

**BY-LAWS**  
**CHICAGO CHAPTER**  
**NATIONAL ALUMNAE ASSOCIATION OF SPELMAN COLLEGE**

Revised June 2023  
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Amended March 1998  
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**ARTICLE I – NAME**

The name of this organization shall be the NATIONAL ALUMNAE ASSOCIATION OF SPELMAN COLLEGE (NAASC) – CHICAGO CHAPTER.

**ARTICLE II – PURPOSE**

The purpose of this organization shall be:

- A. To unite and promote fellowship among Spelman women in the Metropolitan Chicago Area;
- B. To stimulate interest among women to attend Spelman College;
- C. To sustain interest in the welfare of Spelman College;
- D. To encourage individual financial support to Spelman College;
- E. To maintain scholarships for Chicagoland students who attend Spelman College through organized fundraising activities by the Chapter.
- F. To promote the continuing growth and development of alumnae through mutual self-help, leadership opportunities, and various cooperative activities; and
- G. To sustain interest in the welfare of Spelman College.
- H. To perform community service in Chicagoland to assist Chicagoland communities, citizens, and students.

**ARTICLE III – MEMBERSHIP**

**Section 1 – Eligibility**

Membership shall consist of all graduates and former students of Spelman College and former Spelman Seminary, in the Metropolitan Chicago Area.

**Section 2 – Definition of Membership**

- A. Active members, including life members, shall be those paying annual national and local dues as set forth by the National Alumnae Association and this Chapter, respectively.
- B. Inactive members are those failing to pay annual national and local dues to the organization, and they shall be denied privilege of voting and holding office.
- C. Honorary members of the organization shall be those persons selected by the voting membership of the Chapter for outstanding contributions made to the Chapter or to Spelman College.

- D. First year graduates shall have one-year dues-free membership in the Chapter.
- E. Current Spelman College students may join the Chapter and shall become Associate members of the Chapter. Associate members are ineligible to vote and are prohibited from holding office. Current Spelman College students are not required to pay dues.

#### **ARTICLE IV – DUES**

- A. The amount of annual dues per alumna shall be determined at each Annual Meeting.
- B. Dues shall be assessed for the purpose of continuing the programs and operation of the Chapter.
- C. Members shall be required to pay national dues and local dues.

#### **ARTICLE V – MEETINGS**

##### **Section 1 – Meeting schedule**

- A. Regular meetings of the organization shall be held every second Saturday except in April, July, and August.
- B. The Executive Committee shall meet between meetings to plan and conduct necessary business of the Chapter.

##### **Section 2 – Annual Meeting**

- A. The March meeting shall serve as the Annual Meeting of the Chapter.
- B. The purpose of this meeting is the election of officers (biennially) and to conduct other business including committee reports and budget submissions.

##### **Section 3 – Call meetings**

- A. Call meetings of the Chapter may be requested by any officer or three (3) active members provided that spoken or written notice of the meeting's purpose is given to all active members.
- B. Call meetings shall be held on the second Saturday of the month or scheduled on a date approved by the Executive Committee or three (3) active members.

#### **ARTICLE VI – QUORUM**

A quorum shall consist of 50% plus 1 of the active members in attendance at regularly scheduled meetings, the annual meeting, or call meetings. No business may be acted upon without a quorum present.

#### **ARTICLE VII – OFFICERS**

##### **Section 1 – Elected officers**

Officers of this organization shall be the President, President-Elect, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer.

##### **Section 2 – Term of office**

- A. These officers shall be elected by majority vote of active members present at the Annual Meeting.
- B. They shall serve for two years and assume their duties on July 1 of the election year.
- C. The President and President-Elect may serve no more than two consecutive terms. The term of office for other officers shall not be limited provided they are in good standing, eligible for nomination, and elected according to these By-Laws.

### **Section 3 – Vacancies**

In case of vacancy of office of President, the President-Elect shall succeed to the office for the unexpired term. In case of vacancies in other offices, the Executive Committee shall be empowered to select replacements.

### **Section 4 – Removal from Office**

Officers of the Chapter shall be removed by a vote of two-thirds (2/3) of active member present at a regular meeting or a special meeting called for that purpose. Cause for removal shall be based on but not limited to negligence, failure to fulfill duties of office according to these By-Laws, or poor attendance at meetings, events, and other functions of the NAASC or Chapter.

## **ARTICLE VIII – ELECTIONS**

### **Section 1 – Election schedule**

Elections shall be held at the Annual Meeting biennially on even years, following a report made by a Nominating Committee.

### **Section 2 – Election process**

- A. The Nominating Committee shall prepare and submit a slate of officers to the Chapter at the (February) meeting immediately preceding the Annual Meeting of the election year. Additional nominations may be made from the floor.
- B. Elections will be conducted by secret ballot biennially during the Annual Meeting.

### **Section 3 – Installation of Officers**

Installation of Chapter officers shall occur biennially during the first meeting following elections (in May).

### **Section 4 – Transition of Officers**

A time must be set aside for the outgoing Executive Committee to transition and/or train the incoming Executive Committee. This can be done at an Executive Committee retreat, an officer transition meeting, or an Executive Committee meeting. At this time, books, materials, passwords, etc., should be passed from old officers to new. This may include committee chairperson transitions, or a separate meeting may be held for standing committee transitions.

The Chapter bank account signers must be transitioned by the first Chapter general body meeting or August 1 of the transition year, whichever comes first.

## **ARTICLE IX – EXECUTIVE COMMITTEE**

### **Section 1**

The Executive Committee shall consist of the elected officers and shall be chaired by the President.

### **Section 2**

The Executive Committee shall be responsible for affairs of the Chapter between meetings. The quorum shall be a simple majority of officers.

### **Section 3**

The Executive Committee meetings may be called by the President or any officer, provided that oral or written notice of the meeting's purpose is given to all Executive Committee members.

## **ARTICLE X – RESPONSIBILITIES OF OFFICERS**

### **Section 1**

All officers of the Chapter shall:

- A. Perform the duties of their office as described in the most current edition of *Robert's Rules of Order* in addition to any specified in these By-Laws;
- B. Deliver to the incumbent or newly elected President by June 30, all property in their possession or under their control prior to leaving office.

### **Section 2 – President**

- A. The President shall be the Chief Executive Officer of the Chapter.
- B. She shall have general direction of affairs of the Chapter.
- C. She shall preside at all meetings of the Chapter and the Executive Committee.
- D. She shall open all meetings by taking the chair and calling the meeting to order.
- E. She shall announce the business in the order of the scheduled appearance.
- F. She shall obey all lawful orders of the body by becoming thoroughly familiar with the Chapter's By-Laws and the rules of parliamentary law and procedure.
- G. She shall sign letters and documents necessary to carry out the will of the Chapter and approve publications in the name of the Chapter.
- H. She shall represent and speak for the Chapter to organizations and to the public.
- I. She shall appoint the chairperson of each standing committee.
- J. She shall appoint such special committees as may be authorized by the Executive Committee and/or the body.
- K. She may appoint a chaplain, historian/archivist, information technology officer, and parliamentarian for the membership.
- L. She shall act as ex-officio member of all committees except the Nominating Committee.
- M. She shall have the responsibility for seeing that all officers and committees function in their respective duties and that the activities of all committees are coordinated.
- N. She shall take action, with the advice and approval of the Executive Committee, on all matters that cannot be deferred until the next meeting.
- O. She shall be a member of the Finance Committee.
- P. She shall perform such other duties as set forth herein or outlined in the most current edition of *Robert's Rule of Order*.
- Q. She shall see that all orders and resolutions are executed.
- R. She shall serve as the liaison between the National Alumnae Association and the Chapter as well as Spelman College and the Chapter.

### **Section 3 – President-Elect**

- A. The President-Elect shall at the expiration of the term(s) of the President be installed as President of the Chapter.
- B. She shall perform the duties and exercise the power of the President in the President's absence, incapacity, resignation, or removal.
- C. She shall countersign all checks in the absence of the President with the Treasurer or with the President in the absence of the Treasurer.
- D. She shall also serve as chairperson of the Membership Committee.
- E. She shall coordinate the activities of the standing committees of the Chapter.
- F. She shall be a member of the Executive Committee.
- G. She shall perform other such duties as assigned by the President of the Chapter.

### **Section 4 – Recording Secretary**

- A. The Recording Secretary is the recording officer of the Chapter and the custodian of its records except such as are specifically assigned to others, as the Treasurer's books
- B. She shall take careful and authentic notes of the proceedings of the meetings as a basis for preparing the minutes.
- C. She shall present the minutes for the Executive Committee, no later than thirty (30) days following an Executive Committee meeting or Chapter meeting, for correction and approval; enter any corrections approved by the members in the minute book; and attest by her signature the approved minutes as the official record of the Chapter with the date of approval.
- D. She shall present to the President within two weeks of the meeting, a list of action items from each Executive Committee meeting and each Annual Meeting for immediate transmittal to the members of the Executive Committee.
- E. She shall bring to each meeting the minute book, a copy of the By-Laws, a list of the members, a list of standing and special committees, and a copy of the parliamentary authority adopted by the Chapter.
- F. She shall search the minutes for information requested by the officers or members.
- G. She shall assist the President in the preparation of the order of business to be considered at each meeting.
- H. She shall preserve all records, reports, and official documents of the Chapter except those specifically assigned to the custody of others.
- I. She shall provide the chairperson of each special committee with a list of her committee members, a copy of the motion referring the subject to the committee, and instructions and other documents that may be useful.
- J. She shall provide the chairperson of each standing committee with a copy of all proposals referring to it, instructions, or materials that may be useful.
- K. She shall be responsible for maintaining a complete set of all forms developed and utilized by the Chapter.
- L. She shall be a member of the Executive Committee.

### **Section 5 – Assistant Recording Secretary**

- A. The Assistant Recording Secretary, in the absence, incapacity, resignation, or removal of the Recording Secretary, assumes the duties of the Recording Secretary.
- B. She shall perform those duties of the Chapter as directed by the President and set forth herein.

#### **Section 6 – Corresponding Secretary**

- A. The Corresponding Secretary shall compile, organize and represent information related to the chapters, regions, and the National Alumnae Association in a newsletter.
- B. She shall be responsible for the distribution of this newsletter to each member of the Chapter.
- C. She shall prepare and send required notices of meetings and events of the Chapter at least one week prior to the meeting or event date.
- D. She shall be a member of the Executive Committee.

#### **Section 7 – Assistant Corresponding Secretary**

- A. The Assistant Corresponding Secretary, in the absence, incapacity, resignation, or removal of the Corresponding Secretary, assumes the duties of the Corresponding Secretary.
- B. She shall perform those duties of the Chapter as directed by the President and set forth herein.

#### **Section 8 – Financial Secretary**

- A. The Financial Secretary shall keep the official records of all monies collected.
- B. She shall maintain a current membership list for each fiscal year.
- C. She shall assist the Treasurer in preparing the financial reports.
- D. She shall serve as a member of the Financial Committee.
- E. She shall be a member of the Executive Committee.

#### **Section 9 – Treasurer**

- A. The Treasurer shall be responsible for the collection, accounting, and expenditure of all funds of the Chapter.
- B. She shall keep an accurate financial record of all funds.
- C. She shall deposit the same in such banking institution as the Executive Committee and Chapter shall authorize, and the account(s) shall be in the name of the Chapter.
- D. She shall render an annual report, and a report at such other times as the Chapter may authorize.
- E. She shall chair the Finance Committee.
- F. She shall present the Chapter with a proposed budget for the annual operation of the Chapter as planned by the Finance Committee.
- G. She shall countersign all checks and vouchers with the President.
- H. She shall pay all bills when properly verified by the person incurring the indebtedness and by the President when presented with a voucher; disbursements to be made in accordance with the approved budget; or in extenuating circumstances authorized by the Executive Committee. Such disbursements are to be made by electronic funds transfer or by check and countersigned by the President (or the President-Elect in the President's absence).

- I. She shall prepare and file in a timely manner the annual federal income tax return for the Chapter as outlined by federal and state law.
- J. She shall be a member of the Executive Committee.

### **Section 10 – Appointed Officers**

The President may appoint the following officers of the Chapter: Assistant Corresponding Secretary, Assistant Recording Secretary, Legal Advisor, Chaplain, Historian/Archivist, Information Technology (IT) Officer, and Parliamentarian.

## **ARTICLE XI – STANDING COMMITTEES**

### **Section 1 - Number and Name**

- A. Standing Committees of the Chapter shall be Finance, Communications, Courtesy, Fundraising, Scholarship, Program, Nominating and By-Laws, Founders Day, Outreach, and SpelHouse Initiatives.
- B. Membership on all committees, with the exception of the Finance Committee and Nominating Committee, is voluntary and open to all active members and nonmember alumnae.
- C. The President shall appoint a committee chairperson from the list of volunteers or in the absence of volunteers, for each standing committee with the exception of the Finance Committee and Nominating Committee.
- D. Each committee shall have responsibilities outlined in the By-Laws.
- E. Each committee chairperson shall present formal reports on committee updates at Executive Committee meetings, at the discretion of the President.

### **Section 2 – Duties of Standing Committees**

#### **A. Finance**

- a. The Finance Committee shall be responsible for making financial recommendations for the Chapter.
- b. The Finance Committee shall be comprised of the President, Treasurer, Financial Secretary, and one active member of the Chapter.
- c. The Treasurer shall serve as Chairperson of the Committee.
- d. The Treasurer, upon recommendation of the Finance Committee, shall
  - i. Submit for approval a proposed annual budget to the Executive Committee prior to the September chapter meeting;
  - ii. Make recommendations on the need to change the amount charged for dues; and,
  - iii. Suggest other sources of revenue for the Chapter.
- e. The approved budget shall be presented to the Chapter at the September chapter meeting and voted upon therein.

#### **B. Communications**

- a. The Communications Committee shall promote effective communication within the Chapter.

#### **C. Courtesy**

- a. The Courtesy Committee shall ensure that NAASC-Chicago Chapter members receive acknowledgement for life events.

#### **D. Fundraising**

- a. The Fundraising Committee shall organize and conduct events intended to generate scholarship funds for the Chapter.
- b. Annual events may include but are not limited to:
  - i. A Crystal Blue Evening
  - ii. Founders Day Celebration
- c. Biennial events include but are not limited to:
  - i. Glee Club Concert
  - ii. Jazz Ensemble Concert

**E. Scholarship**

- a. The Scholarship Committee shall take requests from current Spelman students from the Chicagoland area in need of financial assistance. Requests will be presented to the Executive Committee for approval.
- b. The Scholarship Committee shall confirm the annual payment for the Georgia Dwelle Scholarship is sent to Spelman College in the amount of \$2,000 at the beginning of every fiscal year.

**F. Program**

- a. The Program Committee shall be responsible for the implementation of the approved national service program(s) for the Chapter and shall initiate community outreach projects for the Chapter to participate in.

**G. Nominating**

- a. The Nominating Committee shall be responsible for coordinating all processes and forms necessary for the biennial election of officers.
- b. It shall be comprised of four active members and the chairperson, who will vote in the event of a tie.
- c. The Chairperson of the committee shall be appointed no later than the January meeting of the election year.
- d. It shall be appointed at the Annual Meeting the year prior to the election.
- e. It shall be responsible for certifying the eligibility of prospective officers for the slate. Eligibility for prospective officers shall be determined by the previous and current years' payment of National and Local dues.
- f. It shall submit the slate of eligible prospective officers to the Chapter at the meeting preceding the Annual Meeting.
- g. It shall prepare a slate of officers for election during the biennial Annual Meeting.
- h. It shall prepare and distribute the election ballots.
- i. No members of the Nominating Committee can be nominated for office while serving on this committee.

**H. Membership**

- a. The Membership Committee shall have the responsibility of developing strategies for recruiting Spelman alumnae in the Chicago area.
- b. It shall be chaired by the President-Elect.

**I. By-Laws**



- a. The By-Laws Committee shall be a body of no less than three active members for the purpose of reviewing revision requests and presenting amendments for action to members.

**J. SpelHouse Initiatives**

- a. The SpelHouse Initiatives Committee shall maintain communication with members of the Chicago Area Morehouse Alumni Association regarding
  - i. the annual Back to School Picnic for new and returning Chicago area Spelman and Morehouse students
  - ii. the annual Holiday Party for Spelman and Morehouse alumni
  - iii. the annual HBCU Softball Game with a Spelman and Morehouse team
  - iv. Any other activities or events in partnership with the Chicago Area Morehouse Alumni Association

**K. Founders Day**

- a. The Founders Day Committee shall coordinate all arrangements for the Founders Day Celebration honoring Spelman College's Founders. An alumna who best represents the spirit of the College's Founders shall be presented with the NAASC-Chicago Chapter Spirit Award. This annual event shall be held in April.

**L. Outreach**

- a. The Outreach Committee shall coordinate the Honors Luncheon for acknowledging and welcoming new Spelman graduates into the Chapter and to introduce new Spelman students to the Chapter. This annual event shall be held in June.
- b. The Outreach Committee shall organize and conduct other events intended to encourage current students and keep current students connected to the Chapter.

**M. Information Technology (IT)**

- a. The Chapter must maintain ownership of the Web domain and website.
- b. All members of the Executive Committee are required members of the IT Committee that shall have editing rights to the website with permission from the Information Technology Officer
- c. The Information Technology Officer will be appointed by the current President.
- d. The Information Technology Officer shall monitor and perform any other activities related to the upkeep of the official chapter-owned website, [www.naasc-chicago.org](http://www.naasc-chicago.org)
- e. The Information Technology Officer shall provide technical support for Chapter meetings.
- f. The Information Technology Officer shall bring forth any recommendation(s) for technology that assist(s) the chapter in executing chapter business.

**ARTICLE XII – APPROVAL OF BYLAWS**

These By-Laws shall be in effect after approval by a majority vote of active members present at a regular meeting. The By-Laws must be in accordance with By-Laws of the National Alumnae Association of Spelman College (NAASC).

**ARTICLE XIII – AMENDMENTS OF BYLAWS**

Recommendation for amendment of these By-Laws may be made by any officer or member and shall become effective after approval by a vote of two thirds (2/3) of active members present at a regular meeting or a

special meeting called for that purpose. The proposed Chapter By-Laws amendment(s) must be circulated to the membership in writing at least thirty (30) days in advance of the expected vote.

#### **ARTICLE XIV – PARLIAMENTARY AUTHORITY**

Parliamentary authority shall, in all cases, be in accordance with the most current edition of *Robert's Rules of Order* where they do not conflict with Chapter By-Laws.

#### **ARTICLE XV – DISSOLUTION**

**IN THE EVENT THAT THE CHAPTER IS DISSOLVED FOR ANY REASON, ALL MONIES WILL REVERT TO THE COLLEGE.**

#### **ARTICLE XVI – PROXY VOTE**

An active member may assign her vote to another member in her absence. The President must be notified of the proxy via telephone, e-mail message, or other electronic means, prior to the meeting or a signed authorization must be brought to the meeting. The proxy is valid only for the requested meeting.