

The Atlanta Tuskegee Alumni Association

Operating Procedures

- 1) Purpose: To establish standard operating procedures for the normal operation of the Atlanta Tuskegee Alumni Club; its Officers and Committees to provide procedures, policy and guidance for its operation.

- 2) **OFFICERS RESPONSIBILITIES:**
 - A) President will coordinate and direct activities of the Club as voted on by the members
 - 1) Preside over all meetings (regular, executive, and call).
 - 2) Establish meeting agenda and coordinate with the executive board for additional agenda items.
 - 3) Appoint all committee chairman and audit committee.
 - 4) Schedule retreat/workshop to plan agenda for upcoming year.
 - 5) Ex-officio member of all committee except nominating.

 - B) First Vice President will function in all capacities of the President in his/her absence or fails to perform the duties as outlined in the by-laws.
 - 1) Oversee all fund raising activities
 - 2) Work directly with the chairman of finance and athletic committee.
 - 3) Work with the audit committee

 - C) Second Vice President will perform all duties of the President if the 1st Vice President is unable to perform
 - 1) Work directly with the chairperson of membership and recruitment

 - D) Third Vice President will serve in the absence of the President if the 2nd Vice President is unable to perform.
 - 1) Work directly with the chairperson of scholarship, publicity, and political action committee.

 - E) Recording Secretary will record all proceedings and transactions for all meetings (regular, executive, and call).
 - 1) Prepare minutes and/or reports for all meetings and distribute.
 - 2) File minutes and documents after each meeting.
 - 3) Call meeting to order in the absence of the three vice presidents and preside until the election of a chairman Pro-tem.

- F) Corresponding secretary will perform all duties of the recording secretary in his/her absence.
 - 1) Read all correspondence sent to the Club and respond if necessary at the request of the President.

- G) Treasurer will be responsible for accepting and collecting all Club funds.
 - 1) Chair the budget and finance committee
 - 2) Prepare a budget and submit it to the executive board for approval to be submitted to the Club at the August meeting.
 - 3) Secure all funds in an authorized financial institution.
 - 4) Prepare a written report at each meeting (regular and executive).
 - 5) Prepare and submit the necessary documents to the IRS by the set deadline
 - 6) Submit all documents for audit before the August meeting
 - 7) Shall have the right to expend or approve expenditures of not more than \$100 with the permission of the President and without the Club sanctioning.

- H) Financial Secretary will receive Club funds and maintain accurate record of the same for reporting to the Treasurer as well as the Club.
 - 1) Collects collation and other funds at the regular meetings.
 - 2) Submit monies to the Treasurer received from all committees.
 - 3) Record attendance at the sign in table and report attendance at all meetings.
 - 4) File attendance records of all meetings (regular, executive, and call).

- I) Chaplain will conduct all devotional activities of the Club.
 - 1) Open all meetings with an appropriate inspirational message.
 - 2) Notify membership of illness and deaths.
 - 3) Send appropriate courtesies to bereaved or ill Club members.

- J) Parliamentarian (Appointed)
 - 1) Will serve as a consultant/advisor to the presiding officer
 - 2) Will be thoroughly knowledgeable of ATAC constitution and by-laws and abreast of appropriate rules of parliamentary procedures, that is, Roberts Rules of Order.
 - 3) Perform periodic reviews of the constitution and by-laws as well as the operating procedures for necessary updates and revision.

3) Procedures:

A) Operation

- 1) The Atlanta Tuskegee Club established fiscal year is July 1 through June 30 of each year

B) Meetings

- 1) Monthly meetings are held on the 3rd Saturday of each month January-May, September-November. A social is held in December.
- 2) Executive Board meets quarterly on the 1st Tuesday of the month.
- 3) A retreat/workshop is held in July or August to plan for the next year.
- 4) Executive Board meets the 1st Tuesday in December to wrap up the year.

C) Dues

- 1) Consists of three levels: Basic, Crimson, and Gold, which includes local, Regional, and National dues. Crimson and Gold membership contribute to the endowment Fund of ATAC and entitlement to one social function.
- 2) Dues are collected July through June of each year. The membership drive is July-September of each year.
- 3) Invoices are mailed in late May or early June. Some of these go out first class to help update the current mailing list with corrected addresses.
- 4) The Annual local dues will be established at the July meeting.

4) Committees: Committees will submit an after action report after each event stating recommendations for improvements or elimination of an action

A) Athletic consist of three or more members appointed by the President at the beginning of his/her term.

- 1) Inform Club of athletic events of the various teams of Tuskegee University.
- 2) Coordinate out of town football game trips.
- 3) Coordinate tailgate for Alumni when team is playing in town.
- 4) Report to the First Vice President.

B) Finance composed of Treasurer, First Vice President, and Financial Secretary.

- 1) Prepare a Budget for the fiscal year beginning in July, and present it to the membership at the August meeting.
- 2) Monitor the fiscal affairs of the Club and submit supplements to the budget during the year if necessary.
- 3) Ensure that all forms are prepared and to file IRS by October 15th each year.

4) Reports to the First Vice President.

C) Membership consists of three or more members appointed by the President at the beginning of his/her term.

- 1) Recruit members to join and collect membership dues.
- 2) Prepare membership invoices and mail to members and potential members.
- 3) Help prepare telephone directory.
- 4) Report to Second Vice President.

D) Recruitment consist of three or more members appointed by the President at the beginning of his/her term.

- 1) Assist with the recruitment of potential students for Tuskegee University.
- 2) Help with recruitment fairs and career fairs as requested by the University, staff, high school counselors, and other organizations.
- 3) Coordinate a bus trip in the fall during the high school Open House.
- 4) Report to the Second Vice President.

E) Political Action consist of three or more members appointed by the President at the beginning of his/her term

- 1) Provide leadership regarding non-partisan political matters of interest to the Club.
- 2) Provide leadership regarding political matters both internal and external to the Club.
- 3) Write letters if necessary lobbying for higher education that may affect the University.
- 4) Report to the Third Vice President.

F) Scholarship consist of three or more members appointed by the President at the beginning of his/her term.

- 1) Establish procedures for informing potential candidates about Club scholarship(s).
- 2) Determine a theme for the essay and send all information to the Director of Alumni Affairs for potential candidates to apply for the scholarship(s).
- 3) Recommend potential recipients and dollar amount to be awarded to each student.
- 4) Committee shall notify candidates who are selected to receive the award as well as those candidates who applied but did not qualify.
- 5) Report to the Third Vice President.

G) Social consists of three or more members appointed by the President at the beginning of his/her term.

- 1) Identify hosting families to be responsible for refreshments at monthly meetings.
- 2) Set up bar for light refreshments prior to the meeting.
- 3) Ensure that paper supplies are available for all meetings.
- 4) Plan light meal for the workshop/planning retreat.
- 5) Plan the calendar year end function (Christmas Party).
- 6) Report to the Third Vice President.

H) Publicity consists of two or more members appointed by the President at the beginning of his/her term.

- 1) Publicize alumni meetings and activities via the radio, newspaper, web page, and the calling post.
- 2) Publicize noteworthy activities to the Club and general public.
- 3) Report to the President.

I) Audit consist of three or more members appointed by the President at the May meeting.

- 1) Audit the Treasurer's records at the close of the fiscal year end and report at the meeting in August.

J) Nominating committee is composed of three to five financial members. Members will be selected by the body and the chairperson is appointed by the President at the March meeting.

- 1) Committee with all present officers who are eligible to run for office to see if they are interested in running again.
- 2) Contact other members to develop a slate of officers
- 3) Present a recommended slate of officers at the April meeting.
- 4) Election will take place at the May general meeting.