

**THE ATLANTA FISK CLUB
Of The
GENERAL ALUMNI ASSOCIATION OF FISK UNIVERISTY, INC.
(GAAFU)**

BY-LAWS

The Atlanta Fisk Club Association is covered by the General Alumni Association of Fisk University, Inc's Constitution and By-laws. It's required to have its own Association by-laws which must conform to the National Body and support its mission.

The Atlanta Fisk Club By-Laws

Article I. Name

The name of this organization shall be the Atlanta Fisk Club of the GAAFU, Inc. It may be referred to as the Atlanta Fisk Club or the Association.

Article II. Support

Contributions for the major support of the organization are derived from payment of dues by the club's members and from gifts by organizations and individuals interested in the promotion, welfare and continuation of Fisk University.

Article III. Purpose

The purpose of the Atlanta Fisk Club is the implementation and support of the Association as stated in the Preamble of the General Alumni Association's Constitution.

Article IV. Membership

Section 1. Eligibility for Membership

All persons eligible for membership in the association are defined in Article II of the GAAFU's constitution and who reside either in Metro Atlanta or its surrounding counties not served by another Fisk Alumni club; who entered with a class, which has graduated, from the University, are eligible for membership in the Association. An active member is one who has paid the current year's dues (both locally and nationally).

Section 2. Dues

Membership dues shall be the amount fixed by the executive committee, with the advice and consent of the membership and shall be paid at the beginning of the fiscal year or at the time of entry or re-entry into active Association membership. Only members whose dues are current may vote on any issue coming before the Association.

Article V. Elected Officers

The elected officers of the Club shall be as follows, President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Parliamentarian, Historian, and Sergeant at Arms.

Article VI. Duties and Powers of Elected Officers

Section I. The President

The duties of the president shall be to preside over the meetings of the Association, and to generally supervise the administration of the Association pursuant to this constitution and to implement resolutions voted by the Club. The president may authorize a call for special meetings of the Club or of the executive committee whenever he or she deems it necessary. The President shall reasonably interpret the constitution. He or she shall serve as the chairperson of the executive committee and shall appoint the chairpersons of all standing committees making such appointments subject to the advice and consent of the Club membership; except that the nominating must be approved by a majority vote of the active Club members. The President shall delegate duties to members of the executive committee in accordance with the requirements of Article VII of these by-laws. The President shall appoint the chairpersons and members of all ad hoc committees. He or she shall appoint a Chaplain for the Club.

Section 2. The Vice President

The Vice President shall assist the President in the supervision of the general program of the Association, and when delegated to do so by the President or by a majority of the executive committee, shall act for the President in the President's absence.

Section 3. The Recording Secretary

The Recording Secretary shall prepare and keep a record of the minutes of all regular and special meetings of the Association and of all meetings of the executive committee. He or she shall keep all the aforementioned record in a bound record book, which he or she shall pass on, to his or her successor in office. He or she shall maintain files in which the written reports of committees are deposited and stored for reference and shall pass these files on to his or her successor in office.

Section 4. The Corresponding Secretary

The Corresponding Secretary shall prepare all Association bulletins and information to be published and submit, as directed by the President or designate to the appropriate medium. The Corresponding Secretary will maintain a file for all documents identified above.

Section 5. The Treasurer

The Treasurer shall serve as the custodian of the Association funds and shall keep these funds in a suitable depository bank, which he or she shall select with the advice and consent of the executive committee. He or she shall receive all funds received by the Association and deposit same in the approved depository within five (5) days of their receipt. The Treasurer shall keep the Association financial statement up to date at all times and make it available to any Association member upon reasonable request. The Treasurer shall keep his or her record of accounts in a bound ledger or ledgers which he or she shall pass on to his or her successor in office. The Treasurer shall disburse funds of the Association only pursuant to resolution of the Association. All disbursements shall be pursuant to a voucher or check request bearing the signature of the President. All checks shall bear the signature of the Treasurer and another designated by the Association. At the end of the calendar year the Treasurer shall present a written, current Association financial statement, which shall have been audited by an ad hoc committee appointed by the President or Finance and Development Committee. The treasurer shall be bonded for an amount not less than \$10,000.

Section 6. The Parliamentarian

The Parliamentarian shall function as advisor to the presiding officer regarding procedural issues and questions confronted by the Association. He or she will also aid and advise the various standing and ad hoc committees established by the Association, regarding questions of procedure and organizational governance.

Section 7. The Sergeant at Arms

The Sergeant at Arms shall maintain order and decorum at all association meetings. He or she will be primarily responsible for the comfort and convenience of those in attendance.

Section 8. Historian

The Historian shall prepare scrapbooks documenting the activities of the Association and its members during the year. He or she shall arrange for displays at key events during the Association's yearly calendar of events. He or she is responsible for preservation and passing on of all such material for permanent archiving to the Corresponding Secretary. He or she shall serve as Chair of the Public Relations Committee.

Article VII. The Executive Committee

Section 1. The executive committee shall consist of the elected officers, appointed chaplain and all committee chairs. The following committee chairs shall be appointed:

- a. Membership Committee
- b. Finance and Development Committee
- c. Plans and Programs Committee
- d. Hospitality Committee
- e. Alumni Affairs Committee
- f. Public Relations Committee

- g. Student Affairs (includes Parent Advisory Sub-committee and Student Advisory Sub-committee Chairs)
- h. Scholarship Committee
- i. Information Resources Committee
- j. Nominating Committee

Section 2. The executive committee shall fulfill the following responsibilities:

- a. Attend all regular meetings of the Association.
- b. Prepare and submit written reports for each regular meeting for which a report is due.
- c. Be responsible for the ongoing coordination and planning of projects for the Association and plan an annual budget with the Club Treasurer and Finance and Development Committee.

Article VIII. Duties of Committee Chairpersons

Section 1. The committee chairperson of the Association shall include appointed chairpersons of all standing committees. Their respective duties shall include:

- a. Membership: Notifies Association members of meetings, planned affairs and pending social activities; reclaims lost members and maintains the official Association directory.
- b. Finance and Development Committee: Develops the operating budget for the Association, annually audits financial records and oversees the fundraising component of the Association.
- c. Plan's and Programs' Committee: Develops events to be sponsored in accordance with the purpose of the Association. Researches projects, ideas, and activities for the association, sponsorship; arranges for and secures support resources for meetings.
- d. Hospitality Committee: Serves as the official hospitality unit of the association, performing functions as extending hospitality to visitors and special guests.
- e. Alumni Affairs Committee: Liaison between the General Alumni Association of Fisk University, Inc, local alumni and other local Historically Black College and University (HBCU) alumni organizations.
- f. Public Relations Committee: Prepares information about the Association's events locally, both internally (newsletter), and externally (media); reports activities and accomplishments to the official publications of Fisk University and GAAGU; photographs activities and events.
- g. Student Affairs Committee: Coordinates outreach activities that identify, recruit and retain students at Fisk University.
 - Parent Advisory Sub-Committee: Assist in the recruitment and retention of students at Fisk University by communicating with parents.
 - Student Advisory Sub-Committee: Consisting primarily of students presently at Fisk along with other interested individuals who were or plan to be attending Fisk. Present, past and potential students will be

providing information and data to assist in the recruitment and retention of students at Fisk. Appoints a student coordinator to assist on campus.

- h. Scholarship Committee: Institutes the process for scholarship selection and issuance; and works closely with other committees as needed.
- i. Information Resources Committee: Coordinates all technology related activities devices and programs of the association.
- j. Nominating Committee: Recruits a slate of officers from the membership for nomination bi-annually.

Article IX Election and Tenure

Section 1. Election of Officers

Officers of the Association shall be elected by a majority vote of the Association members at the regular Club meeting held in May of each election year. Nominations for officers shall be submitted to the Club for consideration at the April Association meeting. Any active member of the association may submit additional nominations of candidates for elective office from the floor.

Section 2. Term of Office

Elected officers shall serve a term of two years and shall take office the August following their election. Re-election to all offices shall be limited to one successive term.

Section 3. Vacancies in the Elective Office

a. In the event the office of President becomes vacant, the Vice President of the Association shall become President and shall serve until the original term of office expires.

b. In the event any elective office, other than that of President, shall become vacant the President shall make an interim appointment to that office with the advice and consent of the executive committee. The interim appointment shall be for the remainder of the original unexpired term.

Article X. Meetings

Section 1. Regular Meetings

Regular meetings of the Association shall be at a time designated by the membership.

Section 2. Agenda of Meeting

Unless otherwise approved by the executive committee, the agenda for the regular Association meetings shall be as follows:

- a. Quorum
- b. Proof of meeting notice
- c. Reading of minutes
- d. Receiving communications
- e. Reports of officers
 - President
 - Treasurer

- Secretary
- f. Report of Committee Chairs
 - Special Events
 - Elections
 - Old Business
 - New Business
 - Adjourn

Section 3. Special Meetings

Special meeting of the Club may be called at any time that such a meeting is deemed to be in the best interest of the Club, consistent with the powers and duties delineated in articles VI and VII of these By-Laws.

Section 4. Parliamentary Authority

Roberts Rules of Order latest edition shall provide the basic rules of order for all meetings. When those rules conflict with these By-Laws, the constitution of the GAAFU, or Atlanta Association by-laws, Roberts Rules of Order shall prevail.

Article XI. Amendments

The By-laws may be amended by a majority vote of the active members present and voting at any regular meeting of the Association, regardless of notice.