

# **Constitution and By-Laws of the Tennessee State University Alumni Association**

## **Atlanta Chapter November 2006**

### **CONSTITUTION**

#### **ARTICLE I – NAME**

The name of this organization shall be The Tennessee State University National Alumni Association, Atlanta Chapter.

#### **ARTICLE II - PURPOSE**

Section 1. The purpose of this organization shall be as follows:

1. To further the interest of the University by promoting fellowship among Alumni by advancing the interest of the institution and Alumni support.
2. To stimulate activity among Alumni and encourage achievement in their special fields so that they may bring honor to the Alma Mater.
3. To stimulate interest among prospective students and recruit the best possible students as candidates for admission to the University.
4. To establish a closer relationship between the University and other Alumni Groups.
5. To promote and support the goals and chapter projects which will strengthen the ties between the members, the chapter, the community and the University.

Section 2. The Chapter and its members, in pursuit of the purposes stated in Section 1, above, shall act in accordance with the following principles:

1. The Chapter shall be based on the principles of freedom and equality for all its members in accordance with this Constitution.
2. To ensure all members the rights and benefits resulting from membership. Each member shall fulfill, in good faith, the obligations of membership in accordance with this Constitution.
3. All members shall give The Chapter assistance in actions it may take in accordance with this Constitution.

### **ARTICLE III – LOCATION**

The Office of The Chapter shall be in Atlanta, Georgia

### **ARTICLE IV – MEMBERSHIP**

- Section 1. The membership of The Chapter shall be REGULAR, LIFE, ASSOCIATE, HONORARY, and MILLENNIUM.
- Section 2. REGULAR MEMBER: Any person holding a degree, or diploma, granted by Tennessee State University or its predecessor, or who has been properly enrolled as a student at the University and has completed one year of resident work and left the University in good standing and is not currently enrolled as an undergraduate student, and who is financial with The Chapter and the National Association.
- Section 3. LIFE MEMBER: Any person eligible for membership in The Chapter may become a life member of the National Association, providing life membership requirements have been met.
- Section 4. MILLENNIUM MEMBER: Any person eligible for membership in The Chapter may become a millennium member of the National Association, providing millennium membership requirements have been met.
- Section 5. ASSOCIATE MEMBER: Any person who manifests a genuine interest in the promotion of The Chapter is eligible for Associate Membership in The Chapter. Associate Membership carries with it all rights of deliberation and committee assignments, but no right to hold office.
- Section 6. HONORARY MEMBER: Any person who manifests a genuine interest in the promotion of the programs of The Chapter and the National Association may, upon a two-thirds vote by the voting membership of The Chapter, be selected for Honorary Membership in The Chapter. Honorary Membership carries with it the rights of deliberation and committee assignments, but no right to vote, or hold office.

Note: Inactive Member denotes delinquent in the payment of National and Chapter dues. Inactive Life Member denotes delinquent in the payment of The Chapter dues.

## **ARTICLE V – OFFICERS**

The Officers of The Chapter shall be the President, Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, and Parliamentarian, who shall serve for two years, or until their successors are elected, or appointed and qualified, or until suspended from Office for good and just cause. (Appointed Officers by the President shall be Business Manager, Chaplain and Historian).

## **ARTICLE VI - EXECUTIVE COMMITTEE**

- Section 1. The Executive Committee shall consist of the Officers of The Chapter, The Chairpersons of the Standing Committees, the Immediate Past President for one (1) year immediately following his/her term(s) of Office.
- Section 2. A simple majority of the total membership of the Executive Committee present shall constitute a quorum for an Executive Meeting.

## **ARTICLE VII - ELECTION OF OFFICERS**

- Section 1. Elections shall be held biennial in the month of May.
- Section 2. Officers shall serve a term of two years, or until their successors are elected. No person may be elected to any office for more than two terms in successions.
- Section 3. Elections shall be by ballot. For each Office, the nominee receiving the majority of the votes cast shall be elected.

## **ARTICLE VIII – UNEXPIRED TERM**

- Section 1. In case of an unexpired term of the President, the Vice President shall fill the vacancy. The Executive Committee at the next meeting shall appoint an interim Vice President to fill the vacancy for the remaining term of office.
- Section 2. In case of unexpired terms in the other offices, a financial member shall be appointed by the President to complete the term; the Executive Committee shall confirm the appointment. (At the regular time for election to fill a given position, the person holding the interim position may be elected for the full term(s)).

## **ARTICLE IX – MEETINGS**

- Section 1. The regular meeting of the Chapter shall be held monthly and at a time designated by the Executive Committee and approved by the Membership of the Chapter.
- Section 2. The Executive Committee shall meet monthly.
- Section 3. The President or Executive Committee may call special meetings.

## **ARTICLE X – GOVERNANCE**

- Section 1. By-Laws – The Chapter shall establish By-Laws detailing governance that cannot be changed without previous notice.
- Section 2. Rules of Order - The rules contained in Robert’s Rules of Order, the most current revised edition, shall govern the chapter in all cases to which they are applicable and are not inconsistent with the By-Laws, Standing Rules or the Constitution of the Chapter.
- Section 3. Conflict Resolution Committee – Committee shall be appointed by the President and Executive Committee. The Committee shall review violations of the Constitution and By-Laws.

## **ARTICLE XI – AMENDMENTS**

- Section 1. This Constitution may be amended at any regular meeting by a two-thirds vote of the active members present after a thirty (30) day notice has been sent to each active member.
- Section 2. If any amendment to the National Alumni Association’s Constitution conflicts with those of this chapter, The Chapter’s Constitution shall be deemed to be amended automatically.

# BY-LAWS

## ARTICLE I - DUTIES OF OFFICERS

Section 1. The President shall:

- (1). Preside at all meetings of The Chapter and the Executive Committee;
- (2). Take the initiative in planning the programs of The Chapter;
- (3). Represent The Chapter where desirable and possible;
- (4). Appoint all appointed officers, chairpersons of all standing and Ad Hoc Committees and fill all vacancies subject to approval of the Executive Committee;
- (5). Prepare the agenda for the executive and regular meetings of The Chapter;
- (6). Serve as an ex-officio member of all committees;
- (7). Transmit The Chapter Report at the end of the fiscal year to the National Association and to the Regional Vice President;
- (8). Attend the National and Regional Alumni Meetings and other such meetings, representing The Chapter; and
- (9). Perform such other duties that are usual for the President of similar organizations.
- (10). Be authorized to sign check(s) if the Treasury or Financial Secretary is unavailable. A signature of one of the aforementioned officers is required in addition to the President's signature.

Section 2. The Vice President shall:

- (1). At the request of the President and/or in his/her absence perform any and/or all of the duties of the President; and
- (2). Perform other duties as designated by the President.

Section 3. The Recording Secretary shall:

- (1). Keep minutes of all regular meetings and Executive Committee meetings of The Chapter;
- (2). Maintain the official records, and ensure that all minutes and records of all transactions of The Chapter are properly recorded, disseminated, and maintained in the official records of The Chapter;
- (3). Keep the roll of the membership, both active and inactive;
- (4). Call the meetings to order at the designated time in the absence of the President and Vice President; and
- (5). Have at each business meeting a copy of the By-Laws and minutes of the previous business meeting.
- (6). Assist the President with preparation of the Annual Chapter Report.

Section 4. The Financial Secretary shall:

- (1). Count and write receipts for all monies received by The Chapter;
- (2). Turn over said monies to the Treasurer immediately for deposits;
- (3). Maintain a ledger of all income and expenditures;
- (4). Keep a record of payment of member dues and all other assessments; and
- (5). Sign check(s) which bears the Signature of the Treasurer.

Section 5. The Corresponding Secretary shall:

- (1). Prepare all general correspondence of The Chapter;
- (2). Mail or coordinate mailing of all newsletters to the membership;
- (3). Review all communications and submit same to proper authority of The Chapter; and
- (4). Carry out other duties which may be assigned by the President and/or the Recording Secretary.

Section 6. The Treasurer shall:

- (1). Receive and hold the funds of The Chapter, which shall be deposited in a financial institution designated by the Executive Committee of The Chapter;
- (2). Withdraw the same only upon receipt of a voucher signed by the Financial Secretary and/or counter signed by the President;
- (3). Keep an accurate written account of all financial transactions and give a monthly report to The Chapter; and
- (4). Distribute funds by checks which bears the signature of the Financial Secretary or counter signed by the President. All requested checks must bear two signatures before distribution
- (5). Prepare an analysis of the transactions carried on by The Chapter to report at the Annual Meetings of The National Alumni Association.
- (6). Shall sign check(s) and obtain a signature from the Financial Secretary.

Section 7. The Parliamentarian shall:

- (1). Interpret the National and Chapter Constitutions and By-Laws;
- (2). Apply the Rules of Order adopted by The Chapter at all meetings at the request of the President;
- (3). Ensure that Chapter By-Laws are in accordance with The National Alumni Association; and
- (4). Serve as Chairperson of the By-Laws Committee.

Section 8. The Historian shall:

- (1). Maintain documents, pictures, and editorials depicting the history and progress of the Chapter each year; and

- (2). Maintain a yearly scrapbook of chapter activities and programs.

Section 9. The Business Manager shall:

- (1.) Arrange for sale of any TSU paraphernalia by the Atlanta Chapter;
- (2.) Assist in the arrangement for any trips taken to support the University and events outside of the Atlanta area; and
- (3.) Make any other arrangements to conduct an event in support of the University and Chapter as directed by the President and/or Executive Committee.

Section 10. The Chaplain shall:

Serve as our spiritual leader by offering meditations at executive or regular meetings and other occasions when needed.

## **ARTICLE II – DUES**

Section 1. The Dues of The Chapter shall be classified as Regular, Life, Associate, Honorary and Millennium;

- (1.) The Dues for Regular and Associate Members shall be determined by the National Executive Committee and The Chapter;
- (2.) Life, Honorary and Millennium Dues are to be determined by the National Executive Committee;
- (3.) Life and Honorary Chapter Dues shall be assessed the same as Active; and
- (4.) The National Life and Millennium Dues may be paid directly to the National, or to The Chapter in the amount determined by the National Executive Committee.

Section 2. Dues for the current fiscal year are due June 1 and shall be paid by December 31. Delinquent members will not be eligible for a ballot if the dues are paid after March 31 for the Chapter Election.

## **ARTICLE III – ELECTIONS**

- Section 1. The election of officers shall be biennial in the month of May;
- (1). In order to be eligible to participate in the nomination and election of officers of the chapter, a member must be financial;
  - (2). The term of office for all elected officers shall be two (2) years and no person may be elected to any office for more than two terms in succession;
  - (3). All elected officers shall be by ballot cast by the financial members;
  - (4). Criteria for holding an elected office are:
    - a) President and Vice President must be a financial member who has served in a leadership position in the Chapter during the last four years. They must have served as an elected or appointed officer and/or committee chairperson to run for office; and
    - b) All other offices shall be held by a financially active member of the Chapter.
  - (5). The President shall appoint an Election Committee during the month of February. The Election Committee shall prepare a slate of officers for the Chapter and present said slate to the members at the March meeting. At the March meeting, nominations will be taken from the floor to be added to the slate. Nominees must be members who meet the criteria to be elected and who have stated a willingness to perform the duties of the office for which they are nominated;
  - (6). The Election Committee shall compile a ballot consisting of the names of the individuals nominated including the individuals nominated from the floor during the March meeting;
  - (7). The Election Committee shall sign and seal each ballot. The Election Committee and Corresponding Secretary shall mail an official ballot to each financial member of the Atlanta Chapter in an envelope marked "Ballot". The committee will not issue another ballot to a member, unless the ballot was returned to the Post Office Box of the Chapter;

- (8) All returned ballots shall be enclosed in an envelope marked "Ballot". They must be post marked by the date designated by the committee and mailed to the Post Office Box of the Chapter in order to be counted in the election. The unopened ballots shall be placed in a large envelope, sealed and turned over to the Election Committee. The Election Committee will open all envelopes containing ballots; tally the votes; and report the results at the June meeting;
- (9) The Corresponding Secretary will notify each officer elected in writing. The newly appointed officers shall be notified before the June meeting;
- (10) All newly elected and appointed officers shall be installed and take office at the regular monthly meeting in June; and
- (11) All newly elected officers must reaffirm to the Corresponding Secretary or election Committee Chairman their willingness and commitment to accept the office for which elected. Failure to make this reaffirmation within one month after elected the office will automatically be vacated.

#### **ARTICLE IV – COMMITTEES**

Section 1. The Executive Committee shall:

- (1). Be comprised of elected and appointed officers and chairpersons of Standing Committee;
- (2). Meet monthly to conduct the business of the Chapter between the regular meetings. The President or a majority of the committee may call a special meeting of the Executive Committee at any time;
- (3) The majority of the total membership of the Executive Committee present shall constitute a QUORUM for an executive meeting;
- (4) Report back to the Chapter for final approval of decision made during the meeting;
- (5) Prepare a budget including fund raising projects for each fiscal year and submit to the membership for approval;

Section 2. Standing Committees shall consist of:

- (1). Audit Committee shall be responsible for auditing the records of the Treasurer and Financial Secretary before the October meeting and after each election before the new officers take office. Members of the Chapter may request an internal audit or a professional auditing agency may be hired;
- (2). By-Laws and Conflict Resolution Committee shall study all proposed By-Laws, Amendments, and Resolutions received from members, Standing Committees and the Executive Committee. All amendments and resolutions to be presented to The Chapter shall be presented in writing at least thirty (30) days prior to a regular meeting at which voting will take place;
- (3). Membership Committee shall foster ways and means to increase the membership of the Atlanta Chapter. Represent the interest of the members at the Executive Committee and prepare a membership roster of financial members. Assist in collecting membership dues which are turned over to the Financial Secretary or Treasure;
- (4). Election Committee (See Article III of the By-Laws);
- (5). Program Committee shall consist of members of the Executive Committee and Chapter members whose duty will be to develop Chapter Programs based upon the emphasis determined the Chapter. This committee will develop activities (annual scholarship banquets/dances, golf tournaments and other functions) to benefit the Chapter;
- (6). Student Relations Committee shall consist of Chapter members whose responsibilities are to set guidelines for awarding scholarships from the (William “Bill” Harbour Scholarship Fund) to deserving student applicants who plan to attend Tennessee State University. Committee members shall be actively involved in the recruitment plans of students to attend the University. Additionally, committee members shall visit schools on Career Day and provide Tennessee State University literature to students;
- (7). Community Service Committee shall organize, coordinate and implement community programs (i.e. John O. Chiles and Adopt-A-Highway), and other activities that will enhance the community;

- (8). Courtesy Committee shall be responsible for providing appropriate expressions of concern or sympathy if any of the following shall occur: death, illness, injury or incapacitation of members of the chapter. An expression of condolence will be sent in case of death of a member, member's parents/legal guardian, spouse and children. The cost of the condolence shall not exceed \$75.00 plus tax and telegraph charges.

NOTE:

- 1 .All standing committee chairs shall be recommended by the President and be subject to approval by the executive committee.
2. All committee chairs are required to make a financial report to the Chapter within 30 days not to exceed 45 days after an event.

#### **ARTICLE V – RESPONSIBILITY OF THE MEMBERSHIP**

- Section 1. This Chapter must uphold the provisions of the Constitution and By-Laws of the National Alumni Association and they or any member may be warned, suspended or expelled by the National Association upon recommendation by the National Executive Committee for just cause; and
- Section 2. The Chapter shall be held responsible for the submission of its Annual Report, Annual Programs, Report of Memberships and payment of Annual National and regular Chapter dues and/or assessments.

#### **ARTICLE VI – QUORUM**

- Section 1. The number of financial members present at any regularly scheduled or special meeting shall constitute a Quorum for the transaction of the Atlanta Chapter business;
- Section 2. Only Financial members have the Right to Vote; and
- Section 3. All transactions of the Atlanta Chapter business shall be done by majority vote unless other wise stated in the Constitution and By-Laws.

#### **ARTICLE VII – DUES AND FISCAL YEAR**

- Section 1. Regular, Associate, Honorary and Millennium – The annual dues for all members will be established by the Executive Committee and approved by the Chapter membership. The

dues will include an assessment established by the National Alumni Association and Executive Committee. Millennium dues must be paid within a calendar year and failure to pay the entire balance within a calendar year will result in forfeiture of all previous payments;

Section 2. Life Membership – All dues are set by the Executive Committee and approved by the Chapter. Only Regular, Associate and Millennium members are eligible for Life Membership. Life membership dues must be paid within a calendar year and failure to pay the entire balance within a calendar year will result in forfeiture of all previous payments;

Section 3. Complimentary membership – A waiver of dues is granted to undergraduate students for one year following graduation; and

Section 4. The fiscal year begins June 1<sup>st</sup> and ends May 31<sup>st</sup> of each year. The deadline for paying dues for any fiscal year is March 31<sup>st</sup>. Dues paid after that date would be applied to the next fiscal year.

## **ARTICLE VIII– AMENDMENTS**

Section 1. These By-Laws may be amended at any regular meeting by a two-thirds vote of the financial members present after a thirty (30) day notice indicating the proposed changes has been sent to each financial member; and

Section 2. If any amendment to the National Alumni Association’s By-Laws conflict with those of this Chapter, The Chapter’s By-Laws shall be deemed to be amended automatically.

## **ARTICLE IX - DISCIPLINARY ACTION**

Individual Officers, or Members who violate the provisions of the Constitution and By-Laws of the National Alumni Association of Tennessee State University, and The Chapter and/or individuals adjudged guilty of malfeasance and nonfeasance shall be warned, suspended or expelled from transacting any business on behalf of the Chapter. The Executive Committee will submit the complaint to the Conflict Resolution Committee for adjudication. The Conflict Resolution Committee will review the complaint and provide its findings back to the Executive Committee. The Executive Committee shall present the reason for its action to the Chapter if warranted. The Chapter members (by two-thirds vote of the active members present) may uphold or overturn the Executive Committee’s

recommendation. The accused shall be allowed to appeal to the Chapter “Body” at the next business meeting.

At any time before the May meeting, the Executive Committee, (by a two-third vote), may decide the matter is rectified and the action may be rescinded.

## **STANDING RULES**

### **MEETINGS:**

- 1) The regular meetings of the Chapter shall be held on the first Tuesday of each month at 6:30 p.m., unless otherwise ordered by the Executive Committee;
- 2) The Executive Committee shall meet monthly on the fourth Thursday at 6:30 p.m. The Executive Committee date may be changed by a majority vote of the Executive Committee;
- 3) The President or Executive Committee may call a special meeting. Except in case of an emergency, the membership should be given adequate notice; and
- 4) Meetings are held in the West End Mall Conference Room, unless otherwise changed by the Executive Committee.

### **DUES:**

- 1) The Financial Secretary and Treasurer shall collect dues each year. The Membership Committee shall assist in the notification to members by invoice in order to pay dues on time. The fiscal year begins June 1<sup>st</sup> and ends May 31<sup>st</sup>. Deadline for paying dues for any fiscal year is March 31<sup>st</sup>. Dues paid after that date would be applied to next fiscal year.

### **MEMBERSHIP DUES:**

- 1) Regular Member - \$65 (\$35 Local, \$5.00 Regional and \$25.00 National);
- 2) Associate Member - \$65 (\$35 Local, \$5.00 Regional and \$25.00 National);
- 3) Honorary Member - \$65 (\$35 Local, \$5.00 Regional and \$25.00 National);
- 4) Life Member - \$500 (an additional \$35.00 Local and \$5.00 Regional yearly);
- 5) Millennium Member – \$250 (an additional \$35.00 Local and \$5.00 Regional yearly) [this is a ten year membership].

**Checks Made payable to:  
TSUNAA – Atlanta Chapter  
P. O. Box 4805  
Atlanta, GA 30302**

**THIS IS A CERTIFIED TRUE COPY OF THE  
CONSTITUTION AND BY-LAWS OF THE TENNESSEE  
STATE UNIVERSITY ALUMNI ASSOCIATION –  
ATLANTA CHAPTER.**

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Recording Secretary

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Date

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Witness

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Date