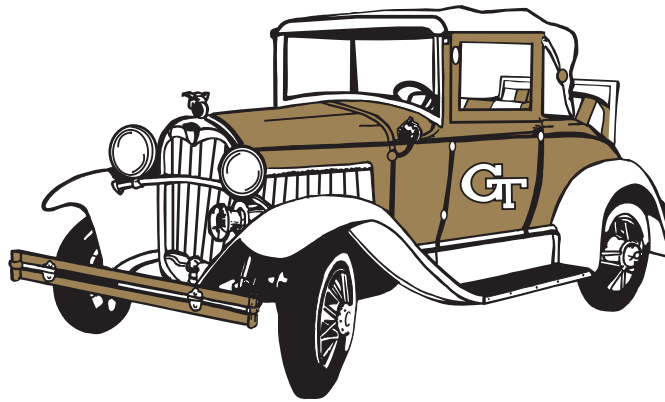


2008 - 2009



Georgia Tech Alumni
Clubs

*Club Officer
Handbook*

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Georgia Tech Alumni Clubs

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Georgia Tech Alumni
Clubs



Take advantage of this Club Officer’s Handbook to help you charter and operate your Club, plan Club events, recruit volunteers, communicate with your geographical area alumni and friends and more. We welcome your suggestions and look forward to working with you and your club in support of Georgia Tech.

The Club’s staff assists volunteer leadership in their efforts to connect alumni, friends and Georgia Tech by serving as consultants providing support, offering guidance and exploring new ideas.

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*Georgia Tech Alumni Association
Board of Trustees
2008 - 2009*

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Robert N. Stargel, Jr., EE '83

Jeb M. Stewart, Cls '91

James E. Trimble Jr., Mgt '91



Georgia Tech Alumni
Clubs

Statements of Purpose



Georgia Tech Mission Statement

To sustain a leadership position in the national academic community and to serve the technical education needs of the state of Georgia, the Georgia Institute of Technology shall:

- Maintain a faculty of recognized excellence;
- Pursue a balanced offering of instruction, research and service;
- Provide a broad, relevant background in the fundamental disciplines, thorough instruction in areas of special emphasis and an intellectual environment for discovery through research and innovation;
- Promote a partnership between public and private sectors for the transfer of technology into the economic base of the state of Georgia;
- Serve as a standard for excellence in the state, national and international academic community in areas of special emphasis.



Georgia Tech Alumni
Association

Alumni Association Mission Statement

The mission of the Georgia Tech Alumni Association is to promote the Institute and serve our alumni.

- We will continually create relevant and meaningful programs for current and future alumni to foster lifelong participation and philanthropic support.
- We will communicate the achievements of the Institute and our alumni, maintain its traditions and strengthen relationships with the campus community.
- Underlying all that we do is the belief in the value of education, the commitment to integrity and exceptional customer service, and a pledge that we will perform in a fiscally responsible manner.

Alumni Association Vision Statement

Honoring Yesterday, Building Tomorrow

Membership in the Alumni Association is automatic, for life and does not require a fee.

Clubs Program Purpose



Georgia Tech Alumni
Clubs

The Georgia Tech Clubs Program exists to promote the welfare of the Georgia Institute of Technology and the establishment of a mutually beneficial relationship between Georgia Tech and its alumni. It provides a great way to connect alumni, parents, students and friends worldwide in the name of Georgia Tech.

The purpose of a Club includes, among other things:

- Assisting and supporting Georgia Tech in its overall mission;
- Helping promote Georgia Tech in each club's community;
- Helping the Alumni Association achieve its mission through activities such as student recruitment, Roll Call, club scholarships, community service and student assistance programs;
- Providing an opportunity for all alumni in a region to come together in a local community for social and intellectual enrichment as well as networking opportunities;
- Enhancing the public image and presence of the Institute through alumni.



Leadership

The Club’s Department and the volunteers each have defined responsibilities and work as partners. See page 27 for general responsibilities of the Club’s Department.

General Responsibilities of the Club:

- Plans and executes Club events and programming;
- Identifies, recruits and retains volunteers (future club leaders, interesting local alumni/volunteers in local Club area) and assists with updating contact information;
- Provides event registration forms, attendance lists and other related information to the Club’s department;
- See page 27 for further responsibilities according to the Level the Club chooses.

A Club leader’s role includes:

- Developing new Club leaders for the future;
- Engaging and involving as many Tech alumni and friends as possible in Club activities;
- Offering interesting meetings where Tech supporters can network and hear news of the Institute;
- Supporting Tech through fund raising, scholarship, student recruitment, media relations and other innovative methods;
- Creating an environment in the community which facilitates Tech supporters to meet and assist each other.

Club Committees

1. Steering Committee: Serves two (2) year terms and is comprised of all Club officers. Members are not encouraged to succeed themselves in the same position.

An effective Steering Committee should:

- Reflect Club area population with diverse representation (gender, age, ethnicity);
- Be primarily responsible for the Club, ensuring it is operational and alumni and friends are engaged;
- Strive to include all volunteers interested in serving in a leadership capacity;
- Review potential volunteer candidates and opportunities (i.e. review event attendance/RSVP list);
- Utilize a welcome committee at events for “first time attendees.” Ask newcomers to consider volunteering;
- Promote and attend as many Club events as possible;
- Be willing to commit the necessary time to meet Club needs;

- Send minutes of the meeting to the Senior Manager, Alumni Clubs and Steering Committee.

2. Nominating Committee:

This committee consists of the current president and the two past-presidents. If no past-presidents are available, the president may appoint two members at large from the general membership exclusive of current officers. The purpose of this committee is to select a slate of officers who can successfully lead the club meetings and attend to the meeting details.

Club Officers' Requirements and Duties

**All Club Officers are expected to participate in Roll Call.*

1. PRESIDENT:

- Must be an alumnus / alumna of Georgia Tech;
- Executes goals and mission of overall Club program;
- Oversees Club operations and presides at Club functions;
- Welcomes new alumni and friends to the area and invites them to events and to volunteer;
- Assumes the responsibility for the success of each club activity and project;
- Organizes and leads Club Steering Committee meetings (time, place and agenda);
- Leads Steering Committee in setting Club goals;
- Maintains close contact with Senior Manager, Alumni Clubs;
- Attends Leadership Georgia Tech.

Listserv for Club Presidents

A Listserv has been set up as a resource for Club Presidents to discuss best practices and ask questions to each other. Club Presidents have already been signed up and may begin posting messages at any time. Send email messages to alumni-clubpresidents@lists.gatech.edu.

2. IMMEDIATE PAST PRESIDENT:

- Assists President as a resource for Club operations, understanding the current President will operate the Club in his/her personal manner;
- Serves a one (1) year term on Steering Committee immediately after the conclusion of term as President;
- Provides assistance, guidance, insight and suggestions to President as necessary;
- Works with Steering Committee to encourage event attendance as needed;
- Helps Steering Committee identify and recruit potential volunteers from the Georgia Tech community;
- Participates in Club and Georgia Tech events.

3. VICE-PRESIDENT / PRESIDENT-ELECT:

- Shall be an alumnus / alumna of Georgia Tech;
- Performs the duties of the President in his/her absence;
- Handles arrangements for programs and meetings;
- Assists Club officers at Club functions in order to become familiar with and promote all Club operations;
- Prepares to assume Presidential duties.

4. SECRETARY:

- Maintains the Club's current list of active alumni and coordinates all address information and changes with the Alumni Association. Maintains an e-mail directory and sends quarterly to the Alumni Association;
- Coordinates, with the President, the agenda of all meetings and records pertinent information from these meetings;
- Prepares the notices of all Club meetings and supplies meeting information by email, on-line form, or faxed copy to the Alumni Association **at least 4 weeks before** the meeting date;
- Sends a complete report of all meetings and events to the Alumni Association. Includes any photographs for use in Tech Topics and on **gtalumni.org**. Submits bi-annual Club Activity Tracking Report;
- Keeps minutes of all Steering Committee meetings and provides copy to Senior Manager, Alumni Clubs.

5. TREASURER:

- Serves as the custodian of all Club funds;
- Reports on Club finances at every Steering Committee meeting;
- Prepares a detailed annual report of receipts and disbursements and provides a copy to the Alumni Association by July 15 of each calendar year;
- Collects and records the receipt of annual dues, if charged by Club, and informs Secretary accordingly.

6. YELLOW JACKET REPRESENTATIVE:

- This is an appointed position. The appointment is made by the Director of Clubs for the Athletic Association.
- See Page 24 for more details.

7. YOUNG ALUMNI REPRESENTATIVE:

- Must have graduated within the past ten (10) years;
- Serves as the main link between the Club and the Young Alumni Council;
- Develops programs, outings and events to attract young alumni to the Club;
- Works with Roll Call to develop programs to encourage young alumni participation in annual fund;

- Serves as primary source of input for the work of the Young Alumni Committee to the Alumni Association Board of Trustees;
- Contacts the recent graduates and young alumni listed on the “On the Move” report.

8. STUDENT RECRUITING CHAIRPERSON:

- Acts as liaison between the Manager of Student Recruiting and Scholarships and the Club, arranging for coverage at student recruiting events such as college fairs;
- Is a Certified Student Recruiter: has completed the on-line training course prior to attending student recruiting events;
- Ensures that all other college fair representatives have completed the Certified Student Recruiter training prior to attending the event;
- Increases local Georgia Tech Club support and participation in student recruiting activities.

9. ROLL CALL REPRESENTATIVE:

The Georgia Tech Roll Call Club Representative represents Roll Call (The Georgia Tech Annual Fund) at Georgia Tech Clubs around the country. The goal is to raise unrestricted funds and increase Club member participation through phonathons, thankathons and presentations at Georgia Tech Club meetings. During the 62nd Roll Call, Clubs are expected to achieve at least a 1% increase in the Club area’s participation over the 61st Roll Call.

- Acts as a liaison between the Club and Roll Call;
- Encourages and leads the Club throughout the Roll Call Clubs Competition;
- Coordinates Roll Call activities as disseminated in the Levels Program;
- Works with Club President to ensure adequate mention of Roll Call in Club newsletter and at meetings;
- Sets an example of giving for the rest of the Club;
- Has a positive attitude and is educated about the benefits of supporting Roll Call.

10. CLUB SCHOLARSHIP CHAIRPERSON:

- Acts as liaison between the Manager of Student Recruiting and Scholarships and the Club scholarship committee;
- Leads the fundraising efforts for the Club scholarship account;
- Establishes a committee of three (3) or more Club members to assist in the scholarship process;
- Manages the scholarship process, receiving applications, organizing interviews and scheduling committee meetings;
- Meets all scholarship deadlines to ensure that the scholarship is awarded at the appropriate time.

Establishing and chartering a Georgia Tech club



Georgia Tech Alumni
Clubs

The success of a new Club usually depends on a small nucleus of dedicated and interested alumni. In the beginning, it takes commitment from these individuals to make sure the club will organize itself in such a way as to assure continuity. The Alumni Association is eager to assist in helping a group establish a new Club. There are many resources available to provide guidance. The following items are helpful suggestions in establishing a new Club:

CONTACT: **Jane Stoner**
Senior Manager, Alumni Clubs
Georgia Tech Alumni Association
190 North Avenue
Atlanta, Georgia 30313
(404) 385-2216 or 1-800-GT-ALUMS
jane.stoner@alumni.gatech.edu

- Contact the Alumni Association to express an interest in forming a Club & determine the number of alumni currently residing in the proposed Club territory.
- Capture interest in volunteering to serve on the Club Steering Committee.
- Work with the Senior Manager, Alumni Clubs to hold an organizational meeting.
- At the first meeting, a general discussion may take place regarding the purpose and mission of the Club. Selection of officers may be made and by-laws adopted.
- In electing officers, consideration should be given to qualification. The Club President should be elected, not only for his/her standing in the community, but also because of unselfish interest in Georgia Tech and willingness to give time and attention to Club affairs. The President should be an alumnus or alumna of Georgia Tech.
- **The Club should open its own bank account in a local bank to make all accounting and financing easier. All Clubs need to have their own tax ID # (EIN) to open a bank account. Go to www.irs.gov to download application form #SS-4. Once the Club receives the tax ID # (EIN) the Club can open a bank account in the Club's name.**
- ***Important!*** The Alumni Association must have a copy of your proposed by-laws and a list of Club officers to charter you as a Club. These by-laws must then be approved by the Alumni Association's Executive Committee of the Board of Trustees.

Club Finances



Georgia Tech Alumni
Clubs

CLUB FINANCIAL STATEMENT:

Each Georgia Tech Club is required to provide the Alumni Association an annual financial statement of the past year's activities (July 1 - June 30). The purpose of this form is to allow the Alumni Association to keep current on the financial condition of each Club and to comply with our yearly audit.

This form can be found online at <https://gtalumni.org/site/ClubFinancial> and should be submitted to the Senior Manager, Alumni Clubs no later than July 15th of each year.

CLUB FINANCES:

- Each Club should open a checking account in the name of the Georgia Tech Club.
- Accounts must be non-interest bearing.
- Require two signatures per check (e.g. President and Treasurer).
- Monitor the balance of the Club account. Balances of \$1000 or more on a yearly basis may invite unwarranted suspicion by the IRS.
- The Alumni Association is considered a non-profit organization under Federal Regulation 501(c)(3) - Organizations for the Advancement of Education. Clubs are a non-profit under Federal Regulation 501(c)(7) - Social Recreational Clubs. As such Clubs are their own entity and have to possess their own tax ID# (EIN). Neither the Alumni Association nor the Clubs are tax exempt organizations - all must pay sales taxes as appropriate.
- **Treasurer must submit all bank account numbers and tax ID# (EIN) to the Georgia Tech Clubs Department.**

How to Have A Great Club Meeting



Georgia Tech Alumni
Clubs

PLAN IN ADVANCE

The most successful Clubs plan their events months in advance. Georgia Tech Club programs include luncheons, dinners, receptions or group outings to nearby attractions or sporting events, etc. In the past, the social-dinner program format has been the most common. *However, with the steadily rising cost of food, it appears that this format may be defeating the aim of involving as many Tech alumni and friends as possible.* Therefore, other alternatives need to be considered. Try to plan different events that can be enjoyed by all. Remember, everyone has at least one thing in common: “Georgia Tech.” Your Club could consider any of the following or variation thereof:

SOCIAL-DINNER PROGRAM: This format has been used in the following situations:

- When a Tech Club has only one or two “big” meetings per year;
- When there is a desire to have somewhat of a more formal meeting;
- When there is a major campus academic speaker(s) to provide a focal point of the program.

RECEPTIONS/NETWORKING: This type of activity may be appropriate in the following situations:

- Starting a new Club;
- Reception for an Institute official with the intent of acquainting him/her with the alumni in the community;
- As a kickoff or follow-up for an Institute event such as:
 - Community sponsored events, which may have an Institute official as a guest. Build around this type of activity with one specially tailored for alumni;
 - An initial activity in areas of high alumni concentration. This will present an opportunity to identify those individuals who are interested in helping;
 - Game-Watching events;
 - Homebuying/Financial Planning Seminar.

Variations On The Above Theme Could Be: Cookouts, Social Hours, or Tech Gala Events.

CLUB PICNICS: This type of activity is appropriate for the following:

- A send-off party for current and incoming Georgia Tech students and their families - Do not serve alcohol at student attended events;
- A summer or spring activity (A licensed lifeguard must be present if party is hosted at a pool);
- An event the entire family can enjoy;
- An excellent opportunity to introduce young people to the Tech family and spirit.

Event Suggestions

1. EDUCATIONAL/CULTURAL:

- Event with a professor or administrator who provides a Georgia Tech update;
- Invite prominent local alumni or alumni who are professors at other institutions to speak;
- Plan events in conjunction with performances of Georgia Tech alums, parents, students or faculty;
- Downtown business luncheon or breakfast with Georgia Tech administrator, professor or local leader;
- Theater, ballet, symphony, concert in the park, professional athletic event with Georgia Tech alum on the team or other live performance with special Georgia Tech seating;
- Museum visit with “Georgia Tech Night”;
- Gathering around an annual local event (“Georgia Tech at Shakespeare in the Park/Zoo”);
- Book club/discussion group - focus on Georgia Tech alumni or professor/authors;
- Plan seminars using local alumni as resources such as home buying, career networking or investing;
- Have a professor speak on an art exhibit using slides, even if exhibit is not currently touring the city;
- Connect with Georgia Tech groups and/or individuals traveling to cities for events, conferences, or other reasons (Public Affairs, Athletics, Admissions, deans);
- Travel to neighboring cities or Atlanta for special events or a day on campus.

2. STUDENT ORIENTED:

- Host an annual Summer Send-Off Party for incoming and current students;
- Organize a networking or career event;
- Host Georgia Tech Co-op students/interns from local areas and invite them to Club events;
- Invite students to Club events when they are home on break;
- Attend college information nights.

3. COMMUNITY SERVICE:

- TEAM Buzz - Participate in a service project (Habitat for Humanity, Special Olympics, highway/park cleanup, soup kitchen) and wear Georgia Tech white and gold T-shirts;
- Organize a toy drive, canned food drive or book drive;
- Help with voter registration (non-party affiliated);
- Participate in local “Hands On” organization day as a Georgia Tech group and wear Georgia Tech shirts

4. FAMILY EVENTS:

- Organize family day at the zoo, children's museum or other kid-friendly venue;
- Plan a family barbeque or picnic at a local park;
- Organize Family Olympics with games for all ages.

5. ATHLETIC:

- Host pre-game and post-game parties.
- Game-watching party at local venue or home.
- Plan a bus trip to Georgia Tech athletic event (decorate bus and hand out shakers);
- Attend a professional sports event (Georgia Tech seating at ballpark/venue);
- Arrange to have "Welcome Georgia Tech Alumni" on the big media board at sporting events.

6. SOCIAL:

- Plan a buffet, sit-down, potluck, or cook-out dinner at local park or venue;
- Have a Meet & Greet with beverage or food specials;
- Have a Mix, Mingle and Jingle holiday party at local venue or home;
- Organize an event with other Alumni Associations (i.e. ACC schools);
- Gather around local events (local/professional ballgame, parades, arts festivals, wine tasting);
- Offer a wine tasting - feature Georgia Tech connections to vineyards;
- Encourage food to have a Georgia Tech/Southern flare

7. PROGRAM SPEAKERS:

- The Georgia Tech Alumni Association will provide speakers for your Georgia Tech Club program as indicated in the Levels Program. Speakers requested may be academic personnel associated with the Institute, located on or off campus. No fees or honorariums, in general, will be required.
- Requests for educational or alumni speakers must be addressed to the Senior Manager, Alumni Clubs, Georgia Tech Alumni Association. Requests may also be made through our on-line Speakers Bureau. For a listing of all speakers, visit our on-line listing at: <http://gtalumni.org/pages/speakersbureau>. Requests for individual speakers can be made at the same time.
- **Requests for an athletic speaker must be addressed to the Director of Clubs, Georgia Tech Athletic Association.**
- **Club officers should not contact an academic or athletic speaker directly.**

Speakers Bureau



Georgia Tech Alumni
Clubs

The Alumni Association is dedicated to helping coordinate requests from Clubs for Institute speakers. In the fall of 2001, the Alumni Association and the Office of Communications, introduced the **Georgia Tech Speakers Bureau**. This bureau contains active lists of faculty and staff who are willing to travel to Clubs to speak on his/her specialty. To access the Speakers Bureau, log onto the website at: <http://gtalumni.org/pages/speakersbureau>.

The Speakers Bureau is a web-based service, allowing Clubs and others to search the site for potential speakers by name or subject matter. A Club officer can then make selections in order of preference. The Alumni Association will then try to match speakers with those requests. This system has been created to broaden the requests of faculty to speak and to better serve Clubs for faster and more effective communication with speakers.

All requests for speakers not on the Speakers Bureau should be directed to the Senior Manager, Alumni Clubs, for coordination.

ESSENTIAL REMINDERS TO CLUBS ABOUT SPEAKERS

The officers appointed to work on arrangements for speakers should consider the following:

A. DECIDING ON A PROGRAM

- Determine the goal and purpose of the event.
- Before requesting a speaker, Club officers should make a candid assessment of the interests of their Club's members. Remember that interesting and prominent local speakers (whether alumni or not) often make for excellent programs. Many public figures readily accept invitations to address Tech Clubs. This approach is particularly useful if you wish to build up the frequency of your meetings and stimulate more local interest.
- Many Clubs have discovered from contacting local universities that prominent Georgia Tech alumni or current Tech faculty are often nearby. The Clubs staff at the Alumni Association can help you find contacts and approach these individuals (No Political Candidates Please).

B. TIME OF COMMUNICATION TO ARRANGE FOR SPEAKERS

August and September are excellent months for setting up dates throughout the academic year. Avoid trying to arrange meetings during exam periods, academic breaks and religious holidays. Allow at least two months between the initial request and the projected date of the program.

C. MEETING CONSIDERATIONS - LOCATIONS AND LOGISTICS:

- **DISTANCE TRAVELED** – A centrally located site relative to the concentration of Tech alumni and supporters will lend itself to higher attendance. Geographic maps on the Club's webpage provide where the alumni live in that area.
- **ACCOMMODATIONS** - Enough space should be provided for the type of function being planned,

whatever the format. Provide a Georgia Tech presence with Georgia Tech banners, table toppers, shakers, etc.

- **RESOURCE NEEDS** - Depending on the type of function, certain resources or equipment may be needed. Consider such things as a podium and microphone for speakers, registration tables, electrical outlets, LCD projectors, viewing screens and extension cords if a video is to be shown.
- **PARKING AVAILABILITY**
- **REPUTATION OF FOOD AND/OR SERVICE OF ESTABLISHMENT**
- **LIQUOR LICENSE (NO CLUB MEMBER SHOULD SERVE ALCOHOL, LICENSED SERVER IS REQUIRED)**
- **COSTS OF MEAL AND OTHER SERVICES**
- **ESTABLISHING THE COST**
 - Each club function should be financially independent! Events do not have to be lavish to be successful and enjoyable!
 - In many cases, a nominal fee may be added to the cost of the meal ticket. This may be used to defray expenses such as complimentary meals and drinks for guests or other costs the Club leadership feels are justified. One Alumni and one Athletic Association representative as well as the guest speaker are always provided complimentary meals.
 - When an event is planned, the cost factor should be carefully considered and a price established that will not discourage younger alumni. We also encourage spouses and guests to attend Club meetings, so several Club members will be paying for two attendees. Reasonable cost is essential to high attendance.
 - *Tips for Keeping Costs Low*
 - **Be aware of large fixed costs** (renting a room) and of signing binding contracts. Predicting actual turnout is difficult, so plan your event so all costs can be adjusted to match actual turnout, especially if there are charges based on projected attendance.
 - **Be creative with locations** to keep costs low (office buildings, lobbies, conference rooms, restaurants, parks, homes). Sometimes a local volunteer has access to the perfect free space, so ask.
 - **Food and drinks are expensive.** Consider light hors d'oeuvres or cash bar instead of a full-service meal and bar.
 - **Payment - PayPal is recommended.** Each Club can set up a PayPal account at [paypal.com](https://www.paypal.com). Paypal allows the Club to get payment for reservations before the event. This way the Club does not lose money.

D. HAVE ANNOUNCEMENTS MAILED ON TIME

The Alumni Association has developed a meeting announcement program based on the Levels Program, which includes the following, all at no cost to the Club:

- Design and layout of announcements;
- Quality printing;
- First Class mailing to alumni, parents, and friends in the Club area as indicated in the Levels Program;
- E-mail invitations and reminders as indicated in the Levels Program;
- All that you need to provide is the information about the meeting, including date, time, location, program, etc. To avoid any errors in communication, please submit this information via the Event Information Form available via the web, by fax or e-mail.

*The key to getting announcements out on time is having finalized information to the Alumni Association **five (5) weeks** prior to your meeting date for postcard mailings and **four (4) weeks** for email. See page 27 for more information.*

E. MARKETING TIMELINE AND MAXIMIZING EVENT ATTENDANCE

High attendance is essential to a good Club program. It is the Club's responsibility to take the necessary steps to ensure maximum attendance with consideration to the Club membership, the visiting speaker(s) and financial considerations. Here are a few helpful tips:

- Plan a quality, well-organized program.
- Set up a phone committee. Mailings do not ensure maximum attendance. A phone call can always help remind someone of the upcoming event and help you personally reach out to each of your Club members.
- Have media articles in local papers announcing the meeting.

F. KEEP THE MEETING TO 90 MINUTES.

A well organized and timely meeting adds to everyone's sense of enjoyment. **Experience indicates that meetings (including dinner, but not social time) should be no longer than 1 1/2 hours.** Here's a sample agenda for a dinner meeting:

1. Registration
 - Have a Welcoming Committee present to greet attendees as they enter the venue
 - Check in attendees and collect any monies due
 - Ask all alumni attendees to complete a Yellow Registration Card in order to update information with Alumni Association and for use as door prize drawing entry if applicable.

2. SOCIAL 45 minutes (**maximum**)

3. DINNER 30 minutes

- In many cases, hors d'oeuvres may be served in lieu of dinner to help keep down the cost of attending the meeting.
- Door prizes should be given during dinner to save time and allow main speaker to be the last event.
- Please be sure to open your "Goody Box" prior to the event to take stock of all that is included.

4. WELCOME 5 minutes

- The Club President opens the meeting by welcoming all present to the Georgia Tech Club meeting.
- The Club President may wish to provide a brief overview of recent Club activities and expectations for the coming months.
- The Club President should also give special recognition to selected groups or individuals in the audience, such as visiting teachers and students, members of the press or other Club officers or individuals who have devoted their time and energies to the Club program.
- The Club President may also wish to establish the "ground rules" for the meeting, for example, indicating that a question and answer period will follow the presentation of the speaker(s). Such rules should be established prior to the meeting in consultation with the Club officers and speaker(s).
- The Club President should then briefly introduce the official representatives of the Alumni Association who work with the Club and its programs.

5. BUSINESS 5 minutes

Note: Club business should be conducted at a meeting only as needed.

- The business segment of the program should be fully prepared prior to the meeting and kept as short as possible.
- The proposed slate of officers should be read by the President or Chairman of the Nominating Committee. The full slate of officers to be presented to the Club should have already been selected or nominated prior to the meeting by the Nominating Committee. After the reading of the proposed slate, normal parliamentary procedures should be followed.
- Allow the Roll Call Representative 5 minutes to encourage participation in the Annual Fund.

6. ALUMNI ASSOCIATION REPRESENTATIVE(S) 5-10 minutes

Representatives of the Alumni Association will attend many Club meetings. They will provide updates about key developments at the Institute.

7. MAIN SPEAKER 30 minutes (Campus Academic Speaker)
10 minutes Question and Answer

- The Club President or another officer should introduce the main speaker.
- In some cases, if there is a special friend of the main speaker within the Club, the President may ask that individual to introduce the speaker.

8. ADJOURN WITH “RAMBLIN’ WRECK”

G. SPEAKER INTRODUCTIONS

The tone and significance of a program is established by the introductions. Great speeches seldom follow poor introductions. Enthusiastic and informed introductions can lift a speaker and the audience’s sense of excitement. A good introduction requires preparation, accurate and interesting information, and a sense of excitement about the speaker. Remember to keep your introduction brief. The Alumni Association will provide background information on speakers they provide. Bios are most often included in the goody box sent.

H. OFFER VARIED PROGRAMS

Alumni and friends of Tech are interested in a variety of programs and topics. A variety of carefully chosen speakers will appeal to the broadest group possible. There is no magic formula for Club programs.

I. END THE MEETING AFTER THE MAIN SPEAKER

It is common to draw for door prizes or have some announcements after a main speaker. However, it is more effective to end the meeting immediately following questions and answers of the main speaker, or to close with the singing of the “Ramblin’ Wreck”. This closes the meeting on a high note, and still allows for social interaction after the meeting for those who would like to stay.

J. AFTER THE MEETING

- Send pictures and event article for Georgia Tech publications
- Submit the event report online at <https://gtalumni.org/site/MailForm/ClubMeetingReport>.





Roll Call, Georgia Tech’s Annual Fund, is the single largest source of unrestricted funds raised from alumni, parents, friends, faculty, staff and students and represents the broadest base of support for the Institute. Goals for the 62nd Roll Call are \$8,625,000 from 28,275 donors.

Individual contributions to Roll Call help provide the critical unrestricted dollars necessary for Georgia Tech to maintain its place in the top tier of educational institutions around the world. By making a gift to Roll Call, you establish consecutive years of giving, a source of pride among Georgia Tech alumni, earn points with the Athletic Association giving you priority when ordering tickets and **enhance the value of your own degree.**

HOW DOES THE ROLL CALL CLUBS COMPETITION WORK?

The Georgia Tech Alumni Association provides additional funds for your Club scholarships for students in your community through the Clubs Competition. The Clubs with the highest percentage participation in Roll Call above their standard 1% increase among area alumni earn funding for their Club scholarship.

Each Georgia Tech club fits in one of the following leagues, based on the number of alumni and friends within the Club’s geographic area:

Heisman	less than 400 alumni and friends
Alexander	400-699 alumni and friends
Dodd	700-999 alumni and friends
Griffin	more than 1,000 alumni and friends

Scholarship awards are presented for first (\$500) and second place (\$300) winners in each league. Updates and results throughout the Clubs Competition are available on your Club homepage located at www.gtalumni.org/pages/clublisting. Club Presidents and Roll Call Representatives receive emails with updated information on a monthly basis.

Roll Call gifts will only be accepted by individual alumni, NOT from geographical alumni Clubs.

WHO SHOULD YOU CONTACT AT THE ALUMNI ASSOCIATION ABOUT CLUB ROLL CALL INFORMATION?

Marisa Jackson
Annual Giving Manager
190 North Avenue NW
Atlanta, GA 30313-0175
404-894-0782 or 800-GT ALUMS
marisa.jackson@alumni.gatech.edu

Web Resources



Georgia Tech Alumni
Clubs

HOW TO DEVELOP A GEORGIA TECH CLUB WEBSITE

Guidelines for developing a Club website to be posted on the Alumni Association's web server:

- The Alumni Association offers various design templates created to maintain consistency across all Club pages. Online help for these templates is available, although no html or previous webpage experience is necessary. Volunteers who are interested in using the provided templates to create their Club's website should contact the Alumni Association web administrator at clubs@gtalumni.org to request a password and login name.

Any Club that wishes to have a website other than one provided with the Alumni Association templates must host their site externally. The Alumni Association will link to the external site, but will be unable to provide the server space for a Club website not using the provided Club templates.

- The URL for Club website will use the Club name, for example, gtalumni.org/clubs/atlanta/. The Club login page for those volunteers who are updating and maintaining the Club page content is gtalumni.org/clubs/update.
- Club web sites are not to contain personal e-mail directories of Club members unless each person listed has provided specific permission for posting on the list.

SUGGESTED CONTENT:

Web pages should be kept current with regular updates. If site content is outdated, the Alumni Association reserves the right to remove the link to the Club site. The content included in the Club pages is up to the Club; however, all material should be Georgia Tech related and must not be offensive. The Alumni Association reserves the right to remove any material that is determined inappropriate. Some suggestions for site content are:

- Membership benefits and how to join the Club;
- Upcoming events;
- List of officers;
- Contact information for the Club;
- Highlights of recent events;
- Photos from recent events;
- Current Club newsletters.

For more information regarding web services contact Lora Magnuson, Director of Web Services, at 404-385-1063 or lora.magnuson@alumni.gatech.edu

Club Scholarships and Student Recruiting



Georgia Tech Alumni
Clubs

CLUB SCHOLARSHIP PROGRAM

The Club Scholarship Program is a recruiting tool, used to attract the best and brightest students to Georgia Tech. Each year, participating Clubs are expected to raise money, conduct the application process, and select one or more recipients for the scholarship. Each Club is given the opportunity to participate with a minimum contribution of \$500 per student. The Alumni Association will match a portion of the funds given by each Club. The selection process, which is entirely led by each individual Club, begins in mid-January and ends in early May. Information about deadlines and other details about the program are available on the website at gtalumni.org/pages/clubscholarship.

STUDENT RECRUITING

There are a variety of Student Recruiting activities in which your Club can participate. Student Recruiting volunteers are asked to complete a brief on-line training program to become **Certified Student Recruiters**, before representing Georgia Tech at college fairs, student receptions or other recruiting events. Below is a list of some of the activities for Certified Student Recruiters in your Club:

- **College Fairs:** Volunteers outside the state of Georgia are asked to represent Tech at local high school college fairs. This involves a time commitment of 2 - 4 hours per fair.
- **Spring Recruiting Receptions:** These receptions, commonly called "Decision Programs," are hosted jointly by the local Alumni Clubs and the Office of Undergraduate Admission. The events are held prior to the national college decision deadline of May 1. This is often the final recruiting effort in communities across the country and is an opportunity to reach out to students who have not yet decided which college they will attend. The Office of Undergraduate Admission targets certain areas each year and will approach the local Club and Certified Student Recruiters for assistance in hosting or attending the event. Locations are selected based on such factors as historic response, perceived interest and budget.

SEND OFF PARTIES

This is a great, inexpensive and informal way to bring together Club members and congratulate incoming freshmen in your local community. Many Clubs organize a very informal gathering, such as a picnic, barbecue or ice cream party at a local park or Club member's home in late July or early August. The Alumni Association will provide gifts for the incoming freshmen and will furnish a list of incoming students and their parents so that the club may personally invite them. The Alumni Association will send an e-mail invitation to alumni, current students and parents and incoming students and parents. For more information and to schedule your event, please contact the Alumni Association in May.

Athletic Association Staff

Gary Lanier

Director of Clubs, GT Athletic Association

(404) 894-6561

glanier@at.gtaa.gatech.edu

YELLOW JACKET REPRESENTATIVE

The Yellow Jacket Representative serves as the liaison between the Georgia Tech Club and the Athletic Association. The Yellow Jacket Representative and the Athletic Association work together to fill the specific needs of the Athletic Association. All communication between a Club and the Athletic Association should take place between the Yellow Jacket Representative and the Director of Clubs for the Athletic Association. This includes requests for athletic speakers, auction items, etc. Coaches should never be contacted directly by a Club official about Club business.

The Yellow Jacket Representative is appointed by the Director of Clubs for the Athletic Association. Anyone who is a current Alexander-Tharpe Fund contributor is eligible to serve. It is not a prerequisite that the individual be a Georgia Tech alumnus. If you are interested in serving as the Representative or would like to make a recommendation of a suitable candidate, please contact the Director of Clubs for the Athletic Association.

NCAA COMPLIANCE

Georgia Tech's reputation is one of upholding the highest degree of academic and athletic integrity. This tradition can only continue if the alumni, boosters and friends of the Institute are well informed about the National Collegiate Athletic Association (NCAA) rules and regulations for "Representatives of Athletic Interest."

The NCAA has explicit guidelines for what Representatives of Athletic Interest, traditionally known as "boosters", can and cannot do. The Georgia Tech Athletic Association is providing you with this information to assist with any questions you may have regarding the recruitment of prospective student-athletes and contact with currently enrolled student athletes.

Any intentional violation of NCAA legislation involving a booster organization may lead to disassociation from the Georgia Tech Athletic Association. Disassociation would result in loss of any benefits or privileges related to the Athletics Department.

Should you have any further questions, please contact Paul Parker, Assistant Director of Athletics for Compliance Services, at (404) 894-8792.



For a full version of NCAA guidelines, please visit:

[HTTP://RAMBLINWRECK.CSTV.COM/COMPLIANCE/GEOT-COMP2.HTML](http://ramblinwreck.cstv.com/compliance/geot-comp2.html)



A very popular and growing trend in Club programming involves co-sponsoring events with other local ACC alumni Clubs. ACC picnics, parties and game watchings are just several of the programs that have been held. Contact the ACC Alumni Associations that follow to find out if they are represented with an alumni Club in your area.

ACC Alumni Associations

Alumni Association	Address	City	State	Zip	Phone
Boston College	825 Centre Street	Newton	MA	02458	(800) 669-8430
Clemson	109 Daniel Drive	Clemson	SC	29631	(864) 656-2345
Duke	614 Chapel Drive P.O. Box 90572	Durham	NC	27708	(919) 684-5114
Florida State	1022 West Tennessee Street	Tallahassee	FL	32306	(850) 644-2761
Maryland	Rosborough Inn	College Park	MD	20742	(800) 336-8627
Miami	P.O. Box 248053	Coral Gables	FL	33124	(305) 284-2872
North Carolina	George Watts Hill Center CB# 9180, Stadium Drive	Chapel Hill	NC	27514	(919) 962-1208
North Carolina State	40 Pullen Road Campus Box 7503	Raleigh	NC	27695	(919) 515-3375
Virginia	P.O. Box3446	Charlottesville VA		22903	(434) 243-9000
Virginia Tech	Alumni Hall	Blacksburg	VA	24061	(540) 231-6285
Wake Forest	P.O. Boxx 7227 Reynolda Station	Winston-Salem	NC	27109	(800) 752-8567

Club Levels: Structure



Georgia Tech Alumni
Clubs

Club Levels

The Alumni Association has developed a Club Levels Program to better serve the various Clubs around the country. We recognize that the success of each Club is largely determined by the leadership in place. Also, Clubs choose varying levels of activity throughout the year. As such, the Alumni Association has designated the Clubs to indicate both levels of activity and support from the Alumni Association.

We encourage all Clubs to strive for the level that they wish to reach. Club levels listed on the next pages indicate corresponding services that the Alumni Association will offer this year. In addition, it indicates the activities in which each club has to engage this year to reach the given level NEXT year.

The Alumni Association will assist Clubs wherever possible to attain the Club Level they aim to reach.



Club Levels:

2008-2009 Club Levels



		White & Gold	Ramblin Wreck	Buzz	Corporate Clubs
Volunteer Structure	President	Required	Required	N/A	Required
	Vice President (President-Elect)				
	Secretary				
	Treasurer				
	Roll Call Representative				
	Student Recruiting Representative (coordinates all Student recruiting, college fair attendance, Club scholarship program & PSP recruiting)				
	Young Alumni Representative				
Contact for Alumni Association	N/A	N/A	Required	N/A	
Events					
Minimum Expectations of events		Hold 3 Events/year (e.g. Academic Campus Speaker*, Student Event, Community Service)	Hold 2 Events/year (e.g. Game Watching, Student Event, Community Service)	Hold 1 Event/year (e.g. Game Watching, Student Event)	Hold 2 Events/year
Minimum Attendance Required for Speaker Event		40	30	N/A	25
Young Alumni Marketing of Events		Required	Required	Optional	Optional
Game-Watching Event/Party (Not included as major event)		Optional	Optional	↓	↓
Minimum Notice of 6 weeks to Alumni Association for invitations		Required	Required	Required	N/A
Giveaways from Alumni Association provided for select events		Yes	Yes	Yes	Yes
Travel Expense covered by the Alumni Association for up to ___ academic speakers/year		2 Speakers/Year	2 Speakers/Year	1 Speaker/Year	2 Speakers/Year
Website					
Template, server space & staff support provided		Yes	Yes	Yes	Yes
Reports					
Club Event Reports sent to Club's Department within 1 week of event (attendance list & Club Meeting Report)		Required	Required	Required	Required
Submit Club Financial statement by the end of the Fiscal Year (June 30th)		↓	↓	Optional	↓
Submit Club officer update form by the end of the fiscal year (June 30th)		↓	↓	Keep Contact Current	↓
Mailings					
Hard Copy & E-mail Invitations (Limited #) mailing provided upon request. Reminder e-mails will be provided 7 days in advance of event.		Limit 2 Campus Speaker* Event invitations annually	Limit 1 Campus Speaker* Event invitation annually	Limit 1 Campus Speaker* Event invitation annually	N/A
Other E-mail Invitations provided upon request: (Only for certain events & using our discretion) e.g. Student Picnic, Game Watching, Team BUZZ, Scholarship Solicitation, etc. Reminder E-mails will be provided 7 days in advance of event		Yes	Yes	Yes	N/A
One Roll Call Solicitation		Yes	Yes	Yes	Yes
E-newsletter per fiscal year (Fall/Spring)		2	1	N/A	N/A
Electronic list of area alumni provided to the Club President or Contact person		Yes	Yes	Yes	Yes
Participation					
Increase number of Roll Call donors in your geographical area by 1% of total potential donors. Staff support for Roll Call goals provided by the Alumni Association (phonathon, solicitation letter, thankathon, etc.)		Required	Required	N/A	Required
Roll Call Pledge Follow-up		↓	Optional	N/A	↓
Participate in College Fair(s)/Yield Reception		↓	Required	Required	N/A
100% Officer/Contact Giving to Roll Call		↓	↓	↓	Required
Leadership Georgia Tech (LGT)					
Send at least one representative to Leadership Georgia Tech (Maximum of 3)		Yes	Yes	Yes	Yes
Hotel expense covered by Georgia Tech Alumni Association		1 Room / 1 Night	1 Room / 1 Night	1 Room/1 Night	N/A
Scholarship					
Active fundraising for either scholarship fund or endowment		\$750 Minimum by March 1	\$500 Minimum by March 1	N/A	\$750 Minimum by March 1
Meet scholarship deadlines and follow enrollment standards		Required	Required	N/A	Required

* Campus Speaker: Non-Athletic Association Sponsored Speaker

Club Levels:

Administration & Support



All Clubs

- Adopt By-laws;
- Submit "New Fiscal Year" Club officer update form no later than July 15, 2008 (Even if officers have not changed since last year);
- Submit Club officer update form throughout the year when an officer change occurs;
- Hold Steering Committee meetings at least quarterly, and send minutes to the Alumni Association;
- Send at least one (1) officer to Leadership Georgia Tech;
- Establish EIN (Employer Identification Number) for Club financial accounts;
- Submit "Year-End" Club financial statement (June 30) no later than **July 15, 2009**.

Alumni Association Support for All Club Levels

- **Event Mailings**
The Alumni Association will provide 8.5"x5.5" postcard mailings for the above Club events based on current 2007-2008 levels. Buzz & Ramblin Wreck Level Clubs receive one (1) mailing; White & Gold Level Clubs receive two (2) mailings. Mailings will be coordinated as follows:
 - An e-mail invitation will be sent to all alumni, friends, and parents for whom the Alumni Association has a valid e-mail address;
 - A hardcopy invitation will be sent to all alumni, friends, and parents;
 - An e-mail reminder will be sent roughly 5-7 days prior to the event. Additional meetings and events will be publicized via e-mail invitations and reminders only.
- **E-Mail Only Invitations**
Invitations will be sent only via e-mail for certain club events - e.g. student send-offs, game watchings, community service, scholarship solicitation letters, newsletters, etc. Please allow three (3) weeks from submittal of information until the e-mail is sent. We are conscious of the number of e-mails that we send our alumni. Please help us by planning to send no more than one event e-mail per month.
- **Speakers**
The Alumni Association will provide, and pay travel expenses for campus speakers (non-athletic) at Club meetings as follows: two (2) for White & Gold Level Clubs, two (2) for Ramblin Wreck & Corporate Level Clubs, & one (1) for Buzz Level Clubs. Additional campus speakers can be added, subject to the speaker's schedule, at the Club's expense. All campus personnel who have agreed to speak at Club meetings are listed in the Speakers Bureau on the Alumni Association's website at <http://gtalumni.org/pages/speakersbureau>. Clubs are encouraged to utilize local Georgia Tech alumni and community leaders as additional speakers to avoid added travel costs.
- **Event Supplies**
The Alumni Association will provide nametags, Georgia Tech pins, registration cards and Georgia Tech informational brochures for all Club meetings. Additionally, we will provide door prizes for all Speaker meetings. Please let us know if the Club does not need additional items.
- **Newsletters**
The Alumni Association will send both a fall and spring electronic newsletter to each Club's alumni. Please send the complete newsletter at least four (4) weeks in advance of desired distribution. The Alumni Association reserves the right to edit newsletters as necessary.

Web Sites and Club Forms



Georgia Tech Alumni
Clubs

AN AT-A-GLANCE REFERENCE FOR ON-LINE CLUB RESOURCES

www.gtalumni.org

Georgia Tech Alumni Association

www.ramblinwreck.com

Georgia Tech Athletic Association

www.gatech.edu

Georgia Institute of Technology

Information

<http://gtalumni.org/pages/clubs>

Georgia Tech Clubs - Main Page

<http://gtalumni.org/pages/clublisting>

List of Georgia Tech Clubs

<http://gtalumni.org/calendar>

Alumni Association Master Calendar

<http://gtalumni.org/pages/toolkit>

Club Officer Information

<http://gtalumni.org/media/pdfs/clubs/clubhandbook.pdf>

On-Line version of this Handbook

<http://gtalumni.org/pages/studentrecruiting>

Student Recruiting & Club Scholarship Information

<http://gtalumni.org/pages/speakersbureau>

List of Potential Club Speakers

Forms

<http://gtalumni.org/media/pdfs/clubs/clubofficerupdate.pdf> Officer Update Form

<https://gtalumni.org/site/MailForm/ClubMeetingReport> Post-Meeting Recap Report Form

<https://gtalumni.org/site/ClubATR> Annual Club Activities Report Form

<https://gtalumni.org/site/ClubFinancial> End of Year Financial Report Form

<http://gtalumni.org/site/MailForm/ClubEmailList> Alumni Geographical Data Request Form

Club Websites

www.gtalumni.org/clubs/augusta

Club-Specific Web Page

www.gtalumni.org/clubs/seattle

www.gtalumni.org/clubs/update

Club Webmaster Web Update Page

By-Laws



The Georgia Tech Club of _____.
(Area, City, State, etc.)

Article I Name and Purpose

Section I

The name of this organization shall be “The Georgia Tech Club of _____.”

-OR-

The name of this organization shall be “The _____ Georgia Tech Club.”

Section II

This Club is not organized for profit. It shall be operated exclusively for educational, civic and other charitable purposes. It may sponsor and conduct activities which promote fellowship and social contact between its members. No part of any net earning of this Club shall inure to the benefit of any member or any other private person. The purpose of said Club shall be to unite and organize alumni and friends of the Georgia Institute of Technology living in the Club’s vicinity for the purpose of carrying out the following activities:

- Assisting and supporting Georgia Tech in its overall mission;
- Helping to promote Georgia Tech in the Club’s community;
- Helping the Alumni Association achieve its mission through activities such as student recruitment, Roll Call, Club scholarships, community relations and student assistance programs;
- Providing an opportunity for all alumni in a region to come together in a local community for social and intellectual enrichment as well as networking opportunities;
- Providing other educational and civic activities as may be deemed desirable by the membership of the Club;
- Enhance the public image and presence of the Institute through alumni.

Article II Affiliation

Section I

This Club shall be affiliated with the Georgia Tech Alumni and Athletic Associations in the manner and degree prescribed by said Associations and the overall Georgia Tech Club’s mission statement.

The Georgia Tech name and associated logos are trademarks of the institution and may be used for approved purposes only. If the Club desires to create its own logo, it must be approved through the Alumni Association and the Georgia Tech Licensing Department.

This Club shall work with the Georgia Tech Alumni and Athletic Associations cooperatively and be helpful as may be determined by the judgment of its members and Steering Committee, and in turn expect the helpful assistance of the said Associations in carrying out this Club’s objectives.

Failure to submit an annual Georgia Tech Club Financial Report will result in the revocation of charter and withdrawal of support of the Club from the Alumni and Athletic Associations.

Article III

Membership

Section I

The membership of the club shall consist of the following classes:

- Members who shall be graduates, former students or friends of Georgia Tech;
- Members consisting of administrative officials and faculty of the Georgia Institute of Technology.

Article IV

Duties of Officers

Section I

President: The President shall preside at all meetings of the Club and the Steering Committee. He/she shall appoint special committees as necessary to carry out the functions of the organization and shall perform other duties ordinarily pertaining to this office. He/she must be a Georgia Tech alumnus; an alumnus is someone who has matriculated at Georgia Tech. The President shall normally serve two (2) years and is responsible for selecting and training his/her successor.

Section II

Vice-President: The Vice-President, in the absence of the President, shall perform the duties of that office and in event of his/her resignation or inability to serve, shall succeed to the office of President for the unexpired term. He/she must also be a Georgia Tech alumnus.

Section III

Secretary: The Secretary shall keep a record of the minutes of each meeting and shall send out notices of all meetings of the Steering Committee. He/she shall keep an up to-date record of current active alumni and addresses. He/she shall coordinate all address changes of area alumni with the Alumni Association. A completed Club meeting report form will be sent to the Georgia Tech Alumni Association after each function.

Section IV

Treasurer: The Treasurer shall collect all assessments and fees, shall deposit them in the bank designated by the Steering Committee in a timely manner, and shall be responsible for submitting such information as necessary to keep the Georgia Tech Alumni and Athletic Associations informed of all Club activities. A complete financial report shall be submitted to the Alumni Association by July 15 of each year.

Section V

The affairs of the Club shall be determined and directed by a Steering Committee consisting of a minimum of four (4) members and a maximum of seven (7); these are the duly elected officers of the Club who are the Steering Committee, with the exception of the Yellow Jacket Representative, who is appointed by the Athletic Association. Members of this committee will serve for one (1) year, pending re-election. Such members shall, however, continue to serve beyond their stated term until their successors have been duly appointed. A quorum of the Steering Committee shall consist of 51% of the members of that committee.

Meetings of the Steering Committee shall be called by the President or by a majority of the members of the

Steering Committee and shall be held at such time and place as designated in notice thereof. The Steering Committee shall by proper resolution provide for the method of signing checks, notes or other instruments for the payment of money; for the transfer and sale of the property; for the assumption of liabilities; and for the execution of all other legal documents.

Section VI

The election of officers shall be held annually, the vote being at the annual Meeting. A Nominating Committee consisting of the current President and two (2) Past-Presidents appointed by the President. If no Past-Presidents are available, the President may appoint two (2) members at large from the general membership exclusive of current officers. This committee shall present a slate of nominees to the members, but floor nominations shall also be admissible for vote. Officers shall normally serve one (1) year, except the President who serves two (2) years.

Section VII

The fiscal year of the Club shall begin July 1 and ends June 30.

Section VIII

A quorum for meetings shall be the total number of members present.

Article V Meetings

Section I

In addition to an annual meeting, as many other meetings may be held at whatever times desirable upon direction of the President and Steering Committee. There is no restriction of time between meetings. Alumni Association services are governed by the Levels Program.

Section II

At least fourteen (14) days notice of any annual or special meeting of the members of the Club or of the Steering Committee shall be given to each alumnus and friend in writing by the United States mail or E-mail sent to his/her address currently on the Alumni Association's official roster of the Club, subject to the guidelines set forth in the Levels Program.

Article VI Dues

Section I

The amount of annual dues, if any, shall be determined by the Steering Committee and may be changed without amendment to the by-laws.

Article VII By-laws Changes

Section I

These by-laws may be changed or amended at any annual meeting or at any time a special meeting is called for that purpose, by the affirmative vote of a majority of the members present, provided notice of such intended change is made ten (10) days in advance of said meeting.

All amendments to these by-laws are subject to approval by the Alumni Association's elected Board of Trustees.