

**African American Alumni Association  
Of  
Case Western Reserve University**

**CONSTITUTION**

**ARTICLE I. NAME AND PURPOSE**

This organization shall be known as the African American Alumni Association of Case Western Reserve University (hereinafter referred to as the Association.) Its purpose is to provide support and network opportunities to African American alumni of Case Western Reserve University and to promote in all respects the welfare and to extend the influence of Case Western Reserve University. The Association shall provide a forum for the University to recruit students, and foster friendship among persons who have been connected with Case Western Reserve University.

**ARTICLE II. COMPOSITION AND MEMBERSHIP**

**Section 1.** General membership: Any person who has been a student and who has successfully completed at least one year of coursework at CWRU, instructor, administrator or parent of a student with African heritage, shall become a member upon completion of an application for membership. Other membership categories may be determined by majority vote of the membership.

**Section 2.** Spouses: The spouse of any person who is a member under Section 1 shall be eligible for active membership in the Association.

**ARTICLE III. OFFICERS**

**Section 1.** The officers shall consist of:

**a. President** The president shall call and preside over the Board of Director meetings and shall perform other duties pertaining to that office. In consultation with and with approval of the Board of Directors, the President shall appoint the chairpersons of all committees and fill any vacancies on the Board. The President shall serve ex-officio on all committees. After the president's term has expired he/she will serve another term as a member of Board of Directors.

**b. Vice President:** The Vice-President shall, in the event of the absence, disability or resignation of the President, perform the duties of the President. The Vice-President may serve as the chairperson of a committee, other than membership or program. After the vice-president's term has expired he/she will serve another term as a member of Board of Directors.

**c. Secretary:** The secretary shall record minutes of the Board of Directors meetings and business meetings of the Association and shall preserve copies of publications and documents of special importance to the Association. He/she shall send out meeting notes to all members of the Board of Directors. After the secretary's term has expired he/she will serve another term as a member of Board of Directors.

**d. Treasurer:** The Treasurer shall keep accurate records of all revenues and expenditures of the organization. The Treasurer shall work closely with the financial officer of the Office of University Alumni Relations to submit accurate reports of actual expenditures to the Board of Directors. The Treasurer shall submit financial reports to the Board of Directors, and an annual financial report to the membership. After the treasurer's term has expired he/she will serve another term as a member of Board of Directors.

**Section 2.** The Officers shall be elected at the biennial meeting for the term of two years.

## ARTICLE IV. BOARD OF DIRECTORS

**Section 1.** The Board of Directors, all of whom must be members of the African American Alumni Association, shall consist of:

- a. The officers (4)
- b. The immediate past officers of the Association (4 subsequently)
- c. The Directors-at-large (5)
- d. All committee chairpersons (6 plus any additional ad hoc committee chairpersons)
- e. The Director of the Office of University Alumni Relations or his/her representative as an ex-officio member

**Section 2.** The at-large board members shall be elected at the biennial meeting for a term of two years. There shall be five (5) Directors-at-large serving on the Board of Directors. The terms shall overlap for three months following elections. During this time, at least one Board of Directors meeting shall be held and new board members shall receive a mandatory orientation to aid in the transition.

**Section 3.** The Board of Directors shall approve or decline the President's nomination(s) to fill any vacancies on the Board.

**Section 4.** The Board of Directors shall have the full power to carry out the purposes of the Association and shall have general charge and control of its affairs, funds, and property.

**Section 5.** The Board of Directors shall meet at least four times a year. The meetings shall be held at such time and place as shall be determined by the President, with the approval of the Board of Directors. A meeting may be called by the President or by three members of the Board upon written request to the quorum, and the act of a majority of the Directors present at a meeting in which a quorum is present shall constitute the action of the Board of Directors. Where the Constitution fails to provide authority for procedures, Robert's Rules of Order, Revised shall be used.

## ARTICLE V. ASSOCIATION MEETINGS

**Section 1.** The Association membership shall meet at least once every two years at the Biennial Membership Meeting.

**Section 2.** The President may call other meetings with approval of the Board of Directors.

**Section 3.** The President shall call a meeting upon written request of five members of the Association. The meeting shall be called in a manner deemed reasonable by the President within ten days of the receipt of the requests.

**Section 4.** The Association will consider the establishment of regional and/or local chapters as needed to advance specific causes and programs.

## ARTICLE VI. COMMITTEES

**Section 1.** The following shall be considered standing committees of the Association: Membership, Program, Governance/Nominating, Communication (publicity, public relations, and web site), Student Affairs (recruitment, mentoring, job shadow, internships, and scholarship) and Budgeting and Finance. The Board of Directors may appoint additional ad hoc committees as required by the Association, e.g. Young Alumni.

**Section 2.** Each committee shall have a chairperson who provides leadership for the committee members and sits on the Board of Directors.

## **ARTICLE VII. ELECTIONS**

The officers of the Association shall be chosen by the Nominating Committee, approved by the Board of Directors and presented to the membership of the Association for approval at the annual meeting. Officers may serve only two consecutive terms.

## **ARTICLE VIII. ACTIVITIES**

A description of the various activities of the Association appears in the By-laws of the Association. The Association shall not carry on any other activities not permitted to be carried on by any organization, which is exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code of 1954.

## **ARTICLE IX. DUES AND OTHER MONIES**

**Section 1.** Annual Dues - The amount of dues for membership in the Association shall be set and made payable at such time as shall be determined by the Board of Directors.

**Section 2.** Salaries and fees - No officer is to receive financial compensation for services to or on behalf of the Association. Reimbursement of reasonable expenses, fully documented and approved by the Association Board, may be allowed.

## **ARTICLE X. BY-LAWS**

The Board of Directors, at a meeting duly called for this purpose, may, by majority vote, make or amend the By-laws, except that no By-law shall conflict with any provision in the Constitution.

## **ARTICLE XI. AMENDMENT**

This Constitution may be amended at any regular or special meeting provided:

**Section 1.** That notice of the proposed amendment, together with a ballot be sent to each member of the Association thirty days prior to the meeting, and

**Section 2.** That a majority of all returns received prior to the meeting favor the amendment.

## **ARTICLES XII. DISSOLUTION**

The Association shall be dissolved upon an affirmative vote of two-thirds of the Board of Directors at the Biennial Meeting. In the event of dissolution, the books, records, bank accounts and other assets of the Association shall be transferred to Case Western Reserve University.

## **ARTICLE XIII. UNIVERSITY APPROVAL**

**Section 1.** The Constitution shall take effect after the Executive Director of the Office of University Alumni Relations of Case Western Reserve University and the Planning Committee of the African American Alumni Association, have approved it.

**Section 2.** The Executive Director must also approve amendments to the Constitution.

## **ARTICLE XIV. UNIVERSITY RELATIONS**

**Section 1.** The African American Alumni Association will petition the CWRU Office of University Alumni Relations to include representation on the Alumni Board, committee(s) and alumni staff support to its causes.

**The African American Alumni Association  
Of  
Case Western Reserve University**

**BY-LAWS**

**Article I. FISCAL YEAR AND DUES**

The fiscal year of the Association shall be from July 1 to June 30.

Membership dues shall be waived for members of the class, which was most recently graduated from Case Western Reserve University. The categories and respective amounts of all other annual dues shall be determined by a majority vote of the Board of Directors.

**Article II. COMMITTEES**

The duties of the standing committees shall include the following, but shall not preclude other activities by such committees:

1. **Membership:** The Membership Committee shall seek to enroll and maintain as current Association members all persons who matriculated at Case Western Reserve University, including students who have successfully completed at least a year of coursework at CWRU, parents, instructors, administrators, or spouses of students. In addition to identifying and recruiting new members, the Committee shall promote participation in the Association, including attendance at meetings, events, and Association scholarship fundraising. The Chairperson of this committee shall have custody of the names and contact information of the alumni provided by the Office of University Alumni Relations. This list shall not be released for political or commercial purposes.
2. **Program:** The Program Committee shall generate program ideas and plan all events (e.g. reunion event and fundraising events), including any necessary arrangements for speakers, meeting facilities, etc. It may delegate authority for specific categories of events to one or more sub-chairpersons or sub-committees. The Committee shall plan diverse programs, with particular emphasis on and use of CWRU resources, to encourage attendance and participation by all Association members.
3. **Governance/Nominating:** The Committee shall support the Board by enriching the capacity of the Board members to govern and lead the Association toward achieving its goals. The Committee shall develop and implement Board member orientation, and identify other avenues to assist the Board in obtaining competencies needed to perform their tasks as Board members. The Committee shall regularly evaluate the effectiveness of the Board and Association committees. The Committee shall propose a slate of Officers and Directors at each biennial meeting. The Committee shall be composed of at least (3) members of the Board of Directors, one of which shall be the Chair.
4. **Communication:** The Communication Committee shall, whenever possible, prepare and send to local newspapers and other media, notices of any major Association events, including the names of outstanding speakers and other distinguished guests. The Committee shall also be responsible for preparing a periodic newsletter for distribution to Association members and shall be responsible for maintenance of the Association's web page/site.
5. **Student Affairs:** The Student Affairs Committee shall be comprised of volunteers who will attend and promote recruitment functions, phone applicants and sponsor events such as applicant receptions, all in accordance with the Alumni Admissions Program Manual published by the Undergraduate Admissions Office. The Committee shall also be responsible for mentoring activities, identifying internship opportunities and participate in the selection of the Michael Fisher Memorial Scholarship recipient. This Committee shall also make sure that parents are included in chapter activities when appropriate. The Committee should also plan activities specific to the needs of this group.
6. **Budget and Finance:** The Committee shall oversee preparation of the annual budget and the performance of the Association in meeting its budgeted revenues and expenses. Presents finance/budget report at all Board meetings and the biennial meeting. Oversees capital campaigns and fundraising.

The Committee shall meet with all committee chairs at least two board meetings prior to the University budget submission deadline. Shall review with each committee chair the programs planned and the projected budget. After meeting with all committee chairs, at least one Board meeting prior to the University budget submission deadline, shall present to the Board a proposed budget to submit to the Office of University Alumni Relations for approval.

