

BYLAWS
OF THE
Dekalb County TUSKEGEE ALUMNI CLUB
TUSKEGEE NATIONAL ALUMNI ASSOCIATION, INC.



ADOPTED February 2016

AMENDED: South East)

REVISION: Enter Name Here)

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ARTICLE I

Name of Organization and Colors

SECTION 1. The name of this organization shall be the Dekalb County_ Tuskegee Alumni Club Tuskegee National Alumni Association (TNAA).

SECTION 1a. The geographical area of the metropolitan Atlanta, Georgia:

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SECTION 2. The colors of this organization shall be Crimson and Old Gold.

SECTION 3. The seal and logo shall be the same as the Tuskegee National Alumni Association.

SECTION 4. The Dekalb County Tuskegee Alumni Club is an affiliate of the Tuskegee National Alumni Association, Inc., a non-profit association under Section 501(c)(3) of the Internal Revenue Code. Policies and procedures supporting compliance are documented in the current TNAA Operations Manual.

ARTICLE II

Purpose

1. To promote, encourage support for the general goals/objectives of the National Association.
2. To encourage participation at all University activities, National Alumni activities and South East Region activities.
3. To encourage members of the alumni club to identify potential scholastically astute students for enrollment at Tuskegee University.
4. To accept the annual alumni financial goal for TNAA and distribute quotas to members of the alumni club; promote and monitor progress.
5. To maintain communication with the South East Region, National Alumni Association and the Alumni Office.
6. Report to members of the Alumni Club action taken at all of the South East Region Executive Board meetings and TNAA Executive Board meetings.
7. To provide scholarships and other such financial support as the Alumni Club may feel proper for students.

ARTICLE III

Membership

SECTION 1.

Regular

- Graduate or former student of record at Tuskegee University
- Member of officially sanctioned Tuskegee National Alumni Association (TNAA) professional association

SECTION 2.

Associate

- Current or former member of the Tuskegee University faculty or staff
- Interested friends and family of Regular members who demonstrate their financial and moral support to Tuskegee University

SECTION 3.

Rights and Privileges – Any financial member shall be privileged to attend all meetings and functions of the organizations and to vote in the election of officers and organizational business. A financial member is one whose dues (includes: Alumni Club, Region, TNAA) are current.

ARTICLE IV

Dues, Fees and Assessments

- SECTION 1. The Fiscal year of this organization shall be from July 1st to June 30th of the following year.
- SECTION 2. All dues shall be payable to Dekalb County Tuskegee Alumni Club Financial Secretary as stipulated in the Alumni Club Bylaws, South East Region Bylaws and TNAA Constitution & Bylaws.
- SECTION 3. Graduates joining TNAA within the first year of graduation shall be exempt from paying national dues for one year.
- SECTION 4. Alumni club dues may be fixed annually by a majority vote of the financial members.
- SECTION 5. Dues shall be paid through the local alumni club to the region for regular and associate members.
- SECTION 6. Each club shall pay annually to South East Region any assessment of necessity as stipulated by South East Region.
- SECTION 7. Alumni Clubs shall submit to South East Region a list of regular and associate members plus fees (Membership Dues and Club Assessments).
- SECTION 8. Alumni Club Presidents shall submit to the Financial Secretary of South East Region a list of financial members and their contact information and checks made payable to South East Region TNAA.

ARTICLE V

Officers

SECTION 1. The elected officers of the Dekalb CountyTuskegee Alumni Club shall be the following:

- President
- First Vice-President
- Second Vice-President
- Third Vice-President
- Recording Secretary
- Treasurer
- Financial Secretary
- Chaplain
- Parliamentarian

These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Club.

SECTION 2. Alumni Club Officers shall be elected in the even years by the financial members of their club. A majority vote shall elect all officers except the Nominating Committee which shall be by plurality vote.

SECTION 3. OFFICERS AND THEIR ELECTIONS

- a. A nominating committee shall consist of three (3) members from the club membership in the Dekalb County Tuskegee Alumni Club. The committee shall elect the Chair.
- b. It shall secure nominees for a slate of Alumni Club Officers to be elected It shall obtain their consent and send biographical information to the Alumni Club members. Nominating Committee members may become nominees for Club Office.
- c. The chair of the nominating committee shall be responsible for verifying with the Financial Secretary the financial standing of all nominees for office.

SECTION 4. ELIGIBILITY OF OFFICERS

- a. All Regular and Associate members, who are in good financial standing with TNAA (includes: Alumni Club, Region, TNAA), shall be eligible to hold office in the Dekalb County Tuskegee Alumni Club Enter Name Here.
- b. Have demonstrated leadership ability in one of the following areas: club office, chair of a committee.
- c. Have been a member of the Dekalb County Tuskegee Alumni Club for at least one (1) year immediately preceding nomination.
- d. Officers shall be elected biennially and shall serve a term of two (2) years or until a successor has been appointed or elected, and shall be eligible to succeed themselves once in any given office.
- e. Alumni Club officers shall be elected by ballot in June in the even years.
- f. The newly elected officers shall assume the responsibilities of office on July 1 of the year of election.
- g. Vacancies: The President shall appoint a successor to fill the unexpired term of any officer with the approval of the Alumni Club Executive Committee.
- h. Any officer may be removed from office for malfeasance, misfeasance, or inability to perform the duties as is determined by the Alumni Club Executive Committee by two-thirds (2/3) vote.
- i. No member shall hold two (2) elected positions in the Alumni Club.
- j. There shall be a special Executive Committee meeting and orientation. All Executive Committee members' records must be forwarded to the newly elected officers within thirty (30) days.

ARTICLE VI

Duties of Officers

- SECTION 1. PRESIDENT shall have general supervision of the affairs of the Dekalb County Tuskegee Alumni Club and shall serve on the South East Region Executive Board. The President shall : preside at all meetings of the alumni club, appoint all committees not otherwise provided for, and shall be a member ex-officio of all committees except the nominating committee. The President shall sign all contracts or other written obligations of the alumni club which have been approved by the executive committee and/or the general body. The President should not be bonded.
- SECTION 2. VICE-PRESIDENTS. There shall be three (3) Vice-Presidents. They shall perform other duties as prescribed by the President or the Alumni Club Executive Committee in addition to the following.
- a. The First Vice-President shall Chair the Program Committee. In the absence or incapacity of the President, the First Vice-President serve as acting President until the President is able to resume duties.
 - b. The Second Vice-President shall Chair the Membership Committee. In the absence or incapacity of the First Vice-President, the Second Vice-President shall serve as acting President until either of the aforementioned officers is able to resume duties.
 - c. Third Vice-President shall Chair the Giving and Fund Raising Committee.
- SECTION 3. RECORDING SECRETARY shall keep a record of all proceedings and transactions of the Alumni Club and Executive Committee.
- All minutes must be approved by the President prior to distribution
 - Executive Committee minutes shall be sent to the Executive Committee and chairmen of all standing committees
- SECTION 4. ASSISTANT RECORDING SECRETARY shall assist the Recording Secretary as requested and assume the duties of office should the Recording Secretary be unable to carry out those duties. The Assistant Recording Secretary may serve as the Corresponding Secretary if the position is open.

SECTION 5.

TREASURER shall

- Serve as Chair of the Budget and Finance Committee
- Prepare budget for review and approval of Alumni Club Executive Committee
- Present budget to the alumni club for adoption
- Submit all documents for audit when requested
- Maintain all financial accounts
- Make a report of the financial standing of the alumni club at Executive Committee meetings and Club meetings
- Receive, through the Financial Secretary, and secure all funds of the alumni club in a designated bank
- Upon receipt of a voucher approved by the President and Financial Secretary; the Treasurer shall review the voucher for approval. Treasurer shall issue a check, once voucher is fully approved, that must be signed by either two of the three authorized signatories (President, Financial Secretary, and Treasurer)
- Perform other duties as commonly delegated to the office
- The Treasurer should not be bonded

SECTION 6.

FINANCIAL SECRETARY shall

- Receive all membership dues; other income for the alumni club
- Serve as one of the approvers for all vouchers
- Serve as one of the authorized signers for checks
- Maintain a record of all income and disbursements
- Maintain a master list of all financial members
- Report to the Executive Committee when required
- Provide a report at the alumni Club meeting
- Submit all documents for audit when requested
- Perform other duties as commonly delegated to the office
- The Financial Secretary should not be bonded

SECTION 7.

CORRESPONDING SECRETARY shall keep alumni club members informed as to the date, time and place of the club meeting and prepare other correspondence as the club may require. The Corresponding Secretary shall serve as the Assistant Recording Secretary if the Assistant Recording Secretary is unable to carry out those duties. The Corresponding Secretary shall also perform other duties as are commonly delegated to the office.

SECTION 8.

HISTORIAN shall forward articles and records of events that are deemed to be of historical significance in the history of the

alumni club of the Tuskegee National Alumni Association. Such information shall be forwarded to the Regional Historian.

- SECTION 9. PUBLIC RELATIONS and MARKETING OFFICER shall distribute publicity of the Alumni Club and regularly publish news to the alumni club members. The Public Relations Officer shall assist the Corresponding Secretary when required.
- SECTION 10. CHAPLAIN shall conduct all religious programs for the alumni club, including memorial services in accordance with the tradition of the alumni club. The Chaplain shall open and close all meetings with the appropriate ceremonies.
- SECTION 11. PARLIAMENTARIAN shall: advise the President, officers, and members, when requested, as to proper parliamentary procedures; perform other tasks as requested; and Chair the Bylaws Committee.
- SECTION 12. ASSISTANT PARLIAMENTARIAN shall perform the duties of the Parliamentarian in the absence of that officer, serve as co-chair of the Bylaws Committee, and maintain and provide current policy and procedures as adopted per minutes of the Executive Committee and Alumni Club Meeting.
- SECTION 13. SERGEANT-AT-ARMS shall be appointed by the President to keep order at the Alumni Club Meeting and perform other duties as assigned by the President.
- SECTION 14. VACANCIES: The President shall appoint a successor to fill the unexpired term of any officer with approval of the Executive Committee unless otherwise stated in these bylaws.

ARTICLE VII

Meetings

- SECTION 1. The regular meetings of Dekalb County Tuskegee Alumni Club shall be on the fourth Saturday of each month.
- SECTION 2. Special meetings may be called by the President provided that a majority of the Executive Committee concurs in such a call.
- SECTION 3. One-third (1/3) of the financial members of the Alumni Club may petition the President and the Executive Committee to hold a special meeting and they shall be duty bound to do so.
- SECTION 4. The voting strength of the Dekalb County Tuskegee Alumni Club shall be the total number of financial members present at the time of the voting.
- SECTION 5. A QUORUM shall be three (3) elected officers; half of the standing committee chairpersons, and four (4) members.
- SECTION 6. ALUMNI CLUB: To be considered active an Alumni Club must hold at least four (4) meetings annually and be in good financial (includes: Alumni Club, Region, TNAA) standing.

ARTICLE VIII

Executive Committee

- SECTION 1. The Executive Committee shall be the elected officers, immediate past president, and chair of standing committees. The President shall chair the Executive Committee. The Executive Committee shall have general supervision of the Alumni Club. The Executive Committee shall meet at least quarterly, at the call of the chair or upon the order of majority of the members of the board. It may communicate electronically.
- SECTION 2. At all meetings of the Executive Committee, all elected officers, immediate past president and chair of standing committees, will submit written reports relative to the performance of their duties. If an officer is not functioning, he/she shall be replaced upon the recommendation of the President and approval by two-thirds (2/3) vote of members of the executive Committee present.
- SECTION 3. A quorum shall be established when a majority of the Executive Committee members is present.
- SECTION 4. Officers are to notify the President in writing at least two (2) days prior to an executive Committee meeting if unable to attend.
- SECTION 5. The Executive Committee shall deliberate and report action taken on all policies and procedures to the alumni club body.
- SECTION 6. The Executive Committee shall approve the proposed annual budget recommended to the alumni club body.
- SECTION 7. The Executive Committee shall approve the proposed program for the alumni club.

ARTICLE IX

Standing Committees

SECTION 1. The Standing Committees of this Alumni Club may consist of the following:

Adopt-A-Dorm	Archives
Awards	Budget and Finance
Bylaws	Executive
Giving and Fundraising	Hospitality
Internal Audit and Regulatory	Membership
National Day of Service	Nominating
Program	Protocol
Public Relations and Marketing	Scholarship
Student Recruitment	Young Alumni

SECTION 2. SPECIAL COMMITTEE: May be appointed as deemed necessary by the President and Executive Committee. Duties of such committee shall be submitted at the time of appointment.

SECTION 3. ADOPT-A-DORM COMMITTEE: Shall consist of at least three (3) members appointed by the President. The members shall collaborate with the National Adopt-A-Dorm chair in carrying out goals established by the Adopt-A-Dorm National Committee and the TNAA Executive Board.

SECTION 4. ARCHIVES COMMITTEE: To Be Developed

SECTION 5. AWARDS COMMITTEE: Shall consist of no less than three (3) and no more than five (5) members; shall receive, review and evaluate appropriate data for the awards according to the established guidelines and submit selections to the Executive Committee and alumni club members.

SECTION 6. BUDGET and FINANCE COMMITTEE: Shall consist of three (3) members:

1. Treasurer (Chair)
2. Financial Secretary
3. One (1) member appointed by the President

The committee is responsible for the development, submission, recommendation, and management of the Alumni Club's operating budget. The committee will recommend financial policies to the Executive Committee for approval.

- SECTION 7. BYLAWS COMMITTEE: Shall consist of three (3) members; It shall receive proposed amendments to the Bylaws submitted by the Executive Committee, Standing or Special Committee for study. The committee will present its recommendation to the Executive Committee. The parliamentarian shall chair the committee.
- SECTION 8. EXECUTIVE COMMITTEE: Shall consist of the President, First Vice-President, Recording Secretary, Treasurer, Immediate Past President, and two (2) others as determined by the President.
- a. The Executive Committee shall manage the affairs of the Alumni Club between meetings of the Alumni Club. It will report any action taken by the Executive Committee to the Alumni Club.
 - b. The Executive Committee shall not set policy. Actions taken shall not conflict with any previous action taken by the Alumni Club.
 - c. The Executive Committee shall meet at the call of the President. It may communicate electronically.
 - d. QUORUM: Shall be established when a majority of Executive Committee members is present.
- SECTION 9. GIVING and FUND RAISING COMMITTEE: Shall consist of the Third Vice-President as chair, Treasurer, Financial Secretary and two (2) members appointed by the President.
- SECTION 10. HOSPITALITY COMMITTEE: Shall consist of the three (3) members appointed by the President. The committee shall be responsible for carrying out the duties so outlined in the policy and procedure of the alumni club.
- SECTION 11. INTERNAL AUDIT and REGULATORY COMMITTEE: Shall consist of no more than three (3) members who are not current club officers:
- 1. Chair – appointed by President
 - 2. Two (2) members appointed by the President
- The committee is responsible for the auditing and review of the financial records of the alumni club. It must perform an audit and present results in accordance with the policy and procedure of the alumni club.

- SECTION 12. MEMBERSHIP COMMITTEE: Shall consist of at least three (3) members. The Second Vice-President will serve as the chair of the committee. Other members will be appointed by the President. The committee shall solicit, recruit and promote active membership.
- SECTION 13. NATIONAL DAY SERVICE COMMITTEE: Refer to TNAA Operations Manual for policy statement.
- SECTION 14. NOMINATING COMMITTEE: See Article V Section 3
- SECTION 15. PROGRAM COMMITTEE: Shall consist of three (3) members with the First Vice-President serving as the chair. The committee shall formulate the program for the year and submit it to the Executive Committee and the alumni club for approval.
- SECTION 16. PROTOCOL COMMITTEE: Refer to TNAA Operations Manual for policy statement.
- SECTION 17. PUBLIC RELATIONS and MARKETING COMMITTEE: Shall consist of the Public Relations and Marketing Officer and at least two (2) members appointed by the President. The Public Relations and Marketing Officer shall serve as chair and the committee will present publicity as directed by the President and the Executive Committee.
- SECTION 18. SCHOLARSHIP COMMITTEE: Shall consist of at least three (3) members, and it shall review scholarship applications according to established guidelines and report to the Executive Committee and alumni club for final approval.
- SECTION 19. STUDENT RECRUITMENT COMMITTEE: Shall consist of no more than five (5) members appointed by the President. They shall facilitate student recruitment at the Alumni Club level.
- SECTION 20. YOUNG ALUMNI COMMITTEE: Shall consist of at least three (3) members appointed by the President. Members must have graduated from Tuskegee University no more than five (5) years at the time of nomination. Committee shall function at the direction of the President and Executive Committee.

ARTICLE X

Dissolution of Dekalb County Tuskegee Alumni Club Tuskegee National Alumni Association, Inc.

The dissolution of Dekalb County Tuskegee Alumni Club shall be referred to TNAA Constitution & Bylaws Committee and Executive Board for direction in matters involving dissolution of the club.

ARTICLE XI

Parliamentary Authority

In all matters not provided for in the Bylaws of the Dekalb County Tuskegee Alumni Club shall be governed by TNAA Constitution and Bylaws and Robert's Rules of Order, newly revised current edition.

ARTICLE XII

Amendments or Revisions

- SECTION 1. These bylaws may be amended or revised during the alumni club meeting by two-thirds (2/3) of the votes cast, providing that the proposed amendment or revision have been circulated to alumni club members not later than sixty (60) days preceding the meeting.
- SECTION 2. Changes proposed by the Executive Committee, Standing or Special Committee shall be forwarded to the Alumni Club Bylaws Committee not later than ninety (90) days preceding the club meeting at which they are to be considered.
- SECTION 3. The Alumni Club Bylaws Committee shall compile the proposed amendments and circulate them to the Executive Committee and alumni clubs members sixty (60) days preceding the date they are to be considered.
- SECTION 4. Amendments to the Bylaws shall take effect immediately following the meeting at which they are adopted.
- SECTION 5. A copy of the amended/approved Bylaws shall be sent to the Region and TNAA Parliamentarians within thirty (30) days of adoption.

We the undersigned, as dues paying members in the Association, do hereby assent to the fore-going bylaws and attest thereby to adoption of the same in the name of this Association this 02/27/ 2016.

Nathan Johnson, Jr., Alumni Club Bylaws Chair 02/27/2016

Mildred L. Taylor, Alumni Club President 02/27/2016

South East, TNAA Constitution & Bylaws Chair Month/Day/Year