



**BY-LAWS**  
**of the**  
**Atlanta Chapter of AmeriCorps Alums**  
(as amended November 9, 2009)

**ARTICLE I**

**Name.** The name of the Organization shall be The **Atlanta** Chapter of AmeriCorps Alums.

**ARTICLE II**

**Principal Office.** The principal office of the Organization shall be **600 Means Street, Suite 210, Atlanta, Georgia 30318**, County of **Fulton**, State of **Georgia**.

**ARTICLE III**

**Function of Leadership and Mission Statement.**

The Leadership shall establish policy and direction for the Chapter to align with policy and direction of the national AmeriCorps Alums. **Mission:** To provide benefits and resources to **Atlanta** area AmeriCorps Alums while promoting and supporting current local AmeriCorps programs and national AmeriCorps Alums events, and addressing issues and needs of the **Atlanta** metro area through a continued commitment to volunteer service and civic engagement.

**ARTICLE IV**

**SECTION 1. Leadership.**

In year One, the Leadership of the Chapter will self-organize to fill all the enumerated roles of the chapter.

After Year One, the Chapter President shall be elected by the Chapter membership body by a simple majority, and appoint the other Leaders of the Chapter. To be a candidate for the role of Chapter President, the chapter must be nominated by two other chapter members.

**SECTION 2. Terms of Leaders.**

Leaders shall serve for a term of one fiscal year. No Leader may serve for more than two consecutive (one year) terms. An individual may only serve in one Leadership role per term and may not occupy two roles.

**SECTION 3. Vacancies.**

- a.) In the event a vacancy occurs in a Chapter Leader role, the President shall appoint a successor within 60 days of such vacancy, unless the vacancy should occur within 120 days of the end of the fiscal year.
- b.) Should a vacancy occur in the role of the Presidency, prior to 120 days before the end of the fiscal year, an Interim President may be elected to serve. The Interim President's term would count as one full term at the end of the fiscal year, regardless of length of service.

- c.) A vacancy is defined as the inability to serve due to death, medical infirmity or resignation, or removal pursuant to clause (d) of this Section.
- d.) A Chapter Leader may be removed if the member is unable to meet the attendance or other requirements specific to their role or for behaving in a manner that negatively reflects upon or impacts the local chapter or national AmeriCorps Alums.

## ARTICLE V

### SECTION 1. Leaders Enumerated.

The Chapter Leaders shall be a President, Finance Leader, Service Leader, Communications Leader, Personal and Professional Development Leader, Social and Networking Leader. All other members of the Chapter shall be Committee Members or Members.

### SECTION 2. Terms and Elections of Leaders.

- a.) After Year One, Vacant roles shall be appointed by the President. Newly appointed Leaders will take office at the beginning of each new fiscal year, October 1<sup>st</sup>, or when appointed. These leaders shall extend until the end of the fiscal year, or September 30, regardless of date of appointment.
- b.) Should a Leader recognize that he or she is unable to fulfill his or her duties and commitment until the end of the fiscal year, he or she is asked to help recruit or suggest possible replacements that the President may appoint to fill the role.
- c.) No member shall hold the same office for more than two one (1) year terms consecutively

### SECTION 3. Duties of the President.

The President shall lead the chapter in its execution of the chapter vision and mission and by ensuring that they align with those of the national AmeriCorps Alums. The President shall be responsible for representing the national AmeriCorps Alums to the chapter and for communication between the chapter and the national office, through required monthly Leader calls to total twelve (12) per year. The President shall set the agenda and direct monthly meetings and will record attendance at all meetings. The President shall participate in and support all types of events (Service, Social, and Personal and Professional Development) as well as support the Finance and Communications Leaders and Committees.

### SECTION 4. Duties of the Communications Leader and Committee.

- a.) The Communications Leader shall oversee and be the point of contact for the promotion, social media and all other chapter and community communication. The Communications Leader shall oversee and participate in all Communications committee activities. The Communications Leader shall ensure that all Communication committee responsibilities are carried out.
- b.) The Communications Committee is responsible for promoting local chapter events and activities through a wide variety of creative methods including but not limited to mass email, social media (such as Facebook, Twitter), print materials and presentations. The committee is also charged with producing a bi-monthly newsletter for email distribution to total six (6) issues per year, managing social media outlets, the local chapter page, and the online

Leadership group forum (such as Google groups). The committee will work closely with the Service, Personal and Professional Development, and the Social and Networking Committees to distribute information and promote events on a regular basis.

**SECTION 5. Duties of the Finance Leader and Committee.**

- a.) The Finance Leader shall oversee the financial health of the chapter and shall be the point of contact for budgeting of expenses and shall not only oversee, but participate in all Finance committee activity. The Finance Leader would set forth a Chapter budget as well as a budget for areas of Service, Personal and Professional Development, Social and Networking and any other administrative or official expenses to be reviewed and approved by the Chapter President. The Finance Leader would also establish guidelines for Leaders to implement and manage their individual budgets.
- b.) The Finance Committee shall be responsible for financial administration including, but not limited to working with Service Committee to coordinate fundraising and grant applications as well as handling any event fees, donations or group expenses.

**SECTION 6. Duties of the Personal and Professional Development Leader and Committee.**

- a.) The Personal and Professional Development Leader shall oversee providing personal and professional development resources and workshops as an enrichment benefit to chapter members and shall be the point of contact for all professional development community coordination and resource sharing as well as oversee and participate in all Personal and Professional Development committee activity.
- b.) The Personal and Professional Development Committee is responsible for providing the chapter with free or low-cost workshops, panels, presentations or resources to help build marketable skills and complement the interests of the members. The committee is charged with coordinating at least one workshop, panel or presentation each quarter to total at least four (4) events a year. It is strongly recommended that the local chapter take advantage of any national AmeriCorps Alums professional development opportunities and that at least one Life after AmeriCorps presentation be provided annually, highlighting the experience and special skills of local members as mentors, exhibitors and panelists/speakers.

**SECTION 8. Duties of the Social and Networking Leader and Committee.**

- a.) The Social and Networking Leader shall oversee the social and networking events of the chapter and shall be the point of contact for planning social events and shall not only oversee, but participate in all committee activity. The Social and Networking Leader will be responsible for recording meeting agendas and action plans and will coordinate with the Communications Leader to distribute them within 72 hours of the meeting.
- b.) The Social and Networking Committee shall be responsible for planning social and networking events that allow Alums to connect with each other and the larger community that supports them. The committee is charged with planning at least one chapter social event every other month to result in six (6) meetings per year. The committee may choose to partner with other organizations to facilitate networking within the chapter members' interest areas.

## **SECTION 9. Duties of the Service Leader and Committee.**

- a.) The Service Leader shall oversee and be the point of contact for the coordination and execution of service events and volunteer management of the chapter and shall not only oversee, but participate in all Service committee activity.
- b.) The Service Committee is responsible for planning and coordinating monthly service projects to total twelve (12) per year. The Service Committee should mirror the three areas of focus of the national AmeriCorps Alums; education, environment and economy and participate in projects in coordination with national AmeriCorps Alums service initiatives and State Commission days of service (such as MLK, Jr. Day, All Corps Service Day, AmeriCorps Week, etc.) The committee should partner with local organizations and HandsOn Action Centers as well as create independent projects. The committee should also reach out to local active AmeriCorps programs to partner on service projects to create greater impact, build relationships, and share resources.

## **ARTICLE VI**

### **Leadership Commitment**

- a.) The Leadership team shall meet at least once per month to total twelve (12) meetings per year at a routine meeting time and place.
- b.) Leaders are expected to attend and actively participate in 75% of meetings (nine (9) of twelve (12) meetings) and chapter events and activities.
- c.) Notice of all Leadership meetings shall be made available to the membership via the AmeriCorps Alums online community, on the chapter page and/or the chapter leader forum.
- d.) All Leaders are expected to commit to a one (1) year term throughout the fiscal year and to voluntarily step down if unable to meet this commitment.

## **ARTICLE VII**

### **Section 1. Required Chapter Events.**

- a.) There will be a total of twelve (12) service events, one per month for each fiscal year.
- b.) There will be a total of six (6) social/networking events each fiscal year.
- c.) There will be a total of four (4) personal/professional development events each fiscal year.
- d.) All Leaders should coordinate together under the advisement of the President to create an evenly distributed calendar of events throughout the fiscal year. At the discretion of the President, some events may qualify for two areas and fulfill separate event requirements with one occurrence.



## ARTICLE VIII

### By-Laws.

The By-Laws may be amended or repealed upon the affirmative vote of two-thirds of the membership in attendance of the vote, provided such amendment or repeal has been proposed at a meeting prior to the meeting at which the vote is to be taken. A Leader unable to be present at a meeting at which a vote on the By-Laws is to be taken may submit his/her vote by mail, e-mail, or fax, to be received by the President no later than one day prior to the meeting at which the vote is to be held.

## ARTICLE IX

### Fiscal Year.

The fiscal year shall be October 1 through September 30.