

Lincoln University (MO)
Atlanta Alumni Chapter, Inc.
Constitution and Bylaws

The Soldier's Dream
The 62nd and 65th Colored Infantry
Adopted January 2000
Amended January 2017

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Lincoln University (MO) Atlanta Alumni Chapter, Inc.

CONSTITUTION

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Lincoln University (MO) Atlanta Alumni Chapter, Inc.

CONSTITUTION AND ARTICLES OF CORPORATION

PREAMBLE

At the close of the Civil War, soldiers and officers of the 62nd and 65th United States Colored Infantry, stationed at Fort McIntosh, Texas, but composed primarily of Missourians, took steps to establish an educational institution in Jefferson City, Missouri, which they named Lincoln Institute. On January 14, 1866, Lincoln Institute was formally established under an organization committee. In June of the same year, it incorporated and the committee became a Board of Trustees. Richard Baxter Foster, a former first lieutenant in the 62nd Infantry, was named the first principal of Lincoln Institute. On September 17, 1866, the school opened its doors to the first class in an old frame building in Jefferson City, Missouri. In 1921, the Missouri Legislature passed a bill introduced by Walthall M. Moore, the first black American to serve in that body, which changed the name from Lincoln Institute to Lincoln University and created a Board of Curators to govern the University. Lincoln University of Missouri is still today, one of a few Black Colleges and Universities (HBCU) founded by African-Americans.

Now for the more certain preservation and for the sustainability of the principles upon which the Lincoln University of Missouri stand, and to the end that this body of members may be governed in an orderly manner consistent with the accepted tenets of Lincoln University of Missouri, and the Lincoln University National Alumni Association, and for the purpose of preserving the liberties inherent in each individual member of the Lincoln University (MO) Atlanta Alumni Chapter, Incorporated, and the freedom of action of the Atlanta, Georgia Chapter membership with respect to its relationship to the Lincoln University Missouri and the Lincoln University National Association, we do declare and establish this constitution.

ARTICLE I – NAME AND JURISDICTION

Section 1 Name:

- The name of this organization shall be: Lincoln University (MO) Atlanta Alumni Chapter, Inc. The Chapter will welcome other alumni and association members within the southeast region who do not have active local chapters in their area.

Section 2 Jurisdiction:

- The jurisdiction of the Lincoln University (MO) Atlanta Alumni Chapter shall include the State of Georgia.

ARTICLE II – PURPOSE

Section 1.

- The purpose of this chapter shall be:
 - A. To assist Lincoln University in carrying out its mission.
 - B. To encourage the attendance of qualified students at Lincoln University.
 - C. To assist in securing adequate appropriations for the operation and development of Lincoln University.
 - D. To assist in advancing the standards of post-secondary education at Lincoln University.
 - E. To support charitable, educational, cultural, patriotic, literary and scientific aims, purposes and programs Lincoln University.
 - F. To cultivate and foster a close fellowship among graduates and former students of Lincoln University.
 - G. To encourage financial support for Lincoln University.
 - H. To assist in the recruitment of students to Lincoln University.
 - I. To develop a relationship with Lincoln University (MO) personnel in order to create and implement programs that will benefit Lincoln University and the Lincoln University (MO) Atlanta Alumni Chapter, Inc.

ARTICLE III – INCORPORATION

The Lincoln University of (MO) Atlanta Alumni Chapter, Inc., shall be incorporated in accordance with the laws of the state of Georgia governing religious, charitable, scientific, literary, and educational institutions within the meaning of, and as they are outlined in Section 501 (c) (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.

ARTICLE IV – PROHIBITED ACTION

The Lincoln University of Missouri Atlanta Alumni Chapter, Inc., 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.

ARTICLE V – MEMBERSHIP

Section 1.

- New members shall be taken into the organization as indicated by the National Alumni Constitution, Article V, Section 1, as follows: “Any person may become an active member of this Association who has attended the University one semester. No person who does not hold a degree from the University may serve as a national officer. Eligibility for office in local chapters shall be left to the discretion of the chapters.”

Section 2.

- Associate membership—persons who desire to affiliate with the Atlanta Chapter may do so even though they have not attended Lincoln University. Because of their interest in the goals of the association they may participate in discussion, but have no vote (see By-Laws on dues).

ARTICLE VI – MISSION STATEMENT

The mission of the Lincoln University (MO) Atlanta Alumni Chapter, Inc. shall be to work to support, and sustain the heritage of Lincoln University of Missouri, and the National Alumni Association by identifying Georgia residents who are qualified to attend the university, as well as raise funds to support their attendance to receive a higher education, and for the betterment of the institution as a whole.

ARTICLE VII – DISSOLUTION

Upon dissolution of the Lincoln University (MO) Atlanta Alumni Chapter, Inc., all property and assets therein shall be turned over to the Lincoln University of Missouri National Alumni Association.

ARTICLE VIII – AMENDMENT

Section 1.

- Amendments to this constitution shall be passed by a 2/3 (two-third) membership vote of the financial members present and voting, and constitute a legal quorum as set forth in the By-Laws of this Constitution.

Section 2.

- All proposed amendments must be submitted in writing to the chapter at least thirty (30) days before the final vote is taken.

Lincoln University (MO) Atlanta Alumni Chapter, Inc.

BYLAWS

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LINCOLN UNIVERISTY (MO) ATLANTA ALUMNI CHAPTER, INC.

BYLAWS

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ARTICLE III – MEMBERSHIP

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Section 2.

- Associate membership—persons who desire to affiliate with the Atlanta Chapter may do so even though they have not attended Lincoln University. Because of their interest in the goals of the association they may participate in discussion, but have no vote (see By-Laws section on dues).

Section 3.

- Local Dues: The President shall recommend the amount for dues to be paid for financial membership each year during his/her Mid-Term report. Chapter dues for the forthcoming year shall be voted on during the October meeting where the recommendation was made by the President during the Mid-Term reporting period. The President shall develop his/her recommendation for dues with input from the Executive Board Members. The President and the Executive Board shall consider the financial strength of the Chapter when making their recommendation for Chapter Dues.
- Chapter Dues shall be due no later than March 31st of each year of operations. Members who have paid his/her dues for the previous year have until March 31st of the forthcoming year to pay his/her dues and shall be considered financial (voting) members until said date for payment of dues have passed the March 31st deadline. All other members who were not financial during the previous year of operation must become financial (pay his/her dues) to exercise his/her voting rights as a member of this Chapter.
- All dues shall be the same for regular members as well as associate members. An exception shall be applied for members 62 years of age and older. Members 62 years and older may choose to pay his/her regular dues as defined by the Chapter, and/or (he/she) may be awarded the privilege to pay twenty-five (25%) percent less than approved amount for regular membership dues. However, in each case, all members shall be provided with a recorded receipt for payment of his/her membership dues annually.

Section 4.

- Active membership shall be any person who has paid his/her annual dues and has attended the university for one semester. Associate members who paid their dues are active members but have no voting power within the association.

Section 5.

- Removal of membership may be determined by the association in the following ways: (1) submission of a letter withdrawing his/her membership; or (2) dismissal by letter. If the latter means of removal is recommended, it must be based on the following statement: “This member has conducted himself/herself in a manner that has negatively impacted the Esprit De Core (harmony) of the chapter, and he/she has made no effort to show remorse for his/her actions.” When said, action has occurred, the following procedures must be applied: All parties identified must be presented to the Board of Advisors who will utilize the following procedures to bring resolution to the chapter. The party of which said act is being applied shall be given the opportunity to present his/her case to the Board of Advisors before a final resolution is submitted to the body for such action of removal from the membership roll. The Board of Advisors and the chapter must apply the principles found in the Book of *Matthew, Chapter 18:vs 15-17*.

Section 6.

- Members shall be considered active and in good standing upon payment of their annual dues. Members who contribute financially and/or through service to the chapter and are not financial (paid dues) are restricted from voting in any proceedings conducted by the chapter, this includes Associate Members, as well. Only financial (paid dues) members have voting rights.

Section 7.

- The Lincoln University (MO) Atlanta Alumni Chapter, Inc. shall begin its annual period of operation effective January 1st of each year, and shall end said operation on December 31st of said year for fiscal accounting purposes. Moreover, the fiscal year/program period begins and ends as stated above.

ARTICLE IV – MEETINGS

Section 1.

- **Chapter Governance and Rules of Order:** For all meetings, regular and/or specifically called, *Robert’s Rules of Order-Revised* shall govern this chapter in all cases to which they are applicable.

Section 2:

- Regular meetings shall be held quarterly. Meeting dates and time shall be determined by the Executive Board which includes the President, Vice President, Secretary, Assistant Secretary, Treasurer Parliamentarian, and Chaplin. A tentative schedule shall be presented to the chapter beginning in January of each year. Beginning each January an Annual Report shall be submitted to the chapter, and thereafter a quarterly meeting shall take place during the months of April, July, & October. The January Annual Report shall include all relevant

information and data representing all activities that were undertaken during the fourth quarter of the preceding program year, and serve as the fourth quarter report for the chapter.

Section 3.

- The Board of Advisors shall meet quarterly. The place and time may be where the regular chapter meeting is to be held, prior to or after a regular Chapter meeting or through a general conference call. In any case a record documenting said meeting shall be submitted to the President. Furthermore, the President shall be a member of the Board of Advisors and where he/she will be allowed to add input, the President may not vote on any recommended action taken by the board during these meetings among the Advisory Board's membership.

Section 4.

- Annual and Mid-Term Conferences: During the Month of January, the President shall submit to the chapter an Annual Report which shall include a vision statement for the chapter; and during the Month of July, the President shall provide the chapter with a mid-year report of the chapter's progress.

Section 5.

- Special business meetings of the chapter may be called by the President, by request of a member of the Executive Board, by the Board of Advisors, or by a petition of (10%) of the financial membership of the chapter. Such meetings must be announced one week prior to the called meeting and must specify the purpose for said meeting. No matter may be attended to at the called meeting except that for which it was called and previously announced.

Section 6.

- The moderator for all chapter business meetings shall be the President of the chapter. In the President's absence, the Vice President shall moderate the meeting, or in situations of conflict of interest between the President and the chapter, the Board of Advisors shall elect a temporary moderator for that specific business meeting. Furthermore, where such conflict of interest between the President and the chapter is brought forward, it shall be the responsibility of the Board of Advisors to determine if stated conflict is actualized.

Section 7.

- The chapter order of business meetings shall be as follows: 1) Call to Order, 2) Devotion; 3) Approval of Agenda; 4) Reading and Approval of Minutes; 5) Reports of the President, Officers, Committees; 6) Unfinished Business; 7) New Business; 8) Announcements; and 9) Adjournment.

Section 8.

- A quorum shall be established by seven financial active members including the moderator. In the case where there are not enough members as identified above present to constitute a quorum, the business meeting may continue. However, no binding motions and/or votes shall be taken without the presence of an established quorum. Minutes shall be taken and recommended actions shall be tabled until a fully established quorum is set in place for all binding motions and/votes for said actions of the chapter meetings including special called meetings.

Section 9.

- Voting: Except as otherwise provided herein, all matters before the chapter shall be voted on by the membership and settled by majority vote of the financial members present and voting. A vote of consensus shall be acceptable when it is in the best interest of the chapter. However, no votes will be accepted by proxy, and all votes must be made by financial members only, including consensus votes. Moreover, any member may pay his/her dues at any regular and/or special call meeting and cast his/her vote accordingly. Additionally, any associate member may pay his/her dues at any regular and/or special call meeting, however, he/she shall not be allowed to cast a vote.

ARTICLE V – LEGAL COUNCIL

The Board of Advisors shall secure legal counsel, as necessary, to advise on all matters affecting the chapter's operations. Said funds for attorney fees, when necessary shall come from the chapter's budget. However, before legal counsel is retained, the Board of Advisors may consult with the National Alumni Association for precedence and/or advisement concerning all matters which may call for legal advice. This process shall be considered prior to the Board of Advisors securing legal counsel for advice, and a special called meeting shall take place before said actions are completed.

ARTICLE VI – MISSION STATEMENT

The mission of the Lincoln University (MO) Atlanta Alumni Chapter, Inc. shall be to work to support, and sustain the heritage of Lincoln University of Missouri, and the National Alumni Association by identifying Georgia residents who are qualified to attend the university, as well as raise funds to support their attendance to receive a higher education, and for the betterment of the institution as a whole.

ARTICLE VII – OFFICERS

Section 1.

- The primary officers of the Lincoln University (MO) Atlanta Alumni Chapter, Inc. shall be: President; Vice-President; Secretary, Assistant Secretary, Treasurer, Parliamentarian, Chaplain, and other officers that are deemed necessary. These officers shall constitute the chapter's Board of Executives.

Section 2.

- Secondary officers shall be those officers that are comprised by the Board of Advisors.

Section 3.

- The officers of the chapter both primary and secondary shall be paid-up members of both the local chapter and the National Association at the time of their election.

Section 4.

- The election of primary officers for the Atlanta Chapter shall be every two years with the office of the President, Secretary, and Chaplin being in even years and the offices of Vice-President, Assistant Secretary, Treasurer, and Parliamentarian being in odd years.
- The election of secondary officers who shall serve in the roll of Board of Advisors, shall be held every two years. During the election year period, all Board of Advisor members shall confirm his/her willingness to serve and/or continue serving in this roll prior to the elections. The nominating committee shall recommend **three (3)** regular (regular members include any member other than an associate member) financial members who may be approved by the membership to serve as a member of the Board of Advisors every two years. The President shall notify the chapter when such vacancy is open and appoint an interim member until the nominating committee can make a recommendation to fill such vacancy.
- The term of office is explained above. However, when the President is unable to complete his/her term, the Vice President shall assume all the duties and responsibilities of the Office of President for that remaining term and/or until a formal election is concluded. Additionally, when other officers are unable to complete his/her term, the President shall appoint an interim officer to fill this vacancy until such time an election can take place to fill this vacancy in accordance with the bylaws as stated herein.
- Election of new officers shall take place during the fourth quarter of each year of operations. The nomination committee shall bring forward a slate of officers to be voted on during the fourth quarter of each year as prescribe herein. The President shall appoint both nominations and election committee chairs during his/her mid-term reporting period to ensure elections are held in a timely manner during the fourth quarter as outlined above. After the elections, each preceding officer will make available all relevant information to the income officers to ensure they are prepared to take office in January. Newly elected officers shall be installed at the January meeting of each year of operations by the current Board of Advisors.
- The announcement of newly elected officers shall me made by the election committee chair, and their installation shall be conducted by the Board of Advisors. Each officer will attest that he/she will serve in his/her elected office as prescribed herein under the Constitution and Bylaws of the Lincoln University (MO) Atlanta Alumni Chapter, Inc.

faithfully, and he/she will uphold the Constitution and Bylaws of the Lincoln University (MO) Atlanta Alumni Chapter, Inc., as written to the best of his/her ability.

Section 5.

- Any officer may be recalled by $\frac{3}{4}$ (three-fourths) vote of the membership present and voting. Charges brought against said officer must be in writing and submitted to the Board of Advisors for procedural application and resolution.

ARTICLE VIII – OFFICERS DUTIES AND RESPONSIBILITIES

Section 1.

- The duties and responsibilities for the primary and secondary officers of the President; Vice-President; Secretary, Assistant Secretary, Treasurer, Parliamentarian, Chaplain, and Board of Advisors are written herein, and described below.

Section 2. **President**

- The **President** shall preside at all meetings of the chapter; abide by and enforce due observance of the Constitution and Bylaws, of the chapter; utilize *Robert's Rules of Order-Revised* to govern all chapter meetings; decide all questions of order; offer for consideration all motions; appoint all committees consistent with the Constitution and Bylaws of the chapter; issue all orders of the expenditure of chapter funds under the direction of the Board of Executives; submit a report to the chapter at its quarterly, mid-term and annual meetings on the activities of the Board of Executives and perform such other duties as the office may require by amendment; shall not vote on any question or motions unless the Board of Executives is equally divided, then the President shall cast the deciding vote.
- The President shall make interim appointments to fill any chapter officer's vacancies prior to the expiration of a term, when such vacancy occurs. Such interim appointment shall be presented to the Board of Executives for confirmation at the Board of Executives committee meeting immediately following the interim appointment. The President shall have the authority to appoint an officer, for the full term, if a position, during its regularly scheduled election period, is vacant after the election period.
- The President shall appoint all standing committees before and no later than the 2nd month of the program year which begins January 1st for each year of operations. These appointments shall be confirmed by the Board of Executives via direct meetings and/or teleconferences. However, a full report of said actions is to be recorded and reported to the chapter during the first quarterly meeting of the chapter in each year of operations.
- The President is accountable for all chapter disbursements. The President shall have the sole discretion to expend chapter funds in the amount of \$500.00 without the approval of the Board of Executives. All other expenditures by the chapter treasurer shall be approved by the President and the Board of Executives. The President signs off on all disbursements made by the treasurer in the amount that exceeds \$500.00 for chapter operations, and

committee functions. This action may be conducted through electronic communication. However, it should always be documented under a written format.

- The chapter President holds an executive privilege under this title, and he/she may exercise this privilege when it is in the best interest of the chapter, and make the necessary decision that will preserve the integrity of said office, and that of the chapter. However, this executive privilege does not permit the President authority to supersede any decisions that are voted on and approved by the membership, and no authority to act in any way that is counter to the written words of chapter's constitution and bylaws herein.
- The President shall appoint both nomination and election committee chairs each year during his/her mid-term report in the month of July.
- The President shall maintain an accurate and up-to-date account for the Chapter's 501 (c) (3) status annually, and report the status during his/her annual report to the chapter, and/or no later than the 1st quarterly meeting of the program year.

Section 3. **Vice President**

- The **Vice President** shall serve as the President in his/her absence. The Vice-President shall be supportive of the President's initiatives as he/she attempts to provide leadership to the chapter. The Vice-President shall become completely familiar with all the duties and responsibilities of the Office of President, and he/she shall be prepared to act when called upon by the President and/or chapter. The Vice-President shall replace the President in the event he/she is unable for any reason to complete his/her term of office. The Vice President may be called upon to carry out special assignments for the President and/or chapter as they arise.
- The Vice President shall serve as a member of the Board of Executives. The Vice President shall be involved in all sub-committee work to ensure the President is aware of all on-going activities within the chapter. In this regard the Vice President serves as the point of contact for all sub-committee work and he/she shall establish a positive working relationship with each chapter member and may serve as a voting member of each standing committee identified herein.

Section 4. **Secretary**

- The **Secretary** shall keep a full and complete record of the proceedings of the regular and called meetings of the chapter; keep a record of the subjects debated and actions taken by majority vote thereon; have charge of all books, documents, and papers belonging to the chapter except those belonging to the treasurer and those not in the keeping of other officers; sign all approved corporate documents of the Board of Executives.
- The Secretary shall: provide written documentation of the previous chapter meeting minutes for the forthcoming chapter meeting; present previous minutes to be read and

adopted by the chapter during all chapter meetings; provide notice to the chapter members, Board of Advisors, and Board of Executives and all members affiliated with the chapter of the quarterly, mid-term and annual meetings dates and time; record all minutes of the Board of Executives and distributes them to the Board of Executives within a 10 day time-frame.

- The Secretary shall provide an electronic copy of all chapter minutes to all available chapter members within 10 days prior to any chapter meeting, special called meeting, and/or Board of Executives committee meeting date.
- The Secretary shall be supportive of the President's initiatives as he/she provides leadership to the chapter. The Secretary shall serve as a member of the Board of Executives. The Secretary shall be involved in some sub-committee work to ensure the President is aware of all on-going activities within the Chapter. In this regard the Secretary serves as an additional point of contact for some sub-committee work and he/she shall establish a positive working relationship with each chapter member and may serve as a voting member of each standing committee identified herein.

Section 5. **Assistant Secretary**

- The **Assistant Secretary** shall serve as the Secretary in his/her absence. The Assistant Secretary shall serve in a support roll for the Secretary and be supportive of the President's initiatives as he/she provides leadership to the chapter. The Assistant Secretary shall become completely familiar with all the duties and responsibilities of the Office of Secretary, and he/she shall be prepared to act when called upon by the President and/or chapter. The Assistant Secretary shall replace the Secretary in the event he/she is unable for any reason to complete his/her term of office. The Assistant Secretary may be called upon to carry out special assignments for the Secretary and/or chapter as they arise.
- The Assistant Secretary shall serve as a member of the Board of Executives. The Assistant Secretary shall be involved in some sub-committee work to ensure the President is aware of all on-going activities within the chapter. In this regard the Assistant Secretary serves as an additional point of contact for some sub-committee work and he/she shall establish a positive working relationship with each chapter member and may serve as a voting member of each standing committee identified herein.

Section 6. **Treasurer**

- The **Treasurer** shall have custody of the Lincoln University (MO) Atlanta Alumni Chapter, Inc. funds, and securities, and shall keep full and accurate accounts of receipts and disbursements in books (electronic records) belonging to the chapter; and shall keep monies of the chapter in separate bank account (s) to the credit of the chapter.
- The Treasurer shall disburse the funds of the chapter in accordance with the various budgets or other expenditures that may be established by the chapter, its standing committees, and/or designated sub-committees. The Treasurer shall be held accountable for all chapter expenditures. Therefore, the Treasurer shall take proper procedures for

recording vouchers for such disbursements, and shall render to the chapter, at the quarterly, mid-term and annual meetings, or whenever the chapter requires it, an account of all transactions as Treasurer and provide a financial report reflecting the financial condition of the chapter within said report.

- Furthermore, the Treasurer shall receive, account for, manage, and disburse all chapter funds; keep records of all association dues, other receipts, expenditures, and investments; make expenditures only under the direction of the Board of Executives; verify the status of financial members when called upon to do so by the President of the Chapter, by any member of the Board of Executives, the nominations and election committee chairs, and/or by the Board of Advisors membership. The Treasurer shall provide each member with a receipt of dues paid to the chapter, whereby he/she can be identified as a financial member of this chapter.
- The Treasurer shall forward all requests of financial matters concerning member's financial statuses that are not stated above to the attention of the Chapter's President. The President shall determine if such inquiry is relevant for disclosure to any other party not otherwise identified above.
- The Treasurer is responsible for coordinating an internal fiscal audit of the financial records of the chapter's assets and monies held within the various chapter bank account (s). This internal review shall be conducted by the Budget and Finance committee where a letter of finding for financial record keeping shall be issued to the chapter annually. The Budget and Finance committee shall oversee the reconciliation of all chapter expenditures for the previous year reviewed and the Treasurer shall provide all necessary records to complete this internal audit.
- The President and the Treasurer shall be the authorized signatures on the chapter's account(s).
- The Treasurer may sign for any disbursement for \$500.00 or less without the President signature. Any disbursement greater than \$500.00 shall require the electronic approval of the President and must be reported to the Board of Executives when they conduct meetings.
- The Treasurer and Finance Committee shall determine when and if it may be necessary to secure an independent audit of the chapter's finances. Moreover, the Treasurer and Finance Committee shall determine if the chapter can pay for an independent audit of the financial records. This determination shall be based on the growth of revenues managed by the chapter as well as if there are any irregularities reported by the finance committee through their letter of financial findings after the internal audit is complete.

Section 7. **Parliamentarian**

- The **Parliamentarian** shall ensure that the Chapter utilizes *Robert's Rules of Order-Revised* to govern all chapter meetings. The Parliamentarian shall maintain a copy of *Robert's Rules of Order-Revised* to govern all chapter meetings and he/she shall provide to the President and/or membership with the rules as presented and interpreted by the text

applied within *Robert's Rules of Order-Revised* on how to proceed in actions presented within the chapter's meetings.

Section 8. **Chaplain**

- The **Chaplain** shall be responsible for the opening and closing prayer of each meeting held and conducted by the chapter, and he/she shall serve as the chapter's spiritual advisor. The Chaplain shall also have the responsibility for providing any respite care to the chapter members who may be ill, and/or suffering from bereavement.

Section 9. **Board of Advisors**

- The **Board of Advisors** shall oversee the continuous process for chapter improvement and will serve as a resource for recommending initiatives to the chapter that will maintain, and/or improve the Esprit De Core (harmony) of the body of members who make this chapter possible.
- The Board of Advisors shall hear all request for removal of membership and/or officers of the chapter.

ARTICLE IX– COMMITTEES

Section 1.

- There shall be a Board of Executives comprised by the President, Vice President, Secretary, Assistant Secretary, Treasurer, Parliamentarian and Chaplain who shall serve as an executive committee for the chapter.
- The following standing committees shall be appointed by the President: Membership/Development; Budget and Finance; Scholarship/Student Recruitment; Founders Day; Special Activities; Fundraising; Communication; History; Nominations; Election; and others as deemed necessary.
- The President shall appoint all standing committees before and no later than the second month of the program year which begins January 1st for each year of operations. These appointments shall be confirmed by the Board of Executives via direct meetings and/or teleconferences. However, full reports of said actions are to be recorded and reported to the chapter during the first quarterly meeting of the chapter in each year of operations. The only exception to this rule shall be the appointment of the nomination and election committee chairs which shall not be due until the mid-term meeting in July of each year.
- If the President does not have enough volunteers to staff each committee, he/she shall report this finding no later than the second month of the program year and a priority of committees shall be determined and filled at that time.

Section 2.

- The function and the duties of these committees shall be those associated with the said committee in addition to any which the president of the organization may assign them.
- The **Membership/Development Committee** shall be responsible for all external recruitment and development of local alumni and friends of the Lincoln University (MO) family who may be encouraged to become actively engaged in the chapter's purpose, mission, programs, activities and events that are geared toward supporting and sustaining the Lincoln University (MO) legacy and heritage as a renowned post-secondary institution for higher learning. The President shall appoint the Chair of the Membership/Development Committee.
- The **Budget and Finance Committee** shall be responsible for developing and implementing the chapters operating budget for each year of operation. However, where the President may submit a recommended budget to the Budget and Finance Committee for consideration, it shall be the responsibility of the Budget and Finance Committee to submit a recommended budget to the chapter for each year of operations. The President shall appoint the Chair of the Budget and Finance Committee with input from the Treasurer.
 - The Budget and Finance Committee shall receive and review all committees proposed budget recommendations as well as their identified funding sources to ensure limited liability is given to the chapter. Risk management assessments shall be applied before all obligations are approved by the Budget and Finance Committee. The Treasurer will work with the Budget and Finance Committee in carrying out their duties and responsibilities. The Budget and Finance Committee shall develop additional oversight procedures for financial purposes including expenditure reports, receipt of funds for various committee structures and timelines for disbursements for expenditures incurred that are approved by the committee.
 - The Treasurer is responsible for coordinating an internal fiscal audit of the financial records of the chapter's assets and monies held within the various chapter bank account(s). This internal review shall be conducted by the Budget and Finance committee where a letter of finding for financial record keeping shall be issued to the chapter annually. The Budget and Finance committee shall oversee the reconciliation of all chapter expenditures for the previous year reviewed and the Treasurer shall provide all necessary records to complete this internal audit.
- The **Scholarship/Student Recruitment Committee** shall be responsible for the recruitment of all eligible students who may be interested in attending Lincoln University (MO) from the surrounding metropolitan communities, and the state of Georgia.

- The Scholarship/Student Recruitment Committee shall maintain contact with the respective university personnel and remain informed of the personnel changes at the university as well as the policies governing admission and other related affairs regarding scholarship programs for high performing students in Georgia.
 - The Scholarship/Student Recruitment Committee shall maintain oversight of all chapter scholarship programs locally, and at the university level, and make recommendations for disbursement of funds to support student(s) needs as they are outlined under scholarship funding sources, and recommend to the chapter President and the Board of Executives for approval of disbursement of funds from various accounts for which the chapter has authority over.
 - The Scholarship/Student Recruitment Committee shall request annually, the list of admitted students who have applied to the university for the forthcoming school year during the spring term preceding the fall enrollment and contact each applicant who has been admitted and determine if he/or she is still committed to attending Lincoln University (MO) during the upcoming term.
 - The Scholarship/Student Recruitment Committee shall identify committed students in the spring term, meet with the student and his/her parents and develop a beginning relationship with the student and his/her family, and inform them of the chapter's commitment to support them in their journey, and invite them to the student's annual send-off one week prior to their enrollment at the Lincoln University of Missouri.
 - The Scholarship/Student Recruitment Committee shall provide progress reports on a regular basis at chapter meetings accordingly. The President shall appoint the Chair of the Student/Recruitment Committee.
- The **Founders Day Committee** ensures the successful implementation of the Founder's Day Luncheon that is held each year by the chapter. The chair of this committee is responsible for identifying others to serve on this committee. The chair and the committee is responsible for scheduling the luncheon date, securing a venue, creating a budget, inviting alums, including the program speaker. The chair and committee shall identify and purchase awards for retirees and/or participants, create and develop both a street address and email chapter mailing list. Additionally, the committee may send-out postcards, electronic evites, identify participant's giveaways, decorations -including table centerpieces, table for soldiers' displays and awards. The chair and committee shall create and design printed programs, identify a host for the program and determine what level of entertainment will be provided for this event. The President shall appoint the Chair of the Founder's Day Committee.
- The **Special Activities Committee** shall be a committee appointed by the President to address and respond to the need for creating a platform for special events that may impact the chapter. When this need arises, the President shall identify a member and/or group of members to create and/or develop a special recognition service, response, and/or event that

will be appropriately designed to meet the specific needs of the chapter in response to and for the specific actions required by the chapter when they arise.

- The **Fundraising Committee** shall be responsible for the comprehensive development of an active agenda to promote the long-term sustainability of the chapter's effort to gather and raise funds to support the chapter's mission and the university. The Fundraising Committee shall work with all chapter committee chairs in coordinating their respective activities to ensure non-duplication of efforts are performed. The Fundraising Committee shall identify both a local and corporate model for campaign purposes. The President shall appoint the Chair of the Fundraising Committee.
- The **Communications Committee** shall be responsible for maintaining the chapter's website, which may include various updates and designs that will be used to inform chapter members of all activities that are being conducted by the chapter. The Communications Committee shall be responsible for the development of social media platforms that will be helpful to the communications needs of the chapter. The Communications Committee shall bring forward to the President and the Budget and Finance Committee all budgetary concerns needed to perform these activities. The President shall appoint the Chair of the Communications Committee.
- The **History Committee** shall work to ensure a continuous record of chapter achievements is recorded and deposited within the chapter's secretary holdings of documents to be archived annually. The History Committee Chair shall work with chapter members and committee chairs to ensure all relevant stories, pictures and other artifacts are collected for historical purposes. The History Committee Chair may ask other members to serve on his/her committee. The President shall appoint the Chair of the History Committee.
- The **Nominations and Election Committee** Chairs shall be appointed by the President during the mid-term report period in July of each year. The nomination and election committee chairs may add two additional members each to serve on their committees during the nominations and election periods. The nomination and election committee chairs reserves the right to determine if the nomination process and/or election process will be conducted through electronic media, and/or on-site at a pre-determined time and place. Based on the decision of the nomination and election chairs, the nomination and election of chapter officers for the Lincoln University (MO) Atlanta Alumni Chapter, Inc. shall be conducted as they are described under Article X, Nomination and Election Process. The committee chairs shall inform the Chapter President as to how they will conduct the nomination and election process, and he/she shall inform the chapter accordingly.

ARTICLE X – NOMINATIONS AND ELECTION PROCESS

Section 1.

- The Nominations and Election Committee shall have the responsibilities for engaging eligible members to serve as officers of the chapter and in accordance with this chapter's Constitution and Bylaws by conducting a process for nominating and electing those members of the chapter who meet the prescribed conditions to serve and be elected for said

office. The following statements below describes the processes, and conditions that will apply and be utilized to conduct the Lincoln University (MO) Atlanta Alumni Chapter, Inc. nominations and election of chapter officers.

Section 2.

- The Nominations Committee Chair solicits nominations from the alumni chapter membership.
 - The nomination committee chair shall request and receive a copy of the treasurer report before he/she announces the period for nomination that delineates the chapter member names who are financial and eligible to serve in an elected office and/or eligible to nominate a candidate for office. When a candidate is nominated by a member who is not shown to be eligible to nominate a candidate, the nominating chair will request further verification from the chapter treasurer for his/her eligibility to nominate any candidate and make a final determination to accept and/or void the nomination. This process shall also apply to a candidate's eligibility to receive said nomination for election purposes.
 - Alumni chapter members who nominate candidates for office must be financial with the Lincoln University (MO) Atlanta Alumni Chapter at the time they submit nominations.
 - Nominated candidates must be financial with both the Lincoln University (MO) Atlanta Alumni Chapter and the Lincoln University (MO) National Alumni Association before accepting nominations. Candidates' dues, regardless of when paid, will be good only until December 31 of the election year, and will not be prorated.
 - The Nominations Committee Chair determines the nomination period, allowing time for the Elections Committee Chair to conduct the election.
 - The nomination process may consist of either electronic correspondences, US Mail correspondences, or both. The US Mail component, if used, shall include a stamped return envelope in which chapter members can return completed nomination forms.
 - Upon completion of the nomination process, the Nominations Committee Chair turns the names of the nominees over to the Elections Committee Chair.

Sections 3.

- The Election Committee Chair shall receive from the Nominations Chair a slate of candidates who have met the prescribed conditions of eligibility to hold office if elected. Thus, the Election Committee Chair will work with the treasurer to verify that each nominee is financial with both the Lincoln University (MO) Atlanta Alumni Chapter, Inc. and the Lincoln University (MO) National Alumni Association.

- The Elections Committee Chair secures the agreement from each nominee to run for the office for which he/she has been nominated.
- The Elections Committee Chair determines [1] date for announcement of candidates; [2] campaign period; [3] ballots distribution process and date; [4] ballot return deadline and/or election date; and [5] date of the announcement of winners.
- The process for write-in candidates will be determined by the Elections Committee Chair.
- All members of the Lincoln University (MO) Atlanta Alumni Chapter voting in the election must have paid their current year's dues by 30 days before the election. Dues will be good only until December 31 of the election year and will not be prorated.
- The date for installation of the newly elected officers will be determined by the President of the Lincoln University (MO) Atlanta Alumni Chapter presiding during the election process.
- Any election issue not expressly referenced in the Chapter Constitution or Bylaws shall be resolved by a committee consisting of the Nominating Committee Chair, Election Committee Chair, and either the Chapter President or Vice-President, whichever is not standing for election or reelection.

Sections 4.

- The nominations and election processes may also be conducted on site. When such determination is made, the Nominations and Election Chairs shall follow those processes as described under Robert Rules of Order.

ARTICLE XI – AMENDMENTS

Section 1.

- Amendments to this constitution shall be passed by a 2/3 (two-third) membership vote of the financial members present and voting, and constitute a legal quorum as set forth in the By-Laws of this Constitution.

Section 2.

- All proposed amendments must be submitted in writing to the chapter at least thirty (30) days before the final vote is taken.

ARTICLE XII – UNIVERSITY OATH

We will never bring disgrace to Lincoln University by any act of cowardice or dishonesty. We will fight for the ideals and sacred things of the University. We will transmit our University to those who come after us, greater, better and more beautiful than it was transmitted to us.

ARTICLE XIII - THE ALUMNI PLEDGE

As an alumnus/alumna of the University, I commit myself to uphold the ideals of Lincoln and to reflect its teaching. My voice and my hands shall exalt and preserve its good name. I shall be responsible, active, courageous and self-sacrificing in every effort to establish for my Alma Mater an even higher place in its service to teaching, to discovering, and to disseminating useful knowledge among men and women of the state, the nation, the earth.

ARTICLE XIV - THE AL MATER

Lincoln, O, Lincoln
We thy proud children are;
Thou art our guiding star,
Lincoln believe.
Ours are hearts that yearn for thee
No matter where we be;
Morning, noon and always we
Are Lincolnites
Thy name, O, Lincoln
Shall e'er to us be dear.
Thy mem'ries sacred, near
Hold us to thee
Thy honors ours shall be,
Thy cause when just shall we
With loyalty defend
For thee we'd die
Lincoln, O, Lincoln!
We thy proud children are;
Our hearts, both near and for
Love thee with delight.
No matter where we are;
Whether present, absent far,
Morning, noon, we always are
True Lincolnites!

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