



North Carolina State University

Department of Student Development
Division of Student Affairs

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March 29, 1989

Ms. Cynthia J. Sawyer, President
American Advertising Federation (AAF),
College Chapter at NCSU
3820-G Sherman Ave.
Raleigh, NC 27606

Dear Ms. Sawyer:

We have reviewed your organization's constitution and officers list and everything seems to be in proper order. You are now an officially registered student organization of North Carolina State University entitled to all privileges entailed in that status.

Understand that this registration in no way gives the University or Student Government responsibility for any financial liability which may be incurred by your group. Your status does, however, give you the opportunity to approach the Student Senate with a request for funds, and it also gives you certain on-campus solicitation privileges.

Please be aware that we ask each student organization to update its file whenever there is a change of officers and at the beginning of each school year. Failure to do so will result in a loss of registration.

If the Department of Student Development can be of assistance to your group, please do not hesitate to call on us. Good luck with your new group.

Sincerely,

A handwritten signature in dark ink, appearing to read "RSBjr".

Robert S. Bryan, Jr.
Assistant Director,
Student Development

RSBjr/dw

cc: President, Student Government
Reservation & Catering, Student Center

MODEL CONSTITUTION FOR AAF COLLEGE CHAPTERS

ARTICLE I - Name

American Advertising Federation (AAF), College Chapter at NCSU
Section 1: This organization shall be known as North Carolina State Univ. Chapter and shall be affiliated with the Academic Division of the AMERICAN ADVERTISING FEDERATION and the 3rd District of the AAF.

ARTICLE II - Purposes

Section 1: The purposes of this AAF College Chapter shall be (1) to provide and promote a better understanding of the functions of advertising and of its values; (2) to stimulate and encourage advertising professionalism through advertising education; (3) to apply the skills, creativity and energy of advertising to help solve social problems; (4) to develop the individual abilities of its members; and (5) to promote fellowship and free exchange of ideas.

ARTICLE III - Membership

Section 1: Membership shall be open to students currently registered for at least one course, for credit, within the institution, exclusive of any "incomplete" or "make-up" course. The student shall be in good academic standing as defined by the school, college or university.

Section 2: Application for membership must be in writing and accompanied by a check for the annual dues.

Section 3: After approval, each applicant shall be notified of his acceptance for membership by a letter, signed by the Chapter president and the Chapter's academic advisor.

ARTICLE IV - Finances

Section 1: Membership dues shall be \$ 25/30 a year, payable in advance, which shall include the affiliation fee of \$ 12.00 per year in the AMERICAN ADVERTISING FEDERATION.

Section 2: Any member of the Chapter whose dues have been in arrears for one quarter shall be so notified by the treasurer, citing the provision of this section. If such arrears are not paid within thirty (30) days after such notification, the delinquent member shall be notified again and granted thirty (30) days grace. At the end of this period, if dues remain unpaid, his membership shall be forfeited. Only members whose dues are paid shall be entitled to vote at Chapter elections.

ARTICLE V - Board of Directors

Section 1: The management of the affairs of this Chapter shall be vested in the Board of Directors.

Section 2: The Board of Directors shall include the following elected officers: President, First Vice President, Second Vice President, Corresponding Secretary, and Treasurer.

Section 3: A schedule of regular meetings of the Board of Directors shall be set up by the Board within thirty (30) days after the beginning of the academic year. Special meetings may be called by the President. Notice must be given five days in advance of the meeting.

Section 4: All actions of the Board of Directors shall be subject to reversal by the Chapter by a two-thirds vote of those present, if a quorum.

Section 5: In the case of the death or resignation of any officer or director, the Board of Directors shall elect a successor who shall take office immediately and serve until the next annual election.

ARTICLE VI - Duties of Officers and Directors

Section 1: The president shall be the chief executive officer of the Chapter and of the Board of Directors and shall preside over all meetings of the Chapter and the Board of Directors. The president shall appoint all committee chairmen, and such appointments are subject to the approval of the Board of Directors. The president and the treasurer shall sign all written contracts and obligations of the Chapter, which must have prior approval of the Board of Directors to be legal and binding.

Section 2: The first vice president shall be vested with all the powers and shall perform all the duties of the president in the absence of the latter.

Section 3: The second vice president shall be vested with all the powers and shall perform all the duties of the first vice president in the absence or disability of the latter.

Section 4: The recording secretary shall keep a true and accurate record of all proceedings of the Chapter and of the Board of Directors' meetings, keep the Chapter records which shall be the property of the Chapter, and perform all the duties pertaining to the office.

Section 5: The corresponding secretary shall keep a true and accurate record of all proceedings of the Chapter and send out all notices. Under the direction of the president, the corresponding secretary shall have charge of the clerical work of the Chapter.

Section 6: The treasurer shall receive and deposit in the name of the Chapter, in a bank or trust company all money; issue receipts; make all authorized disbursements, and at each annual meeting render an itemized statement, certified to by an auditing committee.

Section 7: The Board of Directors shall have charge of the general management of the Chapter; hear all grievances; authorize and audit all expenditures and approve all appointments.

Section 8: The president or a student alternate shall represent the organization at the annual convention of the AMERICAN ADVERTISING FEDERATION and the 3rd District. In the event of an inability to attend, the alternate shall be selected by the Board of Directors.

ARTICLE VII - Committees

Section 1: The president may appoint such committees as necessary to conduct Chapter business. No committee shall have the authority to commit the Chapter on matters of policy or to create financial obligations. All committee plans and actions shall be subject to the approval of the Board of Directors.

ARTICLE VIII - Meetings

Section 1: The annual meeting of the Chapter, for the purpose of election and installation of officers and other general business, shall be held in MARCH of each year. Written notice of same shall be sent by mail at least two (2) weeks prior to each member, giving date, hour and place of meeting, as determined by the Board of Directors.

Section 2: Regular meetings may be held at such times and places as the Board of Directors may determine.

Section 3: Special meetings may be called by the president, by the Board of Directors or by written request by any five (5) members in good standing provided all members are notified in writing of time, place and purpose of meeting.

ARTICLE IX - Quorum

Section 1: Twenty-five (25) percent of the active members shall constitute a quorum for the transaction of business at any meeting of the Chapter.

Section 2: One-third of the Board of Directors shall constitute its quorum for the transaction of business.

Section 3: A simple majority of any committee shall constitute its quorum.

ARTICLE X - Elections

Section 1: Election shall be held at the annual meeting and shall be by secret ballot. Only members in good standing (dues paid) shall be nominated for office or be allowed to vote.

Section 2: A majority vote is required to elect officers. A plurality vote is required to elect Directors. In the case of a tie vote for the Board of Directors, the election shall be decided by lot.

ARTICLE XI - Adoption of By-Laws

Section 1: This Constitution and By-Laws shall become the constitution and by-laws of the AAF College Chapter of NCSU by a two-thirds vote of the members present, if a quorum, at any regular or special meeting providing members have been given written notice at least one week in advance.

ARTICLE XII - Parliamentary Authority

Section 1: Robert's Rules of Order, Revised, shall be the authority of this Chapter in all matters not covered by these By-Laws.

ARTICLE XIII - Amendments

Section 1: The Constitution and By-Laws of the Chapter may be amended at any regular meeting of the Chapter by a two-thirds vote of the members present at the meeting. A quorum must be present.

Any article of this constitution or part thereof that is in direct violation of the Student Government constitution or by-laws shall be null and void and declared unconstitutional by the President of Student Government. Any differences of opinion between the club and the President of Student Government shall be brought before the Legislature, whose decision shall be final.

(May 1981)