

# **Draft BY-LAWS OF THE MOREHOUSE COLLEGE ATLANTA ALUMNI ASSOCIATION**

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## **ARTICLE I – NAME**

The name of this organization shall be the Morehouse College Atlanta Alumni Association, hereafter referred to as the MCAAA.

## **ARTICLE II – PURPOSE**

The purpose of the Association shall be to promote, aid, encourage, develop, and perpetuate the aims and objectives of Morehouse College and to provide assistance, emphasizing financial, to students and/or potential students of the College. Our purpose will always be in accordance with the By-Laws of the Morehouse College National Alumni Association, hereafter referred to as the National Alumni Association.

## **ARTICLE III – MEMBERSHIP**

Section 1 – A member shall be any student or former student of Morehouse College who has completed a minimum of one academic year of work and any individual holding an honorary degree; these persons must be in good financial standing, i.e., dues have been paid to the Association. All members are encouraged to be financial with the National Alumni Association.

Section 2 – Any person who shows unusual interest in the welfare of Morehouse College may be selected to honorary membership. Unusual interest is to be defined by the Executive Committee and approved by the body and such membership status shall be voted on by the body at any given meeting. Should the body approve an honorary membership, the person's name along with a statement detailing why the honorary membership should be granted will be sent to the National Alumni Association requesting concurrence/approval. The person nominated/selected for honorary membership, upon concurrence/approval by the National Alumni Association should then be notified by letter and asked if they would accept. Honorary members shall not be required to pay dues. They cannot hold elected office, but may participate on committees. Honorary members are bound by the rules and by-laws which govern the Association.

Section 3 – Only financial members shall have the privilege of voting in Association matters. A financial member is one who is current in the payment of Association dues.

## **ARTICLE IV – OFFICERS**

Section 1 – Officers of the Association shall be the President, Vice President, Corresponding Secretary, Recording Secretary, Financial Secretary, Treasurer, Chaplain, and Parliamentarian, each elected as provided in Section 5 and such others as recommended by the Executive

Committee and approved by the Body for the proper conduct of the Association. All officers of the Association must be financial with the Association and the National Alumni Association.

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### Section 2 – Duties of Officers

- (a) President. The President shall be the chief executive officer charged with the responsibility of executing, administering, and abiding by the will of the Association, in addition to the usual responsibilities of leadership. He shall preside at all meetings of the Association, and the Executive Committee, or he may appoint a presiding officer. He shall be an ex-officio member of all committees. The president, within 30 days after the beginning of his term of office, shall appoint such committees as he deems necessary.
- (b) Vice President. The Vice President is the key officer in charge of affairs in the absence of the President. He shall assume all duties as previously indicated when it is determined that the President, during his tenure, can no longer fulfill said duties. He will serve as an ex-officio member of all committees. This provision shall not be construed so as to prevent the vice president from serving as a committee chair if appointed by the president.
- (c) Corresponding Secretary. The Corresponding Secretary shall be responsible for notifying members of all meetings including, date, time, and place. He shall receive all correspondence directed to the Association. In addition, this officer shall communicate all relevant correspondence from the college, National Alumni Association, and other entities, to the members of the Association.
- (d) Recording Secretary. The Recording Secretary shall keep all non-financial records of the Association, including, a current register of membership. He shall keep minutes of all official meetings of the Association and the Executive Committee. He shall be secretary to the Executive Committee and he may appoint an Assistant Secretary as needed. He will, in conjunction/coordination with the Association's Treasurer, prepare and submit all required legal and financial documents of the Association to all local, state and federal agencies that require reporting of the Association's business.
- (e) Financial Secretary. The Financial Secretary shall receive the funds of the Association and shall establish and maintain a record of all such funds, including the accounts to which the funds have been allocated. The Financial Secretary shall deposit all funds in accounts established by the Association, and shall deliver all deposit slips and a copy of the records mentioned above to the Treasurer. The Financial Secretary shall provide monthly reports to the Executive Committee.
- (f) Treasurer. The Treasurer, as the financial officer of the Association shall: (1) be an ex-officio member of any committee established for budgetary or financial purposes. (2) ensure that all accounts payable are paid. The Treasurer shall make all disbursements in accordance with procedures established by the body and or

Executive Committee, which hereby is authorized to establish procedures for all disbursements. The Treasurer shall obtain receipts for payments, maintain such receipts in regular order and provide monthly reports to the Executive Committee and the Association. The Treasurer shall oversee the preparation of all proper statements

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and reports of the financial standing of the Association and shall report these to the Association and shall oversee and retain all financial records of the Association. The Treasurer shall keep account of all income, seeing that it is traced to the bank as well as an account of disbursements. He will, in conjunction/coordination with the Association's Recording Secretary, prepare and submit all required legal and financial documents of the Association to all local, state and federal agencies that require reporting of the Association's business.

(g) Chaplain. The Chaplain shall be the spiritual leader of the Association.

(h) Parliamentarian. Shall monitor the conduct of all meetings and offer opinions when there are concerns regarding propriety, conduct or procedures utilizing Roberts Rules of Order.

Section 3 – A vacancy in any office, except for the Presidency, may be filled by the President with the approval of the Executive Committee for the unexpired term. A vacancy of the Presidency shall require a new election by the Association, to be conducted by the Vice President.

Section 4 – Terms of Office. The officers shall serve for a term of two years and may succeed themselves only once. The term of office shall begin September 1, and end August 31<sup>st</sup>. In the event the Vice President must assume the duties of the President, such unexpired term of the President shall not count against the Vice President.

## Section 5 – Elections

- (a) The President shall appoint a nominating committee whose duties shall be to nominate a slate of officers for the ensuing year. Other names may be placed in nomination from the floor.
- (b) Election of officers of the Association shall be held in even numbered years at the Association's Retreat. New officers shall be sworn in at the Retreat but shall assume their duties on September 1<sup>st</sup>.
- (c) No member shall vote, qualify for, or hold office in the Association unless he is in good standing with the Association and the National Alumni Association.
- (d) Persons who have been voting members of the Association for the year preceding their election shall be eligible for election as officers of the Association.

- (e) An eligible member shall qualify for office by notifying in writing to the president or secretary during the regular April meeting of the Association. Such notification shall include the person's name and office being sought.

Section 6 – Any officer of the Association who fails to abide by any provision in these By-Laws or missed more than three meetings may be removed by a 2/3 vote of the financial members present, provided that a notice has been sent to the membership regarding the action for removal at least 30 days in advance.

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## **ARTICLE V – FINANCIAL MATTERS**

Section 1 – The fiscal year of the Association shall be from July 1 through June30.

Section 2 – Authority of President.

- (a) The President shall have the authority to expend up to \$250 cumulatively or on a one time basis per Association year without the prior approval of the Association or the Executive Committee for an emergency Association situation. The expenditure, if possible, should be made on the Association's official banking instrument requiring two signatures. In the event the expenditure is made from personal funds of the president, a valid receipt is required for reimbursement. It is expressly understood, however, that such discretion by the President does not include expenditures for which there is an established committee. That right is and remains within the exclusive authority and province of the Association. It is also understood that any expenditures shall be reported at the next Association meeting by the President
- (b) Any expenditure in amounts between \$251 and \$500 necessitates prior approval by a majority of the Executive Committee before any such expenditure can be made, unless approved by the Association.
- (c) Any expenditure in excess of \$500 requires the prior approval of the Association's general body.
- (d) The president, or in his absence, the vice president are the only officers or members of the Association authorized to contractually bind the Association.

Section 3 – The Association shall bear the reasonable expenses of the President, or his designee, going to the annual Regional and National Alumni Association meetings not to exceed the amount approved in that Association year budget. Funds not used during an Association year shall not be carried over to subsequent years. If the President desires financial assistance from

the Association in attending any other meetings, he must obtain prior approval from the Executive Committee.

Section 4 – There shall be a voucher/purchase order system for all expenditures. Money requested for authorized expenses may be advanced. Receipts are required for all reimbursements and disbursements. The Treasurer, Financial Secretary upon the receipt of any questionable expenses, should submit the matter to the Executive Committee for action.

Section 5 – Two signatures are required for all checks. It is understood, however, that such signatures can be any two of the following: President, Vice President, and or Treasurer.

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Section 6 – The Executive Committee may authorize a financial review/audit of the financial records of the Association at any given time. The financial members of the Association may also call a financial review/audit of the financial records of the Association.

## **ARTICLE VI – THE EXECUTIVE COMMITTEE**

Section 1 – The officers of the Association shall constitute the Executive Committee, and the President shall serve as its Chairman.

Section 2 – The Executive Committee shall administer the affairs of the Association consistent with the will of the Association and its By-Laws. It may meet on the call of the President or a majority of the Executive Committee upon proper notice to all members of the same, and shall be vested with all of the power and authority of the Association except as to those matters which, in the opinion of any three members of the Executive Committee, should be referred to the Association.

Section 3 – All meetings of the Executive Committee shall be recorded by the Secretary, and minutes of same shall be read by the Secretary at each regular meeting of the Association. Four members of the Executive Committee shall constitute a quorum.

## **ARTICLE VII – COMMITTEES**

Section 1 – There shall be such committees, each of which shall be composed of at least three members, as the President or the Executive Committee may deem necessary and proper.

Section 2 – In addition to the above, the following shall be Standing Committees of the Association:

- (a) Student/Activities – This committee shall plan for and oversee the college fairs at which Morehouse College is represented and other student recruitment activities.
- (b) Scholarship – This committee coordinates the awarding of scholarships and other sources of financial assistance of the Association.
- (c) Membership – This committee shall plan for and encourage alumni participation in the Association and in other activities sponsored by the College.
- (d) Nominating – This committee shall be responsible for developing and presenting to the Association a slate of officers for each election term.
- (e) Fundraising – This committee shall plan for and execute fund raising activities for the Association.
- (f) Social – This committee shall be responsible for coordinating all social activities of the Association.

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Section 3 – All committees shall report regularly to the President or the Executive Committee, and shall serve until the expiration of their term. Committees, should the president require, shall report their activities during the monthly meeting.

Committee members who fail to execute/report on activities pertinent to their committee over two consecutive meetings will be replaced by the president if concurred upon by the executive committee.

Section 4 – The Association shall indemnify any officer or member of the Association for actions taken during the performance of duties on behalf of the Association so long as said actions are consistent with the honesty, integrity, missions, goals and objectives of the Association as determined by the Executive Committee of the Association.

## **ARTICLE VIII – MEETINGS**

Section 1 – Unless otherwise ordered by the Executive Committee of the Association, the regular meeting of the Association shall be held once a month at a regular time and a place to be established by the Association, in consideration of the convenience of the Association. The Association's last official meeting of even numbered years will be declared a planning retreat whereby the Association will review its activities for that year, adjust goals/activities and propose a budget and agenda of activities for the coming association year.

Section 2 – At the discretion of the Executive Committee, special meetings of the Association may be called at any time. Such meetings may also be called upon written request of 1/3 of the financial members of the Association. Notice of any special meeting shall be communicated by United States Postal Service (USPS) or e-mail to those members who have internet access and

have indicated that this would be the preferred method for notification of meetings by the Corresponding Secretary to all members of the Association not less than seven days prior to the date of such meeting and shall state the purpose for which such meeting is called.

Section 3 – A quorum for meetings of the Association shall be required for the legal and proper conduct of the business and affairs of the Association. Twenty-five (25) financial members shall constitute a quorum.

Section 4 – Each financial member in good standing of the Association shall have one vote. If a quorum is present, a majority vote of those present (unless otherwise provided by these by-laws) shall be sufficient on any proposition presented and acted upon at a meeting.

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Section 5 – Meetings shall be conducted in accordance with the latest edition of Roberts Rules of Order.

## **ARTICLE IX \_ AMENDMENTS**

These By-Laws may be amended or repealed by 2/3 vote of the financial members present at any meeting of the Association, provided that not later than thirty days preceding the date of such meeting the Corresponding Secretary of the Association shall have caused to be sent to each member written notice via USPS or email of the proposed amendment(s).

Revised \_\_\_\_\_