

**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 – Mission**

The Mission of The Associates is to:

- Support, promote and build audiences for student performances, activities and needs
- Foster increased visibility and relationships between UNCSA and the Triad
- Increase the number of community volunteers and provide them the opportunity to participate in UNCSA’s Mission of preparing exceptionally talented students for careers in the performing and moving image arts.

**ARTICLE III – Membership**

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

- (1) Individuals shall become members by notifying the UNCSA Advancement Office and/or a member of The Associates of their intention, completing the membership form giving contact information and desired areas of interest and paying dues as defined at the time. There may be multiple levels of membership as determined by the Board of Directors at any time, such as “Active” (working on one or more teams) and “Supporting” (paying a higher membership fee rather than or in addition to providing volunteer work time.)
- (2) The Associates may establish an annual dues structure for Associates members.
- (3) Members shall be encourage to make financial contributions to The Associates Endowed Scholarship.
- (4) Members shall be encouraged and have the opportunity to participate in various Programs 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 first 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 Team and the Chairs of the various Associates’ Programs.
- (3) The President of The Associates shall have the authority to create additional Associates Programs and to appoint additional members to the Board as is

appropriate to the Mission of The Associates.

- (4) A regular meeting of the Board shall be held monthly on campus during the school year at UNCSA. Each member of the Board shall be notified of the meeting prior to the scheduled date.
- (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 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.
- (8) All members of The Associates may be invited to attend Board meetings.

#### **ARTICLE VI – Executive Team**

- (1) The Executive Team shall consist of the President, Vice-President, Secretary and Financial Liaison to the UNCSA Foundation. The Immediate Past President shall be an ex-officio member.
- (2) The term of office shall be a two-year term. Members of the Executive Team may serve two consecutive terms.
- (3) The purpose of the Executive Team 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 Team may act on behalf of the Board and shall notify the Board of any action taken.

#### **ARTICLE VII – Duties of Officers and Board Leadership Positions**

- (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. He/she shall keep all annual year-end reports of the Executive Team and Programs for historical purposes.
  - b. The **Vice President** shall exercise the functions of the President in the event of the absence or the disability of the latter and may be asked to assume additional functions as requested by the President. The Vice President shall secure speakers from within the UNCSA community for selected Board meetings.
  - c. The **Secretary** shall record minutes of membership meetings and Board meetings. He/she shall send minutes to the President for approval and, at the request of the President, shall distribute these minutes to the full Board prior to the next Board meeting.
  - d. The **Financial Liaison to the UNCSA Foundation** shall abide by the UNCSA Foundation's Operating Agreement terms for submission of dues and of requests for payment of approved reimbursements. He/she shall verify monthly reports sent by the UNCSA Foundation for accuracy and report financial activities at each Board meeting. He/she shall present an annual budget and shall perform such other duties as may be assigned by the President or the Board.
- (2) Associates Board Leadership positions to manage Programs and the corresponding responsibilities are defined in a separate document (attached) entitled "The Associates Board

Leadership” and may be modified, added to or deleted by the President/Executive Team/Nominating Team as needs arise, change or are possibly no longer needed.

**ARTICLE VIII – Annual Membership Meeting**

- (1) A year-end board meeting shall be held in April or May for the purpose of receiving annual year-end reports. Officers may be elected every other year during this meeting.
- (2) At least one month prior to the annual meeting in an election year, the Nominating Team 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. Nominations may also be sent from the general membership to the Nominating Team.
- (3) Officers shall assume their duties at the beginning of the month following the end of the fiscal year and/or after a period of transition during which there is a transfer of information, knowledge and history from the prior leader in a Board role to the new leader in that position.
- (4) Should a vacancy occur during the year, the Executive Team shall appoint an Associate to fill the vacant position.