



Cleveland Council of Black Colleges Alumni Association, Inc. **Constitution**

Purpose

The Cleveland Council of Black Colleges Alumni Association, founded in July 1975 by Sylvester Reed, a graduate of Tuskegee Institute (now University), is a consortium of Northeast Ohio alumni and supporters of public and private Historically Black Colleges and Universities.

The primary purposes of the council are to:

1. Provide student recruitment for member institutions,
2. Promote the advocacy and awareness of HBCUs in our community, and
3. Support the alumni development of the local chapter, and regional/national affiliates.

Article I – Name

This organization shall be known as the Cleveland Council of Black Colleges Alumni Association, Inc. also referred to as the Council, CCBCAA or the HBCU Alumni CLE.

Section I – UNCF Name & Affiliation. In as much as this body is its own organization, the body does prescribe to affiliate with other local, regional and national organizations that share a similar philosophy and fundamental purposes. This body affirms its affiliation with the Northern Ohio Inter-Alumni Council/UNCF, the National Alumni Council/UNCF and the Northern Ohio UNCF Office in times when the purpose and objective is directly supporting the fundraising efforts and ongoing activities of the United Negro College Fund. Such efforts will be reported under the name of Northern Ohio Inter-Alumni Council/UNCF (N.O. IAC/UNCF) and determination of any funds raised and other related matters will be mutually agreed upon by a UNCF sub-committee and/or Council with the UNCF area office.

Article II – Membership

The Cleveland Council of Black Colleges Alumni Association represents graduates and supporters of any accredited public or private Historically Black College or University (HBCU) that reside in the Greater Cleveland, Ohio area. Membership is not restricted to alumni only. Membership is open to former HBCU students, parents of currently enrolled students, supporters, and groups and organizations that support the mission and philosophy of the organization. This Council shall have five classes of members, namely;

- (1) Alumni,
- (2) Parent/supporter,
- (3) HBCU Alumni Chapter Representatives,
- (4) Other Affiliate Groups Representative, and
- (5) Honorary/Sponsor.

Members are deemed “active/financial” upon payment of dues in accordance to Article I – Dues & Privileges in the adjoined By-laws.

Section 1 – Alumni/ae. Membership extended to a graduate of a HBCU, but not specifically representing a local HBCU alumni chapter.

Section 2 – Parent/Supporter. A parent/guardian of a student currently enrolled at a respective HBCU or an individual that may have only attended an HBCU, or attended/graduated from some other institution of higher learning or any other patron/supporter that believes in the mission and philosophy of the organization.

Section 3 – HBCU Alumni Chapter Representatives. Membership allows for official representatives (2) of the local alumni chapter to participate with the council.

Section 4 – Other Affiliate Groups Representative. Open to other local groups and other organizations that uphold the goals of the CCBCAA.

Section 5 – Honorary/Sponsor. Consist of persons or organizations that support and promote the Council either financially, in-kind or otherwise.

Article III – Meetings

This Council shall have five kinds of meetings, namely; regular, executive, special and committee meetings.

Section 1 – Regular meetings. The Council will meet at the established time and place, the last Sunday of the month (August through June), unless there is a conflict or pre-announced change.

Section 2 – Executive meetings. Executive meetings may or may not be held prior to a regular meeting. (See article VII, section 1)

Section 3 – Special meetings. A special meeting may be called by the President when business of the council warrants action by the membership prior to the regular meeting.

Section 4 – Committee meetings. Committee meetings are held at the discretion of the committee chair to fulfill the goals and objectives of the committee.

Section 5 – Annual meetings. The regular May meeting shall be designated as the annual meeting.

Article IV – Election

The officers of the council shall be elected during a meeting before the end of the current operating year. The officers shall be President, Vice President, Corresponding Secretary, Recording Secretary, Financial Secretary, Treasurer and Immediate Past President. Parliamentarian, Chaplain, and Sergeant-at-Arms shall be appointed by the President. The Immediate Past President is neither elected nor appointed. The term of office is concurrent with the term of the succeeding President and serves as a member of the Executive Committee.

Section 1 – A Simple Majority. A simple majority of all votes cast shall be necessary to constitute an election.

Section 2 – Vacancies. Vacancies shall be appointed by the President.

Section 3 – Eligibility. Only those Council members who are active/financial at the time the Nominations/Elections Committee begin their search will be eligible to seek an elected position.

Article V – Term of Office

The officers of the Council shall be limited to no more than two consecutive terms. A term of office is two years. Said officer is eligible to be elected to another position, or to the same position after one term out of office.

Article VI – Duties of Officers

The by-laws of the Council shall set forth the duties and responsibilities of all officers, namely; President, Vice President, Corresponding Secretary, Recording Secretary, Financial Secretary, Treasurer, Parliamentarian, Chaplain, Sergeant-at-Arms and the Immediate Past President.

Section 1 – Removal from Council. The Executive Committee may offer the recommendation for removal of any Officer or Committee Chair for cause by two-thirds (2/3) vote of all Officers then in office, at any regular or special meeting of the Executive Committee, provided that a statement of the reason or reasons (related to officer not upholding the roles and responsibilities as outlined in the constitution and By-laws) shall have been mailed by Registered Mail to the Officer or

Committee Chair proposed for removal at least thirty (30) days before any final action is taken by the Committee. This statement shall be accompanied by a notice of the time when, and the place where, the Committee is to take action on the removal. The Officer or Committee Chair shall be given an opportunity to be heard and the matter considered by the leadership at the time and place mentioned in the notice. For elected officers, the recommendation will be presented to the general body for final approval. For appointed positions and committee chairs, the Executive Committee will make the final decision. Removal from office pertains only to the position that was held. General membership privileges will still be extended to the individual from office.

Article VII – Committees

The President shall appoint committee chairpersons. The President shall have the authority to create and abolish all special committees based on the needs of the Council.

Section 1 – Executive Committee. The Executive Committee shall attend to the affairs of the Council between regular meetings. The Executive committee shall be constituted of the duly elected officers of the Council and the president shall be the Chairperson of this committee.

Section 2 – Standing Committees. The Standing Committees shall be:

- Alumni Development
- College Fair
- Constitution/By-laws
- Finance
- Fundraising
- HBCU Alumni Weekend
- Membership
- N.O. IAC/UNCF
- Nomination & Elections
- Publicity
- Scholarship
- Social Programs
- Sunshine
- Young Alumni Council

Article VIII – Finances

Section 1 – Fiscal Year. The fiscal year shall be from July 1 – June 30 of the current year. All financial report shall be made available at least 30 days of the close of the fiscal year for audit and tax purposes.

Section 2 – Budget. A budget shall be drafted by the Finance Committee, approved by the Executive Committee and presented to the general body at the annual meeting.

Section 3 – Records. The treasurer shall keep accurate records of any disbursements, income, and bank account information. The financial secretary shall keep account and report of all transactions. The treasurer and financial secretary shall prepare a financial statement at the end of the year, to be reviewed by the Finance Committee for audit.

Section 4 – Authorization. Two authorized signatures shall be required on each check written. Authorized signers shall be the president, treasurer, and financial secretary. All online transactions will be at the discretion of any of the authorized signers with the proper communication to the leadership and/or membership with regular and timely financial reports.

Section 5 – General Contributions/Fund Raising Events Income. All contributions solicited by the membership in the name of Cleveland Council of Black Colleges Alumni Association or other names known by, shall be for the operating and/scholarship purposes of which the event has identified.

Section 6 – Contributions/Fund Raising Events Income on behalf of UNCF. All contributions solicited by the membership in the name of the Northern Ohio Inter-Alumni Council/UNCF and UNCF (in general) shall be immediately transmitted to the UNCF area office under the N.O. IAC status, minus expenses with whatever established conditions of how these funds shall be used.

Article IX – Quorum

One-third (1/3) of the financial members shall constitute a quorum for any regular scheduled meeting. Such a meeting shall be presided over by the President, Vice-President or other elected officers so indicated in the by-laws.

Section 1 – Executive Committee Quorum. Five members shall constitute a quorum for the Executive Committee, one of which must be the President or Vice-President.

Section 2 – Annual Meeting Quorum. A simple majority of active members shall constitute a quorum for the Annual meeting.

Article IX – Amendments

The constitution may be amended by two-thirds vote of active/financial members who are present at any regular meeting providing that there has been a reading of such amendment or amendments in a regularly scheduled meeting prior to taking the vote. No amendment shall be voted upon without first giving a two week notice in writing to all active members. This notice shall be by any means in which the Council communicates to the general body (postal and/or electronic).

This Constitution of the Cleveland Council of Black Colleges Alumni Association was presented by the Constitutions & By-laws 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