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CONSTITUTION & BYLAWS

ATLANTA METROPOLITAN CHAPTER of the SOUTHERN UNIVERSITY ALUMNI FEDERATION OF GEORGIA, INC.

MAY 14, 2020

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CONSTITUTION & BYLAWS

ATLANTA METROPOLITAN CHAPTER

OF THE

SOUTHERN UNIVERSITY ALUMNI FEDERATION

OF GEORGIA, INC.

MISSION AND PURPOSE:

The Atlanta Metropolitan Chapter of the Southern University Alumni Federation of Georgia, Inc., mission is to support Southern University's core mission, the higher education of young people. This includes plans to support the maturation of independent thinking men and women imaginative enough to envision a future worthy of human existence and bold enough to confront ideology that is inconsistent with that future.

The Atlanta Metropolitan Chapter of the Southern University Alumni Federation of Georgia, Inc., is an organization whose purpose is exclusively charitable, religious, scientific, literary and educational within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding section of any future Internal Revenue law or revision of the code.

We are devoted to the survival and development of Southern University as an institution for excellence in learning, research, and training.

We are aware of the pernicious ends for which Southern University and other Historically Black Colleges and Universities (HBCUs) were originally intended, and of the varied obstacles facing efforts by powerless people to sustain institutions of excellence; therefore, we are obliged to affirm our concrete support for Southern University and the kind of active involvement which aims to reduce the distance between campus and community.

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose including such organization or organizations selected by the Atlanta Chapter Executive Board.

ARTICLE I

NAME, TITLE, AND DOMICILE

This organization shall be known as the Atlanta Metropolitan Chapter of the Southern University Alumni Federation of Georgia, Inc. (hereinafter “Atlanta Chapter” or “Chapter”), and its domicile shall be in Atlanta, Georgia (Atlanta Metropolitan defined as all surrounding counties).

ARTICLE II

OBJECTIVES

The objectives of the Atlanta Chapter shall be to:

- a. Unite into a single group the graduates and former students of the university.
- b. Foster a spirit of cooperation and fellowship between the university and its graduates and former students.
- c. To promote the welfare of the Southern University System and its campuses through charitable financial contributions.
- d. To encourage and stimulate wholesome school spirit.
- e. Work tirelessly to save and prosper HBCUs.

ARTICLE III

GOVERNANCE AND ADMINISTRATION

In order to effect the aforesaid objective, or any other purpose implied thereby, or incidental to, the Atlanta Chapter shall possess the capacity and all powers, right, privileges and immunities that are now or may hereby be accorded it in keeping with the conditions, regulations and limitations granted through the Constitution and By Laws of the parent body, the Southern University Alumni Federation.

ARTICLE IV

MEMBERSHIP

Section 1 The membership of the Atlanta Chapter shall be classified as follows:

- a. **Regular:** Regular members are those persons who graduated from the Southern University System at any of its campuses and have paid the dues prescribed in the Atlanta Chapter bylaws.
- b. **Associate:** Associate members are those persons who attended the Southern University System at any of its campuses, but who did not receive a degree, diploma, or certificate from Southern University, or any other college or university, Former faculty members or adjunct faculty member who were part of the Southern University System for a minimum of one (1) year and live within the Atlanta Metropolitan area and have paid the dues prescribed in the Atlanta Chapter bylaws.
- c. **Honorary:** Honorary members are those persons who have rendered exceptional or distinguished service to the Southern University System at any of its campuses, and who are recommended and approved for such membership (i) by the Executive Board, or by the membership.

Section 2 Members must abide by all rules and regulations in these Bylaws.

Section 3 Any person residing in Metropolitan Atlanta and surrounding areas may become a member of this chapter if he or she:

- a. Holds the qualifications for membership as specified in the Bylaws of the Southern University Alumni Federation and Atlanta Chapter Bylaws.
- b. Abides by the rules and regulations as set forth in in the Atlanta Chapter Bylaws.

Section 4 Cancellation of membership may be accomplished by:

- a. Transfer to another chapter
 1. Transfer of membership shall be made immediately upon request.
 2. Members who move from the community and thereby become inactive shall be encouraged to transfer their membership to a chapter closer to their home.
- b. The member is terminated because he/she fails to meet good standing qualifications.
 1. No longer financial.
 2. Quorum to revoke member's rights due to violation of the Atlanta Chapter and/or Southern University Federation Code of Ethics and Professional Conduct.

Cancellation of membership for any of the reasons stated above forfeits the rights and privileges this Chapter offers. It further forfeits all claims upon the property of this Chapter as such or any thereof.

ARTICLE V

OFFICERS

Section 1 The **elected** officers of the Chapter shall consist of:

- a. President
- b. Vice-President
- c. Recording Secretary
- d. Corresponding Secretary
- e. Financial Secretary
- f. Treasurer
- g. Parliamentarian
- h. Public Relations
- i. **Sergeant-At-Arms**
- j. Business Manager
- k. **Chaplain**

Section 2 The **Executive Board** shall be made up of the above-named officers, the outgoing President and two (2) additional persons elected by the general body. The **Executive Board** shall meet **on a quarterly basis or as called by President** to carry out the **Chapter's** business as authorized by the General body. The general body should be informed of any **Executive Board** meetings scheduled. The **Executive Board** shall have the authority to expend chapter funds not exceeding **\$200.00** without prior approval by the general membership.

Section 3 The officers shall be elected for a two-year (2) term at the general meeting of the chapter. Within thirty (30) days following the election, the Corresponding Secretary shall forward the names of the officers elected to the office of the Southern University Alumni Federation.

Section 4 The officers shall be prepared to relinquish all materials to the Executive Board upon request.

Section 5 If an officer fails to attend three (3) consecutive alumni chapter meetings without prior voice (phone call or in person) or written (text or email) notification to the President, then the officer's position is considered abandoned and automatically vacated immediately.

ARTICLE VI

THE DUTIES OF OFFICERS

Experience in partnership formation, team building, effective leadership, fundraising, public speaking, and commitment to transparency will ensure successful efforts to support the Southern University System and its five campuses. These are expected skills and qualities for those who are candidates for Atlanta Chapter elective office positions. The Nominating Committee shall approve procedures and candidate evaluation criteria are conducted in accordance with the Atlanta Chapter Bylaws.

PRESIDENT

The President has the responsibility for leadership of the chapter.

The President is the spokesperson for the group. The Federation will depend heavily upon the President for all official contacts between this Chapter and the Office of Alumni Affairs.

The President shall preside at all meetings of the Board of Directors, the **Executive Board**, and the general membership; and direct all activities of the elected officers and committee chairpersons.

The President shall not be a member of the Nominating Committee. (ex officio)

The President shall be a Life or Subscribing Life member, and a regular member of the Atlanta chapter.

VICE PRESIDENT

The Vice President **shall act as President when for any reason the chair becomes vacant.**

The Vice President assumes all duties of the President during his/her absence or Disability.

The Vice President shall also serve as a member of each standing committee.

RECORDING SECRETARY

The Recording Secretary is responsible for the minutes, reports and detailed records of the Chapter to have such matters filed where easily accessible when required and takes care to **ensure** that the minutes reflect an accurate depiction of the occurrences during each meeting.

The Recording Secretary shall forward the minutes from each General Body meeting within fourteen (14) calendar days to the President for review; and the President will forward minutes to the Corresponding Secretary for distribution to financial members seven (7) calendar days prior to the next general body meeting.

The Recording Secretary shall forward the minutes from each Executive Board meeting within fourteen (14) calendar days to the President for review; and the President will forward minutes to the Corresponding Secretary for distribution to the Executive Board members seven (7) calendar days prior to the next Executive Board meeting.

CORRESPONDING SECRETARY

The Corresponding Secretary is responsible for sending out all correspondence regarding the Chapter meeting dates, **time**, **location**, fundraisers, and other pertinent activities in a timely manner.

The Corresponding Secretary must also communicate with the members by telephone when necessary, maintain a current list of names and addresses of all officers and the general membership and forward all records to the elected successors immediately upon the expiration of his/her term of office.

In the absence of the Recording Secretary, the Corresponding Secretary will take the minutes.

The Corresponding Secretary is also responsible for reviewing all incoming correspondence received by the chapter.

The Corresponding Secretary is responsible for forwarding the Executive Board meeting minutes to all Board members seven (7) calendar days prior to the next Executive Board meeting.

The Corresponding Secretary is responsible for forwarding the Chapter minutes by electronic mail to financial members seven (7) calendar days prior to the next general body meeting.

FINANCIAL SECRETARY

The Financial Secretary's responsibilities are to collect all **funds** paid by members, keep accurate records, and assist the Treasurer with his/her responsibility by maintaining a current roster of members who are financially active. **The duties and responsibilities of the Financial Secretary shall be under the direct supervision of the President.**

TREASURER

The Treasurer is responsible for accepting, banking, and keeping records of all chapter finances.

The Treasurer shall collect and disburse all funds of the chapter.

The Treasurer shall send all monies to the Director of Alumni Affairs' office for national dues in a timely manner.

The Treasurer shall maintain all financial records of the organization at the monthly meeting of the general membership, except for the records maintained by the Financial Secretary.

As directed by the President, shall prepare monthly financial statements, and distribute such statements to the general membership at its regular meeting.

The Treasurer shall have **the books ready** for audit by an Audit **Team at the end of the year.**

The Treasurer shall serve as the Chairperson of the Finance Committee.

PARLIAMENTARIAN

The Parliamentarian shall interpret the Rules of Parliamentary **Procedures as they relate to the conduct of all meetings when requested to do so by the Presiding Officer**, be familiar with Roberts Rules of Order **and the Chapter Bylaws** so as to assure that the meetings are conducted according to proper

Parliamentary Procedures. Call to the Chair's attention any error in the proceedings that may affect the rights of any member or otherwise do harm. Once the Parliamentarian has expressed an opinion on a point; the Chair has the duty to make a final ruling and in doing so, has the right to follow the advice of the Parliamentarian.

PUBLIC RELATIONS

The Public Relations Officer shall see that all accomplishments by the Chapter members and Chapter activities of interest to the public are published, in local papers and in the Southernite (preferably articles on chapter members should be submitted for each quarterly issue).

Responsible for Media relations and coordination of website maintenance.

SERGEANT-AT-ARMS

The Sergeant-At-Arms will ensure and maintain order during chapter meetings.

BUSINESS MANAGER

The Business Manager's responsibilities are to coordinate and negotiate business contracts for the Chapter, in collaboration with the President and Committee chairperson.

CHAPLAIN

The Chaplain or designee shall open and close each meeting with the appropriate ceremony and shall be responsible for this service in all other meetings when such is required. This position is also responsible for creating resolutions for members who transition (resolution is presented to family of deceased). He/She sends out bereavement cards and coordinates any spiritual event for the chapter.

EXECUTIVE BOARD

The Executive Board is the governing body of the Chapter between General Body meetings.

The Executive Board is composed of all elected officers, the outgoing President and two (2) additional Executive members elected by the general body.

All members of the Executive Board have voting rights.

ARTICLE VII ELECTION OF OFFICERS

Section 1 All officers of the Chapter shall be elected at the last official meeting of the fiscal year (every two (2) years). In the event of a National Emergency, the Executive Board will determine what course of action to take for conducting the Election.

Section 2 The President appoints Nominating Chairperson. The Nominating Chairperson is responsible for presenting a slate of candidates in accordance with Bylaws.

Section 3 The privilege of voting, nominating officers and holding an elected position shall be limited to financial members.

Section 4 Financial members must be present to vote. The Financial Secretary will provide a list of financial members to the Nominating Chairperson prior to distribution of ballots. Financial members will certify receipt of ballot with signature.

ARTICLE VIII

TERM OF OFFICE

Section 1 All elected and appointed officers shall serve a two (2) year term or the remaining term of a vacated office.

ARTICLE IX

PROCEDURES

Section 1 Meeting

The membership body shall meet the first Saturday of each month, unless the body, at a regularly scheduled meeting decides not to meet. The Corresponding Secretary shall notify each member by email seven (7) calendar days in advance of each meeting with the date, time, and location of each meeting. The budget for the upcoming year shall be approved at the June meeting or the last official meeting of the fiscal year and elections shall be held in June or the last official meeting of the fiscal year.

Section 2 Quorums

The quorum for the transactions of business at any meeting of the membership body shall be the majority of financial membership present at the meeting. The Chairperson of the meeting shall establish the order of business for the meeting. Roberts Rules of Order shall decide questions of procedures not governed by the Bylaws. Every decision by a majority of those present and voting shall be valid as an act of the financial membership body, except termination and changing the Bylaws. Ballots by proxy or by mail shall not be recognized.

Section 3 All Chapter Committees must present written reports to the Executive Board. Once the Executive Board approves the report, it will then be added to the monthly meetings agenda and presented to the body at the next Chapter meeting.

ARTICLE X

AMENDMENT

Section 1 This constitution may be amended by a majority vote at **quarterly or ad hoc** executive meetings of the chapter, provided:

- a. Written notice of the meeting is sent to all members of the chapter fifteen (15) calendar days prior to the time scheduled for such meeting
- b. Any amendments so adopted will not conflict **with the Bylaws** of the Southern University Alumni Federation.

Section 2 At other times, this **document** may be amended by either of the following methods:

- a. Requiring that, in advance of any regularly scheduled meeting, notice must be sent to all members informing them of the proposal to amend, or
- b. By requiring that proposal be passed at two consecutive meetings before being effective. The reading and debate at the first meeting being, in effect, notice that it will **be voted on** at the second meeting.

BY LAWS

ATLANTA METROPOLITAN CHAPTER OF THE

SOUTHERN UNIVERSITY ALUMNI FEDERATION OF GEORGIA, INC

ARTICLE I

NAME AND TITLE

This organization shall be known as the Atlanta Metropolitan Chapter of the Southern University Alumni Federation of Georgia, Inc. (hereinafter "Atlanta Chapter" or "Chapter")

ARTICLE II

MEETINGS

Section 1 The Atlanta Chapter shall; operate on a calendar year basis from July 1st to June 30th.

Section 2 The Executive Board will convene quarterly.

Section 3 The Corresponding Secretary shall notify each member seven (7) days in advance by email of the date, time, and location of each meeting.

Section 4 The Atlanta Chapter will meet on the first Saturday of each month, unless the body, at a regularly scheduled meeting, decides not to meet. The chapter may also meet in regular session during such other times on the call of the President and may meet in special session as provided for in the Constitution.

Section 5 The President will convene a special meeting where:

- a. He/she receives a petition signed by one-third or more members requesting a special meeting.
- b. If in his/her judgment the President deems a special meeting necessary.
- c. A petition or resolution requesting a special meeting will indicate the topic for disposition or the reason for the special meeting, the date, time, and location for said meeting and the President is Bound thereby.

ARTICLE III

MEMBERSHIP DUES

- Section1 Each member will be assessed Forty (\$40.00) dollars per year. (effective immediately once approved by the Executive Board and Membership Quorum)

ARTICLE IV

ELECTION OF OFFICERS

- Section 1 There shall be a ballot election held to determine the individual elected to each office. In the event of a National Emergency, the Executive Board will determine what course of action to take for conducting the Election.
- Section 2 The candidate for any vacancy who receives most votes for that office will be elected.
- Section 3 Runoff Ballot-A majority of all ballots cast will be required to elect a candidate. If no candidate receives a majority on the first ballot, then all except the top two candidates are forthwith Disqualified. A second election will then be held the same day, being limited to the top two candidates. The one receiving the most votes therein will be deemed elected. Should the second election result in a tie, a third election shall be held.
- Section 4 Offices vacated because of resignation, relocation or abandonment shall be filled by appointment by the President and that person shall serve the remainder of the term.

ARTICLE V

NOMINATION PROCEDURES

- Section 1 The two methods of nomination shall be:
- Nomination from the floor
 - Nomination by committee
- Section 2 Nomination and elections may take place at the same time.
- Section 3 Nomination by the method listed in number 1 above shall require that the nomination be seconded to be officially received.

ARTICLE VI

STANDING COMMITTEES

Section 1 The Atlanta Chapter shall have the following standing committees:

- a. Scholarship Committee (Consists of members from the Atlanta Chapter and The Jaguar Foundation of Atlanta)
- b. Golf Team Committee
- c. Bayou Bash Committee
- d. Membership Committee
- e. Nominating Committee
- f. Founder's Day Committee

Section 2 The President shall appoint the committee chairs at the beginning of each fiscal year or twelve (12) months prior to scheduled event.

Section 3 The following standing committee chairs are listed below along with their committee responsibilities:

- a. Bylaws - Parliamentarian
- b. Media Relations - Public Relations
- c. Finance Committee - Treasurer

ARTICLE VII

AMENDMENTS

Section 1 Any proposed amendment to the Bylaws requires sixty (60) calendar day notice to all active chapter members. The written notice with the proposed amendment shall be signed by the Parliamentarian and the Chapter President.

Section 2 By requiring that the proposal be passed at two consecutive meetings before being effective. The presentation at the first meeting shall include a notification that the proposed By Laws and Amendments will be an item on the next meeting's agenda for ratification by the general body.

Section 3 Bylaws shall be amended upon proper motion and by a majority vote of the eligible voters in attendance.

Revisions to the Constitution and By-Laws submitted to the Executive Board and General Body as outlined in Article X of the Constitution and Article VII of the By-Laws for approval: Date: May 14, 2020

By-Laws Committee Members:

Dexter Reynolds
Fred Ellis
Genneis Robinson
Patricia Johnson
Rachelle Wicker

Rachelle Wicker
President

Signature

Date