



# Cleveland Council of Black Colleges Alumni Association, Inc. **By-laws**

## **Article I – Dues & Privileges**

The member classification shall determine the amount of annual dues, payable to the Council by the payment terms listed (See Section 6). Each category will also list the member privileges for the paid membership.

*Section 1 – Alumni Member.* The annual dues shall be Thirty-five dollars. (\$35.00)

- Voting rights on all matters.
- Eligibility to attend regional, national meetings/conferences as Council delegates.
- Hold an elected position within the Council.
- Priority mailing (postal/electronic) of special events.
- Opportunities to create and participate in special events.
- Access to up-to-date information about initiatives, programs, and events.
- Unlimited networking potential through a variety of local, regional and national resources.

*Section 2 – Parent/Supporter.* The annual dues shall be Twenty dollars. (\$20.00)

- Voting rights on all matters.
- Hold an appointed position within the Council.
- Eligibility to attend regional, national meetings/conferences as Council delegates.
- Priority mailing (postal/electronic) of special events.
- Opportunities to create and participate in special events.
- Access to up-to-date information about initiatives, programs, and events.
- Unlimited networking potential through a variety of local, regional and national resources.

*Section 3 – HBCU Alumni Chapter Representatives.* The annual dues shall be Thirty-five dollars. (\$50.00)

- Voting rights on all matters for two delegate members.
- Hold an elected position within the Council.
- Eligibility to attend regional, national meetings/conferences as Council delegates.
- Exclusive webpage, with unlimited access (for financial/active status) on the Council's website, to be used for, but not limited to, promotion of local chapter activities, events, officers, announcements, institution news, special announcements, and other information in good and moral taste.
- Priority mailing (postal/electronic) of special events.
- Opportunities to create and participate in special events.
- Access to up-to-date information about initiatives, programs, and events.
- Unlimited networking potential through a variety of local, regional and national resources.

*Section 4 – Other/Affiliate Groups Representative.* The annual dues shall be Thirty dollars. (\$40.00)

- Voting rights on all matters excluding voting on elected officers of the organization (one delegate).
- Hold an appointed position within the Council based on the discretion of the President and the Executive Committee.
- Priority access to membership database for promotion of program.
- Special logo/advertisement on website with direct link to organization website.
- Priority mailing (postal/electronic) of special events.
- Opportunities to create and participate in special events.
- Access to up-to-date information about initiatives, programs, and events.
- Unlimited networking potential through a variety of local, regional and national resources.

*Section 5 – Honorary/Sponsor.* The annual donation shall vary based on individual occurrence and/or Program Partner level for a particular special event.

- Shall not have the right to vote or hold office.
- May have presence on the website.

Section 6 – Collection of Dues. Membership dues are collected annually for the current operating year beginning in the month of July.

- All dues should be paid within the four three months of the current operating year (July – October).
- Dues collected during the months of the current operating year (November – June) will assessed a one-time late fee of \$10.00.

## **Article II – Duties of Officers**

Section 1 – President. The President shall preside at meetings of the Council, shall be the Ex Officio member of all committees, except the Nomination & Elections, shall preside at all meetings of the executive committee and shall perform all duties as are incidental to the Office of the President and are properly required of him or her.

Section 2 – Vice-President. The Vice-President shall, in the absence of the President, exercise all functions of the President and shall be vested with all of his/her powers. This officer shall also be the Chairperson of the Social and Program Committee.

Section 3 – Recording Secretary. The Recording Secretary shall have, keep and maintain all of the minutes of the meetings and shall perform the same duties of the Executive Committee. He or she, in conjunction with the President, shall prepare agenda for all meetings of the Council.

Section 4 – Corresponding Secretary. The Corresponding Secretary shall have, keep and maintain a record of all correspondence of the Council and shall perform all of the duties of correspondence on the part of this Council. He or she shall notify members on all meetings. Said person shall perform in the absence of the Recording Secretary.

Section 5 – Financial Secretary. The Financial Secretary shall keep record of all monies received and disbursed, shall perform such duties as an auditor would perform in the connection with the keeper of the Corporate Seal, Charter, Treasurer’s Bond, banner, and other equipment and supplies of the Council. Will be responsible for the annual invoicing and collection of dues (through direct solicitation, online payments, etc.) and give an account of active/financial membership roster. Will serve as a member of the Finance Committee.

Section 6 - Treasurer. The Treasurer shall be in charge of the funds of this Council, and shall conduct its banking business; checks drawn shall be signed by the President, Treasurer, or Financial Secretary. The signature of two such Officers, with one signature always as the Treasurer, shall lend validity to the act. The Treasurer shall give a report when requested by the President or request of the Executive Committee. Will serve as a member of the Finance Committee.

Section 7 - Parliamentarian. Parliamentarian shall have the responsibilities of seeing that meetings are conducted in accordance with the Constitution and By Laws and shall be governed by Roberts Rules of Parliamentary Procedures (Rules of Order. This officer shall also be the Chairperson of the Nominations & Elections Committee.

Section 8 - Chaplain. Chaplain shall be charged with Spiritual aspects of the Council and shall offer Prayers so that we can proceed with Christian guidance and wisdom. This officer shall also be the Chairperson of the Sunshine Committee.

Section 9 – Sergeant-At-Arms. The Sergeant-At-Arms shall be charged with keeping order at meetings.

Section 10 – Immediate Past President. The Immediate Past President shall serve as a “senior statesperson” within the Council. He or she may assist the President as requested with duties and matters pertaining to the Council, and will be available for assistance, and counsel on Council business. Serves as a mentor and is available to provide advice to elected and appointed officers.

Section 11 – Officer Vacancy. Should an office become vacant in mid-term, a new officer shall be appointed by the President with the approval of the Executive Committee.

### **Article III – Standing Committees**

The following standing committees are set forth in the constitution of the Council. The duties are:

Section 1 – Alumni Development. Committee will be charged with presenting engaging workshops/sessions to stimulate alumni growth and development for the local chapter and council as a whole. May also support the HBCU in the establishment of a local alumni chapter.

Section 2 – College Fair. Shall have the responsibility and obligation of gathering and disseminating Council literature of the respective HBCUs and other information to the community at large. This committee may serve as a clearing house pertinent to coordinating college fairs and educational-financial aid workshops for potential students.

Section 3 – Constitution/Bylaws. Shall periodically review the Constitution and Bylaws and shall advise the Executive Committee on additions, deletions, corrections and other recommended changes.

Section 4 – Finance. Shall audit the books of the Treasurer when called upon by the President of the Council or Executive Committee to do so. It shall be their duty to present a proposed budget prior to the annual meeting.

Section 5 – Fundraising. Will develop ideas and planning options for creating a source of income for the Council. This committee is also charged with building relationships and raising money to meet the specific organization's special or ongoing needs.

Section 6 – HBCU Alumni Weekend. Strategize, develop, and implement a well-rounded “Party with a Purpose” weekend experience to reconnect with old friends, engage new relationships, learn updates of institutions, relive collegiate rivalries, support the community, raise awareness, make financial contributions and just have some fun. Activities can include, but not limited to, performances, service projects, networking, cookouts, social gatherings, meals, workshops, and mixers.

Section 7 – Membership. Shall be to direct the work of the securing new members and keeping records pertinent thereto.

Section 8 – N.O. IAC/UNCF. A special planning committee to lead the initiatives, efforts and ongoing activities related specifically to the United Negro College Fund, the Northern Ohio Inter-Alumni Council/UNCF and the National Alumni Council/UNCF.

Section 9 – Nomination & Elections. Shall present a nominating slate of officers during a regular meeting, no later than March of the current operating year. The committee shall secure complete rosters of all members of the council and determine their eligibility to serve in the capacities so nominated. Committee will also serve due diligence in overseeing the election process.

Section 10 – Publicity. Will be responsible to provide publicity, in the form of news releases and announcements through all available outlets, about the Council, of its activities and projects.

Section 11 – Scholarship. The general goal of the committee is to set criteria, review and select recipients for the CCBCAA scholarship awards.

Section 12 – Social Programs. Shall provide an interesting platform/agenda to engage the membership in social functions. Assist in the coordination of meeting space or other venues to hold gatherings.

Section 13 – Sunshine. Will keep track of current convalescing members and send cards of encouragement to them. Also, they are to send token of sympathy to any member upon notice of

death of a relative, or to the immediate family upon the notice of death of a member. The term relative/immediate family shall be as such; parent, sibling, spouse, child, and grandchild.

Section 14 – Young Alumni Council. A branch of the Council for graduates of the member institutions within the past 10 years. The committee strives to provide opportunities for young alumni to connect in events and programs around the city from after work socials, boat cruises, and other activities of interest for this demographic group.

This Bylaws of the Cleveland Council of Black Colleges Alumni Association was presented by the Constitutions & Bylaws Committee, ratified by the general body and authorized by the Executive Committee on: Sunday, January 31, 2016. Each amendment was presented and voted on separately. The outcome of each vote is duly noted and recorded in the official minutes (1-31-2016) of the Council.

Prior amendments:

- Sunday, August 26, 2012