



Constitution & Bylaws

Of The

Chicago Tougaloo College Alumni Association, Inc.

Preamble

Whereas, we the alumni and former students of Tougaloo College recognize the fact that having attended Tougaloo College, we have a bond of mutual interest and fellowship, which we wish to continue; therefore we unite to form this organization.

ARTICLE I

Name

The name of the organization shall be the Chicago Tougaloo College Alumni Association, Inc., hereinafter referred to as the Chicago Chapter.

ARTICLE II

Purpose

The purpose of this organization shall be to promote the mission, interests and ideas of Tougaloo College in Tougaloo, Mississippi by:

1. Encouraging alumni to raise and/or make contributions annually to the Tougaloo College Annual Giving Fund,
2. Motivating and recruiting perspective students to matriculate at the college,
3. Enhancing the growth and development of its members socially and professionally,
4. Supporting human rights through social action,
5. Providing a forum for promoting good human relations within organization,

6. Assisting Tougaloo College in continuing its reputation of academic excellence through programs designed to enrich educational opportunities for its students, and
7. Supporting Tougaloo College Pre-Alumni programs and activities.

ARTICLE III

Membership

Section 1. Qualifications for admittance to this Association are as follows:

- A. Any graduate of Tougaloo College is eligible for membership in the Alumni Association.
- B. Any former student of Tougaloo College, graduate or former student of Southern Christian Institute, and any individual holding an honorary doctorate degree from Tougaloo College is eligible for membership.
- C. Any friend or family member of a Tougaloo Alumnus/Alumna who has an interest in supporting Tougaloo College is eligible for membership by paying Chicago Chapter and Tougaloo College National Alumni Association dues.

Section 2. The types of National Alumni Membership shall consist of Regular, Life and Honorary.

- A. **Regular Membership** includes any person who has received a Degree from Tougaloo College or Southern Christian Institute or any person who enrolled and attended Tougaloo College or Southern Christian Institute for at least one (1) semester. Members in good standing would have paid either annual or life membership dues to Tougaloo College National Alumni Association.
- B. **Life Membership** shall be offered to any person who has paid \$500 dues to the Tougaloo College National Alumni Association. Life membership dues may change at any time deemed necessary by the National Alumni Association.
- C. **Honorary Membership** is any person who does not meet the criteria above but has genuine interest in supporting Tougaloo College. This person may become an Honorary Member by paying annual or life membership dues to the National Association.

Section 3. **Dues:**

- A. Chicago Chapter Annual Dues shall be \$40. This amount may change as necessary to conduct the business of the Chicago Chapter.
- B. Tougaloo College National Alumni Association Annual Dues shall be \$25. This amount may change as necessary to conduct the business of the Association.
- C. Tougaloo College National Alumni Association Life Membership dues shall be \$500 and may change as necessary to conduct the business of the National Association.

Section 4. A member is eligible to vote in elections if he/she is in good standing financially with the Chicago Chapter.

ARTICLE IV

Officers

Section 1. The Officers of the Chicago Chapter shall consist of President, Vice President, Immediate Past President, Secretary, Assistant Secretary, Corresponding Secretary, Business Manager, Treasurer, Parliamentarian, Sergeant-at-Arms, Chaplain, and UNCF Representatives.

Section 2. Duties of each Officer of the Chicago Chapter are as follows:

A. *President:*

- 1) Presides at all Meetings of the Chapter,
- 2) Interprets to the Public, the Administration the policies of the Alumni as they relate to Tougaloo College and its community, and enforces the Constitution and Bylaws of the Chicago Chapter, Tougaloo College Alumni Association,
- 3) Appoints the Committee Chairs and Members of all standing and special committees,
- 4) Signs checks with the Treasurer or Business Manager,
- 5) Signs contracts with the Business Manager after approval of the Executive Committee,
- 6) Decides all questions of debate or refers to Executive Committee,

- 7) Serves as *ex-officio* member to all committees, except the Nominating and Elections Committee,
- 8) Calls special meetings when necessary, and
- 9) Represents the Chapter on the Tougaloo College National Alumni Association Board of Directors.

B. *Vice President:*

- 1) Acts in the absence of the President,
- 2) Assists in carrying out the duties of the President, including coordinating committee functions, and

C. *Secretary:*

- 1) Keeps a neat and correct journal of the minutes of all Chapter, and Executive Committee meetings,
- 2) Receives all reports of Officers and Committee Chairs, and
- 3) Keeps all appropriate records for filing with the National Office on a timely basis.

A. *Assistant Secretary*

- 1) Acts in the absence of the Secretary

E. *Corresponding Secretary:*

- 1) Receives all correspondences on behalf of the Chicago Chapter,
- 2) Sends all correspondences and notices of meetings on a timely basis, and
- 3) Acts in absence of Secretary and Assistant Secretary.

F. *Business Manager:*

- 1) Conducts and supervises all business of the Association,
- 2) Signs all major contracts with the President after approval of the Executive Committee,
- 3) May sign checks along with Treasurer or President, and

- 4) Files tax reports and other forms on behalf of the Association.

G. Treasurer:

- 1) Has charge of all money of the Alumni Association,
- 2) Receives and issues receipt for money received from Business Manager,
- 3) Signs checks with President or Business Manager,
- 4) Honors all warrants signed by the President or Business Manager,
- 5) Deposits all money in bank in the name of the Association within the third business day after receipt, and
- 6) Makes regular financial reports to the Executive Committee, and the Chicago Chapter.

H. Parliamentarian:

- 1) Enforces Robert's Rules of Order at all meetings, and
- 2) Assists in interpreting Constitution and Bylaws.

I. Sergeant At Arms

- 1) Keeps order during meetings

J. Chaplain:

- 1) Has charge of devotions at the opening and closing of all meetings, and
- 2) May give Invocations/Blessings and Benedictions at Chicago Chapter, Tougaloo College Alumni Association, Inc. sponsored functions.

K. UNCF Representative(s):

- 1) Represents the Chicago Chapter and the Chicago Inter-Alumni Chapter / UNCF meetings and functions,
- 2) Propose and organize drives for solicitation of funds for CIAC and the UNCF on behalf of the Chapter,
- 3) Request all monies earmarked for UNCF activities, and

- 4) Provide reports on all national UNCF and local Chicago Inter-Alumni Council activities.

Section 3. **Qualifications** - A member is eligible to hold office if he/she meets the following criteria:

- A. Must be a Graduate or Former Student of Tougaloo College,
- B. A Friend of Tougaloo is eligible for any office other than President
- C. Must be a regular contributor to Tougaloo College, financially or in-kind
- D. Must be an active member of the chapter, and
- E. Must be a financial member of the Tougaloo College National Alumni Association.

Section 4. **Term of Office** shall be two (2) years.

- A. There are no term limits.

Section 5. **Removal of Officers** from Tougaloo College National Alumni Association shall be:

- A. By Resignation
- B. By just cause, i.e.
 - Failure to perform duties,
 - Elected under false pretenses, and
 - By recall. A ten (10) day notice written of reason(s) for recall is required. The accused has ten (10) days from receipt of notice to respond, at which time the accused may also request, in writing, a hearing from the Executive Committee. The Executive Committee must call a Special Meeting within thirty (30) days to make a decision. A decision of the majority of the Executive Committee makes the voting final.

Section 6. **Vacancy** in office due to resignation or removal for just cause of an officer may be filled by election at any regular or special meeting of the Chicago Chapter. In the event of vacancy in any office to which there is a designated assistant, the assistant shall assume the duties of the office for the unexpired term of the office, and shall be eligible for nomination and election to the office for the succeeding term.

ARTICLE V

Executive Committee

Section 1. **Membership** of the Executive Committee of the Chicago Chapter, Tougaloo College Alumni Association shall consist of:

- A. The Officers of the Chapter,
- B. The Standing Committee Chairs, and
- C. The three (3) UNCF Representatives to the Chicago Inter-Alumni Chapter / UNCF,

****Past Presidents shall serve in an advisory capacity and have full voting privileges.**

Section 2. **Qualifications** - Each member of the Executive Committee shall be an active member of the Chicago Chapter and an Annual or Life Member in good standing with the Tougaloo College National Alumni Association, Inc.

Section 3. **Duties** - The Executive Committee shall be responsible for the overall governance of the Chicago Chapter, which include:

- A. Approving the Budget for the Chapter,
- B. Approving membership dues appropriate for funding the Chapter,
- C. Taking actions on recommendations of the Executive Committee, and
- D. Revising and updating the Constitution & Bylaws.

Section 4. **Vacancy** - If a vacancy occurs on the Executive Committee for an office other than an elected Officer, the President of the Association shall appoint a person to fill the unexpired term.

Section 5. **Quorum** - One third of the total membership of the Executive Committee will constitute a quorum.

Section 6. **Meetings** - The Executive Committee shall hold at least three (3) Meetings during the year, or at any time when called by the President.

Section 9. **Attendance** - Executive Committee Members are required to attend at least one (1) meeting each year.

ARTICLE VI

UNCF Representatives

Section 1. **Powers** - The three (3) elected UNCF Representatives and the President of the Chicago Chapter shall be the official representatives to the Chicago Inter-Alumni Council / UNCF.

Section 2. **Duties** - The duties of the Representatives are as follows:

- A. Present items of interest and concern of the Chapter to the Council,
- B. Serve on the Executive Committee of the Chapter,
- C. Meet as a group prior to Meetings of the Council to coordinate ideas and interests on behalf of the Chapter, and
- D. Provide written reports to the Executive Committee and Members of the Chicago Chapter.

ARTICLE VII

Standing Committees

Standing committees of the Association shall be as follows:

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|-------------------------------------|-------------------------------------|
| 1. Executive Committee | 6. Nominating & Elections Committee |
| 2. Annual Dinner Dance Committee | 7. Annual Alumni Giving Fund |
| 3. Fundraising Committee | 8. Scholarship Committee |
| 4. Membership/Reclamation Committee | 9. Awards Committee |
| 5. Constitution Committee | 10. Budget & Audit Committee |

ARTICLE VIII

Meetings

The Chapter shall meet monthly at a time determined by the Association.

ARTICLE IX

Restrictions

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its Members, Trustees, Officers, or other Private Persons, except that the Organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the Organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the Organization shall not carry on any other activities not permitted to be carried (a) by an organization exempt from federal income tax under section 501 (c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE X

Chapter Requirements

Section 1. The Chicago Chapter is required to operate under the auspices of the National Association. In addition, the Chicago Chapter like each of the Local Chapters will be required to participate and support the activities of the Tougaloo College National Alumni Association, Inc.

Section 2. The Chicago Chapter shall consist of no less than five (5) graduates, former students or friends of Tougaloo College within a locality who have joined together to promote the welfare of Tougaloo College and the Association, and who meet the following certification requirements:

- A. Develop a Constitution and Guidelines, which are in concert with the Association.
- B. Elect officers, which include President, Secretary, Treasurer, and others, deemed necessary by the Chapter.
- C. Meet monthly or as often as deemed necessary in order to carry out its objectives.

ARTICLE XI

Amendments

This Constitution may be amended by a two-thirds vote of members in good standing with the Association present at any Meeting called for the purpose of amending the Constitution, when such amendment has been submitted by the Executive Committee. In such case, notice must be given in writing to members of the Chicago Chapter at least thirty (30) days prior to said meeting. Such notice shall be mailed to all active alumni.

Section 1. An amendment to this Constitution may also be proposed by:

- A. A resolution of any member in good standing with the Chicago Chapter, or
- B. A resolution of the Constitution Committee.

Section 2. A proposed amendment to the Constitution shall be handled in the following manner:

- A. The proposed amendment shall be submitted in writing to the President.
- B. The President, upon receipt of the amendment, shall send copies of the proposed amendment to the Executive Committee within thirty (30) days of receipt.
- C. The proposed amendment shall be introduced/considered by the Executive Committee at its next scheduled or call meeting.
- D. The Executive Committee shall cause the proposed amendment to go to membership along with its recommendation at least thirty (30) days prior to voting.
- E. The Executive Committee may submit a proposed amendment to the Association without comment or recommendation if it elects to do so.
- F. Amendment shall be adopted by two-thirds vote of the active membership present and voting at a Regular Meeting called for the purpose of adopting amendment.

Section 3. The Executive Committee may consider a proposal to amend the Constitution at any time provided the requirements pertaining to the nature and distribution outlined above are followed.

Section 4. The Executive Committee may vote at any time before a regular meeting of the Chapter to withdraw a proposal to amend the constitution, which originated within the Executive Committee.

ARTICLE XII

Nominating & Elections

Section 1. The Nominating & Elections Committee comprised of no less than three (3) nor more than seven (7) active members in good standing with the Chapter shall be appointed by the President for the purpose of recommending and certifying nominees for each elective office. The Chair of the Nominating & Elections Committee shall report the nominees for each elective office to be included on the ballot. The President shall not be eligible as an ex-officio member of the Nominating & Elections Committee.

Section 2. All officers shall be elected by plurality vote. The procedure will be determined by the Executive Committee and disseminated to the Chapter. A brief summary of the procedures is as follows:

- A. The Nominating & Elections Committee must present a slate of officers to the Chapter at every other December Meeting
- B. Nominations will also be accepted from the Floor
- C. Elections will be held at the December Meeting and the elected officers shall be installed at the January Meeting following the elections

Section 3. All Officers, and UNCF Representatives shall be elected for a two (2) year term, which shall begin January 1st. Each may be re-elected and there are no term limits.

Section 4. A member is eligible to vote if he or she is in good standing financially with the Chapter.

Section 5. An Honorary Member shall have voting rights and full privileges, except the holding of the office of President.

Section 6. **Qualifications** - A member is eligible to run for office if he/she meets the following criteria:

- A. Must be a graduate or former student of Tougaloo College,
- B. Must be a regular contributor to Tougaloo College financially or in kind,
- C. Must be an active member of the Chicago Chapter, and
- D. Must be a financial member of the Tougaloo National Alumni Association.

ARTICLE XIII

Dissolution

Dissolution of the Association shall be governed as set forth in the Charter of the Association by the State of Illinois. In the event of dissolution of the Chicago Chapter, Tougaloo College Alumni Association, Inc. remaining assets after satisfying all obligations of the Association, shall be distributed for one or more exempt purposes within the meaning of 501(c)(3) of the internal Revenue code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, for a public purpose. Any such assets not disposed of shall be disposed by the Chancery Court of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Adopted & approved, this 12th day of February 2005

Joyce Small Delk, President

Betty Jo Walker Johnson, Secretary

Thomas Warren Gray, Chair,
Constitution Committee