

Constitution and Bylaws of the NTID Alumni Association Chapter of

Article I - Name

This organization shall be known as the NTID Alumni Association CHAPTER of _____ hereafter referred to as the “NTIDAA CHAPTER”,

Article II - Mission Statement

It is the purpose of the NTIDAA CHAPTER to provide an opportunity for alumni to have an organization through which they can preserve school ties, maintain contact and fellowship with other RIT/NTID alumni, and sponsor, promote and develop activities which will be of benefit to the National Technical Institute for the Deaf at the Rochester Institute of Technology. The NTIDAA CHAPTER shall also take an active leadership role in the deaf community.

Article III – Membership

Section 3.1 Classes of Membership

The four classes of membership in the NTIDAA CHAPTER shall be Full, Associate, Subscribing and Honorary.

Section 3.2 Qualifications

The qualifications for Full, Associate, Subscribing and Honorary are as follows:

3.2.1 Full Membership

The following individuals qualify for Full Membership: individuals who have graduated from NTID or any of the other colleges of RIT.

3.2.2 Associate Membership

The following individuals qualify for Associate Membership: individuals who have been admitted to NTID or any of the other colleges of RIT and attended for not less than one academic quarter. This does not include orientation programs such as SVP, STOP, or SOAR.

3.2.3 Subscribing Membership

The following individuals qualify for Subscribing Membership: individuals who do not qualify for Full or Associate Membership; spouses of members; individuals who are parents of NTID students; supporters and friends of NTID; and members of the National Advisory Group and/or other organizations devoted to the interests of NTID.

3.2.4 Honorary Membership

The following individuals qualify for Honorary Membership: all individuals on whom the NTID Alumni Association has conferred an honorary degree; and individuals who have rendered to NTID outstanding services and have been elected Honorary Members by resolution of the NTID ALUMNI ASSOCIATION Board and CHAPTER officers.

Section 3.3 Privileges of Membership

Full Members shall have and enjoy all rights and privileges as may be specified from time to time by CHAPTER officers, including the right to hold office.

Associate Members shall have and enjoy all rights and privileges as may be specified from time to time by CHAPTER officers, except the right to hold office.

Subscribing and Honorary Members shall be entitled to all CHAPTER privileges except that of voting, making motions and holding office.

Article IV - Chapter Meetings

Section 4.1 Meetings of Members

Meetings of members may be called at any time by the President or by a majority of the NTIDAA CHAPTER officers. The meetings also shall be called by the President upon the request of ten (10) or more Full and Associate Members requesting said meeting in writing by petition filed with the Secretary.

Section 4.2 Notice of Meetings

Notice of such meetings shall set forth the time, place and general nature of the business proposed to be carried on at that place, as fixed by the President or the NTIDAA CHAPTER officers or as requested in said petition. Notice by mail shall be at least thirty (30) days prior to the date set of such meeting to each Full and Associate Member through the official publication of the NTIDAA CHAPTER.

Article V – The NTIDAA CHAPTER Officers

Section 5.1 Membership

5.1.1 The NTIDAA CHAPTER Officers shall comprise the following:

President
Vice President
Secretary
Treasurer
Two Members at Large
Ex-Officio Director: Past President

Section 5.2 Qualifications

All officers shall be Full Members of the NTIDAA CHAPTER.

Section 5.3 Terms of Office

Terms of Office for all Officers shall be limited to three years.

Officers of the NTIDAA CHAPTER shall be limited to two consecutive terms.

Section 5.4 Powers

The activities and affairs of the NTIDAA CHAPTER shall be conducted and all organization powers shall be exercised by or under the direction of the NTIDAA CHAPTER officers.

The NTIDAA CHAPTER officers may delegate the management of any or all of the activities of the NTIDAA CHAPTER to any person, organization or committee, however composed, subject to the ultimate direction of the NTIDAA CHAPTER officers.

The NTIDAA CHAPTER officers shall have the following powers:
To conduct, manage and control the affairs and business of the NTIDAA CHAPTER and to make such rules and regulations.

Adopt such policies with respect to bylaws and the purposes of Chapter as therein specified.

To conduct all depositories and investments of the funds of this Chapter.

To fill any and all official vacancies of the NTIDAA CHAPTER except for ex-officio Director.

To remove, by unanimous vote, officers who are delinquent in their official duties.

To adopt, amend, or repeal the Bylaws with the approval of the NTID ALUMNI ASSOCIATION Board of Directors.

To work with NTID Alumni Association Board and the NTID Alumni Relations office.

Section 5.5 Meetings

Regular meetings of the NTIDAA CHAPTER officers shall be held at such times and places as may be determined by the President or the NTIDAA CHAPTER

officers from time to time, but in no event fewer than once during each year. Special meetings of the NTIDAA CHAPTER officers may be called at any time by the President or by two or more members of the NTIDAA CHAPTER officers on written petition.

5.5.1 Notice of Regular Meetings

Notice of the time and place of each regular meeting of the NTIDAA CHAPTER officers shall be given by the Secretary to each officer at least thirty (30) days in advance of the meeting if notice is given by mail.

5.5.2 Notice of Special Meetings

Notice of time and place of special meetings shall be given by the Secretary to each officer at least seven (7) days in advance of the date of the meeting. The President may call an emergency meeting at his/her discretion.

Section 5.6 Quorum

Presence in person of a simple majority of the authorized number of officers constitutes a quorum of NTIDAA CHAPTER officers for the transaction of business at a meeting. Officers of the NTIDAA CHAPTER shall also elect to using an alternate meeting method (and participants shall be considered present in person) through the use of videoconferencing equipment.

Article VI – Committees

Section 6.1 Standing Committees

The Standing Committees of the NTIDAA CHAPTER shall be:

Reunions
Awards
By-Laws
Scholarships
Membership
Nomination (see Article VIII)
Ways and Means
Archives

Section 6.2 Special Committees

On occasion, special committees and chairpersons for these committees shall be appointed by the President, with the majority approval of the NTIDAA CHAPTER officers.

Section 6.3 Committees' Standing Rules

The various committees shall work on all matters relevant to their specific functions and follow the latest Committee Standing Rules, which shall be approved by two thirds (2/3) vote of the NTIDAA CHAPTER officers. If questions regarding issues which are not covered by the Committees' Standing Rules arise, refer those issues to the NTIDAA CHAPTER officers for action.

Article VII - Duties of Members of the NTIDAA CHAPTER Officers

Section 7.1 President

The President shall preside over all meetings of the NTIDAA CHAPTER officers and all meetings of the general body of the NTIDAA CHAPTER. The President shall have such other duties that are related to his/her office, including power to appoint all committees subject to the approval of the NTIDAA CHAPTER officers. The President shall submit a written report at each meeting. The President will work closely with the NTID Alumni Association Board of Directors and the Director of NTID Alumni Relations Office. The President shall be the spokesperson for this organization.

Section 7.2 Vice President

The Vice President shall, in the absence of the President, carry out President's duties; and shall have other duties that are related to his/her office.

Section 7.3 Secretary

The Secretary shall be responsible for the minutes of the NTIDAA CHAPTER and the NTIDAA CHAPTER officers meetings and shall cooperate with the NTID Alumni Association Board of Directors and the Director of NTID Alumni Relations Office in promoting the interests of the NTIDAA CHAPTER. The Secretary shall submit written minutes of the regular meetings and submit semi-annual reports on NTIDAA CHAPTER activities and meetings to members two weeks before each regular meeting. Annual reports to the NTID Alumni Association Board shall be submitted by October 1st of each year to the NTID Alumni Relations office in care of the current NTIDAA Board President.

Section 7.4 Treasurer

The Treasurer shall receive all funds of the NTIDAA CHAPTER and shall pay out such funds as directed by the NTIDAA CHAPTER officers. The Treasurer shall submit a written report at the regular meeting and make annual audited reports to members. A Certified Public Accountant, not affiliated with the organization, should be hired to do the audit. The Treasurer shall chair the Ways and Means Committee. The Treasurer shall appoint at least two (2) members to the Ways and Means Committee with the approval from the NTIDAA CHAPTER officers. The Treasurer shall have other duties as are incidental to this office. The Treasurer shall be in charge of the NTIDAA CHAPTER's permanent funds and the purposes of which shall not be altered without the approval of the membership, which includes the General Fund, which is to be the general activity fund of the NTIDAA CHAPTER. Funds may also be directed to the NTID Alumni Association to benefit the NTID Alumni Scholarship Fund for students.

Section 7.5 Past President

The Past President shall provide guidance and support as deemed appropriate.

Section 7.6 Member(s)-At-Large

The Member(s)-At-Large shall provide support as deemed appropriate as well as actively promoting the interests of the NTIDAA CHAPTER and NTID to the deaf community.

Article VIII - Nomination and Election of Officers for the NTIDAA CHAPTER

Section 8.1 The Nominating Committee

The Nominating Committee (which is not a Committee of the NTIDAA CHAPTER officers) shall comprise a minimum of three members of the NTIDAA CHAPTER and shall be appointed by the outgoing President with approval of the NTIDAA CHAPTER officers no later than May first (1st) one (1) year prior to elections.

During service thereon, members of the Nominating Committee shall not be eligible for nomination by that Committee to a leadership position in the NTIDAA CHAPTER.

The Committee shall prepare and submit a slate of qualified candidates for election to the various officer positions in the NTIDAA CHAPTER for informational purposes.

The Nomination Committee's responsibilities shall be to:

seek nominations for officers for the NTIDAA CHAPTER by sending a call for nominations and nomination forms to qualified members of the NTIDAA CHAPTER;

prepare official ballots for use by qualified members of the NTIDAA CHAPTER by mail;

hold the election three months prior to the start of the new term;
conduct the elections in an orderly and confidential manner;
process the ballots and announce the election results.

Section 8.2 Nomination and Election Procedures

In case nominations for a specific position are not received by the NTIDAA

CHAPTER members or should those nominated decline to serve, the Nomination Committee shall be authorized to place name(s) on the ballots for that position after having first obtained the written consent of the person or persons involved. Member(s)-at-large can nominate people from qualified sections of the territory served by the NTIDAA CHAPTER. The NTIDAA CHAPTER officers shall be elected by a majority vote of ballots returned and shall adhere to the Standing Rules of Nomination and Election.

Article IX - Official Publication

All Chapter news and related information may be submitted to the NTID Alumni Relations Office for potential publication in the NTID Alumni Newsletter.

Article X - Rules of Procedures

The rules contained in the current edition of "Robert's Rules of Order (Newly Revised)" shall govern the NTIDAA CHAPTER officers and the business of the organization, when applicable.

Article XI – Amendments

Section 11.1 Proposed amendments to the Bylaws

Proposed amendments (which does not include typographical or grammatical corrections in this definition) to the Bylaws must be published and sent to the members at least thirty (30) days before the next regular meeting or, if officers of the NTIDAA CHAPTER deem it necessary, a mail vote may be taken providing the amendment is published and distributed no less than sixty (60) days prior to voting. If an amendment to these Bylaws is considered for mail vote, its contents and intents shall be published and sent to qualified members of the NTIDAA CHAPTER for individual and group reactions no less than sixty (60) days prior to such vote in an official form for consideration by membership. An amendment to these Bylaws, when submitted to mail vote, must be accompanied with opinions, pro and con. The final version of the NTIDAA CHAPTER Bylaws shall be submitted to the NTID Alumni Association Board of Directors for review and approval.

Section 11.2 Ratification of amendment to the Bylaws

An affirmative vote of two-thirds (2/3) of the voting members present at a regular meeting or two-thirds (2/3) of the votes received in a mail ballot shall be required to adopt a proposed amendment.

Article XII - Dissolution

Upon the affirmative vote of a majority of the NTIDAA CHAPTER officers and the approval by two-thirds of the membership of this Chapter, this Chapter shall be dissolved and the Treasurer shall have transferred all the funds, including deposits and investments, and all other assets and property of the NTIDAA CHAPTER, to the NTID Alumni Association Scholarship Fund.