

Washington Area Tougaloo Alumni Chapter

CONSTITUTION

PREAMBLE: We the alumni, former students, and graduates of Tougaloo College (hereinafter called "the College"), in order to form a chapter of the College's national alumni organization for the ensurance of the perpetuation of standards of our alma mater and for the building of a greater institution, do hereby establish this Constitution.

The Chapter's Constitution shall not run contrary to that of the National Alumni Association.

ARTICLE I – NAME

The name of this organization shall be the Washington Area Tougaloo Alumni Chapter (hereinafter called WATAC).

WATAC shall consist of a regularly organized group of five (5) or more members in accord with Article XVI of the Tougaloo College National Alumni Association's (hereinafter called TCNAA) Constitution and so operate with the recognition of TCNAA.

ARTICLE II – OBJECTIVES AND PURPOSE

The objectives of this Chapter are:

- 1) to establish mutually beneficial relations between the College and its alumni, former students and graduates;
- 2) to serve as an agency to interpret the objectives of the College to the public;
- 3) to be a clearinghouse for the continuous employment of graduates and former students; and
- 4) to be a support agency for keeping local alumni in touch with each other and the College.

The purposes for which the Chapter is organized are exclusively charitable and educational within the meaning of section 501 (c) (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law. Notwithstanding any other provision of these articles, this Chapter shall not carry on any activities not permitted to be carried on by an organization exempt from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code of 1986, or the corresponding provision of any future United States Internal Revenue law. Upon dissolution of the Chapter, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986 or corresponding section of any future federal tax code, or shall be distributed to the federal, state, or local government for a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction, in the county in which the principal office of the Chapter is then located, exclusively for such purposes.

In furtherance of this purpose, the Chapter shall:

- (a) organize and coordinate activities to support the College;
- (b) encourage qualified students to attend the College;

- (c) strive to create an awareness of and interest in the College in the Washington Metropolitan Area;
- (d) support the United Negro College Fund;
- (e) diligently encourage annual giving to the College; and
- (f) adopt any other relevant plans which shall be in harmony with the will and spirit of the TCNAA.

ARTICLE III – GENERAL POWERS

The Executive Committee shall have general power and responsibility for the management of the business and the affairs for the Chapter. The Executive Committee shall consist of nine (11 members who shall be the officers of the Chapter. They are: (1) President, (2) Vice President, (3) Recording Secretary, (4) Assistant Recording Secretary (5) Corresponding Secretary, (6) Treasurer, (7) Assistant Treasurer, (8) Business Manager, (9) Parliamentarian, (10) Chaplain, and (11) Historian. These officers shall be elected at the Chapter's bi-annual election meeting by majority vote of the regular and financial members at such meeting. Only persons who are financial may serve on the Executive Committee. Officers are elected for a term of two years and may be reelected for subsequent terms.

ARTICLE IV – DUTIES AND RESPONSIBILITIES OF THE PRESIDENT

The President shall be the principal officer of the Chapter and represent the Chapter in an official capacity; serve as Chair-person of the Executive Committee; preside at membership meetings; appoint all committee heads; except as otherwise designated, supervise and/or execute designated business of the Chapter; and sign, with the Secretary, Treasurer, or any other designated officer authorized by the Chapter, instruments which have been prescribed by the Chapter members.

ARTICLE V – DUTIES AND RESPONSIBILITIES OF THE VICE PRESIDENT

In the President's absence, the Vice President shall perform the duties of the President and when so acting, shall have all the powers of and be subject to all the restrictions of the office of President. Otherwise, the Vice President shall perform all duties incident to that office and such other duties as may be assigned by the President. The Vice President shall be coordinator of the various committee assignments.

ARTICLE VI – DUTIES AND RESPONSIBILITIES OF RECORDING SECRETARY

The Recording Secretary shall keep the minutes of the proceedings of the Executive Committee as well as the general membership meetings in a file designated for that purpose; be custodian of the Chapter's records and in general perform all duties incident to that office and such other duties as may be assigned by the President or Executive Committee. During the absence of the Corresponding Secretary, the Recording Secretary shall perform the duties of this office.

ARTICLE VII – DUTIES AND RESPONSIBILITIES OF ASSISTANT RECORDING SECRETARY

In the Recording Secretary's absence, the Assistant Recording Secretary shall perform the duties of the Recording Secretary as relates to the taking of minutes at the general membership meetings and Executive Committee meetings.

ARTICLE VIII – DUTIES AND RESPONSIBILITIES OF CORRESPONDING SECRETARY

The Corresponding Secretary shall be responsible for the organization's correspondence, meeting notices, newsletters, announcements, and all related communications incident to that office, and such other duties from time to time as may be assigned by the President. During the absence of the Recording Secretary, the Corresponding Secretary shall perform the duties of this office.

ARTICLE IX – DUTIES AND RESPONSIBILITIES OF TREASURER

The Treasurer shall have the charge and custody of and be responsible for all funds of the Chapter; receive and give receipts for monies due and payable and deposit such monies in the name of the Chapter in banks or other depositories as approved by the Chapter; and perform all of the duties incident to that office and such other duties as may be assigned to him/her by the President of the Chapter. The Treasurer will give a monthly report on the financial status of the Chapter.

ARTICLE X– DUTIES AND RESPONSIBILITIES OF ASSISTANT TREASURER

The Assistant Treasurer shall, in the absence of the Treasurer, perform the treasurer's duties. In performing those duties, the Assistant Treasurer shall have the powers and be subject to the requirements and penalties applicable to the Treasurer. In addition, the Assistant Treasurer is responsible for tracking and reporting to the College all In-Kind donations by the membership.

ARTICLE XI – DUTIES AND RESPONSIBILITIES OF BUSINESS MANAGER

The Business Manager shall, in cooperation with the Treasurer, have charge and custody of and be responsible for funds which are deposited, collected, and dispensed for special fund-raising activities, special gifts, bills incurred in connection with such activities, and any other duties as may be assigned by the President in connection with financial operations other than those which are assigned to the Treasurer.

ARTICLE XII – DUTIES AND RESPONSIBILITIES OF PARLIAMENTARIAN

The Parliamentarian shall serve as the authority on Roberts Rule of Order when such services are needed and requested by the Chapter.

ARTICLE XIII – DUTIES AND RESPONSIBILITIES OF CHAPLAIN

The Chaplain shall be responsible for the religious acknowledgement of a supreme being in some non-sectarian form at the beginning and end of Chapter meetings.

ARTICLE XIV – DUTIES AND RESPONSIBILITIES OF HISTORIAN

The Historian shall be the official caretaker of copies of notices, awards, pictures, ribbons, newsletters, commendations, banners, flags, cups and historical mementos of any activities which the Chapter has participated in, has supported, or been

invited to participate in. The Historian will also be the liaison for keeping the WATAC website updated and current.

ARTICLE XV – DUTIES OF EXECUTIVE COMMITTEE

The Executive Committee is expected to provide support, advice and suggestions to the President. In emergency situations the Committee is expected to make decisions on behalf of the Chapter when exigencies of time will not allow the required full membership meeting. Each officer will be elected to a two-year term of office and are eligible for subsequent election for a two year term. There is no limit on the number of times an officer can be elected or re-elected.

ARTICLE XVI – DUTIES AND RESPONSIBILITIES OF NOMINATING COMMITTEE

The Nominating Committee shall be appointed by the President no later than the August meeting and the committee will submit nominees in October to be voted upon in November to fulfill the bi-annual election process commitments. The number of names to be submitted by the Nominating Committee will be determined by the Executive Committee.

Nominations also will be made from the floor at the October meeting, and names of all consenting candidates will be voted on at the November meeting by secret ballot. The newly elected officers shall be installed and will begin their duties at the January meeting.

ARTICLE XVII – STANDING COMMITTEES

After election of officers the President shall appoint chairpersons of the standing committees which shall be Scholarship, Mississippi on The Potomac, Golf, Membership, Website, WIAC, College Recruitment, and WATAC Treasures Committee, and such other committees the President may deem necessary to effectively carry out his/her responsibilities. The Telephone Committee will be set up as an ad hoc committee.

ARTICLE XVIII – MEMBERSHIP

Active membership is the right and privilege of all area former students who attended Tougaloo College or Southern Christian Institute during any session; the right and privilege of all holders of degrees, diplomas, certificates and honorary degrees heretofore and hereafter granted by Tougaloo College and/or Southern Christian Institute. Such members are eligible to vote and to hold office if financially qualified.

Associate memberships and honorary memberships may be granted to friends of active members and persons who exhibit interest by exceptional support of and participation in the program of the WATAC. The Chapter or the Executive Committee must approve such memberships. Associate and/or honorary members may not hold office or vote.

ARTICLE XIX – FINANCE

The annual operating expenses of the Chapter shall consist of such amounts as will be agreed upon by the membership with the understanding that all funds raised in

the name of the College shall be sent directly to the College except funds sent directly as scholarships to College students or that may be needed for local operation. Decisions regarding use of restricted and non-restricted funds will be determined by the membership unless limitations have already been previously decided. All authorized checks, drafts or other orders for payment of money on behalf of the Chapter shall be signed by two of the following officers: President, Vice-President, Recording Secretary, Business Manager, Treasurer, Assistant Treasurer. Funds shall be deposited in a bank or trust company approved or selected by the membership. The Treasurer may make reasonable fund deposits with approval of the membership for interest earnings.

ARTICLE XX – QUORUM

A quorum for regular and special meetings of the membership shall be required to conduct business and shall consist of nine (9) active members. Five members shall constitute a quorum for an Executive Committee meeting, and nine active members shall constitute a quorum for a regular meeting. Proxy votes shall not be counted for the purpose of establishing a quorum.

ARTICLE XXI– VOTING

Each active member shall be entitled to one vote. Unless otherwise prescribed, decisions will be made by a majority vote of active members present. Proxy voting, when feasible, shall be permitted by members in good standing.

ARTICLE XXII – DUES

The regular membership shall determine the amount from time to time of the dues payable to the Chapter treasury and are due in January of each year. Dues will be accepted throughout the membership year.

ARTICLE XXIII – MEETINGS

There shall be eleven regular meetings of the Chapter during the business year: January, February, March, April, May, June, July, August, September, October, and November. In December there will not be a meeting but there will be a WATAC Xmas Party. A special meeting may be called by the President, or on request in writing by any three members of the Executive Committee. Meeting dates and time shall be those, mutually agreed upon by the active members.

ARTICLE XXIV – BUSINESS YEAR

Business year shall run from January 1 to December 31 of each year.

ARTICLE XXV – AMENDMENTS

An amendment shall become a part of this Constitution upon ratification by a 2/3 vote of qualified members. Amendments may be presented for voting at any meeting provided the substance of the proposed amendment and date of voting has been published at least 30 days before the meeting.

