



Northern Ohio Inter-Alumni Council of the National Alumni Council/UNCF

Constitution and Bylaws

Constitution and By-laws of the Northern Ohio Inter-Alumni Council

An affiliate of the National Alumni Council/UNCF

PREAMBLE

Recognizing that equality or opportunity to participate as equals in a pluralistic society presupposes access to sensitive academic and socializing experiences; and recognizing that Historically Black Colleges and Universities (HBCU) have been and continue to be the major purveyors of sensitive academic and socializing experiences for minority students, the Northern Ohio Inter-Alumni Council, as an affiliate of the National Alumni Council of the United Negro College Fund (UNCF), will therefore work diligently to foster, influence and safeguard the existence and strength of HBCUs.

ARTICLE I – NAME, AFFILIATION, LOCATION, MISSION GOALS, & POWERS

Section 1. Name. The organization shall be known as the NORTHERN OHIO INTER-ALUMNI COUNCIL of the National Alumni Council/UNCF (hereafter called the N.O. IAC).

Section 2. Affiliation. In as much as this body is its own organization, the body does affirm its affiliation with the Cleveland Council of Black Colleges Alumni Association, Inc. in times when the purpose and objective is to directly support the activities of the Cleveland Council of Black Colleges Alumni Association.

Section 3. Location. The Northern Ohio Inter-Alumni Council will be based in Cleveland, Ohio (which is also the main office of the UNCF Northern Ohio Area Office). The N.O. IAC will also include the following areas: Akron/Canton, Youngstown/Warren, Lorain/Elyria, and Toledo, Ohio respectfully.

Section 4. Mission. The mission of this organization shall be:

- a. To create and maintain in the alumni of HBCUs an abiding sense of personal commitment, and individual responsibility for, the health and welfare of the historically black college and the increased effectiveness of the N.O. IAC in assuring that viability of historically black higher educational institutions.
- b. To establish and pursue objectives that will result in a fraternalistic and helping spirit among and friends of HBCUs.
- c. To work with a cooperative spirit with the local UNCF area office.

Section 5. Goals. In furtherance of its mission, the IAC will:

- a. Increase individual contributors and contributions by alumni to their alma maters and UNCF.
- b. Maintain a communications network between alumni of member colleges and other groups and organizations to disseminate information to vital importance to historically black higher educational institutions.
- c. Give maximum volunteer assistance to the conduct of UNCF campaigns.
- d. Acquaint the general public, prospective students and funding sources with the value of UNCF and the contributions of alumni to civic betterment and community progress.
- e. Stimulate recent graduates to become active members of their prospective alumni associations, and the N.O. IAC.
- f. Develop any goals relevant to strengthening and expanding the contributions of HBCUs and their alumni.

Section 6. Powers. In order that it may effectively achieve its goals, the Council shall have the power to:

- a. Elect officers and appoint committees.
- b. Make suggestions and recommendations to NAC and its representatives on planning, execution, and evaluation of its programs.
- c. Execute and accomplish plans adopted according to the letter and spirit of the Council as reflected by its Constitution.
- d. Make rules and regulations, and amend or adopt the constitution and by-laws.
- e. Provide for the continuation of the organization in all ways necessary.
- f. To work in a cooperative and constructive spirit in executing all activities.

ARTICLE II – MEMBERSHIP

Section 1. Organizational Members. The Northern Ohio Inter-Alumni Council membership procedures shall provide for official representatives from each constituent organizational member to include local UNCF alumni associations, sororal and fraternal organizations, civic groups, alumni association from other HBCUs and other local groups ascribing to the purposes of the N.O. IAC. These organizations shall be termed affiliates of the N.O. IAC.

Section 2. Individual Members. Membership in the Northern Ohio Inter-Alumni Council shall also be open to individuals who are graduates or former students of UNCF institutions and other HBCUs, and all other persons exhibiting interest by support of and participation in the programs of the N.O. IAC, the NAC and the UNCF.

- a. Membership shall also be given to any active/financial member of the Cleveland Council of Black Colleges Alumni Association that represents a HBCU Alumni Chapter or Individual member of an UNCF member institution.
- b. Individuals who are not graduates and or did not matriculate through an UNCF member institution may apply for membership.

Section 3. Participation/Privileges.

- a. The privileges and courtesies of membership shall be accorded upon payment of dues as established by the Council for organizations and individuals. Active/Financial members of the Cleveland Council of Black Colleges Alumni Association shall not incur any additional financial membership assessment for their association with the N.O. IAC.
- b. In matters of program, policy setting and interpretation, constitutional amendments and elections, each financial local UNCF alumni association affiliate shall have two votes. All other organizational affiliates and individual members shall have one vote.

ARTICLE III – OFFICERS

Section 1. Eligibility. Any individual member or organizational affiliate representative as described in Article II shall be eligible to hold office.

Section 2. Officers. The elected officers of the Inter-Alumni Council shall be President, Vice President, Recording Secretary, Correspondence Secretary, Treasurer, Chaplain, and Parliamentarian.

Section 2. The officers of the Cleveland Council of Black Colleges Alumni Association will assume their same position for the Northern Ohio Inter-Alumni Council, unless the President of the Cleveland Council of Black Colleges Alumni Association is a non-UNCF graduate. The immediate

past president or the next highest ranked officer with an UNCF affiliation will be the President of the Inter-Alumni Council.

Section 3. Nominations.

- a. Nominations shall be accomplished by a nominations committee elected by the Council.
- b. The nominations committee membership shall not include more than one member from any participating affiliate organization.
- c. No two elected officers shall be nominated or elected from the same affiliate.
- d. Nominations may be made from the floor and must adhere to restrictions on affiliate relationships.
- e. No one person may be nominated to serve in more than one capacity concurrently.

Section 4. Election and Term of Officers.

- a. Officers shall be elected for a term of two years. They shall be eligible for re-election.
- b. Officers shall be elected at the designated annual meeting of the Council and voting shall be accomplished by secret ballot.

Section 5. Duties of Officers.

- a. President – The President shall preside at all meetings of the Council, and shall appoint Standing Committee Chairs.
- b. Vice President – The Vice President shall perform all duties of the President in the latter's absence, and such other duties that shall be assigned to him or her by the President.
- c. Recording Secretary – The Recording Secretary shall be responsible for the records of all proceedings (minutes, etc.) of the Council and the Committee Meeting Reports being incorporated in the Council's Annual Report.
- d. Corresponding Secretary – The Corresponding Secretary shall be responsible for all the notices to members of meetings, also for the accurate listing of all association officers, and the forwarding to all Council members, all general information from the National Alumni Headquarters, and all official communications.
- e. Treasurer – The Treasurer shall receive and deposit all monies collected. He/she shall maintain proper books which shall be audited semi-annually by the Budget and Audit Committee. Monthly reports shall be given at the meetings of the Council. A detailed report shall be made at the end of fiscal year, and at other times as may be requested by the Council.
- f. Chaplain – The Chaplain shall conduct all religious activities of the Council at its regular meetings and other times deemed fitting by the Council.
- g. Parliamentarian – The Parliamentarian interprets the Constitution when called upon by the presiding officer of any member of the Council.

ARTICLE IV – STANDING COMMITTEES AND DUTIES

Section 1. Executive Committee. The Executive Committee shall consist of the elected officers outlined in Article III, Section 2, Standing Committee Chairpersons, and the appointed local area office personnel. The Executive Committee shall be the governing committee in the periods between full Inter-Alumni Council meetings.

Section 2. Constitution and By-laws Committee. The Constitution and By-laws Committee shall be responsible for all suggested amendments to be studied and return the same to the Council for its consideration.

Section 3. Publicity Committee. The Publicity Committee shall be responsible for all matters for publicity.

Section 4. Courtesy Committee. The Courtesy Committee shall be responsible to keep the Council informed of awards, births, illnesses, deaths, resolutions, and other personal concerns among the membership and send appropriate recognition.

Section 5. Membership Committee. The Membership Committee shall be charged with the duty of carrying on the activities that will increase the active membership of the Council. The committee will also aid unorganized alumni or other groups in informing these groups of membership in the N.O. IAC and/or the CCBCAA.

Section 6. Program Committee. The Program Committee shall develop and recommend approaches to carry out the programs of the Inter-Alumni Council and the National Alumni Council. The committee should work cooperatively with the area officer (when needed) to accomplish tasks.

Section 7. Budget and Audit Committee. The Budget and Audit Committee shall develop the annual budget for the Council and shall review the fiscal records annually to assure sound fiscal procedures.

Section 8. Northern Ohio IAC Extension Committees. The N.O. IAC Extension Committees shall exist in the following areas: (1) Akron/Canton, (2) Youngstown/Warren, (3) Lorain/Elyria, and (4) Toledo. These four areas shall plan and execute activities, within that area, on behalf of the N.O. IAC with prior approval from the Executive Committee. The Area Chairperson shall also serve on the Executive Committee.

ARTICLE V – MEETINGS

Section 1. The regular meeting day for the Northern Ohio Inter-Alumni Council shall be the fourth Monday each month from September through June.

Section 1. The regular meetings of the N.O. IAC will be in alignment with the Cleveland Council of Black Colleges Alumni Association.

- a. As needed, and when a situation dictates, the IAC may call a regular meeting to discuss matters that directly affect the mission and goals of UNCF.

Section 2. The members present at any regularly scheduled meeting will constitute a quorum (50% of financial affiliates). Votes on policy, elections of constitutional items may be taken only when a quorum is represented.

Section 3. The notification of regular meetings shall be given a minimum of five days prior to the meeting and shall include an agenda.

ARTICLE VI – FINANCES

Section 1. Budget. The annual operating expenses of the Inter-Alumni Council shall be set forth in a budget to be adopted at the Council's annual meeting. The budget shall include the Council's annual dues to the National Alumni Council.

Section 2. Dues. In relation to the active participation and privileges of membership, the following dues are assessed:

- a. Dues for individual members of the N.O. IAC shall be \$15.00 annually.
- b. Dues for affiliate UNCF alumni associations of the N.O. IAC shall be \$25.00 annually. The payment of these dues will allow for two financial representatives within the Council.
- c. Dues for other affiliate organizations of the N.O. IAC shall be \$25.00 annually. This payment of these dues will allow for one financial representative within the Council.
- d. UNCF graduates who are financial members of the Cleveland Council of Black Colleges Alumni Association will not be accessed these dues.

Section 3. Contributions/Fund Raising Events Income. All personal contributions solicited by the membership of the Northern Ohio Inter-Alumni Council in the name of the Council for UNCF shall be immediately transmitted to the UNCF area office under the N.O. IAC status. In addition, all funds raised by the Council shall also be transmitted, minus expenses, to the UNCF area office, with the same conditions aforementioned.

Section 3 – 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.

Section 4. Fiscal Year.

- a. The fiscal year of the N.O. IAC shall coincide with the fiscal year of UNCF (April 1 – March 31).
- b. Audit reports shall be due within thirty days of the close of the fiscal year.

ARTICLE VII – REMOVAL FROM COUNCIL

The right of suspension of its members is reserved by the Executive Committee of this Council. Actions deemed appropriate to suspend or expel a member for just cause or reason may be taken at any regular or called meeting of the Executive Committee. A 50% vote of the participating committee members present upon ten days written notice of the officers members involved, of charges.

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 may 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 VIII – AMENDMENTS

This constitution shall be amended at any regular meeting by vote of 50% of participating N.O. IAC members of said Council attending such regular meeting; provided that the proposed amendment shall be submitted in writing and read at the preceding, regular meeting of the IAC, and provided further that written notice shall have been given to all members at least five days in

advance of the time when such amendment is to be voted upon. Said notice shall inform members of the nature of the proposed amendment to the Constitution.

This Constitution and Bylaws of the Northern Ohio Inter-Alumni Council/UNCF was presented by the Constitutions & By-laws Committee, ratified by the alumni of UNCF member-institutions and authorized by the Executive Committee on: Sunday, February 28, 2016.

The N.O. IAC Members that were present and constituted a quorum were:

Rhonda Wesby-Smith, Bennett College
Ronald Thatch, Tuskegee University
Jonathan Tyes, Morehouse College
Laquita Taylor, Tougaloo College
Louis Brownlowe, Miles College

Roderick Adams, Fisk University
Jama Haynes, Spelman College
Lester Holmes, Wilberforce College
Anthony H. Brown, Bethune-Cookman University
Vallery Gaines, UNCF

Prior amendments:

- January 1996