

BYLAWS
OF THE
DALLAS – FORT WORTH TUSKEGEE ALUMNI CLUB
TUSKEGEE NATIONAL ALUMNI ASSOCIATION, INC.



ADOPTED OCTOBER 1988

AMENDED: NOVEMBER 2020

REVISION: APRIL 2000

FORWARD AND ACKNOWLEDGEMENT

The Constitution and By-Laws Committee of the Dallas Tuskegee Alumni Association has written a local Constitution for the Dallas Chapter, based upon guidelines from our National Constitution and our local Chapter's needs. The Robert's Rules of Order – Revised Edition 1981, served as our legal documentary reference book.

Copies of our tentative Constitution were given to each active member of the Chapter for him or her to study and make suggestive changes before our regular meeting date. During the meeting, corrections were made and some suggestions were included, after which the Constitution received a unanimous vote of approval.

This Constitution and By-Law will serve as a governing catalyst by which the functional needs of our Chapter are met.

The Constitution Committee members worked untiringly to compile a document that our Chapter can appreciate now and in future years.

We wish to thank Mr. Len Matthews, our President, Mrs. Wanda Fisher – Recording Secretary, Ms. Lucy Hall – Treasurer, and the entire membership for their support.

Humbly Submitted by:
Mrs. L.C. McGaughey, Chairperson
Mr. Frederick Radcliff
Mr. Otis Tarver
October, 1988

REVISED

The Constitutional By-Laws Committee of the Dallas Tuskegee Alumni Association met on February 24, 2000 and reviewed the Constitution and By-Laws of October, 1988. Recommended revisions were presented to the body on our regular meeting date. During the meeting, additional changes and suggestions were recommended. The Revised Constitution received a unanimous vote of approval.

We wish to thank Mr. Shawn L. Brewer, President; Ms. Tatum Hayes, Recording Secretary; Ms. Cynthia Caldwell, Treasurer; and the entire membership for their support.

Humbly Submitted by:
Mr. Leonard Matthews, Chairperson
Mr. Otis Tarver
Mr. Percy Parrish
Mr. Frederick Radcliff
April, 2000

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ARTICLE I

Name of Organization and Colors

- SECTION 1. The name of this organization shall be the Dallas – Fort Worth Tuskegee Alumni Club (DFWTAC). This organization is connected to and a part of the Tuskegee National Alumni Association (TNAA).
- SECTION 1a. The geographical area of the DFWTAC is the Dallas – Fort Worth metroplex in the state of Texas.
- SECTION 2. The colors of this organization shall be Crimson and Old Gold.
- SECTION 3. The seal and logo shall be the same as the Tuskegee National Alumni Association.
- SECTION 4. The Dallas – Fort Worth Tuskegee Alumni Club is an affiliate of the Tuskegee National Alumni Association, Inc., a non-profit association under Section 501(c)(3) of the United States Internal Revenue Code. The Dallas – Fort Worth Tuskegee Alumni Club shall comply with the applicable policies and procedures contained in the current TNAA Operations Manual.

ARTICLE II

Purpose

The purpose of Dallas – Fort Worth Tuskegee Alumni Club shall be to:

- SECTION 1. Promote and encourage support for the general goals/objectives of the TNAA.
- SECTION 2. Encourage participation at all Tuskegee University activities, National Alumni activities and Southwest Region activities.
- SECTION 3. Encourage members of the alumni club to identify potential scholastically astute students for enrollment at Tuskegee University.
- SECTION 4. Accept the annual alumni financial goal for TNAA and distribute quotas to members of the alumni club; promote and monitor progress.
- SECTION 5. Maintain communication with the Southwest Region, TNAA and the Tuskegee University Alumni Office.
- SECTION 6. Report to members of the Alumni Club action taken at all of the Southwest Region Executive Board meetings and TNAA Executive Board meetings.
- SECTION 7. Provide scholarships and other financial support to students attending Tuskegee University, or who have been accepted to attend Tuskegee University.
- SECTION 8. Improve alumni support for Tuskegee University through: fundraising functions; educational information and services; student recruitment; student aid; leadership and local alumni unity of purpose; work with other area alumni clubs.

ARTICLE III

Membership

There shall be two (2) categories of membership: Regular and Associate.

SECTION 1. Regular Member. To qualify as a Regular Member, the individual must be:

- A. A graduate or former student of record at Tuskegee University; or
- B. A member of one of the officially sanctioned TNAA professional associations.

SECTION 2. Associate Member. To qualify as an Associate Member, the individual must be:

- A. A current or former member of the Tuskegee University faculty or staff; or
- B. Any interested friend and/or family of Regular members who demonstrate their financial and moral support to Tuskegee University

SECTION 3. Rights and Privileges of Membership. Any financial member shall have the right to attend all meetings and functions of the Dallas – Fort Worth Tuskegee Alumni Club, to vote in the election of officers and participate in the business of the Club. A financial member is one whose dues (includes: Alumni Club, Region, TNAA) are current.

ARTICLE IV

Dues, Fees and Assessments

- SECTION 1. The Fiscal year of this organization shall be from July 1 through June 30 of each year. To be financial, members must pay the annually established local dues.
- SECTION 2. All dues shall be payable to Dallas – Fort Worth Tuskegee Alumni Club Treasurer.
- SECTION 3. Graduates joining DFWTAC within the first year of graduation shall be exempt from paying National, Regional, and Local dues for one year.
- SECTION 4. Alumni club dues shall be determined by a majority vote of the financial members. The amount of dues paid to the Dallas – Fort Worth Tuskegee Alumni Club shall include dues payable to both the Southwest Region and TNAA.
- SECTION 5. The Dallas – Fort Worth Tuskegee Alumni Club shall remit payment of the dues received from both Regular Members and Associate Members for the Southwest Region and TNAA to the Southwest Region and TNAA.
- SECTION 6. The Dallas – Fort Worth Tuskegee Alumni Club shall pay annually to Southwest Region any assessment of necessity as stipulated by Southwest Region.
- SECTION 7.
- A. The Dallas – Fort Worth Tuskegee Alumni Club shall remit to Southwest Region any and all additional fees due and payable to the Region or TNAA (Membership Dues and Club Assessments) within 30 days of receipt.
 - B. At the time the dues and fees are remitted to the Southwest Region, the President or his/her designee shall submit to the Financial Secretary of Southwest Region a list of all financial members and their contact information. The President or his/her designee shall update this list regularly as new members join the Dallas – Fort Worth Tuskegee Alumni Club. All updates shall be submitted within thirty (30) days of receipt of funds, or in the case of new graduates, receipt of contact information.

ARTICLE V

Officers

SECTION 1.

- A. The elected officers of the Dallas – Fort Worth Tuskegee Alumni Club shall be the following:
1. President
 2. Vice-President
 3. Recording Secretary
 4. Corresponding/ Financial Secretary
 5. Treasurer
 6. Parliamentarian
 7. Historian
- B. In addition to the above officers, the Dallas – Fort Worth Tuskegee Alumni Club may elect any other officers the Club may deem necessary for the efficient and effective operation of the Club.

These officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the Club.

SECTION 2.

Election of Officers. The officers of the Dallas – Fort Worth Tuskegee Alumni Club shall be elected by a plurality vote biennially.

SECTION 3.

NOMINATING COMMITTEE

- A. A Nominating Committee shall consist of five (5) members from the club membership in the Dallas – Fort Worth Tuskegee Alumni Club. The committee shall elect the Chair.
- B. The Nominating Committee shall secure nominees for a slate of officers to be elected, obtain their consent and send biographical information to the Club membership.

- C. The Chair of the Nominating Committee shall verify with the Treasurer the financial standing of all nominees for office. The Chair shall conduct this verification no less than one week prior to presenting the slate to the membership.

SECTION 4. QUALIFICATION FOR OFFICE

- A. All members, who are financial members with DFWTAC (includes: Alumni Club, Region, TNAA), shall be eligible to hold office in the Dallas – Fort Worth Tuskegee Alumni Club.
- B. To qualify to run for a Club officer, the candidate must be a financial member with the Dallas – Fort Worth Tuskegee Alumni Club. In addition:
 - 1. The candidate must have been a member of the Dallas – Fort Worth Tuskegee Alumni Club for at least one year immediately preceding the nomination.
 - 2. The candidate must be financial in the voting year and financial status must be maintained while a Club officer.
- C. Term of Office. Officers shall be elected biennially and shall serve a term of two (2) years or until a successor has been appointed or elected, and shall be eligible to succeed themselves once in any given office.
- D. Time of Election. Nominating Committee shall present ballot to members in May. Alumni Club officers shall be elected in June of the even number years.
- E. Assumption of Office. The newly elected officers shall assume the responsibilities of office in July of the year of election.
- F. Vacancies. The President shall appoint a successor to fill the unexpired term of any officer with the approval of the Dallas – Fort Worth Tuskegee Alumni Club Executive Board.
- G. Removal from Office.
 - 1. Any officer may be removed from office for malfeasance, misfeasance, or inability to perform the duties as is determined by Dallas – Fort Worth Tuskegee Alumni Club Executive Board.

2. To remove a duly elected officer from office, notice of the action must be sent in writing to the officer and the membership at least 30 days prior to the vote.
 - a. The written notice may be via U.S. Mail or electronic distribution. If done only via electronic transmission, the officer who is the subject of the action must acknowledge receipt of the electronic transmission.
 - b. When the written notice is sent via U.S. Mail, no acknowledgement of receipt is required.
 - c. The vote to remove an officer shall be by written ballot and must pass by a two-thirds (2/3) vote.
 3. Special elections may be called by a plurality vote.
- H. No member shall concurrently hold two (2) elected positions in the Dallas – Fort Worth Tuskegee Alumni Club.

ARTICLE VI

Duties of Officers

- SECTION 1. The President shall have general supervision of the affairs of the Dallas – Fort Worth Tuskegee Alumni Club and shall serve on the Southwest Region Executive Board. The President shall preside at all meetings of the alumni club, shall appoint all committees not otherwise provided for and shall be a member ex-officio of all committees except the Nominating Committee.
- A. The President shall sign all contracts or other written obligations of the Dallas – Fort Worth Tuskegee Alumni Club which have been approved by the executive board and/or the membership.
 - B. The President shall serve as one of the approvers for all vouchers and as one of the authorized signers for checks.
 - C. The President shall be bonded.
- SECTION 2. The Vice President(s) shall perform duties as prescribed by the President or the Dallas – Fort Worth Tuskegee Alumni Club Executive Board in addition to the following.
- A. The Vice-President shall Chair the Program Committee.
 - B. In the absence or incapacity of the President, the Vice-President serve as acting President until the President is able to resume his/her duties.
- SECTION 3. The Recording Secretary shall keep a record of all proceedings and transactions of the Dallas – Fort Worth Tuskegee Alumni Club and Executive Board.
- A. All minutes must be approved by the General Body after distribution.
 - B. Executive Board minutes shall be sent to the Executive Board and to the Chair of each standing committee.
 - C. The Recording Secretary shall chair the Giving and Fundraising Committee.
- SECTION 4. The Corresponding/ Financial Secretary shall perform the following duties:
- A. Issue notice of all meetings of the Dallas – Fort Worth Tuskegee Alumni Club and the Executive Board Meetings;

- B. Review and manage all correspondence sent to the Club;
- C. Prepare all correspondence required by the Dallas – Fort Worth Tuskegee Alumni Club for the President’s signature; and
- D. Assist the Recording Secretary as requested and assume the duties of office should the Recording Secretary be unable to carry out those duties.
- E. Receive money order/check payments of membership dues and other income and submit to the Treasurer;
- F. Receive and review email notifications of electronic payments submitted for membership dues and other income in conjunction with the Treasurer;
- G. The Corresponding/ Financial Secretary shall chair the Membership Committee.

SECTION 5. The Treasurer shall perform the following duties:

- A. Serve as Chair of the Budget and Finance Committee;
- B. Prepare the budget for review and approval of Alumni Club Executive Board and Club membership;
- C. Present the budget to the Dallas – Fort Worth Tuskegee Alumni club for adoption;
- D. Maintain a record of all income and disbursements;
- F. Submit a financial report of all financial transactions of the Dallas – Fort Worth Tuskegee Alumni Club at Executive Board meetings and Club membership meetings;
- G. Receive and secure all funds of the Dallas – Fort Worth Tuskegee Alumni Club in a designated bank account(s);
- H. Upon receipt of a voucher approved by the President, the Treasurer shall review and approve the voucher, and issue a check that must be signed by the authorized signatories (President or Treasurer);
- I. Perform other duties as assigned by the membership; and
- J. The Treasurer shall be bonded.

- SECTION 6. The Parliamentarian shall advise the President, officers, and members, when requested, as to proper parliamentary procedures; perform other tasks as requested; and Chair the Bylaws Committee.
- SECTION 7. The Historian shall forward articles and records of events that are deemed to be of historical significance in the history of the alumni club or of significance to TNAA. The Historian shall keep a record of these documents and archive them with the Club. This information shall also be forwarded to the Regional Historian.
- SECTION 8. Vacancies. The President shall appoint a successor to fill the unexpired term of any officer in accordance with the provisions of Article V, Section 4G.

ARTICLE VII

Meetings

- SECTION 1. The regular meetings of Dallas – Fort Worth Tuskegee Alumni Club shall be held on the 4th Saturday of each month.
- SECTION 2. Special meetings may be called by the President provided that a majority of the Executive Board concurs in such a call.
- SECTION 3. One-third (1/3) of the financial members of the Alumni Club may petition the President and the Executive Board to hold a special meeting. Upon receipt of such a petition, the President shall cause the Corresponding/ Financial Secretary to issue notice of a special meeting and that meeting shall take place.
- SECTION 4. The voting strength of the Dallas – Fort Worth Tuskegee Alumni Club shall be the total number of financial members present at the time of the voting.
- SECTION 5. A quorum shall be established when one-fourth of the Club financial members are present at the meeting.
- A. No official business may be conducted in the absence of a quorum.
 - B. When a quorum is established and then lost, no official business may be conducted after the loss of a quorum is noted on the record.
 - C. All official business transacted while the quorum was present shall be deemed the action of the membership.
 - D. A quorum for each committee to conduct business is one-half of the committee members listed for that committee.
- SECTION 6. The Dallas – Fort Worth Tuskegee Alumni Club shall hold at least four (4) meetings annually and remit dues to both the Southwest Region and TNAA each fiscal year.

ARTICLE VIII

Executive Board

- SECTION 1. The Executive Board shall be the elected officers, immediate past president, and chair of standing committees of the Dallas – Fort Worth Tuskegee Alumni Club.
- A. The President is the Chair of the Executive Board.
 - B. The Executive Board shall have general supervision of the Club.
 - C. The Executive Board shall meet at least quarterly, at the call of the chair or upon the order of majority of the members of the board. They may communicate electronically.
- SECTION 2. Removal of an Elected Officer. An elected officer may be removed from office for the following reasons: 1) Non-payment of dues; 2) Failure to perform dues satisfactorily; 3) Misconduct and rule violations.
- A. To remove an elected officer from office, the President must submit a written recommendation to remove the officer to the Executive Board.
 - B. The removal process must comply with the provisions of Article V, Section 4H of these Bylaws.
- SECTION 3. A quorum shall be established when a majority of the Executive Board members are present.
- SECTION 4. The Executive Board shall report on all action taken to Club membership at the membership meeting.
- SECTION 5. The Executive Board shall approve the proposed annual budget submitted by the Treasurer prior to submission to the membership for approval.
- SECTION 6. The Executive Board shall approve the proposed program for the Club.

ARTICLE IX

Delegates

- SECTION 1. Delegates to the Regional and National Tuskegee Alumni meeting shall consist of the President and as many voting delegates as the National Association will allow.
- SECTION 2. The Dallas – Fort Worth Tuskegee Alumni Club will pay the registration fees for the President, or designee, to the Regional and National conventions.

ARTICLE X

Standing Committees

SECTION 1. The Standing Committees of the Dallas – Fort Worth Tuskegee Alumni Club may consist of the Committees identified below. The President shall appoint all Chairs and members of all Standing Committees, unless otherwise identified.

- A. Budget and Finance
- B. Bylaws
- C. Executive
- D. Giving and Fundraising
- E. Hospitality
- F. Membership
- G. Nominating
- H. Program
- I. Recruitment/Scholarship
- J. Young Alumni

SECTION 2. SPECIAL COMMITTEE: Special Committees may be appointed as deemed necessary by the President. The duties of such committees shall be identified at the time of the appointment.

SECTION 3. BUDGET and FINANCE COMMITTEE: The Budget and Finance Committee shall consist of five (5) members. The members shall be comprised of Treasurer (Chair), Recording Secretary, and three (3) financial and active members as approved by the President.

- A. The Budget and Finance Committee is responsible for the development, submission, approval and management of the Club's operating budget. This Committee shall also recommend financial policies to the Executive Board and membership for approval.

- SECTION 4. BYLAWS COMMITTEE: The Bylaws Committee shall consist of five (5) members. The Committee shall receive proposed amendments to the Bylaws submitted by the Executive Board, Committee or membership for study, preparation and presentation at the designated Club meeting. The Parliamentarian shall Chair the Committee.
- SECTION 5. EXECUTIVE COMMITTEE: The Executive Committee shall consist of the President, Vice-President, Recording Secretary, Corresponding/ Financial Secretary, Treasurer, and Immediate Past President.
- A. The Executive Committee shall manage the affairs of the Club between meetings of the Executive Board, reporting any action taken back to the Executive Board and membership.
 - B. The Executive Committee shall not set policy. Any action taken by the Executive Committee shall not conflict with any previous action taken by the Executive Board.
 - C. The Executive Committee shall meet at the call of the President. They may communicate electronically.
 - D. Quorum. A quorum of the Executive Committee shall be established when a majority of Executive Committee members are present.
- SECTION 6. GIVING and FUND RAISING COMMITTEE: The Giving and Fundraising Committee shall consist of of at least (4) members. Treasurer, Recording Secretary and two (2) financial and active members as approved by the President. The Recording Secretary will serve as the chair of the committee. The Committee shall develop a strategy for fundraising and securing donations throughout the fiscal year.
- SECTION 7. HOSPITALITY COMMITTEE: The Hospitality Committee shall consist of the three (3) financial and active (3) members as approved by the President. The committee shall be responsible for carrying out the special obligations to members and immediate family as outlined in the policy and procedure of the alumni club.
- SECTION 8. MEMBERSHIP COMMITTEE: The Membership Committee shall consist of at least three (3) members. The Corresponding/ Financial Secretary will serve as the chair of the committee. The committee shall solicit, recruit and promote active membership.

- SECTION 9. NOMINATING COMMITTEE: See Article V Section 3
- SECTION 10. PROGRAM COMMITTEE: The Program Committee shall consist of at least five (5) members with the Vice-President serving as the chair. The committee shall formulate the program for the year and submit to the Executive Board and alumni club members for approval.
- SECTION 11. RECRUITMENT /SCHOLARSHIP COMMITTEE: The Scholarship Committee shall consist of at least five (5) members. The Committee shall develop and implement a strategy to recruit students to attend Tuskegee University members; shall review scholarship applications according to guidelines established; shall select candidates eligible for scholarships and report to the Executive Board and Club membership for final approval.
- SECTION 12. YOUNG ALUMNI COMMITTEE: The Young Alumni Committee shall consist of at least three (3) members. To qualify for membership on this Committee, the nominee must have completed his/her education at Tuskegee University within five (5) years of the time of his/her appointment to the Committee. The Committee shall function at the direction of the President and Executive Board.

ARTICLE XI

Special Obligations to Members and Immediate Family

SECTION 1. DEATH:

- A. Death of a Member – Flowers or \$100 monetary donation and a resolution, if permitted, at the funeral.
- B. Death of an Immediate Family Member – Flowers will be sent.

SECTION 2. ILLNESS:

- A. Illness of a Member – Home for one week or more justifies a card. Flowers will follow if the member is confined for two weeks or more. Flowers will be sent for any hospital stay of three days or more.
- B. Illness of an Immediate Family Member – A card will be sent.

SECTION 3. MARRIAGE: For financial members, a gift valued at \$100 will be presented. Congratulation notes and recognition will be included in Dallas – Fort Worth Tuskegee Alumni Club publications.

SECTION 4. The kind and type of recognition will be determined by the Hospitality Committee and Treasurer with the approval of the Executive Board.

ARTICLE XII

Dissolution of Dallas – Fort Worth Tuskegee Alumni Club Tuskegee National Alumni Association, Inc.

The dissolution of Dallas – Fort Worth Tuskegee Alumni Club may only be completed with the consent of the Director of the Southwest Region and approval of the TNAA Executive Board.

Upon dissolution of the Dallas – Fort Worth Tuskegee Alumni Club, assets shall be distributed to Tuskegee National Alumni Association, a non-profit association under Section 501(c)3 of the Internal Revenue Code.

ARTICLE XIII

Real Property

All Real Property acquired by the Dallas – Fort Worth Tuskegee Alumni Club by purchase, acquisition, or other means, become the property of the club and can only be disposed of by a majority vote of the membership.

ARTICLE XIV

Parliamentary Authority

In all matters not provided for in the Bylaws of the Dallas – Fort Worth Tuskegee Alumni Club shall be governed by TNAA Constitution and Bylaws and Robert's Rules of Order, newly revised current edition.

ARTICLE XV

Amendments or Revisions

- SECTION 1. These bylaws may be amended or revised during a properly noticed meeting of the Dallas – Fort Worth Tuskegee Alumni Club by two-thirds (2/3) of the votes cast; provided that the proposed amendment or revision was circulated to Club members no later than thirty (30) days preceding the meeting.
- SECTION 2. Changes proposed by the Executive Board, Standing or Special Committee, or Club members shall be forwarded to the Bylaws Committee at least sixty (60) days preceding the Club meeting at which they are to be considered.
- SECTION 3. The Bylaws Committee shall compile the proposed amendments and circulate them to the Executive Board and Club members thirty (30) days preceding the date they are to be considered.
- SECTION 4. Amendments to the Bylaws shall take effect immediately following the meeting at which they are adopted.
- SECTION 5. A copy of the amended/approved Bylaws shall be sent to the Region and TNAA Parliamentarians within thirty (30) days of adoption.
- SECTION 6. Automatic Amendment. If any amendment to the Constitution and Bylaws of the Tuskegee National Alumni Association, requires a corresponding amendment to these local Club Bylaws or causes these Bylaws to be in conflict with the Constitution and Bylaws of the Tuskegee National Alumni Association, these Bylaws shall be amended automatically to conform with the Constitution and Bylaws of the Tuskegee National Alumni Association.
- SECTION 7. Non-Substantive Amendment. The Bylaws Committee shall make non-substantive corrections to errors in spelling, grammar, or numbering without amendment subject to approval of the members at the next Club meeting.

We the undersigned, as dues paying members in the Association, do hereby assent to the fore-going bylaws and attest thereby to adoption of the same in the name of this Association this _____.
Date

Rochelle Powell _____, Alumni Club Bylaws Chair
Print Name

Signature Date

Jennifer Scoggins _____, Alumni Club President
Print Name

Signature Date

Carl Montgomery _____, TNAA Constitution & Bylaws Chair
Print Name

Signature Date