

RALEIGH-DURHAM TUSKEGEE ALUMNI CLUB BYLAWS



ARTICLE I

Name

The name of this organization shall be the Raleigh-Durham Tuskegee Alumni Club and hereinafter referred to as the RDTAC.

ARTICLE II

Purpose

The purpose of the RDTAC is to enhance and support the continued existence of Tuskegee University by: raising and giving funds to Tuskegee University that will support its programs; recruiting students that will attend the University; recruiting alumni and others that will support the University and its goals, through membership in the RDTAC; and influencing communities and governmental activities that will support the University's priorities.

ARTICLE III

Membership, Voting Rights and Finances

To be considered an Active Member of the RDTAC with full voting rights, the individual must pay required annual dues. Yearly dues are seventy dollars (\$70.00) single, one-hundred and ten (\$110.00) couple. Membership Categories are:

Section 3.1 Regular Membership

- Graduate or former student of record at Tuskegee University and persons who have completed at least two academic terms and left in good standing.

Section 3.2 Recent Graduate Membership

- The first time a person graduates from the University, at the bachelor's, master's or doctoral level (one graduation only), the University graduates shall have their annual dues waived for the first membership year.

Section 3.3 Associate Membership

- Current or former member of the Tuskegee University faculty or staff.
- Interested friends and family of Regular members who demonstrate their financial and moral support to Tuskegee University.

Section 3.4 Honorary Membership

- President of Tuskegee University
- Members of the Tuskegee University Board of Trustees

Section 3.5 The RDTAC fiscal year shall be from July 1 to June 30.

Section 3.6 Contributions, stipends, or donations are welcomed from alumni and friends for the support of the RDTAC's ultimate goals.

ARTICLE IV

Officers of the RDTAC

Section 4.1 Members who have satisfied the conditions of Article III, Sections 3.1 and 3.2 shall be eligible to hold the office of President and Vice President in the RDTAC. Members who have satisfied the conditions of Article III, all Sections shall be eligible to hold the offices of Secretary, Treasurer, Parliamentarian, Historian and Chaplain.

Section 4.2 The officers of the RDTAC shall be President, Vice-President, Secretary, Treasurer, Parliamentarian, Historian and Chaplain.

Section 4.3 The officers shall be elected at the regular meeting in May by ballot (majority vote).

Section 4.4 The officers elected in May shall assume duties at the September meeting. Elected officers must be present at 6 out of 9 general body meetings per year to retain that position.

Section 4.5 The term of office for each officer is two (2) years.

Section 4.6 Duties of Officers:

(1) the President shall: (a) preside at all regular or call meetings of the RDTAC and the Executive Committee; (b) serve as ex-officio on all standing committees except the Nominating and Election Committees; (c) represent the RDTAC in an official capacity; (d) perform the duties which are usually executed by that office; and (e) make other appointments as the Executive Committee may from time to time decide upon.

(2) the Vice-President shall: (a) perform the functions of the President in the absence of, or disability of, the President; (b) do all things assigned by the President or the Executive Committee; and (c) become President in the case of the removal of the President from office. When the Vice-President becomes vested with the office of President by virtue of the by-laws, he/she serves for the remainder of the term.

(3) the Secretary shall: (a) perform the usual duties of this office and other duties assigned by the Executive Committee; (b) maintain records (membership rolls and financial records) and reports of all meetings (RDTAC and Executive Committee); (c) maintain an active roster of all members; (d) read the minutes of the meeting; and (e) file all committee reports with the RDTAC records.

(4) the Treasurer shall: (a) have charge of finances for the RDTAC; (b) keep an accurate account of funds collected, deposited and disbursed; (c) maintain and submit a written financial report once a month during the fiscal year; (d) report to the members the RDTAC's financial status; (e) make an annual report to the RDTAC; (f) keep the checkbook and deposit book in a safe place; (g) receive all money due the RDTAC; (g) be a member of the Finance Committee

(5) the Parliamentarian shall assist the presiding officer as an advisor and consultant on procedural matters.

(6) the Historian shall keep an accurate history of the RDTAC.

(7) the Chaplain shall recite or lead invocations and benedictions where such prayers are offered at the opening and closing of meetings of the RDTAC and other RDTAC events.

(8) In case of the expired term of an officer, the vacancy shall be filled by a special election.

ARTICLE V
Meetings of the RDTAC

- Section 5.1** The RDTAC shall meet once monthly, except June, July and August. Meetings shall be held on the second Saturday of each month from September to May at 2:00 o'clock in the afternoon, via in person, conference call or virtual. If in person, the meeting place will alternate between the cities of Raleigh and Durham. The meeting date, place and time can be changed if the President desires after consulting with the Officers of the RDTAC.
- Section 5.2** Special meetings of the members of the RDTAC may be called by the Executive Committee.
- Section 5.3** Members shall be notified of special meeting by the Secretary or whoever shall be designated by the President. The meeting place shall be determined by the members.
- Section 5.4** At any regularly scheduled and/or special meeting, a quorum is established in accordance with *Robert's Rules of Order* (latest edition). A quorum shall consist of 1/3 of the financially active members including two (2) officers present.
- Section 5.5** The duration of each regular meeting shall not exceed two (2) hours.
- Section 5.6** The order of business may be as follows at the regular meeting:
- (1) call to order, (2) reading minutes of last meeting; (3) report of the Treasurer; (4) report of the Executive Committee; (5) report of standing committees; (6) report of special committees; (7) unfinished business; (8) new business; and (9) adjournment.
- By a majority vote, at any regular meeting, the order of business may be set aside for that meeting.

ARTICLE VI
Executive Committee

- Section 6.1** An Executive Committee shall constitute the officers of the RDTAC (the President, Vice-President, Secretary, Treasurer, Parliamentarian, Historian and Chaplain), two (2) members-at-large, and the Immediate Past President.
- Section 6.2** The Executive Committee shall transact the business for the RDTAC between meetings when urgent business makes this action necessary. A report shall be made to the members at the next regular meeting.

Section 6.3 Chairpersons of standing committees who have responsibilities for a specific or short-time function shall be invited to Executive Committee meetings at which they are to report.

Section 6.4 The Executive Committee shall meet as needed except June, July and August. Special meetings may be called by the President or by a petition of five (5) members of the Executive Committee.

ARTICLE VII Committees

Section 7.1 The President shall appoint the Chairpersons of Standing Committees and shall report the appointments to the RDTAC at the first regular meeting after his/her election. These Standing Committees shall be: Bylaws, Program/Planning, Public Relations, Finance, Nominating, Scholarship, Fundraising, and Technology. Membership of the Standing Committees is open to any RDTAC member. Chairpersons of Standing Committees are responsible for the composition of their Committees, with each Committee being composed of at least two (2) members.

(1) the **Bylaws Committee** shall update the Chapter bylaws ; (2) the **Program/Planning Committee** shall plan and coordinate special, cultural and entertainment activities for the Chapter, and develop a calendar of RDTAC activities; (3) the **Public Relations Committee** shall publicize meetings and activities of the RDTAC; (4) the **Finance Committee** shall plan a budget for the Chapter (and present to the members for approval), review the books of the Treasurer quarterly and annually, make a report to the RDTAC, and plan and prepare the books; (5) the **Nomination Committee** shall prepare a slate of nominees to be presented to the members; (6) the **Membership Committee** shall continuously campaign for RDTAC members; (7) the **Scholarship Committee** shall develop criteria and coordinate the implementation of scholarship awards, and make and receive recommendations concerning the awarding of scholarships as approved by the RDTAC; (8) the **Fundraising Committee** shall plan, develop and coordinate various fundraising events for the RDTAC; (9) the **Technology Committee** shall maintain and keep up to date the club website for the RDTAC, manage any other websites, social media accounts, and/or digital databases associated with the RDTAC, and coordinate the setup and execution of virtual meetings.

Section 7.2 The President shall appoint Special Committees as may be deemed necessary for the proper transaction of the business of the RDTAC. The President shall outline the duties of the Committees at their time of appointment.

- (1) No committee shall be authorized to create any financial liability unless approved as to its purpose and amount by the President and the Executive Committee.
- (2) A majority of each committee shall constitute a quorum and any questions may be decided by a majority vote of those in attendance.

ARTICLE VIII
Parliamentary Authority

The final parliamentary authority shall be *Robert's Rules of Order* (latest edition)

ARTICLE IX
Amendment of Bylaws

Amendment of these Bylaws shall require a majority vote of the financially active membership.

ARTICLE X
Dissolution

Upon the dissolution of the RDTAC, its 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 for one or more exempt purposes within the meaning of the 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 public purpose.

November 8, 2014 (Revised)
September 8, 2018 (Revised)
February 20, 2021 (Revised)