



Kuumba Storytellers of Georgia, Inc.
Constitution and By Laws Manual
January 2024

Adopted, January 2012
Revision 1, January 2013
Revision 2, January 2024

KUUMBA CONSTITUTION AND BY-LAWS

SECTION 1 MISSION

ARTICLE I

The title of this organization shall be:

Kuumba Storytellers of Georgia, Inc.

ARTICLE II

The mission of Kuumba Storytellers of Georgia is:

To preserve the African oral tradition, provide awareness of the cultural history of African and African American peoples, and to serve as an educational resource for the community.

ARTICLE III

Types of membership shall consist of general, student, sponsor, librarian/media specialist, youth and honorary membership.

- A. General membership requires that the member be in good financial standing, who attends meetings regularly and participates in the work of the organization (i.e., serves on a committee).
- B. Sponsors/organizations members are non-voting, supporters of storytelling. They are not active in the business of the organization. Sponsors/supporters names shall be listed on all printed programs and acknowledged at all Kuumba events and on the Kuumba website.
- C. Youth members pay dues and participate in the approved activities, such as meetings, workshops and performances and events coordinated by the Youth Advisor(s).
- D. Honorary members are persons recognized by Kuumba for their extraordinary contribution around storytelling.
- E. Friends of Kuumba are special members who promote the vision and mission of Kuumba, through donations, promotions and attend programs.

The Board of Directors will confer honorary membership by majority vote.

Membership Dues

Annual Membership Dues shall be made payable to Kuumba Storytellers of Georgia, and are due January 2nd of each year

Dues paid after September 30 will be credited for the upcoming fiscal year. *New members shall receive the benefit of an extra three (3) months of membership if they join in or after September.

All members are entitled to benefits as established by the organization,

(See Kuumba membership application on website: www.kuumbastorytellers.org.)

SECTION 2 OFFICERS

ARTICLE I

There shall be the following elected officers:

- A. President
- B. Vice President
- C. Secretary
- D. Assistant Secretary
- E. Treasurer
- F. Assistant Treasurer
- G. Parliamentarian

All officers shall have been active members for at least two years.

All officers will serve for a term of two years.

The **President** shall:

- A. Preside at all meetings of the Executive Board and general meetings of the organization, and at any special meetings.
- B. Appoint Committee Chairpersons immediately after their installation:
- C. Make interim appointments as needed with the approval of the Board of Directors
- D. Sign all contracts along with the Secretary after approval of the Board of Directors.
- E. Serve as an ex-officio member of all committees, except that of the Nominating Committee.
- F. Call a special meeting, when necessary
- G. Serve as the official spokesperson for the organization or designate a representative.
- H. Meet with the incoming President and share pertinent information to provide a smooth transition.

The **Vice President** shall:

- A. Perform all the above duties in the absence of the President, and perform such duties as are assigned by the President.
- B. Be responsible for all documentation necessary to maintain the 501 (c)(3) status
- C. Obtain and disseminate all quarterly and annual reports.

The **Secretary** shall:

- A. Record and disseminate the minutes of all proceedings of the Board of Directors, and all membership meetings.
- B. Co-sign with the President, all contracts for Kuumba
- C. Record and disseminate all correspondence as directed by the President or the Board of Directors.

The **Assistant Secretary** shall:

- A. Assist the Secretary, and shall act as Secretary, in Secretary's absence.

The **Treasurer** shall:

- A. Assume the responsibility for receiving, disseminating, and documenting all Kuumba fiscal activities.
- B. Make monthly, quarterly, and annual financial reports to the Board and to the Membership.
- C. Sign checks

The **Assistant Treasurer** shall:

- A. Assist the Treasurer, and shall act as Treasurer in the Treasurer's absence

NOTE: An officer who does not comply with the assigned responsibilities may be removed from office by majority vote of the Board of Directors.

ARTICLE II

The Board of Directors shall consist of the elected officers and the standing committee chairpersons

The Board of Directors shall handle the regular business of Kuumba Storytellers of Georgia, Inc.

A quorum for conducting the business of the Board of Directors shall be not less than 50% of the Board members present to vote.

NOTE: Each outgoing Board must leave in the treasury, a sum equal to the unpaid financial obligations for which the administration is responsible and/or the recurring financial obligations **for a minimum of six (6) months.**

SECTION 3 MEETINGS

ARTICLE I

The Board of Directors meetings shall be held monthly on the first Saturday of each month.

Membership meetings shall be held monthly, on the second Saturday of each month.

Monthly meeting reminders will be issued online, telephone, mail or by email to all members.

The President or the Board of Directors may call special meetings. Notice of special meetings shall be given to the **Board** members at least two to five business days in advance.

A quorum for conducting the business of a regular or special meeting of the membership shall be no less than 25% of the members in good financial standing.

SECTION 4 COMMITTEES

ARTICLE I

Standing Committees shall be:

- A. Membership
- B. Programs
- C. Historical
- D. Kuumba Cares and Hospitality
- E. Professional Development
- F. Kuumba Youth (Tattletales)
- G. Public Relations and Marketing
- H. Fund-Raising and Grant Writing

Kuumba's Committees Descriptions

A. The Membership Committee

The Membership Committee promotes Kuumba's growth by providing leadership in the recruitment and retention of Kuumba's members.

- Increase membership. Recommends means for increasing membership.
- Cooperates with the Board of Directors, to provide advice and counsel on matters of membership recruitment and retention.
- Collaborate with other committees to provide recommendations on membership recruitment, engagement, and retention programs.
- Keep membership informed and aware of resources (products), services, and membership benefits of Kuumba.
- Membership drives
- Welcome new members.
- Submit a budget.
- Report and attend Board meetings.

B. The Program Committee

The program committee will plan, coordinate, execute, monitor, and support activities and programs for Kuumba Storytellers of Georgia.

The Program Committee will consist of chairs of sub-committees.

Sub-committee chairs will oversee the activities of their specific programs (Historical Portraits, Mama Tales, etc.)

1) The Program Committee Chair - Duties and responsibilities

- Will consist of a Chair who oversees co-chairs of sub-committees.
- Subcommittees consist of co-chairs who will oversee activities of their specific programs. (Historical Portraits and Mama Tales, etc.)
- See that subcommittees adhere to timelines for planning and implementation of programs.

2) Co-Chairs of Sub-Committees - Duties and Responsibilities

- Creates an overall vision for the events and implement the program by organizing, scheduling of tellers and other presenters.
- Develop program schedule with date, time, and location of events.
- Conducts in-person rehearsals for tellers.
- Assigns and manages the work of the Committee.
- Manages cost as the activities and programs are intended to be self-funded. Submit a budget to the Board outlining financial projections (venue cost and paying tellers)
- Develops an impartial method to select storytellers and determine the number of storytellers and other participants needed.
- Assists the Marketing Chair in publicizing the activities and programs.
- Establishes a liaison for the selected venues and make a visit to the venues for the purpose of planning and programming.
- Manages cost as the activities and programs are intended to be self-funded. Submit budget to the Board outlining financial projections (venue costs and cost for paying tellers) for Board approval.
- Each subcommittee will report progress of program to the Program Chair before Board meeting (first Saturday of each month).
- Attends the monthly board and general meetings to give program updates.
- Coordinate a smooth transition with the incoming Chair and Serves as mentor to ensure a smooth transfer of knowledge and responsibility at the end of their term.
- Collects data through surveys and/or evaluation forms to identify lessons learned from past activities for improvement of future programs.
- Builds solid, sustainable relationships for the long-term delivery and success of future activities and programs.
- Identify a person who will research and identify venues and make a visit to the venues for the purpose of planning and programming.

C. Historical Committee

- The Historical Committee will research, analyze, trace, collect, maintain on an on-going basis, record, archive and interpret the history of Kuumba Storytellers of Georgia.

D. Kuumba Cares/Hospitality Committee

The Kuumba Cares/Hospitality Committee is a two-tier committee that will operate as follows:

1) Kuumba Cares will:

- Be made up of the general membership of Kuumba Storytellers of Georgia because we are a family that cares about each other.
- All members are asked to share with the Committee Coordinator information about any member who is sick, shut-in, or experiencing the lost/transition of a loved one. The Committee Coordinator will communicate this information to the President of the Board of Directors.
- Members are invited to represent Kuumba by visiting those who are in hospitals, shut-in or attend transitional services as needed.

2) Hospitality will be responsible for:

- Sending get-well cards to members who are sick and cards of condolences when there is a lost/transition of a loved one as needed.
- Working with other committees in activities and events that welcome new members and promote fellowship throughout the Kuumba family.

E. The Professional Development Committee

The Professional Development Committee research, develops, and implements programs and provide leadership for activities to increase knowledge and skills in storytelling for its members and the community.

Professional Development Duties and Responsibilities

Develops and presents workshops consistent with the needs of Kuumba's membership.

1. Ensures that all new members receive an introductory orientation.
2. Develops budget consistent with the needs of Kuumba and indicating fiscal responsibility in its management.
3. Recruits Speakers and Teachers to conduct workshops as necessary.
4. Complete monthly committee reports to Kuumba's board.
5. Stay abreast of trends in storytelling to report and update general membership.
6. Coordinates during the first quarter of the term with other committee chairs for cross training as needed.
7. Other duties as assigned.

F. Kuumba Youth/Tattletales

This committee will:

- Develop, coordinate, facilitate and implement programs and activities for youth that will promote their interest and love of the culture and history of African and African American peoples through teaching and practice of storytelling.

G. Public Relations (PR) and Marketing Committee is a two-tier committee that will operate as follows:

1) Public Relations (PR) Committee will create, manage, and maintain a positive relationship and flow of information between Kuumba Storytellers of Georgia and the public.

Public Relations and Marketing

- Develop marketing strategies to promote the Kuumba mission and causes.
- Target organization and individuals to donate money and or time on behalf of Kuumba.
- Find and developed a loyal patron following.
- Keep connected to existing patrons to increase the likelihood that they will donate money or time again.
- Submit budget to Board of Directors.
- Reports and attend Board Meetings.

2) Marketing Committee's purpose is to gain and retain patrons and customers for Kuumba Storytellers of Georgia. The committee will achieve these goals by creating, communicating, and delivering products and services (programs, workshops, souvenirs products, etc.) of value to the patrons/and customers.

H. Fundraising and Grant Writing

The Fund Raising and Grant Writing Committee will:

- Research, develop and implement grant proposals and secure donations (monetary/in-kind).
- Develop and implement fund raising events.
- Develop projects that will create products for sale.

ARTICLE II

Ad-Hoc Committees shall oversee the:

- A. By-Laws and Constitution and Procedures and Policies Constitution
- B. Nominating
- C. Festivals (NABS, NSN, etc.)
- D. Issues and Solutions

SECTION 5 ELECTIONS

ARTICLE I

Elections will be held every other year.

1. President appoints Nominating Committee in *August (or earlier).

2. Nominating Committee submits a slate in September.
3. Nominations can be made from the floor.
4. Elections will be held in October.
5. Outgoing President will meet with incoming President in October and November to share information for making a smooth transition.
6. Officers will be installed in December.
7. Officers will assume duties in January.

NOTE:

Candidates vying for Kuumba officer positions are encouraged to:

1. Submit a short two (2) paragraph bio to the election committee before the September General meeting.
2. Give a 3–5-minute presentation detailing their agenda for the upcoming term in office at September meeting.

SECTION 6 AMENDMENT and DISSOLUTION

ARTICLE I

The by-laws may be amended or revised by an affirmative vote of two thirds of **all** the members present and in good standing at a meeting designed for the purpose. Copies of proposed amendments shall be given to members in writing at least one month prior to the upcoming meeting.

ARTICLE II

In the event of dissolution of Kuumba Storytellers of Georgia's remaining assets after the satisfaction of all obligations of Kuumba shall be given to NABS, the parent organization.