

**JACKSON STATE UNIVERSITY  
NATIONAL ALUMNI ASSOCIATION  
METRO ATLANTA CHAPTER, INC.**

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**METRO ATLANTA  
CHAPTER  
CONSTITUTION**



*JSUNAA Metro Atlanta Chapter, Inc.*  
*Constitution*

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***PREAMBLE***

We, the graduates and former students of Jackson State University, in order to perpetuate the memories of university life, and to provide a medium by which the interests of the university may be promoted, do ordain and establish this constitution.

***MISSION***

The mission of Jackson State University National Alumni Association, Inc. Metro Atlanta Chapter is to participate as a partner with the University in supporting the University's continued success through student recruitment, alumni retention and expansion, financial support, public relations and community outreach .

***ARTICLE I: NAME***

The name of this organization shall be the

**Jackson State University  
National Alumni Association  
Metro Atlanta Chapter, Inc.**

***ARTICLE II: PURPOSE***

The purpose of this Association is (1) to formally associate the alumni of Jackson State University in the Atlanta Metropolitan area into a legally based organization; (2) to provide financial and moral support to the University through its membership (3) to foster support for the University at the local, state, regional, and national levels; (4) engage in charitable activities and supporting events to promote the name of Jackson State University.

***ARTICLE III: MEMBERSHIP***

***SECTION I: Classes of Membership***

Classes of membership are Regular, Associate, and Life.

***SECTION II: Regular Member***

Anyone upon whom the university has conferred degree or any former student, receiving 24 credit hours, who desires to pledge allegiance and support to Jackson State University and who has paid his/her annual national and local membership dues may become a regular member.

***SECTION III: Associate Member***

Associate members are those persons who have not matriculated at the university, but have paid the appropriate dues for the current fiscal year and pledge their allegiance and support to Jackson State University. Associate members cannot hold constitutional offices.

***SECTION IV: Life Member***

Life members shall be those members who have been active in the affairs of the Metro Atlanta Chapter and the JSU National Alumni Association. Applications for life membership must be filed through the Metro Atlanta Chapter.

***SECTION V: Membership Fees***

Local membership dues of the Metro Atlanta Chapter will be assessed in accordance with guidelines set by its Executive Committee, the Jackson State University National Alumni Association and approved by the Metro Atlanta Chapter members. National membership dues of the Metro Atlanta Chapter will be assessed in accordance with guidelines set by the Jackson State University National Alumni Association Executive Board and all national alumni members.

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***ARTICLE IV: OFFICERS***

***SECTION I***

The principal officers of this Chapter shall consist of President, First-vice President, second-vice President, secretary, assistant secretary, treasurer, and financial secretary. The appointed officers of this Chapter shall consist of chaplain and parliamentarian.

***SECTION II***

Each officer shall be a regular or life member in good standing of The Metro Atlanta Chapter and the National Alumni Association.

***SECTION III:***

The Metro Atlanta Chapter officers shall be elected every two (2) years. The election shall be held in odd years.

***SECTION IV:***

The Immediate Past President of the Chapter shall serve as an ex-officio officer and voting member of the Executive Committee. The Immediate Past President will serve in an advisory capacity on standing committees of choice and will have voting privileges on all matters coming before the Executive Committee.

***ARTICLE V: EXECUTIVE COMMITTEE***

***SECTION I***

The Executive Committee shall consist of all principal officers of the Metro Atlanta Chapter, immediate past President, and appointed officers of the Metro Atlanta Chapter. The principal, appointed and ex-officio officer of the Chapter shall be voting members of the Executive Committee. The presiding officer shall remain impartial in the public voting process unless his or her vote will affect the result.

***SECTION II***

The Executive Committee shall meet on a monthly basis. The President shall designate the hour and place of said meetings. President must provide a schedule of all executive meetings and conference calls at the beginning of the fiscal year.

***SECTION III***

Call meetings of the Executive Committee may be announced by the President when required to conduct the business of the Metro Atlanta Chapter, provided notice of time and place of said meetings is given to each member.

***SECTION IV***

Discussion for official action (s) of the Executive Committee shall require a majority vote by said committee.

***SECTION V***

In order for the Executive Committee to conduct business, a quorum of three (3) principal officers shall be required.

***SECTION VI***

All principal officers shall attend at least 10 Executive Committee meetings or regular meetings per fiscal year. If this requirement is not met, his/her position will automatically expire and become open for replacement. If an Executive Committee member misses 5 consecutive meetings, the Executive Committee must send him/her a letter

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advising him/her that if he/she does not attend the next board or regular meeting, he/she will no longer be able to serve in that position.

***SECTION VII***

Fiscal Responsibility: The Executive Committee is required to vote on all financial policies and obligations of the Chapter. The proposed annual budget will be the governing document for all financial actions of the Chapter. All officers and members of the Association in positions of fiscal responsibility shall strictly adhere to the proposed budget. Any proposed changes in the approved budget must be first approved by the Budget Committee and then submitted to the Executive Board for final approval.

***ARTICLE VI: CHAPTER MEETINGS***

***SECTION I: Regular Meetings***

The Metro Atlanta Chapter shall meet monthly at a time and place determined by the Executive Committee.

***SECTION II: Call Meetings***

Call meetings of the Metro Atlanta Chapter may be requested by The President, Executive Committee, or a quorum of the financially Active members. All financially active members must be notified, by e-mail, telephone, or U.S. mail.

***SECTION III: Quorum***

Quorum consists of at least five (5) members in good financial Standing with the Chapter

***SECTION IV: Conference Calls***

The chair of any committee, including executive, standing and special committees, may host a meeting via conference call provided that all members participating in the call can hear each other at the same time. Standard parliamentary rules apply for the meeting.

***ARTICLE VII: ELECTIONS/TERM***

***SECTION I: Election of Principle Officers***

The officers of the Metro Atlanta Chapter shall hold office for two years. The term of office shall expire June 30th of the election year.

***SECTION II: Mode of Election***

In odd years, at the January meeting, the President shall solicit nominations from the floor for offices or Vacancies to be filled and shall ascertain the willingness of the Nominees to serve. The nominees shall be financially active members by December 31<sup>st</sup>.

At the February meeting, the nominees shall be given the opportunity to address the members.

At the March meeting, the membership will vote employing the electronic ballot process. In the event of a tie, a successive ballot will be taken for the position in question until one of the nominees is elected. The nominee receiving the highest number of votes is duly elected to the said position.

Newly elected officers shall be financially active for the next year by the June meeting each year. Officers shall be installed at the June Meeting and shall take office on the first day of July following the election

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**SECTION III: Eligibility for Voting.**

Only members who are in good financial standing with the Chapter by December 31st shall be eligible to nominate and cast a ballot.

**SECTION IV: Terms**

A principal officer can only hold the same elected position for 2 consecutive terms. However, they can be elected to a different elected position.

*Example: currently the secretary may serve 2 consecutive terms as secretary that ended June 30, 2001. The secretary cannot serve as secretary for 2001-2003 term. The secretary can run for all other elected positions for 2001-2003 terms.*

If an officer fails to consistently perform their responsibilities, shall be removed by the executive committee via democratic process.

**ARTICLE VII: COMMITTEES**

**SECTION I**

The President, with the consent of the Executive Committee, shall appoint such standing committees as deemed appropriate, and such special committees as may be deemed necessary. They shall perform such duties as may be authorized by the executive committee.

**SECTION II**

The committees of the Association shall be designated as Standing Committees and Special Committees. The President shall appoint the Chair of each Standing Committee and Special Committee. The Vice Presidents shall oversee the operations of each Standing Committee with the exception of the Public Relations committee which the Secretary shall oversee.

**SECTION III**

The Standing Committees shall be the following:

1. Alumni Affairs
2. Campus Activities
3. Community Service
4. Fundraising
5. Membership
6. Public Relations
7. Student Recruitment

**SECTION IV**

Special Committees are those committees deemed necessary to carry out special projects or programs for the Chapter for a definite time period. Such committees may be established only by a majority vote of the Executive Committee. The Special Committees shall include but are not limited to:

1. Nominations & Elections
2. Constitution
3. Budget
4. Audit

**SECTION V**

The First Vice President shall oversee the operations of the following committees:

**a) Alumni Affairs**

- a) The Alumni Affairs Committee is responsible for creating an open line of communication between the local chapter and the national association. This committee shall disseminate information from the national association in a timely manner and ensure that the local chapter is aware of all pertinent national business.

**b) Campus Activities**

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- a) The Campus Activities Committee is responsible for creating an open line of communication between the local chapter and the university. This committee shall disseminate information from the university in a timely manner and ensure that the local chapter is aware of all pertinent university events and announcements.
- c) **Community Service**
  - a) The Community Outreach Committee is responsible for creating and coordinating outreach efforts to enhance and to strengthen the ties between the Chapter and community. The committee meets as necessary according to the outreach event schedule.
  - b) Goals:
    - (1) To use University ideals to promote community growth and enrichment by exercising our political and economic powers.
    - (2) To support JSU and its students in any community endeavor it undertakes.
- d) **Fundraising**
  - a) To include marquee event and major fundraisers. Upon completion of activity planning by each committee, proposed budgets are created to cover to cost of the upcoming year's activities. Upon acceptance, the Fundraising Committee is responsible for planning and implementation of activities to generate funds to meet the Chapter's need and commitments. All committees are required to submit proposed budget by the end of April of the current year for the next year's operations.
  - b) Goals:
    - (1) To assist the Treasurer in the development of the annual operating budget for the Metro Atlanta Chapter based on the proposed budgetary input from each Standing Committee.
    - (2) To sponsor various fund raising projects and activities to implement both short term and long range goals of MAC and secure the necessary funds to finance the activities of the chapter.
    - (3) To design and implement fundraising campaigns that promotes 100% active member participation.
  - c) Subcommittees
    - (1) Jazz Brunch
    - (2) HBCU Alliance
- e) **Public Relations**
  - a) The Public Relations Committee is responsible for all public relations and internal communications, including the monthly newsletter and website. Public relations responsibilities will include assisting other committees in publicizing various events. The committee meets as necessary according to publication deadlines.
  - b) Goals:
    - (1) To distribute information of importance to MAC members, members of JSU and the community via phone calls, email, and the MAC website.
    - (2) To provide a communications network for the membership by publishing an on-line newsletter.
    - (3) To publicize on-going MAC activities and special events.
    - (4) To provide graphic support services such as designing promotional flyers, posters, stationery, pamphlets, and agendas for seminars, bulletins and various programs at the request of the committee chairperson.
    - (5) To launch promotional campaigns for MAC Events such as
      - (a) Press releases and media advisories
      - (b) Radio and news promotion.
      - (c) Subcommittees
    - (6) Subcommittees
      - (a) Tiger Tales Newsletter
      - (b) Website
      - (c) Email Distribution List

***SECTION VI***

The Second Vice President shall oversee the operations of the following committees:



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**a) Membership**

- i) To include Holiday Party, Bus Trips, SWAC Fest, Family Picnic & Courtesy. The Membership Committee is responsible for creating and coordinating programs to recruit new members and to retain the existing membership base.
- ii) Goals:
  - (1) To increase and retain the membership of the Metro Atlanta Chapter with Alumni who are willing to work diligently toward the betterment of the association.
  - (2) To work with the secretary, assistant secretary and public relations chair to establish a comfortable mode of communication among MAC members.
  - (3) To recognize special days in the lives of MAC members, i.e. weddings, illnesses and bereavements with a gift value not to exceed \$100.
- iii) Subcommittees:
  - (1) Back To School Reception
  - (2) Holiday Party
  - (3) JSU Family Picnic
  - (4) SWAC Fest Activities
  - (5) Rising Tigers Group

**b) Student Recruitment**

- i) Goals:
  - (1) To increase Georgia students enrollment at JSU.
  - (2) To participate in local student recruitment events/fairs
  - (3) To create and maintain a database of potential JSU students and current Georgia students attending JSU. To include local students in MAC activities to build a rapport with Alum.
  - (4) To foster educational opportunities for our youth and ensure the security of historically Black colleges and universities.
  - (5) To coordinate the annual JSU High School Day bus trip to the JSU campus
- ii) Subcommittees
  - (1) High School Day
  - (2) Scholarship
  - (3) Back to School Reception
  - (4) Student Engagement Group
  - (5) Parents Engagement Group

***SECTION VII***

The Secretary shall oversee the operations of the following:

**a) The subcommittees of the Public Relations committee**

- 1) Subcommittees
  - (a) Tiger Tales Newsletter
  - (b) Website
  - (c) Email Distribution List

***ARTICLE VIII: OFFICERS & DUTIES***

***SECTION I: List of Officers***

The officers of the Metro Atlanta Chapter shall consist of the following principal officers:

- 1. President
- 2. First Vice President
- 3. Second Vice President
- 4. Secretary
- 5. Assistant Secretary
- 6. Treasurer
- 7. Financial Secretary

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The appointed officers of the Chapter shall consist of:

1. Chaplain
2. Parliamentarian

***SECTION II: President***

The President shall preside at all meetings of the Executive Committee and regular Chapter meetings, including call Meetings. The President shall represent the Chapter when called upon by service and civic organizations. The President may request call meetings as provided in the constitution and appoint such Committees as deemed necessary. Travel expenses for the Office of President, or the president's designee, will be reimbursed for mandatory Alumni meetings up to the amount of \$1500 per fiscal year.

***SECTION III: First Vice President***

The First Vice President shall preside in the absence of the President. The First Vice President shall coordinate fund-raising activities and serve as the business manager for Chapter.

***SECTION IV: Second Vice President***

The Second Vice President shall preside in the absence of the President and the First Vice President. The second vice President shall coordinate membership drives and student recruitment.

***SECTION V: Secretary***

The secretary shall keep any permanent forms (copies of financials records, receipts and membership), complete and accurate records of all meetings of the Chapter, shall receive and present to the Chapter all correspondence, and shall perform other duties as assigned. The secretary shall prepare all correspondence (press releases, mailings, and voice mail) and perform other duties as assigned. Also, the Secretary should chair the Public Relations committee and serve as the keeper of all chapter inventories.

***SECTION VI: Assistant Secretary***

The assistant secretary shall assume the duties of the secretary in the absence of said officer and perform the prescribed duties in a manner that will enhance the effectiveness of this Chapter. The assistant secretary shall coordinate with the Secretary correspondence (press releases, mailings, and voicemail) and perform other duties assigned

***SECTION VII: Treasurer***

The treasurer shall receive, record, and deposit all incoming monies of the Chapter the treasurer shall record and make expenditures in keeping with the pledges, commitments and/or obligations of the Chapter. The treasurer shall present a written report at each meeting; copies of the report shall be available for the membership. The records of the treasurer shall be organized whereby timely reports may be given when requested by the Executive Committee, President, or quorum of members present at any meetings. Also, the treasurer should chair the budget committee and present a proposed budget to the executive board at the May board meeting for approval.

***SECTION VIII: Financial Secretary***

The Financial Secretary shall serve in the absence of the Treasurer and assist in receipt and account of all monies of the Association. The Financial Secretary shall serve on the Budget Committee and assist the Treasurer in maintaining accurate financial records and preparing for the financial audit.

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***SECTION IX: Chaplain***

The chaplain shall give prayer at meetings and functions the Chaplain shall represent the Chapter in religious matters when deemed necessary

***SECTION X: Parliamentary***

The parliamentary shall see that rules are observed in all deliberations of the Chapter. Robert's Rules of Order shall govern in all cases.

***SECTION XI: Vacancies***

In the event a vacancy shall occur in the office of President of the Metro Atlanta Chapter by death, resignation, or recall, the First Vice President shall act as President during the unexpired term. The Second Vice-President should move to 1st vice-President. If more than six months, a special election (un-expired term) will be held to fill a vacancy for 2nd vice President, treasurer or assistant secretary. In the event a vacancy shall occur in the office of secretary, the assistant secretary will become secretary. In the event a vacancy shall occur in the office of the Treasurer, the Financial Secretary shall become Treasurer. If an office becomes vacant with less than six months of service for 2nd Vice-President, Treasurer, or Assistant Secretary, the President will recommend, for approval by the executive board, an individual to fill the unexpired term. Please note when an officer fills an unexpired term, the officer can still hold the office for 2 additional terms if elected.

***ARTICLE IX: REPORTS***

Operating as a local affiliate under the auspices of the Jackson State University National Alumni Association incorporated, and supporting the activities of the association in its relationship to The University, requires the Metro Atlanta Chapter to file an Annual report with the office of the Office of the Alumni and Constituency.

***ARTICLE X: AMENDMENTS***

This constitution may be amended at any regular meeting of the Chapter by a quorum provided that the proposed change was submitted at the last regular meeting or presented from an Established constitution committee. This constitution must not conflict with Jackson State University National Alumni Association constitution.

***End of Document***