

Savannah State University National Alumni Association
East Atlanta Suburban Chapter

2020-2022 BYLAWS



PO Box 2894

McDonough, Georgia 30253

www.eastatlssunaa.com

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Article I: CHAPTER INFORMATION

Section 1. Name of the organization

- A. Savannah State University National Alumni Association - East Atlanta Suburban Chapter.

Section 2. Chapter Service Area

- A. The Chapter service area consists of Butts, Henry, Jasper, Morgan, Newton, Rockdale, Spalding and Walton counties.
- B. The Chapter's activities will focus on serving potential SSU students, current SSU students, and SSU alumni residing in these areas primarily. Venues for events and fundraisers outside of these areas may be selected as appropriate.

Section 3. Contact Information

- A. Mailing Address: PO Box 2894, McDonough, Georgia 30253
- B. Website: <https://www.eastatlssunaa.com>
- C. Email address: info@eastatlssunaa.com

Article II: MEMBERSHIP

Section 1. Composition

- A. The membership of the Chapter shall consist of alumni of Savannah State University/College and associates within the community. Residence within the Chapter's service area is preferred, but not required. There will be two classes of membership:
 - 1. *Regular - Those members who are current on their national and local chapter dues. Regular members have all privileges of membership, including holding office in the chapter, chairing committees, and voting.*

2. *Associate - Individuals who support the Chapter by paying local dues only, via other monetary donation, or through generous in-kind goods and services of value. Associate members may attend meetings and participate on committees, but may not chair committees, hold an office in the chapter, or vote.*

Article III: CHAPTER STRUCTURE

Section 1. Executive Committee

- A. The President shall serve as chairperson of the Executive Committee.
- B. The Executive Committee shall represent and respond on behalf of the Chapter in emergencies when it is not feasible to present at Chapter meetings.
- C. The Executive Committee shall meet prior to each regular monthly meeting, at the discretion of the President, or at the request of one third of the Executive Committee members for the purpose of conducting urgent business and the expediting of time during regular meetings.
- D. The Executive Committee shall consist of the President, Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, Chaplain, Parliamentarian, and each standing committee chairperson.

Section 2. Elected Officers

- A. The elected officers of the Chapter shall be:
 1. *President,*
 2. *Vice President,*
 3. *Recording Secretary,*
 4. *Corresponding Secretary,*
 5. *Financial Secretary,*
 6. *Treasurer,*
 7. *Chaplain.*

Section 3. Appointed Officer

A. The appointed officers of the Chapter shall be Parliamentarian.

Section 4. Standing Committees

A. A standing committee performs a continuing task related to chapter operation and remains in existence throughout the year.

B. The standing committees of the chapter are:

1. *Budget and Finance*
2. *Bylaws*
3. *Fundraising*
4. *Membership*
5. *Nominating*
6. *Scholarship & Student Recruitment*

Section 5. Ad-Hoc Committees

A. Ad-hoc committees are one-time only committees, appointed for special assignments.

Article IV: DUTIES OF THE ELECTED AND APPOINTED OFFICERS

Section 1. President

- A. Shall be the official head of the Chapter;
 - B. Shall preside over meetings and have general supervision of affairs;
 - C. Shall have the authority to call special meetings;
 - D. Shall ensure the chapter operates in accordance with the By-Laws adopted by the Chapter and the Constitution and By-Laws of the Savannah State University National Alumni Association;
 - E. Shall have the authority to create ad-hoc committees and appoint all committee chairpersons, except Nominating, as well as executively appointed officers, such as Parliamentarian;
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- F. Appoints qualified members to fulfill an unexpired term when a vacancy of office occurs in elected and appointed offices and positions with the approval of the executive committee within 30 days;
- G. Appoints qualified chapter members to fill an elected position when the position is vacant due to a member not being elected during the chapter elections, or as a result of an unexpected vacancy;
- H. Shall sign for all expenditures approved by the Chapter before disbursement;
- I. Shall serve as the official delegate at all official National, Regional and Local activities and meetings and should submit a written report on activities at the next regular meeting;
- J. Shall sign all contracts that obligate the Chapter;
- K. Votes only in matters of secret ballot and/or to break a tie vote;
- L. Shall serve as an ex-officio member of all committees, except Nominating; and,
- M. Shall perform such other duties as may be required.

Section 2. Vice President

- A. Shall perform the duties in the absence of the President; and,
- B. Shall perform such duties and chair such committees as may be assigned by the President.

Section 3. Recording Secretary

- A. Shall record meeting notes and provide chapter members copies of minutes from executive committee meetings, chapter meetings and called meetings;

- B. Shall distribute via email, website posting, cloud storage (e.g. Dropbox, Google Drive, or similar offering), or other means acceptable to the body the minutes of each meeting to Chapter no less than seven (7) days prior to the next regular meeting;
- C. Shall maintain all official records of the Chapter;
- D. Shall maintain an accurate record of executive committee meeting and chapter meeting attendance and hold these records on file for no less than three, but no more than five fiscal years; and,
- E. Shall perform other duties as assigned by the President.

Section 4. Financial Secretary

- A. Shall receive and record all incoming funds and promptly receipt the same to the member or contributor;
- B. Shall remit funds received to the Chapter's Treasurer for deposit within three (3) business days;
- C. Shall give a financial report at each executive committee and chapter meeting on all revenues received;
- D. Shall maintain an active roster of current memberships and make available to Chapter members monthly;
- E. Shall serve as chair of the Fundraising Committee; and,
- F. Shall perform other duties as assigned by the President.

Section 5. Corresponding Secretary

- A. Shall check the Chapter post office box regularly;
- B. Shall collect all correspondence addressed to the Chapter and read such at each Chapter meeting;
- C. Shall maintain a correspondence file and, also record minutes in the absence of the Recording Secretary;

- D. Shall create awareness of chapter activities and projects among chapter members, media, alumni/university outlets, and the community;
- E. Shall announce in local and regional mediums of communication, both print and electronic, activities of the Chapter that will acquaint the public with the goals, objectives and accomplishments of the Chapter and its SSU alumni membership; and,
- F. Shall perform other duties as assigned by the President.

Section 6. Treasurer

- A. Shall have the care and custody of all receipts and disbursements of the Chapter;
- B. Shall handle all monies in accordance with the rules of the Savannah State University National Alumni Association;
- C. Shall deposit all funds within four (4) business days of receipt;
- D. Shall disburse all monies approved by the President;
- E. Shall submit recommendations concerning the financial policies of the chapter as necessary;
- F. Shall set deadlines for local and national dues payments and the any fines thereof, at the discretion of the executive committee;
- G. Shall maintain a set of financial records (or books) of the chapter's status;
- H. Shall propose a budget for the next fiscal year by the last scheduled chapter meeting in the Spring;
- I. Shall report the financial position of the chapter at each executive committee and chapter meeting;

- J. Shall submit third quarter and year-end reports with all necessary documentation to the President for submission to the Savannah State University National Alumni Association;
- K. Shall require two signatures of designated executive members on all dispersed checks;
- L. Remits national dues collected on behalf of members to the national alumni association office on a monthly schedule beginning July 1 of each year.
- M. Shall serve as chair of the Budget and Finance Committee, and,
- N. Shall perform other duties as assigned by the President.

Section 7. Chaplain

- A. Shall open and close each meeting with a prayer and/or inspirational recitation, music or appropriate presentation and,
- B. Shall perform other duties as assigned by the President.

Section 8. Parliamentarian (Appointed)

- A. Shall assist with any questions that arise in interpreting by-laws and rules, or in connection with the work of the Chapter and of officers and Committees;
- B. Shall give advice to the presiding officer when requested; Shall serve as chairperson of the Bylaws Committee; and,
- C. Shall perform other duties as assigned by the President.

Article V: DUTIES OF COMMITTEES

Section 1. Budget and Finance

- A. The committee is chaired by the Treasurer and is comprised of five additional members who shall be the President, the Financial Secretary/Chair – Fundraising, Chair – Membership, Chair – Scholarship & Student Recruitment, and one member of the chapter (regular or associate).
- B. The committee shall be responsible for creating the proposed budget for the next fiscal year and presenting same for a vote no later than the May chapter meeting of the current fiscal year;
- C. Receiving all financial requests made of the chapter and presenting these requests to the chapter, along with recommendations for the dispensation of each request;
- D. Assisting the Treasurer with preparing the quarterly budget review submitted to the chapter during the months of November, February, and May;
- E. Assisting the Treasurer with preparing the 9-month, submitted no later than April 15, and annual reports, submitted no later than July 30, each year to the National Alumni Association office;
- F. Investigating opportunities for the financial growth of the chapter, monitoring and managing any investment accounts, and seeking endowments and other financial contributions to the chapter;
- G. Making the chapter members aware of financial guidelines, policies, financial goals, etc. annually;
- H. Performing other duties as assigned by the President.

Section 2. **Bylaws**

- A. The committee shall be responsible for creating and maintaining the Chapter's Bylaws, making sure that the local document is complete, as well as in agreement and compliance with the SSUNAA Constitution and Bylaws.
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- B. The committee is responsible for the periodic review of the Bylaws for completeness and will make recommendations for amendments, alterations or deletions as appropriate and,
- C. Shall perform other duties as assigned by the President.

Section 3. Fundraising

- A. The committee shall serve as the central point of all fundraising activities.
- B. Plan and coordinate, with relevant committees, all chapter activities pertaining to fundraising projects to support chapter committees;
- C. Shall consider the total amount of funds needed to carry out chapter programs;
- D. Shall evaluate all fundraising options and recommend specific projects to the Executive committee and to the chapter, respectively, for approval;
- E. Shall plan and lead execution of at least two (2) major fundraising activities each year;
- F. Reports the planning progress and fiscal outcomes of events to the chapter in a timely manner and,
- G. Shall perform other duties as assigned by the President.

Section 4. Membership

- A. The committee shall conduct at least two membership/retention drives per year;
- B. Be responsible welcoming visitors at chapter meetings;
- C. Provide refreshments at chapter meetings as appropriate to the venue;

D. Provide courtesies to chapter members as an expression of respect and concern for their welfare as listed below. The committee shall be dependent upon members of the chapter to inform the committee about significant events in the lives of chapter members as described.

1. *Birthday, birth/adoption of child, marriage, significant anniversaries and other memorable milestones of regular and associate members: acknowledge via established chapter communications as appropriate and guided by the member's wishes*
2. *Death of current or past member or any family member: plant/flowers and appropriate card*
3. *Serious illness or Life-Threatening event of a current or past member or any family member: appropriate card*
4. *Confined illness (at home for more than five days or hospitalization): plant/flowers and get-well card for regular or associate member*

E. and, Shall perform other duties as assigned by the President.

Section 5. Nominating

- A. The committee shall consist of a chair and two members, all of whom are elected;
- B. Chair and members of the Nominating committee shall not hold any other elected office or position.
- C. Shall solicit and receive nominations from chapter members the names of those wishing to serve in an elected office;
- D. Shall verify nominee acceptance to serve in the office and/or positions;
- E. Shall develop a slate of candidates to present to the chapter at the March meeting of the election year.

Section 6. Scholarship & Student Recruitment

- A. The committee shall be responsible for setting the criteria for scholarship awards.

- B. Shall evaluate scholarship candidates to determine award eligibility.
- C. Shall work in conjunction with the Fundraising Committee to raise funds for scholarship recipients.
- D. Shall keep track of each scholarship recipient's progress against established criteria and report findings to the Chapter;
- E. Shall spearhead local chapter efforts to actively recruit area students for Savannah State University;
- F. Shall keep the chapter abreast of recruitment events and activities, including, but not limited to high school initiated programs;
- G. Shall assist SSU recruiters as needed for local high school visits and programs and,
- H. Shall perform other duties as assigned by the President.

Article VI: MEETINGS & QUORUM

Section 1. Timing

- A. The Chapter shall hold regular monthly meetings, August through May. Meetings are to be held on the second Sunday of each meeting month at the time designated by the membership.
- B. Notification of meetings shall be made via email, calling post, or other available media, including US Postal Service mail, as necessary.
- C. The time for chapter meetings may be changed for special purposes with the consent of a majority of financial members.

Section 2. Quorum

- A. Thirty-five percent (35%) of the financial membership as of July 1 each year shall constitute a quorum.
 - B. If the financial membership increases or decreases by thirty-five percent, the quorum will be recalculated and the new number used.
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- C. Thirty-five percent (35%) of the total number of executive committee members shall constitute a quorum.

Article VII: AMENDMENTS TO THE BYLAWS

Section 1. **Timing**

- A. The Bylaws Committee will determine review interval, specific dates, and submission format.
 - 1. *August: Notice to Chapter for Bylaws amendments submission*
 - 2. *September: Amendments from chapter members due to Bylaws committee electronically*
 - 3. *September: Proposed changes presented to Executive Committee for review*
 - 4. *October: Proposed changes sent to all chapter members*
 - 5. *November: Chapter vote on proposed changes*
- B. When proposed recommendations are received from chapter members, the Bylaws Committee members will analyze them and determine if the proposals will effectively improve chapter functioning.
- C. The Bylaws Committee shall also immediately review current Bylaws after each change to the SSUNAA Constitution and Bylaws to ensure the chapter is not in conflict with recent developments.”

Article VIII: **PARLIAMENTARY AUTHORITY**

All matters not covered by the SSUNAA Constitution and Bylaws or Chapter Bylaws, shall be governed by the latest edition Robert Rules of Order, Newly Revised.

Article IX: FISCAL YEAR

The fiscal year for the Chapter will begin July 1 and end June 30 of each year.

Article X: DUES

- A. Local dues are \$40.00 per year.
- B. National dues and Life Membership dues are payable through the local chapter starting January 1 through April 30 of each year. Existing Savannah State University National Alumni Association Life Members pay local dues only.
- C. Members who fail to pay the specified dues shall not hold office, elected position, or chair a committee and shall lose voting privileges until the amount owed is received.

Article XI: NOMINATIONS, ELECTIONS AND VOTING PROCESS

Section 1. Timing

- A. Elections shall be held annually during the regular meeting in April and installation of officers held during the regular meeting in May.

Section 2. Terms of Office

- A. The elected officers of the Chapter and chair and members of the Nominating Committee shall hold their respective offices and positions for a period of two (2) years.
- B. The term of office for chapter Queen or King shall be one (1) year.
- C. Elected officers and chair and members of the Nominating Committee may serve as many successive terms as they are willing to and elected to serve.
- D. Appointed positions and committee chairs may serve as many successive terms as they are willing to and appointed to serve by the authority of the President.

Section 3. Assumption of Office

- A. Elected chapter officers and chair and members of the Nominating Committee assume office on July 1 after being elected by a majority vote of the chapter.
- B. Members appointed by the President to fill a vacant office or complete an unexpired term shall assume office immediately upon appointment.
- C. Officers of the Chapter, Nominating Committee, and Chapter Queen/King shall be elected by majority vote of the members present and voting.

Section 4. Eligibility Criteria for Elected Offices & Nominating Committee

- A. A candidate for shall be current on their National and Local Chapter dues when the election occurs and shall maintain financial status with the chapter during their term of office.
- B. A candidate must have served on at least one (1) committee with regularity during the fiscal year of their candidacy and the fiscal year prior to their candidacy.
- C. A candidate must have attended at least 75% of the total of all chapter meetings held during the fiscal year of their candidacy and the fiscal year prior to their candidacy.

Section 5. Eligibility Criteria for Chapter Queen/King

- A. In addition to the criteria for Elected Officer above, a candidate for Chapter Queen/King must have made monetary contributions or in-kind services of value to support Chapter fundraisers, the SSU Foundation, and/or Savannah State University during the fiscal year of their candidacy.
- B. The Chapter Queen/King must be willing and available to travel to Savannah in time to participate fully in all Homecoming activities designated for Alumni Queens/Kings, for example the Alumni Queen Coronation, parade, etc.

- C. The Chapter Queen/King agrees to serve as a delegate to all SSUNAA business meetings held during Homecoming weekend.
- D. The Chapter Queen/King agrees to submit a written report of their activities to the chapter during the next regular chapter meeting following Homecoming.

Section 6. Filling Vacancies

- A. When a vacancy occurs in the office of President, the Vice President shall become the President. In this case, the President shall appoint, with the approval of the executive committee, a replacement to fulfill the remaining term of office for the Vice President.
- B. The chapter president can only appoint chapter members to elected position when:
 - 1. *The position is vacant due to a member not being elected during the chapter elections, or*
 - 2. *As a result of an unexpected vacancy.*
- C. Vacant positions shall be filled by chapter members who meet the eligibility requirements for elected positions.

Article XII: TRANSITION OF OFFICERS & COMMITTEE CHAIRS

Section 1. Timing

- A. The newly elected officers and positions shall assume their duties on July 1.
- B. Transition meeting(s) shall occur after the election but no later than June 30.
- C. All outgoing and incoming officers and committee chairpersons must attend the transition meeting(s).

Section 2. Purpose

- A. The transition phase shall:
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1. *acquaint the new officers and committee chairpersons with rules, regulations, procedures and managerial tasks*
2. *enable the new officers and committee chairpersons to obtain a basic knowledge of the principles, operations and conceptual framework*
3. *assist the new officers and committee chairpersons in obtaining a thorough knowledge of the functions and business aspects related to the office/position and other routines*
4. *allow sufficient time for incoming and outgoing fiscal officers to change the signatures on the bank account before the new officers assume their duties on July 1.*

Article XIII: FISCAL POLICIES

Section 1. Income

- A. Income of East Atlanta Suburban Chapter shall be derived from annual dues assessed from each member, fundraising projects conducted by the chapter, and/or monetary donations received.
- B. Fifteen percent (15%) of fundraising revenues shall be retained as start up cost for the next fiscal year.

Section 2. Expenditures

- A. All expended monies of the Chapter shall be approved by the President and Treasurer.
- B. The chapter’s spending shall be governed by a budget or reallocated budget proposed by the Treasurer and adopted by a simple majority of vote at the last scheduled chapter meeting in the Spring.
- C. The chapter shall pay registration fees and one night’s hotel accommodation at the headquarter hotel for the President or the president’s designee to attend the SSUNAA Annual National Meeting, Southern Regional Conference, and official SSUNAA Homecoming events to ensure chapter representation.

- D. The chapter will pay official SSUNAA Homecoming registration fees and one night's hotel accommodation at the Homecoming headquarters hotel for the Chapter Queen/King. The chapter will also purchase a crown/tiara, and sash/stole that the chapter Queen/King shall keep as a memento.

Section 3. Reporting

- A. All fiscal reports shall be typed and a saved in the chapter electronic files or other permanent storage designated by the chapter and held for audit.
 - B. Monthly fiscal reports shall be ready by each month's executive committee meeting and presented at the next Chapter meeting by the Treasurer and Financial Secretary.
 - C. Quarterly fiscal reports shall be presented at Executive committee meetings as noted in the schedule below and also presented at chapter meetings as noted in the schedule below by the Treasurer.
 - 1. *1st Quarter (July, August, and September) fiscal report presented at September executive committee meeting and October chapter meeting*
 - 2. *2nd Quarter (October, November, and December) fiscal report presented at January executive committee meeting and February chapter meeting*
 - 3. *3rd Quarter (January, February, and March) fiscal report presented at April executive committee meeting and May chapter meeting*
 - 4. *4th Quarter (April, May, and June) fiscal report presented at July executive committee meeting August chapter meeting*
 - D. Third Quarter Reports (9-month) shall be prepared by the Budget and Finance Committee and submitted by the President to the Savannah State University National Alumni Association by April 15.
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- E. Annual Reports (12-month) shall be prepared by the Budget and Finance Committee and submitted by the President to the Savannah State University National Alumni Association by July 30.**