

Constitution and By-Laws
Of
The Atlanta Tuskegee Alumni Club

ARTICLE I

Name

The name of the organization shall be Atlanta Tuskegee Alumni Club alternatively hereinafter referred to as "ATAC".

ARTICLE II

Purpose

The purpose of this organization shall be:

- Section 1 To foster the goals of Tuskegee University and its founder, Booker T. Washington.
- Section 2 To encourage and assist Students, graduates and former students of Tuskegee University toward the highest development of character and services to mankind.
- Section 3 To foster unity of purpose through organized local activities of Tuskegee University alumni and friends of Tuskegee University.
- Section 4 To encourage liberal financial and moral support of Tuskegee University and its mission.
- Section 5 To assume and maintain active local leadership in the promotion and furtherance of Tuskegee University.

Article III

Members

- Section 1 Graduates or former students of record of Tuskegee University shall be eligible for membership in the Atlanta Tuskegee Alumni Club.
- Section 2 Associate members shall be any relative, husband or wife, current or former members of Tuskegee University faculty or staff and interested friends of Tuskegee University who demonstrate their financial and moral support.

Section 3 Annual membership dues shall cover the period of July 1 through June 30 each year and will be reviewed at the beginning of each fiscal year.

Section 4 Membership shall become effective upon payment of dues.

Article IV Officers

Section 1 The elected officers of the club shall be:

- A. President
- B. First Vice President
- C. Second Vice President
- D. Third Vice President
- E. Recording Secretary
- F. Corresponding Secretary
- G. Treasurer
- H. Financial Secretary
- I. Chaplain
- J. Parliamentarian (appointed)

These Officers shall perform the duties prescribed by these by-laws.

Section 2 At the regular meeting held in March of an election year, the President shall appoint a Nominating Committee composed of a Chairperson and four other members for a total of five members. It shall be the duty of this committee to nominate candidates for the offices to be filled at the regular meeting in April. Nominations shall be accepted from the floor.

Section 3 Election shall be by majority vote of voting members present at the May meeting.

Section 4 The officers shall be elected by ballot for a term of two years and their term of office shall start on July 1.

Section 5 No member shall hold more than one office at a time and no member shall be eligible to serve more than two consecutive terms in the same office.

Section 6 Any Officer may be removed from office for malfeasance, misfeasance and/or inability to perform his duties as defined in the by-laws. The Executive Board shall recommend this action to the membership. Removal from office requires a two-thirds majority vote by members present and voting at a regular or special call meeting.

Article V
Duties of Officers

- Section 1 It shall be the duty of the president to preside at regular, executive and call meetings. Coordinate and direct activities of the club by submitting to members such measures for consideration and adoption that, in his/her judgment, will best promote the purpose of the Atlanta Tuskegee Alumni Club. Appoint all committee chairpersons and audit committee. Schedule retreat/workshop in July or August shall be an ex-officio member of all committees except the nominating committee. Work with the chairperson of the Social committee and shall perform all other duties customarily associated with the office of president. The President will be the primary signatory on all official correspondence.
- Section 2 It shall be the duty of the First Vice President to work directly with the Chairpersons of the Athletic and Finance committees and oversee all fund raising events and reports to the President. It shall also be the duty of the First Vice President to function in all capacities of the President if he/she is absent or fails to perform the duties outlined in Section 1 of Article 5.
- Section 3 It shall be the duty of the Second Vice President to work directly with the chairpersons of the Recruitment and Membership committees and report to the President. It shall also be the duty of the Second Vice President to carry out the duties of the President if the First Vice President is unable to perform the duties as described in Section 1 of Article 5.
- Section 4 It shall be the duty of the Third Vice President to work directly with the chairpersons of the Scholarship, Publicity and Political Action Committees and report to the President. It shall also be the duty of the third Vice president to carry out the duties of the President if the Second Vice President is unable to perform as described in section 1 of Article 5.
- Section 5 It shall be the duty of the Recording Secretary to record all proceedings and transactions of the club's meetings; to take charge of all official documents of the club; to sign all official documents of the club when requested and to call a meeting to order in the absence of the President and the three Vice Presidents and to preside until the election of a Chairperson Pro tem, which shall take place immediately.

- Section 6 It shall be the Duty of the Corresponding Secretary to read correspondence sent to the Club and prepare a response, for the President's signature, at the request of the President if such is necessary, to record all proceedings and transactions in the absence of the Recording Secretary. Also notify membership of time and place of meetings if necessary.
- Section 7 It shall be the duty of the Treasurer to safe keep all funds of the Club in an insured financial institution and report receipts, expenditures and balances to the Club and Executive Board; also be responsible for accepting and dispensing funds. It shall be the duty of the Treasurer to serve as a member of the Finance Committee. Additionally, the treasurer's records shall be available for general auditing by the close of the fiscal year. The fiscal year is July 1 through June 30. The Treasurer shall have the right to expend or approve expenditures of not more than \$100.00 with the permission of the President and without sanctioning of the Club.
- Section 8 It shall be the duty of the Financial Secretary to receive Club funds and maintain accurate record of same for reporting to the Treasurer as well as the Club. In the absence of the Treasurer, the Financial Secretary will report receipts, expenditures, and balances to the Club and the Executive Board.
- Section 9 It shall be the duty of the Chaplain to conduct all devotional activities of the Club; also to send correspondence and other sentiments to bereaved or ill members.
- Section 10 It shall be the duty of the Parliamentarian to advise the President, Officers, and members on the proper parliamentary procedures and to Chair the Constitution and By-Laws Committee.

Article VI Meetings

- Section 1 The regular meetings of the Atlanta Tuskegee Alumni Club shall be held monthly on the third Saturday August through May with a social activity in December.
- Section 2 Special meetings can be called by the President or the Executive Board. The purpose of the meeting shall be stated in the call. At least three days notice shall be given except in case of an emergency.
- Section 3 Nine members of the club shall constitute a quorum. This number includes three elected officers including the President or someone designated by him/her.

Section 4 The regular meeting of the Atlanta Tuskegee Alumni Club can be cancelled by the President. At least three day notice shall be given except in the case of an emergency.

Article VII Executive Board

Section 1 The Executive Board shall be composed of all officers listed in Article IV, Section 1, and the immediate past president, and shall meet a minimum of once a quarter.

Section 2 The Executive Board shall transact routine business between meetings of the Club and act in emergencies. All business transactions by the Executive Board shall be shared with the Club at its next meeting.

Section 3 The Executive Board shall be subject to the orders of the Club, and none of its acts shall conflict with action taken by the club.

Section 4 The Executive Board shall meet at the call of the President or upon verbal request of at least five members of the Executive Board.

Section 5 A quorum shall consist of five Executive Board members.

Article VIII

Committees

Section 1 The Standing Committees shall be:

- A. Finance
- B. Social
- C. Membership
- D. Recruitment
- E. Athletic
- F. Publicity
- G. Scholarship
- H. Political Action (Ad Hoc)
- I. Constitution and By-Laws

- Section 2 A Finance Committee composed of the Treasurer, First Vice President and Financial Secretary shall prepare a budget for the fiscal year beginning the first day of July, and to present it to the Club at its regular meeting in August. The Finance Committee shall continue monitoring the fiscal affairs of the Club and may submit supplements to the budget during the current fiscal year.
- Section 3 A Membership Committee of three or more members shall be appointed by the President promptly at the beginning of his/her term. Major responsibility of this committee is recruitment of members.
- Section 4 A Recruiting Committee of three or more members shall be appointed by the President promptly at the beginning of his/her term. It shall be the duty of this committee to assist with the recruitment of potential students for Tuskegee University and assist the university staff with recruitment and career fairs as requested. Also to coordinate a bus trip in the fall to high school open house at the University.
- Section 5 A Social Committee of three or more persons shall be appointed by the President promptly at the beginning of his/her term. It shall be the duty of this committee to Identify the hosting families to serve as host for monthly meetings and/or locations for meeting place. Additionally this committee shall plan all social functions of the Club when deemed necessary.
- Section 6 An Athletic Committee of three or more members shall be appointed by the President promptly at the beginning of his/her term. It shall be the duty of this committee to inform the Club of athletic events of the various teams of the University. Also to coordinate out of town football game trips and tailgate activities when teams are playing in town.
- Section 7 A Publicity Committee composed of two or more members shall be appointed by the President promptly at the beginning of his/her term. It shall be the duty of this committee to publicize alumni meetings and noteworthy activities of the Club to members and potential members as well as to the general public.
- Section 8 An Academic Scholarship Committee of three or more members shall be appointed by the President at the beginning of his/her term. It shall be the duty of this committee to establish procedures for informing potential candidates about club academic scholarships, determine procedures, establish guidelines for application process, and send all information to the Director of Alumni Affairs for distribution to applicants. The Committee shall recommend potential recipients and dollar amounts to be awarded to each student. Additionally, the committee shall notify selected candidates as well as those who applied but did not qualify.

- Section 9 A Book Scholarship Committee of three or more ATAC members shall be appointed by the President at the beginning of his/her term. It shall be the duty of this committee to adhere to the application process for a Book Scholarship by Metro Atlanta students as agreed upon by ATAC and the Director of Alumni Affairs at Tuskegee University.
- Section 10 An Audit Committee composed of three members shall be appointed by the President at the club's May meeting. It shall be the duty of this committee to audit the treasurer's records at the close of the fiscal year and report at the September meeting.
- Section 11 A Political Action Committee composed of three or more members shall be appointed by the President promptly at the beginning of his/her term. It shall be the duty of this committee to provide leadership regarding non-partisan political matters both internal and external to the Club. A Political Action agenda will be outlined during the Club's Annual Workshop.
- Section 12 A Constitution and By-Laws Committee composed of three or more members shall review the Bylaws and Operating Procedures documents yearly for possible changes.
- Section 13 The Executive Board, composed of all elected officers and the parliamentarian, shall conduct the business of ATAC when an immediate decision must be made but the General Membership Meeting is not in session.

Article IX
Parliamentary Authority

- Section 1 All meetings of the Atlanta Tuskegee Alumni Club and its committees shall be governed by Robert's Rules of Order unless inconsistent with special policies.

Article X
Amendment of Constitution and By-Laws

Section 1 This document may be amended by two-thirds majority vote of financial members present and voting provided the proposed amendments are submitted to the Executive Board and the general membership at least thirty days prior to the monthly meeting at which time the proposed changes are to be voted upon. Such proposed changes may be submitted by any financial member of the Club.

Revised 5/18/2013