



The ALTA North Carolina Chapter adheres to the ALTA national organization by-laws and ethics.

Members

- All members in good standing with ALTA National who reside in the state of North Carolina are automatically members of ALTA North Carolina Chapter. Affiliate-Trainees must join ALTA National to be a member of ALTA North Carolina.

Elections and Term Limits

- ALTA-NC Chapter Elections will be held every two years by April 15.
- Term Limits shall not exceed four (4) years.

Officer Roles and Responsibilities

President

- Convenes and Facilitates Leadership Meetings and Chapter Meetings.
- Creates agendas for Leadership Meetings and Chapter Meetings.
- Co-Monitors Chapter email account.
- Co-Monitors ZOHIO Work Drive:
 - <https://workdrive.zohoexternal.com/external/2UZxfQmnOG4-KS7At>
- Participates in the Council of Presidents—ALTA National
- Facilitates communication between the National and Local Chapter
- Submits the Chapter Annual Report to the National ALTA Chapter's Chair yearly.

Vice President—President-Elect

- Provides ALTA-NC membership updates at Leadership and Chapter Meetings
- Update Chapter Website via ALTAread.org Website Edit Form
- Work closely with the President to secure event speakers for each of the chapter events.
- Maintains Membership Roster
- Participates in the Council of Presidents—ALTA National- When the president is unable to attend
- Co-Monitors Chapter email account

Secretary

- Records minutes for meetings and distributes them to board members in a timely manner.
- Email Welcome Letter to new members
- Emails CEH Certificates to attendees within 10 days of events.
- Creates event invitations and distributes via email/Eventbrite
- Adds new ALTA-OK members to the chapter's Google contacts.



- Co-Monitors Chapter email account.

Treasurer

- Submits fees and expenses to National via the form on ALTAread.org
- Keeps track of membership Event Registration Fees
- Updates Google Drive with membership Event Registration Fee participants
- Provides updates on the chapter finances and Leadership & Chapter Meetings

Past President

- Maintains ALTA-NC Chapter Facebook Page
- Maintains Chapter Rules and Regulations
- Mentors New ALTA Chapter Executive Committee
- Assists the current President in anything needed.
- Chair the nominations committee

Leadership Team Meetings

- Leadership Team meetings should be held at least two times per year, with the hope of meeting once a quarter. The Leadership Team should meet prior to each chapter meeting.
- Leadership Team meetings will include:
 - Officer reports
 - Planning of Chapter Events/Meetings
 - Communication Updates

ALTA-NC Committees

Nominations Committee

- Shall be made up of no fewer than 5, and no more than 7 good standing members
- The nominations committee will select members to fill the roles of VP, Secretary, and Treasurer.
- The nominations committee will contact each person being nominated, and interview for the position being considered for.
- The nominating committee will then present the slate of nominees to the Leadership team in advance of the spring ALTA-NC Chapter meeting. The Leadership team will review the nominations and present a ballot via Google Forms to the membership to be voted on no later than April 15, every two years.