

# Atlanta Actuarial Club Constitution

## **Article I - Name and Purpose**

This non-profit organization has been formed as an informal association of actuaries working or residing in the greater Atlanta area. The organization will be named the "Atlanta Actuarial Club" and its purpose is to:

- Promote fellowship among its members,
- Provide a centralized source of information to communicate the opportunities and events of the local actuarial community,
- Promote the recruitment and education of actuarial students, and promote the continuing education of club members,
- Exchange ideas and information relating to actuarial matters and other interests of the membership,
- Enrich the community through tutoring and mentor programs.

## **Article II - Membership**

Any person who is part of one or more of the following groups may become a member of this club:

- Members of any recognized national or international actuarial organization (for example, a Fellow or Associate of the Society of Actuaries and/or Casualty Actuarial Society and/or actuary enrolled by the Joint Board and Members and Affiliates of the American Academy of Actuaries),
- Persons who are pursuing actuarial examinations,
- Persons performing work of any actuarial nature,
- Retired actuaries who were part of at least one of the above groups prior to retirement.

## **Article III - Officers**

The officers of the club shall be a President, Vice-President, Secretary, Treasurer, and Communications Director. The following roles will be taken by either the President, Vice President, Secretary, Treasurer: Chairman of the Program Committee, Chairman of the Community Enrichment Committee, Chairman of the Actuarial Student Committee. The Communications Director shall be Chairman of the Website Management Committee.

The President shall preside at all regular meetings of the club and supervise its general affairs. The President shall appoint members of all standing committees as specified in Article V. In addition, he or she may appoint members to other committees as he or she deems necessary to carry out the affairs of the club.

The Vice-President shall perform all duties incumbent upon the President during his or her absence or inability to perform such duties.

The Secretary shall keep current membership lists, furnish a copy of the Constitution to the incoming officers each year, furnish such copies to other members on request, and act as a liaison with national and other local actuarial organizations. The Secretary shall also keep a list of active committees and their duties and distribute meeting notices and newsletters to members.

The Treasurer shall pay bills approved by the club, submit a Treasurer's report at least annually, keep correct and complete records of the account showing the accurate financial

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condition of the club at all times, and be the legal custodian of all monies which belong to the club. The Treasurer will also collect dues, if applicable.

The Communications Director shall manage the development and maintenance of the club's website. The Communications Director shall solicit and manage any technology vendors and/or club member volunteers within an allocated budget. In addition, he or she is responsible for organizing and editing all content listed and approving all requests for website changes and additions. The Communications Director shall be Chairman of the Website Management Committee.

### **Article IV - Nomination and Election of Officers**

The Nominating Committee shall submit to the club, at the final regular meeting of the calendar year, its nominations for the offices of Vice President, Secretary, Treasurer, and Communications Director. Nominations may also be made from the floor. A majority of members present at a regular meeting will be sufficient to elect officers. The new President, Vice President, Secretary, Treasurer, and Communications Director shall take office immediately in the new calendar year.

The President shall hold office from the onset of the new calendar year until the conclusion of that same calendar year, at which time the President shall be succeeded by the Vice-President. It is recommended that the President be a member of a recognized national or international actuarial organization.

The Vice-President shall be elected at the end of each calendar year. In the event that the office of President becomes vacant, the Vice-President shall automatically succeed to fill the vacancy of the unexpired term. If the Vice-President so succeeds the President due to a vacancy, the Vice-President will serve as President for the remainder of that calendar year as well as the following calendar year. If there is no Vice-President, a new President shall be elected at the next meeting. It is recommended that the Vice-President be a member of a recognized national or international actuarial organization.

Either the Secretary or the Treasurer of the club shall be elected each calendar year and shall serve for two consecutive calendar years.

In the event that the office of Vice-President, Secretary, or Treasurer becomes vacant, the duties of that office shall immediately devolve on the President. A new Vice-President, Secretary, or Treasurer shall be elected at the next meeting of the club and shall serve for the remainder of the unexpired term of the Vice-President, Secretary or Treasurer.

The Communications Director shall also take office immediately at the onset of the new calendar year and serves a one year term, without obligation to progress. If he or she desires and is nominated, The Communications Director can serve a subsequent year(s) or subsequently serve as Vice-President, Secretary, or Treasurer.

### **Article V - Committees**

The Program Committee shall consist of either the President, Vice President, Secretary, or Treasurer as Chairman, and at least two members appointed by the Chairman. This Committee shall arrange the programs for the meetings of the club and select a place for holding such meetings.

The Community Enrichment Committee shall consist of the President, Vice-President, Secretary, or Treasurer as Chairman and at least one other person appointed by the Chairman. This Committee shall establish various community enrichment programs (such as tutoring and mentoring programs for children), communicate the opportunities to the club members, and manage the club's involvement.

The Actuarial Student Committee shall consist of the President, Vice President, Secretary, or Treasurer as Chairman, the President of Georgia State's Actuarial Club, and at least one other

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person appointed by the Chairman. This Committee shall support the actuarial students in the Atlanta area through various activities including organizing study sessions, promoting Georgia State's job fair, and organizing events for actuarial students.

The Website Management Committee shall consist of the Communications Director as Chairman, and at least one other person appointed by the Communications Director. This Committee shall be responsible for managing the development and maintenance of the club's website, responding to any questions or suggestions from the club members, and implementing any changes.

The Nominating Committee shall consist of the Vice President, the Secretary, the Treasurer, the retiring President, and the prior President. The duties of this Committee are described in Article IV.

### **Article VI - Meetings**

A minimum of two regular meetings shall be held each calendar year at which members shall meet for the program presented. Special meetings, as well as special interest meetings, may be called by the President with the approval of the other Officers. The club membership shall be notified of each meeting in writing at least seven days prior to the date of the meeting. The President may extend invitations to guests to be present at any meeting of the club. Additionally, the club will organize a minimum of two informal events each calendar year, such as a happy hour.

### **Article VII - Dues**

The amount of the annual dues, if any, for any year may be changed by a two-thirds vote of all members present at a regular meeting that year. Any member whose dues are unpaid three months after the date they are due shall cease to be a member. Membership can be added or reinstated anytime throughout the year with the full annual dues payment; thereafter all dues will be payable on the date of the first regular meeting of the calendar year as they are for the rest of the membership.

### **Article VIII - Records**

The Constitution and amendments thereto shall be prepared in duplicate, one copy to be kept in the files of the Secretary, the other in the files of the President. An electronic copy of the Constitution and amendments thereto will be kept online at the Atlanta Actuarial Club's website [www.atlantaactuarialclub.org](http://www.atlantaactuarialclub.org).

### **Article IX - Amendments**

This Constitution may be amended by an affirmative vote of two-thirds of the members present at any regular meeting. The membership of the club should have at least two weeks notice of any proposed amendments before a vote is taken.