



BYLAWS

Atlanta Chapter

**Winston-Salem State University
National Alumni Association**

June 2023

PREAMBLE

We, duly constituted representatives of the Atlanta Chapter of Winston-Salem State University National Alumni Association, Inc. in order to fully implement the goals of the organization, to more specifically articulate the aspirations of our members; and, to more decisively define both policies and procedures of this body, do hereby establish these Bylaws.

ARTICLE I - NAME

The name of this organization shall be the Atlanta Chapter of Winston-Salem State University National Alumni Association, Inc., herein referred to as the Chapter.

ARTICLE II – OBJECTIVES

The principal purposes and aims of the Chapter shall be to: (1) foster and encourage loyalty and cooperation among graduates and former students, (2) cooperate with the faculty and administration of the University in improving and promoting its interests and perpetuating its principles, (3) encourage and emphasize close relationships with graduates, former students, and potential students, and (4) encourage and foster financial support to the University and its program.

ARTICLE III - MEMBERSHIP

Section 1. Membership

Membership in the Chapter shall be an alumnus of Winston Salem State University or member-at-large, which is a person that shows interest in and supports the organization financially and programmatically.

Section 2. Classes of Membership

Membership in the Chapter shall include two classes. They are individual and member-at-large.

- a. An *individual* member shall be a graduate or former student who is financial with the Chapter.
- b. A *member-at-large* shall be an individual who did not attend the University; this member has non-voting status and is ineligible for elected office but may serve on committees, except the nominating committee.

Section 3. Membership Rights

1. Individual Members shall have the right to:
 - a. Vote for elected officials of the Chapter

- b. Attend all meetings and activities of the Chapter
- c. Serve on committees of the Chapter unless otherwise stated in these bylaws
- d. Run for office in accordance to these bylaws

2. Members-at-Large shall have the right to:

- a. Attend all meetings and activities of the Chapter.
- b. Serve on committees of the Chapter, except the nominating committee.

Section 4. Membership Obligations

Members shall be obligated to:

- a. Uphold the bylaws of the Chapter and National Alumni Association
- b. Pay dues as required by the Chapter
- c. Fulfill the requirements of an office or committee if elected or appointed

Section 5. Member Disciplinary Action

- a. Cause for disciplinary action against a member shall be limited to failure to fulfill the obligations cited in Article III, Section 4, of these bylaws, and other actions detrimental to the mission and goals of the Chapter.
- b. Disciplinary proceedings shall be conducted in accordance with the National Alumni Association's policies and procedures. Policies and procedures shall guarantee due process.
- c. The severity of disciplinary action may include any of the following:
 - 1. Reprimand
 - 2. Censure
 - 3. Suspension of membership
 - 4. Removal from elected or appointed office and/or committee
 - 5. Membership revocation

Section 6. Chapter Dues

- a. Dues and assessments for Chapter members shall be in accordance with the Chapter's fiscal year. The dues and assessments of the Chapter member shall be payable any month of the fiscal year; the amount shall be determined by the Chapter.

- b. Chapter dues shall be reviewed annually by the Executive Committee to include the President, Vice President, Treasurer, and Secretary. Any adjustments to reflect any changes in the Chapter's dues must be presented at the May meeting for approval.
- c. When a change in Chapter dues occurs, the change shall become effective July 1.

Section 7. Financial Membership Roster

The chapter shall publish an updated Financial Membership Roster of all Financial Members Monthly. Each Financial Member has the "right" to request a copy of our Financial Statements at any given time.

ARTICLE IV – ELIGIBILITY OF CHAPTER MEMBERS FOR SCHOLARSHIPS

1. Only one internal candidate per year will be awarded a chapter scholarship. An internal candidate is defined as the relative of an active (dues paying) member of the chapter. There is no limitation as to the relationship of the candidate to the member, as long as that member has been in good financial standing with the chapter for at least two years prior to the candidate's application submission. If more than one internal candidate applies, the candidates will be evaluated against one another until a recipient is decided upon.
2. The scholarship committee will select candidates fairly and equitably, provided that all of the prerequisites of the application have been met. Once all candidates have been decided upon, that will be the final ruling UNLESS there is a change in the status of the student; i.e., changed his/her mind and will not be attending Winston-Salem State University, or has provided fraudulent/inaccurate information on his/her application.
3. In the event that the relative of an applicant is also a Scholarship Committee member, that member will be excused from the decision process to avoid having inequitable practices.
4. The scholarship award(s) will be distributed to the University prior to the Fall Semester of the year of the award. The Chapter will award additional scholarship funds prior to the Spring Semester to the selected candidate(s).
5. The scholarship will be eligible to students in the greater Atlanta area to include surrounding counties that do not have an active organized chapter. Students who reside in metropolitan Atlanta areas will be eligible to apply for the scholarship.
6. The Scholarship Committee will identify two alternate scholarship recipients in rank order to receive the scholarship in the event that a scholarship recipient does not attend WSSU.

ARTICLE V – FINANCIAL TRANSACTIONS

The Finance Committee and/or Treasurer shall be responsible for developing policies and procedures for the management and disbursement of the Chapter's funds, and for the investment of monies within the guidelines established by the Executive Committee. The financial transactions are used to support the Chapter's activities: scholarship, community service, University Advancement, and general operating. Financial policies and procedures should ensure that:

- a) All financial transactions must be approved by the Executive Committee
- b) Financial transactions will observe the rules of segregation of duties
- c) Financial transactions shall be for business purposes of the Chapter only
- d) The budget is followed strictly
- e) Checks are prohibited from being signed in advance
- f) Check signing authority shall be limited to the Treasurer, President and Vice President
- g) Checks are prohibited from being made payable to cash
- h) Disbursement should be accompanied by adequate documentation in the form of receipts and invoices
- i) No withdrawals shall be made via Automatic Teller Machine (ATM)
- j) Payments to outside vendors must be approved by the Executive Committee and financial members for non-budgeted items. Authorized persons should submit an invoice for approval of such payments.

Section 1. Reliance on Published Guidance

- a) IRS Code and Regulations
- b) IRS Publications for Non-Profit Entities

Section 2. Types of Allowable Accounts

The Chapter shall observe the following as:

- a) Interest Bearing and Non Interest Bearing Checking Accounts
- b) Interest Bearing and Non Interest Bearing Savings Accounts
- c) Petty Cash
- d) Money Market Funds
- e) Certificates of Deposits
- f) Endowment Funds

Section 3. Reporting of Financial Statements

- a) Financial reporting to include review of disbursements including pending transactions, bank statements, and canceled checks should be reviewed on a monthly basis by the Treasurer or the Executive Committee as so designated.
- b) Financial reporting to include pending checks shall be made to the Chapter during monthly meeting.

Section 4. Disbursement of Funds Reimbursement of Expenses

- a) Request for reimbursement shall be accompanied with the chapter's check request form (available on website)
- b) Payments to vendors must be approved in advance and must be accompanied by an invoice or sales contract.
- c) The Executive Committee, along with the Finance committee, will review and consult with financial members prior to approving any reimbursement items.

Section 5. Financial Obligation to the University

The Treasurer, President or Vice President shall be responsible for ensuring all financial obligations to the National Alumni Association and to Winston-Salem State University are met.

Section 6. Fundraising and Solicitation of Funds

All fundraising and solicitation of funds shall be in accordance to the policies of the National Alumni Association. All funds shall be used to further the goals and objectives of the Chapter.

ARTICLE VI - MEETINGS

- a) Executive Committee shall hold regular business meetings once a month prior to monthly chapter meetings beginning in July and ending in June.
- b) The Chapter shall hold regular business meetings once a month beginning in July and ending in June.
- c) All active committees shall hold regular business meetings once a month prior to monthly chapter meeting.
- d) Special meetings may be called by the President. All members shall be notified at least 24 hours prior to the date of the special meeting.

ARTICLE VII – CHAPTER OFFICERS

Elected Officers of the Chapter Shall Be:

President
Vice President
Secretary
Treasurer

ARTICLE VIII - ELIGIBILITY FOR OFFICE

To qualify as a candidate for an office of the Chapter, the candidate must have attended or graduated from Winston-Salem State University by any prior known names. All candidates must have:

- a. Attended a minimum of 12 chapter meetings within the last two years.
- b. Be in good financial standing with the Chapter and National Alumni Association at the time of nominations for office.

ARTICLE IX - ELECTION AND INSTALLATION OF OFFICERS

- a. Election – The election of officers shall be held in April of an even numbered year and shall be by secret ballot. A plurality vote shall constitute an election. In the case of a tie, a run-off election shall be held.
- b. Officers of the Chapter shall be installed at the June chapter meeting and begin duties in July (start of fiscal year).
- c. Chapter officers shall be elected by its members in good financial standing and shall include a President, Vice President, Secretary, and Treasurer.
- d. Officers shall be elected according to the bylaws established by the Chapter.
- e. Tenure of officers shall be defined in the chapter bylaws and shall be congruent with the bylaws of the National Alumni Association.
- f. In the event that an officer resigns their post, it will be the duty of the Executive Committee to appoint a new officer in good standing of the local Chapter. The position will remain effective until the next election of officers held in an even numbered year.

ARTICLE X - TERM OF OFFICE

- a. Term of office shall begin July 1 following election.
- b. All elected officers of the Chapter shall serve for a period of two years ending June 30 of the elected term.
- c. All officers may be re-elected, but shall not serve more than two consecutive terms in the same office.
- c. Each elected officer shall hold only one elected office at any one time.

ARTICLE XI - DUTIES OF OFFICERS

a. The President shall:

- 1) Serve as the official spokesperson on matters of the Chapter entrusted with the direction and administration of its policies and procedures.
- 2) Call and preside over all meetings of the Chapter; serve as Chairperson of the Executive Committee.
- 3) Call impromptu meetings when deemed necessary.
- 4) Enforce the Bylaws.
- 5) Update/advise National Alumni Association of the removal of any elected or appointed officer who fails to perform the duties of that office.
- 6) Strengthen public relations and maintain cooperative relations with the University and its programs.
- 7) Promote the execution of policies, programs, and projects of the local and National Alumni Association.
- 8) Perform any other duties as may be provided by the Bylaws or which may be assigned by the Chapter.
- 9) The Chapter President shall have the authority delegated by Chapter members to act for the Chapter at scheduled National Alumni Association board meetings.

b. The Vice President shall:

- 1) Assume such duties as designated by the President and serve as Vice Chairperson of the Executive Committee. In the absence of the President, the Vice President shall assume such duties as designated by the President. In the event of resignation, disability or death of the President, the Vice President automatically becomes President for the unexpired term. In the absence of the President and the Vice President, the executive officers shall appoint a member (as defined in Article III, Section 2) to serve the unexpired term of the President.
- 2) Serve as Chairperson of the Bylaws Committee.
- 3) Perform any such and other duties as may be assigned by the President and/or the Chapter.

c. The Secretary shall:

- 1) Be responsible for the minutes of all official meetings of the Chapter.
- 2) Keep a record of the proceedings of the Chapter and publish same for distribution to the Chapter and executive officers.
- 3) Keep a record of proceedings of the executive officers and notify executive officers and the Chapter of the results of the votes taken by the Chapter members.
- 4) Keep a record of attendance at meetings.
- 5) Disseminate correspondence of the Chapter as authorized.
- 6) Send monthly meeting announcements to the chapter members.
- 7) Notify the Executive Committee and the Chapter of proposed amendments to the Bylaws of the Chapter.
- 8) Receive and maintain a current membership roster.
- 9) Perform any duties as may be assigned by the President and or Executive Committee members.

d. The Treasurer shall:

- 1) Be accountable for the fiscal affairs of the Chapter.
- 2) Provide reports and interpretation of financial status to the Executive Committee and the Chapter at scheduled monthly meetings.
- 3) Serve as Chairperson of the Finance Committee and perform other duties as assigned by the President.
- 4) Receive from Chapter members assessments and other contributions; depositing all funds of the Chapter if/when available.
- 5) Make disbursements and keep written accounts of all transactions as provided in the financial policies and procedures established by the Executive Committee.
- 6) Submit copies of all receipts to the Chapter on a monthly basis.
- 7) Perform such duties as may be assigned by the President and/or Executive Committee.

- 8) It is preferred that the Treasurer have a basic financial background, but not required.

ARTICLE XII – REMOVAL FROM OFFICE

Impeachment of Elected Officers

The Chapter, by a vote of approval from the financial members (see Article III Section 2) in good standing, shall have the power to remove from office any Chapter elected officer for neglect of duty, misconduct, or actions prejudicial to the best interest of the Chapter, provided all charges shall be submitted in writing at least thirty (30) days in advance to the Chapter’s Executive Committee. The accused shall be provided with a copy thereof and given a chance for rebuttal. The Executive Committee shall report its findings, conclusions and recommendations to the general body for its consideration and disposition.

ARTICLE XIII – CHAPTER RESPONSIBILITY

Section 1. Definition

A chapter shall be a group of five (5) or more financial members in good standing with the National Alumni Association.

Section 2. Chapter Responsibility

- a. Chapter shall pay assessments and charter fee to the National Alumni Association annually, by September 1, in accordance with established policies and procedures.
- b. Chapter shall be required to assure that each member is qualified as provided in Article III, Sections 1 and 2.
- c. Chapter shall document and maintain records of all financial transactions.
- d. Chapter shall maintain records and reports required by the National Alumni Association.
- e. Chapter shall submit a written report of chapter activities to the National Alumni Association President for distribution at scheduled and annual meetings
- f. National Alumni Association shall be notified of special programs or events held in the name of the Atlanta Chapter.
- g. The chapter president shall be responsible for communicating all National Alumni Association correspondence to chapter members.
- h. The chapter president shall respond in a timely manner to matters requested by the National Alumni Association.

ARTICLE XIV - COMMITTEES

All committee chairs, co-chairs and members must be active and in good financial standing with the Chapter by October 31 of calendar year.

Chapter Committees

Chapter Committees include the following:

- a. Bylaws and Parliamentarian - This committee shall interpret these bylaws, receive, prepare, review and recommend proposed amendments of these bylaws to the Executive Committee and Chapter members. The Parliamentarian shall be responsible for training current and new members on Robert's Rules of Order.
- b. Finance - This committee, which is comprised of all committee chairs and the Executive Committee, shall be responsible for developing policies and procedures for the management and disbursement of the Chapter's funds. At least three members from this committee shall be responsible for auditing the chapter's financial records annually.
- c. Humanitarian- This committee will send out correspondence related to deaths or births of alumni and their immediate family members.
- d. Membership- This committee shall formulate plans to recruit and retain members of the Chapter and provide programs and activities which stimulate the Winston-Salem State University alumni to become active participants in the Chapter and National Alumni Association.
- e. Nominating - This committee shall be responsible for organizing the nominating/election process--distributing and receiving forms, information verification, ballots and result reporting.
- f. Scholarship - This committee shall be responsible for disseminating the scholarship information to metro Atlanta high school students; candidate review; winner selection and award presentations; representative(s) to attend college fairs/career days through S.T.A.R. program.
- g. Special Events - This committee shall plan and initiate activities for the Chapter to include, but not limited to, Chapter Cookout, Boat Party, Scholarship Banquet Gala, hospitality at CIAA, and hosting the University Choir and Athletics.
- h. Sports Media Relations - This committee shall advertise chapter events, produce the quarterly newsletter, and maintain the Chapter's website.

ARTICLE XV - FISCAL YEAR

The fiscal year of the Chapter shall be July 1 to June 30.

ARTICLE XVI- QUORUM

A quorum or a majority of financial members will be determined by the number of paid members present at a chapter meeting or conference call. If for a conference call, the Executive Committee is required to provide notice at least 72 hours for financial members to attend. In the absence of the Secretary and Treasurer, the presiding officer may appoint a temporary secretary to conduct the business of the Chapter.

ARTICLE XVII. – PARLIAMENTARY/BYLAWS AUTHORITY

Section 1. Parliamentary Authority

The rules contained in the current edition of ROBERT’S RULES OF ORDER shall be the final authority for the Association on all questions or procedures of parliamentary law not covered by these bylaws.

Section 2. Bylaws

The Chapter shall form and operate under Chapter bylaws congruent with bylaws of the National Alumni Association.

ARTICLE XIII - AMENDMENTS WITH NOTICE

Amendments to these bylaws shall be held in odd numbered years. All proposed amendments shall be submitted in writing and referred to the chairperson of the Bylaws Committee for study and recommendations. All proposed amendments approved by the committee must be received by the Chapter’s Vice President by February 1.

The Chapter shall make public such amendments to financial members in good standing of the Chapter by April 1. Such amendments shall be adopted by a vote of approval by the financial members in good standing present at the April Meeting. No proxy votes shall be allowed. (Members must satisfy Article III, Section 2).

Constitution and Bylaws

Revised September 2015
Adopted November 19, 2015

2017 Bylaws Committee Members

Catherine Pettie Hart Mike Murrell
Benetta Horton Karon Rhem
Tim Johnson
Revised June 2017
Adopted August 2017

2019 Bylaws Committee Members

Catherine Pettie Hart
Benetta Horton
William Murdock
Reviewed by chapter members November 17, 2019 - no changes

2021 Bylaws Committee Members

William Horton, Chair
Janie Hardman
Catherine Pettie Hart
Benetta Horton
Jeff Jones
Winfred Mack
Marcella Royster
Adopted January 6, 2022