

By-Laws of the Great Lakes Region of the
National Alumnae Association of Spelman College (NAASC)

Approved Model – May 2011
Amended – December 2017

ARTICLE I: DUTIES OF REGIONAL OFFICERS

Section 1. All officers of the Great Lakes Region and its affiliated chapters shall perform the duties of the their office as described in *Robert's Rules of Order Newly Revised*, current edition, in addition to any specified in these by-laws.

Section 2. Regional Coordinator

- A. The Regional Coordinator shall coordinate the activities of her region; she shall act as presiding officer at regional conferences and called meetings.
- B. She shall act as chairperson of the Regional Executive Committee.
- C. She shall call biennial regional meetings and assign a hostess chapter if no chapter volunteers.
- D. She shall represent her region at the National Executive Committee meetings of the Association.
- E. She shall submit a written report for each regularly scheduled National Executive Committee meeting and at the biennial meeting of the Region.
- F. She shall appoint a parliamentarian from the membership.
- G. She shall appoint standing and special (ad hoc) committees.
- H. She shall serve as an ex-officio member of all committees in her region except the nominating committee.
- I. She shall provide communication with each alumna within her region at least once during the year.
- J. She shall take action, with the advice and approval of the Regional Executive Committee, on matters that cannot be deferred until the next conference.
- K. She shall act to establish new chapters within her region when and where feasible.
- L. She shall appoint a replacement for the Regional Secretary or the Regional Treasurer in the event of her death, resignation or inability to perform her duties until such time as the Regional Executive Committee can meet to take action on a replacement.

- M. The Regional Coordinator shall be elected at the regional conference for a term of two years. She is eligible for one additional term of two years.

Section 3. Regional Secretary

- A. The Regional Secretary shall keep minutes of each meeting and furnish the Regional Coordinator with a copy. She shall present the minutes to the Regional Executive Committee, no later than two (2) weeks following the Executive Committee, Regional Meeting or Regional Conference, for correction and approval; and attest by her signature the approved minutes as the official record of the Regional Association with the date of approval.
- B. She shall present to the Regional Coordinator within two (2) weeks of the meeting, a list of action items from each Regional meeting or Executive Committee meeting, for transmittal to the members of the Regional Executive Committee.
- C. She shall carry out such correspondence as may be designated her by the Regional Coordinator.
- D. She shall keep an up-to-date file and listing of the Regional membership.
- E. She shall assist the coordinator with mailings or other business of the region.
- F. She shall preserve all records, reports, and official documents of the Regional Association except those specifically assigned to the custody of others.
- G. The Regional Secretary shall be elected at the regional conference for a term of two years.

Section 4. Regional Treasurer

- A. The Regional Treasurer shall keep an accurate account of receipts and disbursements; and keep a file of bills, receipts, cancelled checks, and bank statements.
- B. She shall present a Treasurer's Report at the biennial Regional Conference.
- C. She shall chair the Finance Committee.
- D. She shall provide a report of the account balances and disbursements to the Regional Coordinator and the Regional Executive Committee upon request.
- E. She shall review all Internal Revenue Service forms and documents for the Region. She shall prepare and file in a timely manner the annual federal income tax form for the Region. Forms may be filed electronically, if required by the Internal Revenue Service.
- F. She may collect dues from alumnae who reside in areas where there is no chapter.
- G. The Regional Treasurer shall be elected at the regional conference for a term of two years.
- H. At the completion of each term, an audit will be held of the regional finances.

Section 5. Regional Delegate

- A. The Regional Delegate shall attend the regularly scheduled National and Regional meetings of the NAASC.
- B. She shall submit a written report for each regularly scheduled National Executive Committee meeting and at the biennial meeting of the Region.
- C. She shall serve on committees at the national and regional levels, as requested.
- D. She shall assist the Regional Coordinator with responsibilities of maintaining chapter contacts.
- E. She shall assist the Regional Coordinator with the start-up of new chapters in her region.
- F. She shall assist the Regional Coordinator with contacting unaffiliated alumnae in her region.
- G. She shall maintain contact with the at-Large delegate for her general geographical area.
- H. The Regional Delegate(s) shall be elected at the regional conference for a term of two years- She is eligible for one additional term of two years.

Section 6. Regional Member-at-Large

- A. The Regional Member-at-Large shall attend the regularly scheduled Regional meetings of the NAASC.
- B. She shall serve on committees at the regional level, as requested.
- C. The Regional Member-at-Large shall be elected at the regional conference for a term of two years.

ARTICLE II: DUES

Section 1. Chapter Dues

- A. Each chapter may establish its own local dues structure and may be responsible for collecting National dues and forwarding the National dues promptly to the National Association.
- B. Twenty percent of the annual dues paid by each alumna to the National Association shall be disbursed to her region for the purpose of continuing the regional program.

Section 2. Chapter Assessments

Each chapter is responsible for payment of the Chapter Assessment to the NAASC by December 31 of each fiscal year.

ARTICLE III: MEETINGS

Section 1. Regional Conference

- A. Regional conferences shall be held biennially, but should not be scheduled during the week of Commencement at Spelman College. The purpose of this meeting shall be to increase communication among the alumnae, to provide a forum of exchange among chapters and alumnae-at-large within the region, to serve as a forum for news of the college and of the National Association, to conduct the regional business meeting, and to submit resolutions and recommendations for adoption by the National Alumnae Association.
- B. Dates for regional conferences shall be reviewed by the National Alumnae Association of Spelman College (NAASC); and shall be held at a time of year which does not conflict with other scheduled regional conferences and national meetings.

Section 2. Special Meetings

The Regional Association may be called to assemble, should the necessity arise, at a time other than the regularly scheduled meeting.

Section 3. Regional Executive Committee Meetings

- A. The Regional Executive Committee shall meet for the purpose of transacting Regional business immediately preceding the Biennial Regional meeting.
- B. The Regional Coordinator, with the advice of the Regional Executive Committee, shall develop a schedule of meetings with the Chapter Presidents and Regional Officers to review chapter activities, chapter reports and to provide updates on National Association projects and goals.

Section 4. Quorum

- A. Twelve persons shall constitute a quorum to transact the business of the Region. Of these twelve persons, at least five must be members of the Regional Executive Committee and seven must be members of the Regional Association.
- B. Five members of the Regional Executive Committee shall be required to conduct the business of the Regional Executive Committee.

ARTICLE IV: REGIONAL EXECUTIVE COMMITTEE**Section 1. Composition**

- A. The Regional Executive Committee shall be composed of regional officers, chapter presidents, chairpersons of any standing committees appointed by the Regional Coordinator, and a regional member-at-large, elected by the Region. The immediate past Regional Coordinator shall also be a member of the Regional Executive Committee for a one-year period. The current NAASC President shall be an ex-officio member of the Regional Executive Committee.
- B. All Regional Executive Committee members must be active members of the NAASC and residents of the region.

Section 2. Duties

- A. The committee shall transact the business of the Region between biennial conferences by call meetings or correspondence, if necessary.
- B. The committee shall study the needs of the Region and make recommendations to the general body.
- C. In case of the resignation or inability of the Regional Coordinator to complete the term of office, the National Executive Committee shall be empowered to select an Interim Regional Coordinator who will serve and complete the term of office. At the completion of the term, an election must be held.
- D. It shall receive all reports of standing committees and assume duties of these committees if said committees fail to function.
- E. It shall take the lead in making and carrying out plans for the work of the region.

ARTICLE V: STANDING COMMITTEES

Section 1. Number and Name

The Standing Committees of the Region shall be: Finance, Constitution and By-Laws, Membership, Awards, Nominations, Elections, and Credentials.

Section 2. Duties

- A. Finance Committee - shall have responsibility for establishing an annual budget of the Regional Association and to review the need for additional revenue sources for the Regional Association.
- B. Constitution and By-Laws Committee - shall have the responsibility of reviewing the By-Laws of the Regional Association in order to reflect changing needs of the Regional Association.
- C. Membership Committee - shall have the responsibility for stimulating recruitment of alumnae to join chapters within the Region and to coordinate activity of alumnae who live in areas where there are not chapters.
- D. Awards Committee - shall have the responsibility of reviewing awards for alumnae to be presented at the biennial regional conference.
- E. Nominations Committee - shall have the responsibility of preparing an initial slate of officers and the Regional Member-at-Large. It is empowered to function for two years. The committee shall be comprised of five active members of the region. No member of the Nominating Committee can be nominated for office while serving on this committee.
- F. Elections Committee - shall have the responsibility of preparing and submitting a final slate of officers to the Regional Executive Committee, and distributing and managing the ballot voting process.
- G. Credentials Committee - shall have the responsibility of certifying the eligibility of the initial slate of nominees from the Nominating Committee before the final slate is presented by the Elections Committee. This committee shall also confirm the voting eligibility of members in the region.

- H. The Regional Coordinator may appoint chairpersons to serve on the following National committees: Constitution and By-Laws, Personal Achievements and Awards, Finance, and Membership.

Section 3. Special Committees

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

ARTICLE VI: ESTABLISHMENT OF NEW CHAPTER

Section 1. Procedure

Seven or more alumnae, who are living within a city, town, metropolitan complex or geographic area where there is no organized chapter, and who are desirous of establishing a chapter shall complete the following steps:

- A. They shall notify the Regional Coordinator with a Declaration of Intent to Organize a Chapter.
- B. They shall verify that there are at least 25 alumnae and potential members in the area for which they are establishing a chapter.
- C. They shall invite the Regional Coordinator to their respective city or area for the purpose of organization of a chapter.
- D. They shall be governed by the Association's Constitution and By-Laws until their structure is formed.
- E. They shall submit to the Regional Coordinator within ninety (90) days after their Declaration of Intent to Organize, a list of their steering committee members (with names and contact information) and a plan to produce at least four (4) activities or meetings that support the NAASC mission each year.

Section 2. Membership

Each alumna shall be an active member of the Association or shall become active upon organization of the new chapter.

ARTICLE VII: ELECTRONIC PROVISIONS

Section 1. Meetings

The Regions, Chapters, all committees and subcommittees on the Regional and Chapter level shall be authorized to meet by telephone conference or through other electronic communications media, as long as all members can simultaneously hear each other and participate during the meeting. Notice of meetings may be sent by email.

Section 2. Mailings

Mailings may be sent electronically, except where the By-Laws require the use of postal mail or where

a member does not have e-mail access or indicates otherwise.

Section 3. Publications

Publications may be in electronic format.

Section 4. Postal Option

Any member may formally choose to receive mailings and publications by postal means, by notifying the Regional Secretary or their Chapter Corresponding Secretary.

ARTICLE VIII: AMENDMENTS

Section 1.

The By-Laws shall be amended by a two-thirds (2/3) affirmative vote of the voting electorate at the Regional Conference.

Section 2.

The proposed amendment shall be recommended by a member, Chapter, Standing Committee, the Regional Executive Committee, the Constitution and By-Laws Committee and/or the National Annual Meeting.

Section 3.

The proposed amendment must be presented in writing to the Constitution and By-Laws Committee at least (3) months prior to the convening of the Regional Conference.

Section 4.

An amendment must be circulated to each Chapter in the Region by the Constitution and By-Laws Committee at least thirty (30) days prior to the convening of the Regional Conference.

Section 5.

Any amendment proposed at the Regional Conference shall be referred to the Constitution and By-Laws Committee for consideration at the next Regional Conference. It shall be subject to procedure as indicated in Section 4 of this article.