

Constitution of
The National Alumnae Association of Spelman College (NAASC)

(Ratified: May 14, 1977 - Revised: May 17, 1986; May 21, 1988)
(Amended: May 18, 1991)
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ARTICLE I - NAME

The name of this organization shall be the NATIONAL ALUMNAE ASSOCIATION OF SPELMAN COLLEGE

ARTICLE II - PURPOSE

The purpose of this organization shall be:

- A. To unite and promote fellowship among Spelman women;
- B. To encourage individual financial support to the college through annual giving;
- C. To stimulate interest among young women to attend Spelman;
- D. To inform the membership of current developments within the organization and the college;
- E. To honor Spelman women who have given outstanding service in any particular field;
- F. To improve communications between chapters and persons in areas where no alumnae chapter exists;
- G. To encourage and promote new chapters in all states;
- H. To promote the continuing growth and development of alumnae through mutual self-help, leadership opportunities, and various cooperative activities; and
- I. To sustain interest in the welfare of Spelman College.

ARTICLE III - MEMBERSHIP

The membership of the Association and any of its constituent groups (chapters, regions) shall consist of all graduates and former students of Spelman College and of the former Spelman Seminary.

- A. Active members shall be those paying annual dues as set forth in the By-Laws of the Association.

- B. Inactive members are those failing to pay annual dues to the Association. Inactive members shall be denied the privilege of voting or holding office in the Association.
- C. Honorary Members
 - 1. Honorary members shall be women ineligible for active membership who have rendered notable service to Spelman College, such as interested present and former faculty and staff and women from the community at large. Notable service must be construed to be either service of such high quality and/or such sustained duration that high standards of eligibility are required and maintained.
 - 2. An active member shall recommend nominees for honorary membership. The sponsoring member shall provide a written statement to the chapter Membership Committee consisting of a personal sketch and specific services rendered by the nominee.
 - a. The Membership Committee shall screen each nominee and make a recommendation to the chapter regarding the applicant.
 - b. An active member shall recommend nominees for honorary membership. The sponsoring member shall provide a written statement to the chapter Membership Committee consisting of a personal sketch and specific services rendered by the nominee.
 - c. All active members shall be notified of the recommendation of the Membership Committee one-month in advance of the meeting at which a nominee is to be considered. The notification shall include a ballot for voting. Ballots for members who are unable to attend the meeting at which the nominee is to be considered shall be postmarked no later than one week preceding the meeting.
 - d. Ballots for members who are unable to attend the meeting at which the nominee is to be considered shall be postmarked no later than one week preceding the meeting. An electronic ballot may be used in place of a paper ballot.
 - e. Honorary members who have paid annual dues as set forth in the By-Laws of the Association for two consecutive years prior to nomination to office, shall be eligible to hold chapter office, and to vote in Association elections. Honorary members are prohibited from holding office as President or President-Elect of the Association, based on qualification for those offices set forth in Article VI, Section 1.
- D. Life members shall be alumnae who have paid life membership dues as set forth by the By-Laws of the Association. Life membership dues shall be paid to the Association within a period not to exceed five (5) years. A life membership card shall be issued upon receipt of full payment. Honorary members are ineligible to become life members.
- E. First year graduates shall have one-year dues-free membership in the Association.
- F. Spelman College students who join the Association shall become Associate members of the Association.
- G. Spelman College faculty who are not alumnae may join the Association as Associate members.

ARTICLE IV - ORGANIZATION

Section 1. The three levels of organization shall be national, region, and chapter. National shall

designate the overall organization and total alumnae membership throughout states, territories, and countries.

- A. Region - shall be comprised of designated states, territories, and countries.
- B. Chapter - shall designate the local unit within a town, city or proximity thereof.

Section 2. Organization of Regions

Each region shall consist of all chapters within states located in the following geographic areas:

- A. Northeast Region - Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, The District of Columbia and West Virginia (optional).
- B. Southeast Region - Alabama, Florida, Georgia, North Carolina, South, Tennessee (optional) and Bermuda.
- C. South Central Region - Arkansas, Louisiana, Mississippi, Oklahoma, Tennessee (optional) and Texas.
- D. Great Lakes Region - Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Ohio, West Virginia (optional) and Wisconsin.
- E. Western Region - Idaho, Montana, Nebraska, North Dakota, South Dakota, and Wyoming.
- F. Far West Region – Alaska, Arizona, California, Colorado, Hawaii, New Mexico, Nevada, Oregon, Utah and Washington.
- G. If a particular chapter wants to be associated with a specific region, or an international group want to be considered for addition to a specific region, a petition shall be submitted to the Executive Committee to be voted on at the December meeting.

It shall be the responsibility of the individual alumnae in states where options are exercised to notify the NAASC Vice President and Spelman College Director of Alumnae Engagement and the coordinator of the region in which she prefers her membership.

Section 3. Organization of Chapters

- A. Seven or more alumnae living within a city or town or metropolitan complex where there is no organized chapter may organize and apply for charter to form a local chapter.
- B. The chapter shall be named for the city or principal city in which the alumnae live or with which the alumnae wish to affiliate and be designated as a chapter of the National Alumnae Association of Spelman College. Any naming convention variances are subject to the approval of the NAASC Executive Board.
- C. Former alumnae clubs shall be known as chapters (e.g., The Atlanta Spelman Club shall become the Atlanta Chapter of the National Alumnae Association of Spelman College.) NAASC chapters are subunits of the NAASC and are under NAASC organizational structure. As such they may not form foundations, auxiliary organizations or associated 501 (c) (3) components.
- D. A chapter shall adopt bylaws, provided this document does not conflict with applicable legal authority, NAASC Constitution, NAASC Bylaws, NAASC Standing Rules,

NAASC policies, or the Regional bylaws or standing rules. Before going into effect, a chapter's bylaws must be approved by the NAASC Constitution & Bylaws Committee.

- E. Each chapter shall assess and collect chapter dues, according to their Bylaws.
- F. Each chapter shall submit a Chapter Assessment fee for prior fiscal year (FY). If not, all paperwork must reflect 7 dues paying members for the current FY year; (previous FY year will be applicable as well) and a Chapter Assessment must be collected, immediately to be applied.
- G. Each chapter must have a Leadership Team AND a President, President Elect, Vice President or Treasurer in good financial standing with NAASC.

Section 4. Status of Chapter

- A. The Compliance Committee shall assess the status of each NAASC chapter. This committee shall include (but is not limited to) the Regional Delegate of each Region, at least one representative of the Constitution & Bylaws Committee, the Treasurer of NAASC and the Financial Secretary. Said assessment shall be made by January 31st of each current fiscal year.
- B. A chapter is considered ACTIVE if it satisfies subsection A of the preceding section (Section 3), but will only be considered COMPLIANT if it has complied with the ALL of the requirements in the preceding section, Section 3. Organization of Chapters.
- C. A chapter is considered NON-COMPLIANT if, on January 31st of a fiscal year, the requirements listed in Section 3, sub-sections B through G, have not been met.
- D. If a chapter is found to be NON-COMPLIANT, a "Letter of Encouragement" shall be sent from the Compliance Committee, outlining the missing requirements. Corrective action must be taken within FORTY-FIVE (45) days of the date of said Letter.
- E. If no corrective action is made with the forty-five (45) day period, the chapter will be considered INACTIVE and it must satisfy ALL requirements in Section 3 of this Article and it must petition the Compliance Committee members (who will make a report to the Executive Committee for voting) before reactivation.

Section 5. Deactivation and Reactivation of Chapters

- A. Once a chapter is deemed INACTIVE, it shall be deactivated.
- B. After a chapter is deactivated, the Compliance Committee shall issue an Official Letter of Deactivation, the chapter must turn in, to the NAASC Treasurer, the EIN, and the chapter is no longer eligible to use the name "NAASC" on any paper, digital or web-based documents, webpages or events.
- C. If a chapter wants its status reconsidered for REACTIVATION, it must petition the Compliance Committee on or before November 15 to be considered and voted on at the annual December NAASC Executive Committee meeting of that same year.
- D. Any chapter, approved for REACTIVATION, will be reactivated at the annual NAASC meeting in May of that fiscal year.

ARTICLE V - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern The National Alumnae Association of Spelman College in all cases to which they are applicable

and in which they are not inconsistent with the Constitution and the Bylaws of NAASC and special rules or procedures that NAASC may adopt.

ARTICLE VI - OFFICERS

Section 1. Officers of the National Association

A. Composition

1. The elected officers of the National Association shall be: a President, a President-Elect, a Treasurer, an Assistant Treasurer, a Recording Secretary, an Assistant Recording Secretary, a Corresponding Secretary, and a Financial Secretary.
2. The appointed officers of the National Association shall be: a Parliamentarian and an Archivist.

B. Eligibility

1. All officers shall be active members.
2. For President and President-Elect, any active member of NAASC in good standing who has paid dues for two consecutive years prior to nomination or is a life member and is a graduate of Spelman College of not less than five years standing.
3. Except for the offices of President and President-Elect, any active member of NAASC in good standing who has paid dues for two consecutive years prior to nomination or is a life member shall be eligible for election to any elected office.
4. No member shall serve more than one officer position concurrently.

C. Nominations

Candidates for an elected office shall be nominated by a Nominating Committee consisting of five members elected by the Association at the Annual Meeting of the year preceding the election of officers, or at a meeting called for this purpose by the President upon recommendation of the Executive Committee. Nominations may also be made via write-in-privileges.

D. Election

Election to the offices of President-Elect, Recording Secretary, Assistant Recording Secretary, Treasurer, Assistant Treasurer, Corresponding Secretary, and Financial Secretary, shall be by majority vote, or a number of votes equal to a quorum as indicated in Article III, Section 4 of the By-Laws, by mail preceding the Annual Meeting of the Association from among those candidates nominated as provided for in Part C of this section.

1. The election process shall include the appointment of an Elections Committee and a Credentials Committee.
2. Voting shall take place by mail a minimum of sixty days prior to the Annual Meeting of the Association.
3. All officers shall assume their duties on July 1 of the year in which they are elected.
4. The Recording Secretary, Assistant Recording Secretary, and Financial Secretary shall be elected on alternate years from the election of all other officers.

E. Installation of Officers

The Chaplain or the Parliamentarian of the Association shall install elected national officers at the Annual Meeting.

F. Term of Office

Officers shall serve for a term of two year(s) or until their successors are elected. The President shall serve for no more than two consecutive term(s) in the same office. A President serving for one additional term automatically re-elects the President-Elect for one additional term unless such is determined by the NAASC Executive Committee to be adverse for the interests and the purposes of the Association.

G. Vacancies in Office

In case the office of President becomes vacant through death or resignation, the President-Elect shall succeed to the office for the unexpired term. In cases of vacancies in other offices, the Executive Committee shall be empowered to select a replacement for the unexpired terms.

H. Impeachment of Officers

Officers of the National Association shall be impeached by a vote of two-thirds of the members of the Executive Committee in a special meeting called for that purpose. Cause for impeachment shall be based on conviction for treason, or felony, or for any act of moral turpitude which tends to be adverse to the interests and purposes of the organization. A written Article of Impeachment shall be filed in the National Office.

Section 2. Officers of the Region

A. Composition

Each Region shall elect a Regional Coordinator, a Regional Secretary – Treasurer or a Regional Secretary and a Regional Treasurer, Regional Delegate Representatives, and at the discretion of the Region, other officers.

B. Eligibility

1. All officers shall be active members of the National Association.
2. All officers shall be alumnae of Spelman College.
3. All officers shall be residents of the Region.
4. No member shall serve more than one officer position concurrently except the Secretary and Treasurer.

C. Nominations

Candidates for office shall be nominated by a Nominating Committee consisting of five members elected by the Region at the preceding Biennial Regional Conference or at a meeting called for this purpose by the Executive Committee. Nominations may be made from the floor at the Biennial Regional Conference.

D. Election

Elections shall be held at the Biennial Regional Conference and must be announced within each Region prior to the conference. The offices of Regional Coordinator,

Secretary-Treasurer, and Regional Delegate Representatives shall be filled upon a majority vote of those alumnae present and eligible to vote.

E. Installation of Officers

A designated officer of the National Association shall install officers immediately following the election.

F. Term of Office

The term of office of the Regional Coordinator, Regional Treasurer, Regional Secretary or the Regional Secretary-Treasurer shall be two years or until their successors are elected. No officer shall serve for more than two consecutive term(s) in the same office.

G. Vacancy in Office

A vacancy in any office shall be filled by the Regional Executive Committee. If the Regional Executive Committee fails to fill the office of Regional Coordinator within sixty days after the vacancy, the vacancy may be filled by the NAASC Executive Committee.

Section 3. Officers of the Chapter

A. Each chapter shall elect officers according to its by-laws, and the duties of officers shall be patterned after the structure of the National Association.

B. Each chapter shall hold annual or bi-annual elections in accordance with its by-laws, but the term of office shall, as nearly as feasible, follow the pattern established by the National Association.

ARTICLE VII – AMENDMENTS

Section 1. The Constitution shall be amended by a two-thirds (2/3) affirmative vote of the voting electorate at the Annual Meeting or at a special meeting called by the Executive committee in accordance the NAASC Bylaws, Article III-Section 2.

Section 2. The proposed amendment shall be recommended by a Chapter, Standing Committee, Regional Conference, the Executive Committee, the Constitution and Bylaws Committee or the Annual Meeting.

Section 3. The proposed amendment must be presented in writing to the Constitution and Bylaws Committee at least (5) months prior to the convening of the Annual Meeting.

Section 4. An amendment must be circulated to each Chapter by the Constitution and Bylaws Committee at least thirty (30) days prior to the convening of the Annual Meeting.

Section 5. Any amendment proposed at the Annual Spring Meeting shall be referred to the Constitution and Bylaws Committee for consideration at the next Annual Meeting. It shall be subject to procedure as indicated in Section 4 of this article.

ARTICLE VIII – DISSOLUTION OF THE ASSOCIATION

If, for any reason, the Association shall disband or cease operation, all assets of the Association shall be donated to the NAASC Donald and Isabel Stewart Endowed Scholarship Fund.