

RALEIGH-DURHAM TUSKEGEE ALUMNI CLUB BYLAWS



ARTICLE I Name

The name of this organization shall be the Raleigh-Durham Tuskegee Alumni Club (herein referred to as the RDTAC)

ARTICLE II Objective and Purposes

The objectives and purposes of the RDTAC are:

- Section 1. To promote the welfare of Tuskegee University Alumni.
- Section 2. To encourage professional growth and development in our community.
- Section 3. To promote the welfare of Tuskegee University; to promote the spirit of fellowship among its graduates and past students; and to strengthen their relations with the University. Specifically, the RDTAC shall help to organize and encourage: (1) activities which enhance the reputation of the University and interpret it to the public; (2) activities which will stimulate the interest of prospective students who would benefit from its unique educational programs; and (3) activities which will encourage financial support by alumni and assist the institution in obtaining funds from other sources.

ARTICLE III

Membership, Voting Rights and Finances

- Section 1. The following persons shall be members of the RDTAC:
- (1) All graduates of Tuskegee University and/or Tuskegee Institute, and (2) former students or graduates who completed at least (24) semester hours or 36 quarter hours of credit at Tuskegee University.
- Section 2. Active(financial) membership shall be obtained by the payment of local dues during the present year. To be active locally, one must be active nationally through national dues.
- Section 3. Honorary membership shall be obtained by a special member with the following qualifications:
- (1) Recipients of honorary degrees from Tuskegee University, and (2) such other persons not eligible for membership under Sections 1 and 2 of Article II whom the membership of this RDTAC consider entitled to recognition by reason of their active interest in promoting the welfare of this RDTAC, the University, and its alumni. Such membership is granted by two-thirds (2/3) vote of the active members present.
- Section 4. All members who have satisfied the requirements as listed in Sections 1 and 2 of this Article shall be entitled to vote on matters pertaining to the operations of the RDTAC.
- Section 5. Honorary members shall not be eligible to vote for officers or to hold office in this RDTAC.
- Section 6. For the support of the RDTAC in its immediate and ultimate goals, and any other of its activities and special projects with reference to the Tuskegee University Alumni Club, active members shall pay membership dues in one of two ways:
- (1) Active RDTAC members, including graduates (Section 1.1), former students (Section 3), may pay membership dues of seventy dollars (\$70.00)/ one- hundred and ten (\$110.00) per couple, per year at the beginning of the fiscal year.
- (2) Active RDTAC members, including graduates (Section 1.1), former students (Sections 1.2), and honorary members (Section 3), who are life members of the national organization may also become life members of the RDTAC by making a one-time payment of five-hundred (\$500.00) to the RDTAC.

- Section 7. The RDTAC fiscal year shall be from July 1 to June 30.
- Section 8. Contributions, stipends, or donations in larger amounts are welcomed from alumni and friends for the support of the RDTAC's ultimate goals.

ARTICLE IV
Officers of the RDTAC

- Section 1. All members who have satisfied the conditions of Article III, Sections 1 and 2 shall be eligible to hold office in the RDTAC.
- Section 2. The officers of the RDTAC shall be President, Vice-President, Secretary, Treasurer, Parliamentarian, and Historian.
- Section 3. The officers shall be elected at the regular meeting in May by ballot (majority vote).
- Section 4. The officers elected in May shall assume duties at the August meeting. Elected officers must be present at 7 out of 10 general body meetings per year to retain that position.
- Section 5. The term of office for each officer is two (2) years.
- Section 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; (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 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 at the last RDTAC meeting preceding the National meeting; (f) keep the checkbook and deposit book in a safe place; (g) receive all money due the RDTAC; (h) Co-sign all checks with the President and disburse the same only upon request of the RDTAC or the Executive Committee; (i) be a member of the Finance Committee; and (j) be bonded by the RDTAC.

(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) 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 1. The RDTAC shall meet once monthly, except June and July. Meetings shall be held on the second Saturday of each month from August to May at 2:00 o'clock in the afternoon. 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 2. Special meetings of the members of the RDTAC may be called by the Executive Committee.

Section 3. Members shall be notified of special meeting by the Secretary or whoever shall be designated by the President.

Section 4. The meeting place shall be determined by the members.

Section 5. 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 five (5) active members including two (2) officers present.

Section 6. The duration of each regular meeting shall not exceed two (2) hours.

Section 7. The order of business may be as follows as 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

Alumni and Council Meetings

- Section 1. The President or designated member selected by the RDTAC shall represent the RDTAC at the Annual Meeting of the Tuskegee Alumni Association.
- Section 2. The President or designated representative shall have a written RDTAC report at the Annual Meeting along with the RDTAC's assessment in keeping with By-Laws of the National Alumni Association.
- Section 3. The President or designated member shall serve as the RDTAC's representative at Council meetings. The name of the RDTAC's representative shall be submitted by the secretary to the Direct of Alumni Affairs.

ARTICLE VII

Executive Committee

- Section 1. An Executive Committee shall constitute the officers of the RDTAC (the President, Vice-President, Secretary, Treasurer, Parliamentarian and Historian), two (2) members-at-large, and the Immediate Past President.
- Section 2. The Executive Committee shall transact the business for the RDTAC between meetings when urgent business makes this action necessary. It shall report same to the members at the next regular meeting.
- Section 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 4. The Executive Committee shall meet at least monthly except June and July. Special meetings may be called by the President or by a petition of five (5) members of the Executive Committee.

ARTICLE VIII

Committees

Section 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 election. These Standing Committee shall be: Constitution/ByLaws, Program/Planning, Public Relations, Finance, Nominating, Scholarship and Fundraising. 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 three (3) members.

(1) the Constitution/ByLaw Committee shall update the Chapter bylaws and see that they are in agreement with the National Association 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, and coordinate and publish a RDTAC Newsletter; (4) the Finance Committee shall plan a budget for the Chapter (and present same to the members for approval), check the books of the Treasurer quarterly and annually, make a report to the RDTAC, and plan and prepare the books for an annual audit by an outside source; (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 and be responsible for the distribution of membership cards; (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.

Section 2. The President shall appoint such 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 it shall have been 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 IX
Parliamentary Authority

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

November 8, 2014 (Revised)
September 8, 2018 (Revised)