

**BY-LAWS OF THE NORTHEAST REGION OF THE NATIONAL
ALUMNAE ASSOCIATION OF SPELMAN COLLEGE, INC.**

Revised October 2025

ARTICLE I: Name

The name of the organization shall be the Northeast Region of The National Alumnae Association of Spelman College, Inc. (NAASC), a constituent division of NAASC and subject to all applicable rules of NAASC.

ARTICLE II: Purpose

The purpose of the Northeast Region is to carry out the objectives set forth in the NAASC constitution and bylaws to maintain extraordinary sisterhood and service.

ARTICLE III: Membership

The membership shall comprise NAASC members residing in the Northeast Region geographic area and all established NAASC local chapters designated by NAASC in the Northeast Region.

ARTICLE IV: Regional Executive Officers

Section 1: Elected Regional Officers, Member(s) -at- Large, and Nominating Committee

1. The elected regional officers of the Northeast Region shall be the Regional Coordinator, Regional Recording Secretary, Regional Treasurer, and Regional Delegates. The Northeast Region will also elect Regional Members-at-Large and the Nominating Committee.
2. Term of Office: The elected officers, regional members-at-large, and the nominating committee shall be elected for a term of two (2) years by a majority of the vote. No elected person may serve more than two (2) consecutive terms in the same position.
3. All officers of the Northeast Region and its affiliated chapters shall perform the duties of their office as described in *Robert's Rules of Order Newly Revised*, current edition, in addition to any specified duties within these bylaws.
4. All officers of the Northeast Region and its affiliated chapters shall review the constitution, bylaws, and standing rules of the National Alumnae Association of Spelman College (NAASC) for compliance and consistency.
5. The Northeast Region shall adopt and be governed by its Bylaws, which shall not conflict with the Constitution, Bylaws, or Policies and Procedures of the National Alumnae Association of Spelman College (NAASC). In the event these by-laws do not address a specific issue or are in conflict, the NAASC Bylaws take precedence.

Section 2: Duties of the Regional Executive Officers

A. Regional Coordinator

1. The Regional Coordinator shall act as the presiding officer at regional conferences every two years and call meetings; and shall coordinate the activities of the region.
2. Shall act as the chairperson of the Regional Executive Committee, which is composed of the Regional officers and all chapter Presidents.
3. Shall call regional meetings every two years and assign a hostess chapter if no chapter volunteers.
4. Shall represent her region at the National Executive Committee meetings of The National Alumnae Association of Spelman College, Inc. (NAASC).
5. Shall appoint a parliamentarian from the membership when needed.
6. May appoint standing and special (ad hoc) committees and chairs, as necessary.

7. May serve as an ex officio member of all committees within her region.
8. May initiate communication with the alumnae within her region.
9. Shall act with the advice and approval of the Regional Executive Committee, on matters that cannot be deferred until the next regional conference.
10. *Shall act to establish new chapters or revitalize chapters within her region when and where feasible, following the guidelines for "Starting a New Chapter" found in the National Alumnae Association of Spelman College (NAASC)'s Chapter Handbook.*
11. Shall be reimbursed for travel to chapter events at the request of the chapter or NAASC, as the regional budget permits.
12. The Regional Coordinator shall fill vacancies of regional officers and other elected positions as provided in these bylaws.

B. Regional Delegate(s)

1. Shall represent the region at the NAASC Executive Meeting as a voting member.
2. Shall assist the Regional Coordinator and Regional Member(s)-at-Large in establishing new chapters.
3. Shall report on ad hoc committee discussion, findings, policies and actions to the Regional Coordinator.
4. Shall be reimbursed for travel to chapter events at the request of the chapter or NAASC as the regional budget permits.

C. Regional Secretary

1. The Regional Secretary shall keep minutes of each meeting and furnish the Regional Coordinator with a copy within two weeks of the meeting.
2. Shall carry on such correspondence as may be delegated to her by the Regional Coordinator.
3. Shall maintain an up-to-date directory of the financially eligible Regional Executive Officers and Chapter officers, and regional alumnae.
4. Shall take careful and authentic notes of the Regional Executive Committee, standing committee meetings, and special meetings and submit them to the Regional Coordinator for review and approval prior to dissemination.
5. Shall preserve all records, reports, and official documents of the region.
6. Shall ensure timely dissemination of regional correspondence.
7. Shall schedule the Regional Executive Committee meetings, conference calls, and virtual meetings.

D. Regional Treasurer

1. Shall give general oversight to the management of all regional funds.
2. Shall serve as the chair of the Finance Committee.
3. Shall present the proposed budget with recommendations for adoption by the Regional Executive Committee and at the regional conference to the regional membership.
4. Shall make a financial report to the Regional Executive Committee at each meeting or as requested by the Regional Coordinator.
5. Shall keep an accurate account of receipts and disbursements; and keep a file of bills, receipts, canceled checks, and bank statements.
6. Shall present a Treasurer's Report at the Regional Conference.
7. Shall keep an up-to-date file and listing of the regional membership.
8. Shall assist the coordinator with any communications pertaining to the business of the region.

E. Regional Members-At-Large

1. Shall represent the intent of those alumni who are in areas where there is no chapter.

2. Shall coordinate with the assistance of the Regional Delegate, chapter planning activities with the NAASC Member-at-Large (NorthEast) to establish a chapter in an area where there is no chapter.

ARTICLE V: Nominations, Qualifications, and Elections

Section 1. Nominations

1. The Nominating Committee may function for two years and is responsible for selecting a slate of officers, delegates, and members-at-large. No member of the nominating committee can be nominated for office while serving on this committee.
2. The Nominations Committee members must reside in the Northeast region and will be appointed by the Northeast Regional Coordinator.
3. Nominations may be made from the floor.

A. Eligibility to serve as Regional Coordinator. a candidate shall:

1. Have been an active financial NAASC member or NAASC life member for two consecutive years before nomination.
2. Have served as a member of a chapter in the Northeast Region or lived in the Northeast Region for at least two consecutive years immediately before the beginning of the term for which they are nominated.
3. Certify having background knowledge in organizational leadership, management, communication, interpersonal skills, problem-solving \ decision-making skills, delegation/managing work skills, fundraising, recruitment, training, alumnae giving, or parliamentary procedures.

B. Eligibility for Regional Secretary. To be eligible to serve as Regional Secretary, a candidate shall:

1. Have been an active member of NAASC, be in good standing and have paid dues for two consecutive years prior to nomination or is a life member.
2. Have served as a member of a chapter in the Northeast Region or lived in the Northeast Region for at least two consecutive years immediately before the beginning of the term for which they are nominated.
3. Certify having background knowledge in written and verbal communication skills, proficiency in word processing software, and attention to detail.

C. Eligibility for Regional Treasurer. To be eligible to serve as Regional Treasurer, a candidate shall:

1. Have been an active member of NAASC, be in good standing, and have paid dues for two consecutive years prior to nomination, or be a life member.
2. Have served as a member of a chapter in the Northeast region or lived in the Northeast Region for at least two consecutive years immediately before the beginning of the term for which they are nominated; and
3. Certify having background knowledge in accounting, banking, finance, or management.

D. Eligibility for Regional Delegate. To be eligible to serve as Regional Delegate, a candidate shall:

1. Have been an active member of NAASC, be in good standing, and have paid dues for two consecutive years prior to nomination or be a life member.
2. Have served as a member of a chapter in the Northeast region or lived in the Northeast Region for at least two consecutive years immediately before the beginning of the term for which they are nominated; and
3. Certify having background knowledge in fundraising, scholarship, student recruitment, leadership skills, training, social media, elections, alumnae giving, or alumnae/chapter awards.

E. Eligibility for Regional Member-at-Large. To be eligible to serve as Regional Member-at-Large, a candidate shall:

1. Be a resident of the Northeast Region geographical area where the nearest chapter is a two-hour or more commute.

2. Have been an active member of NAASC, be in good standing, and have paid dues for two consecutive years prior to nomination, or be a life member.
3. The Northeast Region may elect up to three (3) regional members at large.

Section 2: Elections

Election to the offices of Regional Coordinator, Regional Recording Secretary, Regional Treasurer, and Regional Delegates shall be by majority vote by electronic ballot.

The election process shall include the appointment of an Election Committee by the Regional Coordinator.

1. No candidate running for an office shall be eligible to serve on the Election Committee.
2. The duties of the committee shall include preparing and sending the ballots, supervising the election, checking the credentials of the voting members, counting the ballots, and reporting the results.
3. Voting shall take place by electronic ballot and conducted in accordance with the regulations formulated by the Regional Executive Committee.
4. All officers shall assume their duties on July 1 of the year in which they are elected.

Article VI: Meetings

Section 1. Regional Conferences

1. Regional conferences shall be held to increase communication among the alumnae; to provide a forum of exchange among chapters and alumnae at large within the regional members; and to submit resolutions and recommendations for adoption by the National Alumnae Association of Spelman College (NAASC).
2. Dates for regional conferences shall be confirmed by the National Alumnae Association of Spelman College (NAASC).

Section 2. Special Meetings

The regional membership may be called to assemble, should the necessity arise, at a time other than its regularly scheduled meeting with notification sent to members at least seven (7) calendar days in advance.

1. Special meetings of the Regional Executive Committee may be called by the Regional Coordinator upon written request by 50% of the chapter presidents with written notice at least seven(7) calendar days prior to the meeting.
2. With the exception of executive sessions, members of the region may attend meetings of the Region Executive Committee as observers.

Section 3. Executive Committee Meetings

Regional Executive Committee Meeting shall be called for the purpose of transacting regional business immediately preceding the Regional Conference.

The executive session shall be composed of the regional officers: Regional Coordinator, Regional Secretary, Regional Treasurer, and Regional Delegates.

1. The Regional Executive Committee may review the reports of standing committees in preparation for the regional meetings.
2. The Regional Executive Committee shall establish a regular meeting schedule.
3. In the event of an emergency, the Regional Executive Committee may postpone a Regional Conference. All members shall be notified of the postponement in a manner determined by the Regional Executive Committee to be fair and reasonable

under the circumstances.

4. The Regional Executive Committee shall analyze, at least annually, the region's progress in achieving its objectives and report the findings to the membership.
5. The Regional Executive Committee provides leadership and strategic planning for the region.
6. The Regional Executive Committee shall set the place, date, time, and registration fee for the regional conference and training conferences.
7. The Regional Executive Committee shall exercise general supervision of the finances.

Section 4. Quorum

1. A majority (51%) of the chapter presidents shall constitute a quorum to transact the business of the Northeast Region.
2. The attendance by the Regional Coordinator, Regional Secretary, Regional Treasurer, Regional Delegates, Regional Members at Large, and chairpersons of the region's standing committees shall be required to conduct the business of the Regional Executive Committee.

ARTICLE VII: Regional Executive Committee

Section 1. Composition

The Regional Executive Committee shall be composed of regional officers, chapter presidents, and chairpersons of any standing committees appointed by the regional coordinator, and members-at-large, elected by the region.

Section 2. Executive Committee

At least one Regional Executive Committee meeting shall be held annually.

1. Voting in the Regional Executive Committee meeting is limited to the Regional Coordinator, Regional Secretary, Regional Treasurer, Regional Delegates, Regional Members-at-Large, chapter presidents, and chairpersons of standing committees.
2. An Executive Committee meeting of the Regional Executive Committee shall include the NAASC Member-at-Large (East) and chairpersons of ad hoc committees.

Section 3. Communication

1. The Regional Executive Committee shall be authorized to meet in person, by telephone, or through other communications media as long as all the members can simultaneously hear each other and participate during the meetings.
2. Unless members indicate otherwise to the region, all communication required in these bylaws, including meeting notices, may be sent electronically.

Section 4. Duties

The Regional Executive Committee shall transact the business of the Region between Regional Conferences.

1. The Regional Executive Committee shall study the needs of the Region and make recommendations to the general body.
2. The Regional Executive Committee shall stipulate the regional assessment to be paid by each chapter to the region by October 1st and no later than December 31st.
3. In case of the resignation or inability of the Regional Coordinator to complete the term of office, the vacancy may be filled by the NAASC Executive committee.
4. In case of vacancies in other offices and regional delegates, the Regional Executive Committee shall be empowered to select a replacement for the balance of the unexpired terms.
5. The Regional Executive Committee shall receive all reports of the standing committee and assume the duties of the committees when said committee fails to function.

ARTICLE VIII: Committees

Section 1. Standing Committees

The Standing Committees of the Region shall be Bylaws, Finance, and Membership.

Section 2. Duties

A. The Finance Committee shall be responsible for

1. Preparing a budget and recommending the amount of the conference registration fees to the Regional Executive Committee.
2. Conducting an annual audit of regional financial transactions.
3. Certifying the accuracy and completeness of financial statements.
4. Auditing chapter accounts at the request of the chapter.
5. Recommending approval or revision of the budget submitted by the regional treasurer to the Regional Executive Committee.
6. Reviewing and recommending the revenue sources for the region.
7. Submitting requisitions from local committees to the regional coordinator for approval, after which reimbursement shall be made.
8. Collecting registration and other fees at the conference from members who are not pre-registered, and collecting fees for vendors' sales tables.

B. Bylaws Committee shall have the responsibility of:

Review the Regional Bylaws of the region in order to reflect the changing needs of the region, and review all submitted amendments and edits for composition every two years.

1. Consolidating similar amendments for a joint proposal to acceptance by the proposers, and possessing the right to originate amendments.
2. Submit proposed amendments to the Regional Executive Committee together with the committee recommendations for action.
3. With assistance from the NAASC Constitution and By-Laws committee, ensuring that the by-laws are in compliance with applicable federal and state statutes, and in the event a revision is authorized by the Regional Executive Committee, preparing and submitting the proposed revision.
4. Assisting chapters in the review and recommendation for new and/or existing chapters; drafting and submitting standing rules to the Regional Executive Committee; and drafting and submitting meeting rules.

C. Membership Committee shall be responsible for

1. Recruitment of all alumnae to join the NAASC, and encouraging the formation of chapters within the region.
2. Coordinating the activity of alumnae who live in areas where there are no chapters.
3. Supporting review and selection of alumnae achievements for the purpose of awarding certificates of merit.

Section 3. Special (ad hoc) Committees

The Regional Coordinator, with the approval of the Regional Executive Officers, may appoint special (ad hoc) committees to meet the special needs of the Northeast Region.

ARTICLE IX: By-Laws Amendments

These By-Laws may be amended by a majority vote of the NAASC financial members of the Northeast Region present and voting at any regional meeting of the Regional Membership or special meeting called for the purpose, provided that the notice

of such meeting shall specify and subject matter of the proposed amendment and the article(s) to be affected thereby provided written notice was sent to absentee members at least thirty (30) days prior to the meeting at which consideration of the amendment(s) will take place.

ARTICLE X: Electronic Provisions

Section 1. Meetings. In accordance with the NAASC Bylaws and Standing Rules, the region shall be authorized to meet through electronic communications media, as long as all members can simultaneously hear each other and participate during the meeting. Notice of meetings must be communicated at least 7 days in advance of the meeting.

Section 2. Mailings may be sent electronically, unless a member indicates the need for a physical mailing.

Section 3. Publications may be distributed electronically.

Section 4. Postal Option -To receive mailings and publications via US mail, members must notify the Regional Secretary in advance.