

**CONSTITUTION**  
**CARVER HIGH SCHOOL ALUMNI AND FRIENDS ASSOCIATION, INC.**  
**MOUNT OLIVE, NORTH CAROLINA**

ARTICLE I

Name

The name of this organization shall be the Carver High School Alumni and Friends Association, Inc., and may be referred to as the Carver Alumni Association.

ARTICLE II

Purpose

The purpose of the Carver High School Alumni and Friends Association, Inc., is to perpetuate the education focus, traditions, spirit and memory of Carver High School. In furtherance of this goal, the Carver Alumni Association shall work to establish a network of close fellowship and cooperation among members of the Carver High School family, which includes **graduates**, alumni, former students, administrators, faculty, staff, employees, parents **and descendants** of students, friends, supporters and fans. Through this network the Carver Alumni Association shall endeavor to enhance the knowledge of the philosophy, programs and activities of Carver High School and of the accomplishments of its students, faculty, and alumni, to sponsor fundraising activities, to provide scholarships and awards for high school graduates, to support charitable causes consistent with the purposes of the Carver Alumni Association and to promote programs beneficial to the general welfare of the Mount Olive community and Wayne County.

ARTICLE III

Membership and Privileges

**Section 1. Definitions. (a) Former student.** A ~~former student is a~~ person who attended but did not graduate from Carver High School.

**(b) Good standing.** Members in good standing ~~are those persons who~~ have paid **either lifetime membership dues or annual** ~~their~~ membership dues for the current fiscal year. ~~(October 1—September 30).~~ [RECONCILE ALL FISCAL YEAR REFERENCES.]

**Section 2. Memberships. (a) Graduates.** Any graduate and any former student of Carver High School automatically are members of the Carver Alumni Association.

**(b) Administration, faculty, staff, and others.** The former administrators, faculty members, staff and employees of Carver High School and those persons such as **parents**, husbands, wives, children **and other descendants**, friends, **and** graduates of Southern Wayne High School, ~~etc.~~, who demonstrate an interest in joining to share in its objectives are eligible for membership in the Carver Alumni Association. Payment of the designated membership dues shall constitute the required interest in and sharing in the objectives of the Carver Alumni Association.

(c) **Honorary membership.** Any person who shows unusual interest in the welfare of the Carver Alumni Association, who shares in its purposes, who wishes to share in the fraternal spirit, or has made some outstanding contribution to the causes for which it stands may be selected to honorary membership in the Carver Alumni Association by majority vote at the Annual Meeting. The Board of Directors may define *unusual interest* in the By-Laws.

**Section 3. Privileges of membership.** Only members who are in good standing shall be eligible to vote in elections and other activities such as meetings or to run for, to be appointed to or to hold office in the Carver Alumni Association. Honorary members are not eligible to vote in Carver Alumni Association activities or to run for or hold office.

#### ARTICLE IV Officers and Elections

**Section 1. Officers. (a) Elected.** The elected officers of the Carver Alumni Association shall be President, Vice President **at Large**, Secretary, Assistant Secretary, **Financial Secretary**, Treasurer, Assistant Treasurer, Reporter, Parliamentarian and Chaplain.

(b) **Appointed.** The President is authorized to recommend to the Board of Directors the names of members in good standing to fill vacancies. However, in the case of a vacancy in the office of the President, the Vice President **at Large** shall become President in accordance with subsection (c)(2) below.

(c) **Duties of officers. (1) President.** The duties of the President shall be those commonly performed by such persons. The President shall be charged with the general oversight of the affairs of the Carver Alumni Association and shall preside at all meetings of the Carver Alumni Association, the Board of Directors and the Executive Committee. The President shall serve as an *ex-officio* member of all committees (except the Elections Committee), and shall submit an "Annual State of the Carver Alumni Association Report".

(2) **Vice President at Large.** In the absence or disability of the President, or at the President's request, the Vice President **at Large** shall perform the duties of the President. The Vice President **at Large** shall perform such additional duties as may be delegated by the President. If the Office of the President becomes vacant, the Vice President **at Large** shall become President until the next biennial election of officers.

(3) **Secretary.** The Secretary shall record and maintain the official minutes of each meeting of the Carver Alumni Association, the Board of Directors and the Executive Committee. The Secretary shall serve as the custodian of the corporate seal, official correspondence, the original and official copies of the Constitution, By-Laws and Articles of Incorporation and shall maintain the complete list and records of all members, including honorary. The Carver Alumni Association and the Secretary shall use the members lists only for **Carver Alumni** Association purposes and shall not release the lists for outside commercial purposes, political activities or any other reason not directly related to **Carver Alumni** Association activities. The Assistant Secretary shall serve in the absence of the Secretary.

(4) **Financial Secretary.** The Financial Secretary shall receive the funds from all sources taken into the Carver Alumni Association Treasury. The Financial Secretary shall establish and

maintain a record of all such funds, including the accounts to which the funds have been allocated. The Financial Secretary shall deposit all funds in accounts established by the Carver Alumni Association, and shall deliver all deposit slips and a copy of the records mentioned above to the Treasurer. The Financial Secretary will deliver monthly reports to the Board of Directors or on such other schedule as the Board of Directors may direct in the By-Laws.

**(5) Treasurer.** The Treasurer shall make all disbursements ~~be responsible for all receipts~~ of the Carver Alumni Association ~~and shall disburse them only upon written order, properly drawn and signed by the President, Secretary, and Treasurer~~ in accordance with procedures established by the Board of Directors which ~~The Board of Directors~~ is authorized to establish ~~additional~~ procedures for receipts and disbursements, as circumstances require them. The Treasurer shall obtain receipts for payments, maintain such receipts in regular order, provide monthly reports to the Board of Directors, or upon such schedule as the Board of Directors may direct in the By-Laws, and submit an annual financial report at the Annual Meeting. The Treasurer shall also assist the Secretary with the Carver Alumni Association's records, as necessary. The Assistant Treasurer shall serve in the absence of the Treasurer.

**(6) Parliamentarian.** The Parliamentarian shall assist the President or other presiding officer to ensure that meetings and debates are conducted in accordance with proper parliamentary procedure.

**(7) Chaplain.** The Chaplain shall be in charge of all devotions in the Carver Alumni Association. In the event of sickness or death of a member, the Chaplain should be notified.

**(8) ~~Reporter.~~ Public Relations Officer.** The ~~Reporter~~ Public Relations Officer shall be in charge of all publicity of the Carver Alumni Association.

**Section 2. Elections. (a) Terms and qualifications.** The Carver Alumni Association shall conduct elections biennially in even years at the Annual Meeting. Candidates seeking, or nominated for, elected office must be members in good standing, and must have served the Mount Olive or some other Chapter commendably at least one year prior to the election. All members of the Carver Alumni Association in good standing, regardless of their place of residence, are eligible to vote in the elections, and to run for and hold office.

If nominees are not available for an election to be held at the Annual Meeting in an ~~given even~~ year, the Annual Meeting may vote to extend the terms of the outgoing officers for one year. An individual may be granted an extension only once for the same office.

A Special Election shall be held at the Annual Meeting in the next odd-numbered year, and the elected officers shall serve a three-year term. The officers elected in the Special Election shall vacate their positions after three years and the election schedule in even-numbered years shall ~~be resumed~~. All officers elected in even years shall vacate their positions at the end of their term. ~~Elected and appointed~~ officers may succeed themselves, but shall serve no more than two consecutive terms ~~regardless of the number of actual years served in a term~~.

**(b) Run-off.** If an election produces no winner because the top vote-getting candidates receive an equal number of votes, the voting shall continue between or among the tied candidates until a winner can be declared.

**(c) Disciplinary Procedures.** The Board of Directors is authorized to issue By-Laws regarding removal from office and other remedies for dereliction of duty in office or misconduct.

ARTICLE V  
Board of Directors

**Section 1. Composition. (a) Officers.** All elected officers and any officer who is appointed to fill a vacancy in one of the elected officer positions listed in Article IV, Section 1 (a) above, shall be members of the Board of Directors.

**(b) Regional Chapters.** Each Regional Chapter shall be entitled to elect one of its members in good standing to the Board of Directors who shall be designated Regional Vice President of that Chapter. Such elections and terms of office shall coincide with the Carver Alumni Association's elections and terms of office. However, the Regional Chapters may conduct the elections of Regional Vice Presidents at the Regional Chapter meeting immediately preceding the Annual Meeting. In the event of a vacancy in the office of Regional Vice President, the Regional Chapter affected, not the Board of Directors, shall fill the vacancy.

**Section 2. Executive Committee.** The Executive Committee shall administer the affairs of the Carver Alumni Association in the intervals between meetings of the Board of Directors and shall have such powers as may be delegated to it by the Board of Directors, or as may be provided in the By-Laws. The President, Vice President **at Large**, Secretary, **Financial Secretary** and Treasurer shall be members of the Executive Committee. The Board of Directors may elect additional members of the Board of Directors to the Executive Committee. The terms of such additional members shall terminate no later than the end of the ~~two-year~~ term of the electing Board.

**Section 3. Responsibilities and authority of the Board of Directors. (a) Administration.** The Board of Directors shall conduct the affairs of the Carver Alumni Association during the period between Annual Meetings.

**(b) Filling vacancies - limitations.** The Board of Directors, in exercising its authority to fill vacancies on recommendation of the President, shall appoint only members who are in good standing.

**(c) Memberships and dues.** The Board of Directors is authorized to establish **different classes of membership**, membership fees **and dates of payment** from time to time for all members of the Carver Alumni Association. ~~Such fees shall be paid by June 30<sup>th</sup> of each year.~~ [RECONCILE REFERENCE TO FISCAL YEAR.]

**(d) Authority to issue By-Laws.** In discharging its responsibilities and obligations, the Board of Directors is authorized to issue By-Laws, not inconsistent with the Constitution, to implement any provision herein.

ARTICLE VI  
Committees

**Section 1. Committees.** ~~Six~~ **Seven** committees (Membership, Fundraising, Public Relations, Finance, Elections, Program and **Facilities Management**) are established as standing committees. The President is authorized to establish such *ad hoc* committees as may be necessary to achieve the goals and activities of the Carver Alumni Association. Each standing committee shall consist of at least ~~five~~ **(5) three (3)** members. The President shall serve as an *ex officio* member of each committee, and at the

first Board meeting following the election of officers, shall appoint the chair of each committee, except the Elections Committee. The Elections Committee shall elect its chair.

**Section 2. Functions of committees.** The functions of the committees shall be those set forth below and such additional functions as the Board may assign.

**(a) Membership.** The Membership Committee shall make personal contacts with alumni, former students and other persons potentially eligible for membership in the Carver Alumni Association who have not participated in functions throughout the year and encourage them to join the Carver Alumni Association and become active members in good standing. The **Membership** Committee shall coordinate with the Secretary and shall notify the Secretary of address changes, job changes, achievements, and other pertinent information. The Secretary shall serve as an *ex officio* member of the **Membership** Committee.

**(b) Fundraising.** The Fundraising Committee shall be responsible for developing strategies and policies for fundraising.

**(c) Public Relations.** The **Public Relations** Committee shall inform the public through the local media and otherwise of notable achievements of the **Carver Alumni** Association and of its members. The **Public Relations** Committee also shall assist the *ad hoc* committees in securing publicity, as appropriate, for activities they undertake. The Reporter shall serve as a member of the **Public Relations** Committee.

**(d) Finance and Audit.** The Finance and Audit Committee shall prepare an annual budget for the Carver Alumni Association. The budget shall be based on a fiscal year **[RECONCILE ALL FISCAL YEAR REFERENCES]** between **July** August 1st and July 31<sup>st</sup> ~~June 30th~~ of the following year and shall be submitted to the membership for approval. The **Finance** Committee shall cooperate with the Treasurer to ensure that the expenditures are made in accordance with the budget. The **Finance** Committee at the close of each fiscal year; also shall conduct an internal audit of the financial records and transactions of the Carver Alumni Association. The Treasurer **and Financial Secretary** shall serve as ~~an ex officio~~ members of the **Finance** Committee.

**(e) Elections.** In election years the Elections Committee shall select a nominee for each office of the Carver Alumni Association. Nominees for office shall not serve on the Elections Committee. The elections shall be held at the Annual Meeting, and the names of the nominees shall be included in the notice of the Annual Meeting.

**(f) Program.** The Program Committee shall establish an annual schedule of regular Board meetings and Carver Alumni Association activities that shall be presented for the Board's approval. The **Program** Committee shall ensure that the schedule of activities consists of a well-rounded series of events designed to promote all aspects of the Carver Alumni Association's purpose. The **Program** Committee shall coordinate its work with the *ad hoc* committees established to organize and conduct Carver Alumni Association activities, and throughout the year shall recommend necessary schedule revisions to the Board for approval. The Vice President **at Large** shall serve as an *ex officio* member of the Program Committee.

**(g) Facilities Management.** The Facilities Management Committee is responsible for the general oversight and management of the physical facilities and property of the Carver Alumni Association to ensure operations and activities run safely, efficiently and smoothly. The Facilities Management Committee's functions and responsibilities include interfacing and coordinating with the

Town of Mt. Olive, leasing and property management (e.g., leasing facilities for private functions), project management (identifying need for and arranging and overseeing repairs and renovations), ensuring compliance with government regulations and property maintenance management.

## ARTICLE VII Meetings

**Section 1. Annual Meeting and special meetings.** The Annual Meeting of the Carver Alumni Association shall be held each year in Mt. Olive, North Carolina, during the 4th of July weekend, or at any other place and time designated by the Board of Directors. The Board of Directors also may call special meetings for specific purposes. Notice of the Annual Meeting and of any special meeting called by the Board of Directors shall be given to the membership of the Carver Alumni Association at least 30 days before the meeting. In addition, the Carver Alumni Association may meet once each month or as determined by the Board of Directors. In the absence of specific procedures prescribed either in the Constitution or in the By-Laws, **the current edition of *Robert's Rules of Order*** shall be followed.

**Section 2. Electronic meetings and voting.** Meetings of the Board of Directors or any committee thereof may be held through the use of a conference telephone or similar communications equipment such as E-Mail and instant messaging so long as all members participating in such meeting can communicate with one another at the time of such meeting. Participation in such a meeting constitutes presence in person at such meeting. Similarly, voting through telephonic or electronic means during the meeting or separate and apart from the meeting is authorized.

## ARTICLE VIII Organization of the Association

**Section 1. National Headquarters and Home Office.** The National Headquarters and Home Office of the Carver Alumni Association shall be located in Mount Olive, North Carolina.

**Section 2. Regional Chapters.** A Regional Chapter of the Carver Alumni Association shall be located in Mount Olive, North Carolina. At no time shall more than one chapter exist in the Mount Olive area. Alumni and friends of the Carver Alumni Association who live in areas outside of the Mount Olive area may organize and establish a Regional Chapter. Each Regional Chapter shall elect its own officers. At least five members will be required to establish a Regional Chapter. Regional Chapters approved by the Board of Directors may seek to incorporate in their states as nonprofit organizations, adopt constitutions, by-laws, and seek exemptions from Federal, state and local income tax laws. No constitution or by-laws adopted by a Regional Chapter shall be inconsistent with the Constitution, By-Laws and polices of the Carver Alumni Association.

The Board of Directors is authorized to approve such chapters and no such chapter shall begin operations until it has received the approval of the Board of Directors. The Board of Directors is not authorized to approve a chapter for a city in which a chapter already exists without good cause shown such as the inconvenience of the members caused by inordinate travel distance.

**Section 3. Naming Regional Chapters.** The name of Regional Chapters shall reflect both the Association and the geographic location of the chapter (e.g., "Carver Alumni and Friends Association,

Greater Washington, DC, Chapter"). The chapter shall establish a primary address for the chapter, which shall be submitted to the Board of Directors at the time the chapter seeks Board approval. Thereafter, the chapter shall notify the Carver Alumni Association of any changes in the address.

ARTICLE IX  
Property Ownership

In furtherance of its objectives and purposes, the Carver Alumni Association is empowered to receive property and other assets by solicitation, gift, grant, devise or purchase, and to hold invest or reinvest or, in any way, apply property and other assets for the purposes of the Carver Alumni Association. The Carver Alumni Association shall further have power to encourage, take part in and engage in any and all lawful activities, including without limitation, borrowing money, buying, selling and holding real property and other forms of property, which may be necessary, appropriate, useful, or proper for carrying out the purposes of the Carver Alumni Association. ~~—corporation.~~

ARTICLE X  
Constitution

**Section 1. Adoption.** This Constitution shall be officially adopted upon its approval by a majority vote of the members, in good standing, of the Carver Alumni Association in attendance at the Annual Meeting. It shall take effect 60 days after adoption.

**Section 2. Amendment.** This Constitution may be amended by a two-thirds vote of all members, in good standing, present at the Annual Meeting. At least 30-days' notice must be provided to the membership before an amendment may be considered at the Annual Meeting. Such notice shall include a written copy of the amendment, a statement of the problem the amendment is intended to correct and the rationale for the amendment. Amendments shall take effect 60 days after adoption unless the amendment specifies a different time.

ARTICLE XI  
Dissolution

Dissolution of the Carver High School Alumni and Friends Association, Inc., shall be governed as is set forth in the Articles of Incorporation of Carver High School Alumni Association filed with the Secretary of State, North Carolina, August 18, 1983, Certificate Number 5604700-1.

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**CERTIFICATION**

***The foregoing 7-page Revised Constitution was adopted unanimously, as proposed, at the Annual Meeting of the Carver High School Alumni and Friends Association, Inc., convened in Mt. Olive, North Carolina, on July 6, 2019.***