

**THE ASSOCIATES
OF THE
UNIVERSITY OF NORTH CAROLINA SCHOOL OF THE ARTS**

Constitution and Bylaws

ARTICLE I – Name

The name of this organization shall be The Associates of the University of North Carolina School of the Arts (hereinafter referred to as The Associates).

ARTICLE II – Purpose

The purpose of this organization shall be:

- (1) To support, promote and encourage the development of the University of North Carolina School of the Arts (hereinafter referred to as UNCSA) with special emphasis on programs and activities.
- (2) To foster an interest in and encouragement of volunteerism pertaining to UNCSA.

ARTICLE III – Membership

Membership is open to any person who is interested in supporting the purposes of The Associates.

- (1) Individuals shall become members by notifying the UNCSA Development Office and/or a member of The Associates of their intention.
- (2) The Associates may establish annual dues structure for Associates members.
- (3) Members shall be encouraged to make an annual financial contribution to UNCSA.
- (4) Members shall be encouraged and have the opportunity to participate on various committees of The Associates.
- (5) Members shall be informed of current and future activities and performances taking place at UNCSA and its facilities.

ARTICLE IV – Fiscal Year

The fiscal year of The Associates shall begin on the first day of July and end on the last day of June. The Board shall adopt a budget for each fiscal year no later than the 1st monthly meeting in September.

ARTICLE V – Board of Directors

- (1) The Associates shall be administered by a Board of Directors.
- (2) The Board of Directors (hereinafter referred to as the Board) shall consist of the Executive Committee and the Chairmen of the standing committees.
- (3) The President of the Associates shall have the authority to appoint additional members to the Board as is appropriate to the purposes and programs of The Associates.

- (4) A regular meeting of the Board shall be held monthly on campus during the school year at UNCSEA. The Secretary shall inform every member of the Board prior to the date of the meeting.
- (5) Special meetings may be called at the discretion of the President or by the Board.
- (6) The duties of the Board shall be to oversee and direct the business and affairs of The Associates.
- (7) A quorum shall be required for all business meetings. Fifty percent (50%) of the members of the board shall constitute a quorum.

ARTICLE VI – Executive Committee

- (1) The Executive Committee shall consist of the President, Vice-President, Secretary and Treasurer. The Immediate Past President shall be an ex-officio member.
- (2) The term of office shall be a two-year term. A member may serve two consecutive terms.
- (3) The purpose of the Executive Committee shall be to manage and to coordinate the normal business affairs of The Associates.
- (4) In the event of an emergency (as determined by the president), the Executive Committee may act on behalf of the Board and shall notify the Board of any action taken.

ARTICLE VII – Duties of Officers and Standing Committee Chairmen

- (1) Officers
 - a. The **President** shall preside at all general membership meetings, all meetings of the Board and shall exercise general supervision over the management, property, and affairs of the organization subject to the control of the Board. He/she shall make reports to the Board and shall perform such duties as are normally incident to his/her office and as may be properly required of him/her by the Board.
 - b. The **Vice President** shall exercise the functions of the President in the event of the absence or the disability of the latter and shall coordinate the standing committees and serve as their representative to the Executive Committee. The Vice President shall secure speakers from within the UNCSEA community for selected Board meetings.
 - c. The **Secretary** shall record minutes of membership meetings and Board meetings. He/she will send minutes to all board members and summaries of minutes to the general membership by way of e-newsletters. He/she shall keep all final reports of the Executive Board and standing committees.
 - d. The Financial Liaison (formerly Treasurer) shall abide by the UNCSEA Foundation’s Operating Agreement terms for submission of dues and payment of receipts. He/she shall verify monthly reports sent by the UNCSEA Foundation for accuracy. He/she shall present an annual budget and shall perform such other duties as may be assigned by the President or the Board.
- (2) Chairmen
 - a. **The Associates Present: “Behind the Scenes”** shall work with UNCSEA administrators to develop new ideas to increase UNCSEA audiences in the community.

- b. **Film Extras** shall assist the administration of the School of Filmmaking in securing Associates members to participate in student films and to identify locations for student films.
- c. **Host Families** shall work with the UNCSEA Residence Life staff to assist UNCSEA high school students to establish connections with local families.
- d. **Helpmates** shall assist UNCSEA offices and departments, primarily the Advancement Office, with mailings and other projects and shall assist Associates committees as needed.
- e. **Hospitality** shall plan and execute social functions including an annual membership event, annual, end-of-year event, and receptions for Associates projects.
- f. **Membership** shall oversee and maintain membership rolls and generate all printed material related to Associates' membership.
- g. **Nominating** shall develop from the membership and provide to the Board a recommended slate of officers for the upcoming two-year term.
- h. **Giannini Society Liaison** shall serve as a conduit between the two organizations.
- i. **Kenan Institute for the Arts Liaison** shall serve as a conduit between the two organizations.
- j. **BRAVO! Liaison** shall serve as a conduit between the two organizations.
- k. **Members-at-Large** shall assist The Associates Board members as needed.

ARTICLE VIII – Annual Membership Meeting

- (1) A regular annual meeting shall be held in May for the purpose of receiving annual committee reports. Officers shall be elected every other year during the annual meeting.
- (2) At least one month prior to the annual meeting, the Nominating Committee shall notify the membership of the proposed slate of officers for the upcoming two-year term. At the time of the election, nominations may be made from the floor if prior consent has been obtained from the nominee.
- (3) Officers will assume their duties immediately following their election.
- (4) Should a vacancy occur during the year, the executive committee shall appoint someone to fill the vacancy.