers**

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

Section 2. **Nominations and BCNAA Officer Requirements**

Candidates for office shall be reviewed and/or nominated by a ~~fivesix-member (5) (6)~~ committee selected at the annual meeting one (1) year prior to the election year, as applicable. 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 still 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, and to the BCNAA national and virtual chapter if not geographically located near a local chapter. The candidates for President and 1<sup>st</sup> Vice-President shall have been a Bennett College graduate a minimum of five (5) years prior to nomination. The candidates for 2<sup>nd</sup> Vice President shall have been a Bennett College graduate no more than ~~tenseven (10)7~~ 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 prior to nomination.

Section 3. **BCNAA Officer Elections**

Election to the offices of President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> 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 **BCNAA** Officers shall assume their duties July 1st.
- C. The ~~Parliamentarian~~ **President of Bennett College or designated Officer of the College** ~~the BCNAA~~ shall install **BCNAA** Officers.

Section 4. Vacancy in the office of the President shall be filled by the 1<sup>st</sup> Vice President. Vacancy in the office of the 1<sup>st</sup> Vice-President shall be filled by the 2<sup>nd</sup> 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 BCNAA 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 BCNAA Office.

The term of office for all Officers shall be for two (2) years, commencing July 1<sup>st</sup> of the election year. Term of office is not to exceed two (2) consecutive terms in the same position.

Section 7. Officers of the Region

~~A. Each Region shall elect a~~ Regional Coordinators shall be elected at the same time as ~~the voting for other~~ BCNAA Officers. Chapters may ~~Each chapter shall~~ select a Regional Delegate ~~Representative~~ to work with the Regional Coordinator. The term of office for all Officers of the Region 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 position. At the discretion of the region, other officers can be selected ~~from the Regional Delegate Representatives,~~ as needed. Each Regional Coordinator, ~~or Delegate, or officer~~ shall be an alumna, a resident of the region, and a member of the BCNAA. The BCNAA President may appoint a Regional Coordinator where a vacancy exists.

~~A.B.~~ The REGIONAL COORDINATORS shall:

1. Coordinate the activities of her region, including assisting existing chapters ~~as needed~~, developing new local and virtual chapters, ~~;~~ and, as needed, organize to conduct the business of the region. ~~If indicated, act as chairperson of the executive committee of her region.~~ ~~Work with other Regional Coordinators to conjointly call and convene a regional meeting every four years.~~
2. Represent her region at the BCNAA Executive Board meetings. ~~Appoint a parliamentarian from the membership when needed.~~ ~~Appoint standing, special and ad hoc committees as needed.~~ ~~Serve as an ex-officio member of all committees in her region.~~
3. Provide communication with each alumna within her region at least ~~one~~ twice during the fiscal year.

~~B.C.~~ 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 and 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 membership 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 ~~may~~ shall be held ~~biennially every four years in~~

~~one of the regions,~~ but must not be scheduled during the week of the BCNAA Annual Meeting. The purpose of ~~these regional~~ meetings shall be to increase alumnae engagement both inside and outside ~~participation within~~ the region and conduct other activities in support of the BCNAA's mission.

ARTICLE IX. **METHOD OF AMENDMENT**

This ~~constitution~~ Constitution and By-Laws 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~~ Committee 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. The immediate past president shall be an ex-officio member of the Executive Committee.

Section 2. The EXECUTIVE ~~COMMITTEE~~ BOARD shall consist of the BCNAA Executive ~~Board~~ Committee, 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~~ COMMITTEE**

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 General, 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 1<sup>ST</sup> 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.
- J. The President shall be an ex-officio member of all BCNAA Committees.**

Section 2. The 1<sup>st</sup> 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 2<sup>nd</sup> VICE PRESIDENT shall serve as the chair of the Scholarship Committee ~~as well as of~~ **and lead all** young alumnae initiatives. **She shall chair the Young Alumnae Committee. She shall serve on the Technology and Communications Committee and the Membership Committee.**

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 and present them at subsequent 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 general, Executive Committee and Executive Board meetings.
- E. Maintain as proof of attendance the official sign-in sheet distributed at the annual meeting.
- F. Make an oral report at the annual meeting.

Section 5. The FINANCIAL SECRETARY shall:

- ~~A. Maintain all records of receipts of funds.~~
- ~~B. Maintain all records of disbursements.~~
- A. Maintain all records of membership.
- B. Provide a written annual report to the membership.
- C. Submit all membership records for audit at the end of the fiscal year in coordination with the Treasurer.
- D. Serve as BCNAA Membership Chair.
- E. Issue membership cards electronically for all members with e-mail addresses; hard copies shall be mailed to members without e-mail addresses unless requested in a different format by March 31<sup>st</sup>.
- F. 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 the BCNAA.
- 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 and Executive Board.
- H. Submit bank statements and reconciliations monthly to the President.

- I. Submit quarterly and annual financial reports to the President and Executive Committee.
- J. Provide an Annual Financial Report from the previous fiscal year and a year-to-date Financial Report for the current Fiscal year to the membership at the Annual Meeting of the BCNAA.
- K. Submit all records for audit at the end of the fiscal year.
- L. Serve as Chair of 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,~~ including promoting BCNAA membership and virtual chapter development.
- C. ~~Act as chairperson of the executive committee of her region.~~
- D. ~~Call biennial regional meetings~~ within no less than four (4) years ~~and assign a hostess chapter unless 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~~ twice ~~during the fiscal year.~~
- J. Promote BCNAA membership among alumnae in the Region.

ARTICLE III. **FUNCTIONS OF THE EXECUTIVE ~~COMMITTEE~~ BOARD**

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

- A. The EXECUTIVE ~~COMMITTEE~~ BOARD 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 1<sup>st</sup> Vice-President to assume the office of the President, the Executive ~~Committee~~ Board shall be empowered to elect a President Pro Tempore. Any seven (7) members of the Executive ~~Committee~~ Board shall be empowered to call an emergency session within thirty (30) days for the purpose of electing from the Executive ~~Committee~~ Board 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 of BCNAA or non-members with audit expertise.

#### ARTICLE IV. **BUDGET AND FINANCE**

Section 1. The travel expenses of the BCNAA Officers and Regional Coordinators 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 2. The actual expenses of the President or her representative to three professional or other meetings and all meetings of the Bennett College Board of Trustees as required by her office per twelve-month period shall be defrayed by the BCNAA. Any professional or other meeting the President needs to attend above the three permitted by this section in any twelve-month period, excluding Board of Trustee meetings, must be approved by a majority of the Executive Committee.

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 includes the members present based upon a recommendation from the Executive Board or Executive Committee. There shall be four categories of dues rates for dues:

Section 1. General: For alumna with graduation date less than five (5) years dues are waived for one (1) fiscal year following commencement. Thereafter, each alumna will pay BCNAA dues at a reduced rate for the next four (4) years. Graduates of more than five years pay the full membership rate.

Section 2. Associate.

Section 3. Honorary Membership.

Section ~~24.~~ Life Membership. -includes Partial Life Memberships that may be paid as follows:

~~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. —~~ General Membership for Young Alumna with Graduation Date Less Than Five (5) Years. ~~Alumnae~~ — BCNAA dues are waived for ~~alumnae~~ for one (1) fiscal year following commencement. Thereafter, ~~alumnae~~ 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, Fund Raising, Recruitment, Technology and Communications, and Young Alumnae.~~

Section 2. Finance Committee

- A. The Treasurer shall chair the BCNAA Finance Committee. The members of the committee shall be comprised of the Treasurer, Financial Secretary, 1<sup>st</sup> Vice- President, and two (2) active alumnae appointed by the President, at least one should be a CPA or a financial accounting professional. ~~who are financial professionals, appointed by the President, 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. ~~For each fiscal year, it shall establish and maintain a computer file of alumnae who pay dues which includes the following information for each alumnae; 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.~~
- ~~D. One month following the deadline for paying dues to be eligible to vote, the Finance Committee shall provide the President with a listing of all paid members organized by state 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. The Treasurer and 2<sup>nd</sup> Vice-President shall serve on the Committee along with others selected by the chair or appointed by the President.
- 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 cards to financial members of the BCNAA.
- D. For each fiscal year, it shall establish and maintain a computer file of alumnae who pay dues which includes the following information for each alumnae; 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.D.~~ One month following the deadline for paying dues to be eligible to vote, the Financial Secretary and the Membership Committee e Committee shall provide the President with a listing of all paid members organized by state for distribution to chapters for validation prior to election.

Section 5. Nominating Committee

- A. The committee shall consist of one (1) representative five (5) seven (7) alumnae, one from each ach representing a different from each region and the chair. Each resrepresentative and shall be ~~selected~~ appointed by the President at the annual meeting preceding the election, as applicable.
- 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~~ appointed 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 Committee shall accept nominations from chapters through chapter presidents and individuals who recognize the contribution of nominees.

DE. The 1<sup>st</sup> Vice-President of the BCNAA shall chair this committee.

#### Section 7. The Scholarship Committee

A. The committee shall consist of the 2<sup>nd</sup> Vice-President and at least two (2) other active members of the BCNAA selected by the BCNAA President.

B. It shall be required to inform the membership of procedures for contributing to the BCNAA Scholarship Fund at Bennett College.

C. The 2<sup>nd</sup> Vice-President of the BCNAA shall chair this committee.

#### Section 8. Fund Raising Committee

A. This committee develops and/or suggests strategies for individuals, chapters and regions to meet the College's annual fundraising goal.

B. The committee shall work with the Office of Institutional Advancement and BCNAA chapters and encourage giving among alumnae through fundraising, public relations and marketing strategies.

C. Seek funding to support the BCNAA's administrative, management, and program requirements.

D. This committee should include persons with fundraising, grant writing, marketing and public relations experience.

E. The chair is appointed by the President.

#### Section 9. Recruitment Committee

A. This committee serves as the alumnae liaison to the Office of Enrollment Management to insure optimum student enrollment and retention.

B. This committee will recommend recruitment strategies for chapters that can be implemented by individual alumnae and/or groups of alumnae.

C. Recommend both recruitment and retention strategies to the College.

D. The chair is appointed by the President.

#### Section 10. Technology and Communications Committee

A. This committee develops strategies for improving communications and operations through technology that can improve BCNAA

management, communication, chapter development, as well as fundraising.

- B. Insure the continued growth, development, and management of the BCNAA website, bcnaa.org, online membership applications, and other strategies to spur organizational growth.
- C. The 2<sup>nd</sup> Vice-President shall be a member of this committee. The Chair is appointed by the President.

#### Section 11. Young Alumnae Committee

- A. This Committee works to bridge the gap between the College and young alumnae by promoting awareness, connection, and involvement with the BCNAA and the College.
- B. It works to create a pipeline for young alumna to engage socially, participate in fundraising and other efforts to support and promote relevant and meaningful programs that foster the Bennett ideal.
- C. Members of the Young Alumnae Committee must be members of the National Alumnae Association.
- D. The 2<sup>nd</sup> Vice-President shall chair this committee.

### ARTICLE VII. AD HOC COMMITTEES

Ad hoc committees may be created to address the temporary work of a group, a special committee, or collaborative efforts with Bennett College. The President may appoint ad hoc committees upon the recommendation and approval of the Executive Committee.

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

### ARTICLE VIII. CONFLICT OF INTEREST POLICY

#### BENNETT COLLEGE NATIONAL ALUMNAE ASSOCIATION CONFLICT OF INTEREST POLICY

A conflict to interest is defined as an actual or perceived interest by an officer or member in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain. Officers and members are obligated to always act in the best interest of the organization. This obligation requires that any officer or member, in the performance of organization duties, seek only the furtherance of the organization mission. At all times, officers and board members are prohibited from using their job title or the organization's name or property, for private profit or benefit.

This policy supports, expands, and defines the operational impact of Article III, Section 1 of the Constitution of the Bennett College National Alumnae

Association (hereinafter BCNAA) and is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

1. The officers and members of the BCNAA should neither solicit nor accept gratuities, favors, or anything of monetary value from contractors/vendors. This is not intended to preclude bona-fide organization fund raising-activities.
2. No officer, or member of the BCNAA shall participate in the selection, award, or administration of a purchase or contract with a vendor where, to his knowledge, any of the following has a financial interest in that purchase or contract:
  1. The officer or member;
  2. Any member of their immediate family;
  3. Their partner;
  4. An organization in which any of the above is an officer, director, or employee;
  5. A person or organization with whom any of the above individuals is negotiating or has an arrangement concerning prospective employment or office.
3. Disclosure – Any possible conflict of interest shall be disclosed by the person or persons concerned.
4. Board Action – When a conflict of interest is relevant to a matter requiring action by the Executive Committee or Executive Board, the interested person(s) shall call it to the attention of the Executive Committee and said person(s) shall not vote on the matter. In addition, the person(s) shall not participate in the final decision or related deliberation regarding the matter under consideration. When there is a doubt as to whether a conflict exists, the matter shall be resolved by vote of the Executive Committee or Board, excluding the person(s) concerning whose situation the doubt has arisen.
5. Record of Conflict – The official minutes of the Board shall reflect that the conflict of interest was disclosed and the interested person(s) did not participate in the final discussion or vote and did not vote on the matter.

This Policy, duly adopted by the unanimous vote of the Executive Committee of the Bennett College National Alumnae Association under the authority of Article III, Section 1, B of the By-laws of the Bennett College National Alumnae Association.

Revised 1997	Barbara Williams '68, BCNAA Parliamentarian Lillian P. Cannon '48 Romonia G. Clarke '50 Rev. Jeannine Lewis '45
Reviewed 1998	Olivia C. Penn, '78, BCNAA Parliamentarian
Reviewed May 2003	Esther Canty-Barnes, '76, BCNAA Parliamentarian

Revised May 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, BCNAA Parliamentarian

Revised Nov. 2018 Charisse Simpson, '92, BCNAA Parliamentarian with significant assistance by:

Gwendolyn Mackel-Rice '61  
Marilyn Mackel '65  
Brandy Jones-Osimokun '00

## STANDING RULES

### ARTICLE I FINANCES

Section 1. Expenses for Executive Committee Members~~ettings~~. Travel expenses by rail, ground transportation, personal or rental car, or airline shall be allowed at the most economical rates for elected BCNAA Officers and ~~Regional Coordinators~~, as needed, 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) day 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 for BCNAA committee chairpersons or Regional Coordinators when discharge of their duties requires their presence at the Executive Committee meeting(s) or BCNAA events.

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 (32) 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 1<sup>st</sup> of each year and end June 30<sup>th</sup> of the following year.

## ARTICLE II.

### DUES

The schedule of dues for the classes of membership listed below 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 from between two to and five years (2-5) years prior to the current year will pay ~~\$35~~ \$50 effective July 1, 2018 through January 31, 2018 and \$50 thereafter. The dues for all other general members is ~~\$50~~ \$75 per year fiscal effective July 1, 2018. ~~per year fiscal through January 31, 2018 and \$75 thereafter.~~

Section 2. Associate Membership. The cost for associate membership is ~~\$50~~ \$75 per fiscal effective July 1, 2018. ~~year through January 31, 2018 and \$75 thereafter.~~

Section 3. Honorary Membership. There is no cost for an honorary member.

Section 4. Life Membership. The cost for life membership is ~~\$500~~ \$750 effective July 1, 2018. ~~through January 31, 2018 and \$750 thereafter.~~ Life membership shall be paid in full within three (3) years of the initial payment.

~~Section 5. The Membership Category is to be reflected on the membership application and the membership receipt.~~

### ARTICLE III. NOMINATING AND BALLOTING PROCEDURES

Section 1. All persons nominated for office shall be financially active ~~in the BCNAA National Association as well as the~~ local/virtual chapter as applicable.

Section 2. The deadline for all nominations for office is January 31<sup>st</sup> of the election year.

Section 3. The deadline for payment of dues is January 31<sup>st</sup> to qualify for nomination for office, to vote for the election of officers, and nomination for alumnae awards. Dues, however, will be accepted through June 30<sup>th</sup> for the current fiscal year for all other purposes. any voting privileges before the end of the fiscal year (June 30).

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

Section 5. Ballots will be sent to financially active members of the BCNAA by March 1<sup>st</sup> of the election year.

Section 6. Completed ballots must be postmarked to the designated receiver in Greensboro, NC by no later than thirty (30) days after the thirty (30) days after the postmarked date 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. Voting shall be conducted at the annual meeting only in case of vacancy or in the case of a tie vote. If a vacancy remains, the President will appoint the position unless otherwise specified in the by-laws.~~



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

Revised May 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, BCNAA Parliamentarian

Revised \_\_\_\_ 2019 Charisse Simpson, '92, BCNAA Parliamentarian with significant assistance by:

Gwendolyn Mackel-Rice '61  
Marilyn Mackel '65  
Brandy Jones-Osimokun '00