

**TALLADEGA COLLEGE NATIONAL ALUMNI ASSOCIATION  
BY LAWS**

**Article I - Name and Purpose**

**Section 1. Name**

The name of this organization shall be the Talladega College National Alumni Association, hereinafter referred to as The Association.

**Section 2. Purpose**

The purpose of The Association shall be:

- A. To be the permanent network of communication, fellowship, and of common effort among all alumni and friends of the College;
- B. To provide resources, both human and financial, for the furtherance of the continuing growth of Talladega College, its students, alumni, and those related to the College;
- C. To provide a channel through which the public can be made aware of the needs of the College, can know of the contributions of the College and alumni to civic and community welfare, can contribute toward the constant progress of the College; and
- D. Actively participate with the College in scholarship support, other funding and student recruitment.

**Article II - Membership and Dues**

**Section 1. Eligibility**

Membership shall be open to all former students of Talladega College and to others who express an active interest in the welfare of the College and its purposes.

**Section 2. Membership and Dues**

- A. Active Members are alumni who have paid dues for the current year of The Association. They shall have the right to vote and hold office in accordance with the By Laws. Annual dues for Active Members shall be \$50.
- B. First Year Alumni are members of the most recent graduation class and shall automatically hold membership through December 31 following the year of their graduation year. Payment of dues for any member of this group entitles the person to active membership.
- C. Affiliate Members shall be former students of the College who continue to have an interest in the institution. Annual dues for Affiliate Members shall be \$50.00. Affiliate Members shall have all privileges of membership except the right to hold office.
- D. Associate Members shall be friends of the College who shall have privileges of membership except the right to vote and to hold office. Annual dues for Associate Members shall be \$50.00.
- E. Honorary Members are friends of the College identified by Active Members of chapters in recognition of their commitment to The Association who shall not have the right to vote or to hold office, nor shall they be responsible for annual dues.

**Section 3. Dues.**

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- A. Annual dues for each member of The Association will be established by a two-thirds vote of the Board. Membership in the National Alumni Association is not contingent upon holding membership in a local chapter. Local chapters may levy dues, as they deem appropriate.
- B. Dues are due and payable to The Association in December for the next fiscal year, beginning January 1 and effective through December 31. Membership shall be delinquent if dues are not paid by February 1.

**Article III – Organization and Geographic Components**

**Section I. Organizational Components**

The Association shall be comprised of local chapters established and chartered in various cities/metropolitan areas, non-geographic affinity group chapters, and at large members. A chapter may be established when a group of interested parties develop a chapter, hold meetings and operate in accordance with these By Laws and with the Talladega College National Alumni Association Chapter Guide.

**Section 2. Geographical Components**

- A. Chapters shall be chartered by The Association Board and shall submit written reports of accomplishments to The Association Board during its fall meeting, along with other items the chapter would choose to present relevant to student recruitment, alumni outreach and Association membership, financial status and monies contributed to the College. Each chapter should name a person responsible for coordinating each of the above-mentioned activities.
- B. Chapters shall promote all other purposes of The Association as described in Article I, Section 2 of these By Laws.
- C. Chapters shall adopt by laws, not in conflict with the By Laws of the National Association. Such by laws must be approved by the National Alumni Board before they take effect. A copy of these by laws shall be filed with the National Alumni Board records.
- D. Chapters shall adopt by laws, not in conflict with the By Laws of The Association. Such by laws must be approved by The Association Board before they take effect. A copy of these by laws shall be filed with The Association Board records.
- E. In any situation which the National Alumni Board deems an emergency, the National President may call a special meeting of any chapter provided at least 30 days' notice is given to that chapter.

**Article IV - Officers and Directors**

**Section I. Officers**

- A. Officers of The Association shall be: President, Vice President, Recording Secretary, Financial Secretary, and Treasurer. The President shall appoint a Parliamentarian: a non-voting member of the Executive Committee. These persons must meet criteria as delineated by the Nominating Committee. These persons shall serve as officers of The Association Board.

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- B. The term of office for all officers shall be three (3) years, beginning and ending at the close of the Triennial Alumni meeting, or until successors are installed. Officers may succeed themselves in office, except that the President may not serve more than two (2) consecutive terms.

**Section 2. Directors**

- A. A representative shall be selected by each chapter to serve as a member of the National Alumni Board.
- B. The Immediate Past President of The Association shall serve on the National Board and on the Executive Committee for one year.
- C. A student body representative, elected by the student body, shall serve on the Board for a one-year term, and is to be seated at the May meeting of the Board.
- D. The President of the College and the Director of Alumni Affairs shall serve on the National Board in an advisory capacity.

**Article V - Nomination and Election of Officers and Directors**

**Section 1. Election of Officers**

**A. Nominating Committee**

A Nominating Committee shall be elected triennially as follows: One Member elected by The Association Board at the Board's November meeting immediately preceding the triennial meeting of the Association. One Member selected by a chapter designated by the President in the Northeast, Southeast, Central and Western U.S.A. The term of membership on the Nominating Committee is three (3) years. If a vacancy occurs during the 3-year term, the original appointer shall fill it. No member shall serve more than 2 consecutive terms.

**B. Election Process**

Beginning December 1, the Nominating Committee shall solicit suggestions from the total membership of The Association and prepare a ballot, preferably with two (2) nominees for each position.

1. January 2<sup>nd</sup> will be the deadline for receipt of suggestions by the Nominating Committee.
2. The Nominating Committee shall strive to develop a slate of at least two nominees for each office. The ballot shall be prepared by the Nominating Committee by March 1<sup>st</sup>. A biographical sketch including factors that affect potential success in the position, must accompany each ballot.
3. The Officers of the Association shall be elected triennially by majority vote of Active Members. The election shall be conducted by ballot.
4. Ballots will be delivered to active members no later than April 15<sup>th</sup>. Ballots can be delivered electronically or by mail, at the discretion of the Nominating Committee.
5. Ballots, electronic and/or paper, must be received by May 1<sup>st</sup>.

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6. Electronic ballots will be printed void of any identifying information by the designated member of the Nominating Committee.
7. Ballots will be returned and counted by designees of the Alumni President.
8. Election results will be announced at the May meeting of the Alumni and Board.
9. New officers will be installed during the Business Session at the triennial meeting.

**C. Vacancies**

In the event there is a vacancy in any office, other than the office of the President, the Executive Committee shall appoint persons from the membership to act in those positions until the next regular election. In the case of a vacancy in the office of the President, the Vice President shall automatically succeed as President and serve until the expiration of the current term. In case of a vacancy of both the President and Vice President the Executive Committee shall appoint an Acting President (from among members of the Board) who shall serve until the next regular election.

**Article VI - Duties of Officers**

**Section 1. The President**

The President shall preside at all meetings of The Association and act as ex-officio member of each committee designated and shall assume all other duties incumbent upon his/her office. The President will serve as Alumni Association representative on the Board of Trustees of the College. The President will approve all expenses of the Association submitted by other members of the Board. The Vice President and Financial Secretary must approve expenses created and submitted by the President

**Section 2. Vice President**

The Vice President shall perform such duties as from time to time may be assigned by the President or by The Association Board. In the absence of the President, or in the event of the President's inability to serve, the Vice President shall perform the duties of the President and shall serve until the return of the President.

**Section 3. Recording Secretary**

The Recording Secretary shall be responsible for the minutes of all meetings of The Association and shall collect all data for a full and complete record of all transactions of The Association. The Recording Secretary shall be responsible for preparing and distributing in a timely fashion (i.e., to be determined by the President), the minutes of all meetings of The Association. The Recording Secretary shall collect all data and maintain a full and complete record of all business of the Association.

**Section 4. Financial Secretary**

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The Financial Secretary shall be responsible for collecting all monies coming into The Association and give receipts for the same except those funds received through any electronic payment service. The Financial Secretary will provide a current list of the active membership at the May and November Association Board meetings. The Financial Secretary will issue proof of membership annually to all active members. The Financial Secretary will be responsible for membership relations and member growth.

### Section 5. Treasurer

The Treasurer shall receive from the Financial Secretary and hold in a bank all funds, dues and assessments of The Association; shall keep a proper book of accounts showing the source of all monies received; shall maintain a record of monies received through any electronic payment service with which the Association has affiliation, and transfer such funds into the checking account; shall make all approved disbursements by check; shall make at least one detailed written report of all receipts and disbursements at the time of the Annual Meeting of The Association. A copy of this report shall be distributed to all voting members of The Association. The Treasurer will provide the Financial Secretary a copy of all transaction records.

### Section 6. Parliamentarian

The Parliamentarian shall advise the President and assist with any questions that may arise in interpreting the By Laws and in connection with the work of the Board and of officers and committees. The Parliamentarian shall serve as chairperson of the By Laws Committee.

## **Article VII - National Meetings of the Membership**

### Section 1. Annual Meetings

Annual meetings shall be held at Talladega College each May for the purpose of updating the membership as to the business of The Association, reviewing budget/ financial statements and receiving reports from officers and chairpersons, as appropriate.

### Section 2. Triennial Meetings

Triennial meetings will be held in a city to be determined by the Board for the purpose of installing officers, consideration of alumni business and fellowship.

### Section 3. Special Meetings

The National Board may call special meetings of the membership provided at least 90 days notice is given to the membership.

### Section 4. Business

Business to be conducted at triennial meetings of the membership shall include: review of the budget and financial statement for The Association; reports from officers and committee chairpersons, as appropriate; and any other matters placed on the agenda by members of the Board or any member of The Association. Agenda items must be submitted in writing

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at least 60 days in advance of the meeting and must be approved by the Executive Committee of the Board.

**Section 5. Quorum**

In order to conduct business, at least (25) twenty-five financially active members must be present in person and this number shall include at least two (2) officers and four (4) other members of the Board.

**Article VIII - Board of Directors**

**Section 1. Composition**

The Board shall consist of the officers and directors as listed in Article IV of these By Laws.

**Section 2. Meetings**

The Board shall have two regular meetings, in November of each year during Founders' Day Weekend, and in May during Commencement Weekend. The President or three other officers and four other members of the Board may call a meeting of the Board at other times as required, provided at least thirty (30) days' notice is given for such meeting.

**Section 3. Responsibilities**

- A. The Board shall conduct the affairs of The Association between meetings. It shall abide by the provisions in these By Laws, and shall at all times follow a corporate business approach in fulfilling its responsibilities.
- B. It shall be the duty of each Board member to attend the Alumni Board meetings in May and November. In the event of a chapter delegate's inability to attend, that chapter shall certify to the President, in advance another qualified member as the voting proxy.
- C. Any Board officer's failure to uphold the responsibilities of office shall be considered breach of trust and shall be grounds for removal and replacement.
- D. The National Alumni Board assumes no responsibility for expenses incurred by its members. Board officers may be reimbursed for reasonable and actual expenses (travel and lodging) incurred in attending regular meetings of the Board.
- E. The President shall submit to the Board an annual budget for approval at the November meeting. This budget must be distributed among chapters no later than February 1<sup>st</sup>. The approved budget shall be presented to the membership at the May Alumni meeting.

**Section 4. Finance**

**Fiscal Year**

The fiscal (accounting) year of The Association shall be January 1st to December 31<sup>st</sup>.

A. **Tax Shelter**

The Board shall make a continual effort to maintain tax shelters of mutual advantage to the Alumni Association, the College, and the members of The Association.

B. **Tax Exemption**

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The local chapters of the National Alumni Association, having agreed to the purposes and By Laws of the National Association, will be entitled to the tax-exempt status granted to the National Association. To that end, each chapter must file an annual tax return with the IRS and must provide a copy of said document to the Treasurer of the National Alumni Association.

**C. Dissolution**

Upon dissolution of The Association, all assets remaining after debts are paid shall revert to Talladega College.

**D. Bonding**

The Treasurer shall be bonded at the expense of The Association.

## **Section 5. Conduct of Board Business**

The Executive Committee shall consist of the officers, two directors appointed by the Association President, and, during his/her tenure as a director as defined in Section 2, Article B, the Immediate Past President of the Association. The Executive Committee may conduct Association business between its meetings. All actions taken by the Executive Committee are subject to ratification by the Association Board at its next meeting.

## **Section 6. Committees**

- A. Standing Committees shall be established as follows: Executive, Finance, Membership, Recognition, Reunion, Auditing, Recruiting and Nominating.
- B. The Board may establish special committees, as appropriate. The President shall appoint committee chairpersons. All committees except the Auditing Committee shall include at least one Board member.
- C. The Auditing Committee shall be comprised of non-members of the Board.
- D. The Finance Committee will be responsible for identifying an independent auditor, who shall complete an audit and provide a certified report at the November meeting, immediately preceding the triennial meeting.
- E. Committees shall regularly report to the Board, and to the Executive Committee when requested to do so.

## **Article IX - Parliamentary Authority**

Rules contained in Robert's Rule of Order, Newly Revised, shall govern The Association in all cases not covered by the By Laws.

## **Article X - Amendments**

These By Laws may be amended by a two-thirds vote of the Board members present at a Fall Board meeting; providing the membership has received at least (30) thirty days notice of the proposed changes. In instances of emergency (emergency to be declared during a called or regular meeting of a quorum of the Board of Directors), components of Article V – Nomination and Election of Officers and Directors, may be

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suspended upon a two-thirds vote of the members of the Board present for that meeting. Notice of the proposed suspension of the By Laws section should be provided in advance of that meeting in as timely a manner as possible.