

Constitution of Hamline Black Alumni Council

I. Preamble

Founded in the summer of 2005, the membership of the HAMLIN BLACK ALUMNI COUNCIL, acknowledges the value of diversity and the distinctiveness of Black undergraduate and graduate communities at Hamline University and recognize both the need for unity and strong relationships among Black students and members of the extended Black community. We offer this constitution as a declaration of our resolve to promote the political, social and cultural health of the community in general and of Black people in particular.

II. Purpose

The purpose of the HAMLIN BLACK ALUMNI COUNCIL is to:

- Support the activities, goals and mission of PRIDE Black Student Alliance, Hamline African Student Association and other Black student organizations;
- Serve as a link among the Black undergraduate and graduate alumni, faculty and staff at Hamline University;
- Sponsor activities that would recognize the history, contributions and struggles of Black alumni, faculty and staff;
- Facilitate the development of scholarships, grants and other financial assistance;
- Promote the development of skills for the purpose of becoming an active community participant by:
 - Giving back to the community
 - Mentoring
 - Networking
 - Fostering Career Development
 - Assisting in the recruitment and retention of Black students
- Provide a conduit for the interchange of ideas, values and skills between Black alumni, present and former students, faculty, staff and friends of the University.

III. Membership

Section 1

Membership is open to all alumni, current and retired faculty and staff, and students who have attended Hamline for at least two years.

Section 2

Voting privileges are extended to members who have registered and are in good membership standing with the organization.

IV. Board Members

Section 1 EXECUTIVE BOARD

The Executive Board shall consist of officers, decade representatives and the representative to the College of Liberal Arts Alumni Association (CLA).

Section 2 ELECTIONS

The Executive Board will be elected and installed annually during the Spring

Section 3 TERMS OF EXECUTIVE BOARD MEMBERS

A. Terms of executive board members shall be one year with the exception of the Vice President. The Vice President shall be elected to a two year term: separate one-year term as vice president and president.

Section 4 OFFICERS

The Officers shall be: President, Vice President, Secretary/Treasurer, and Membership Coordinator. All offices must be held by Hamline alumni.

Section 5 DECADE REPRESENTATIVES

One to two alumni from each of the following decades shall be elected to represent the interests of their constituency. The decades to be represented at present are: 1960, 1970, 1980, 1990, and 2000.

Section 6 CLA ALUMNI ASSOCIATION REPRESENTATIVE

The CLA Alumni Representative will serve as a liaison between Hamline Black Alumni Council and the College of Liberal Arts Alumni Association (CLA).

V. Officers AND Duties

Section 1 PRESIDENT

The President has the following responsibilities:

- A. Administering and coordinating the policies of HBAC;
- B. Presiding over all meetings of the organization and Executive Board;
- C. Appointing members and chairpersons of all ad hoc committees;
- D. Serving as HBAC liaison between other organizations and as the primary spokesperson for all functions unless otherwise stated;
- E. Preparing an annual budget, in coordination with the Vice President and Treasurer;
- F. Serving as an accountable party for all of the organization's funds, along with the Treasurer; and,
- G. Approving and/or signing all monies, checks and vouchers, along with the Treasurer.

Section 2 VICE PRESIDENT

The Vice President has the following responsibilities:

- A. Assuming the role of the President in the President's absence;
- B. Overseeing all the committees and ensuring their proper functioning;
- C. Serving as Election Committee Chairperson, provided that the Vice President is not a candidate;
- D. Preparing the annual budget, in coordination with the President and Treasurer; and,
- E. Assisting the President with his/her responsibilities.

Section 3 SECRETARY-TREASURER

The Secretary-Treasurer has the following responsibilities:

- A. Presiding over meetings in the absence of the President and Vice President;
- B. Supervising and updating all organization records including financial records, as well as maintaining two permanent files (See art 7, sec.2);
- C. Recording, printing and distributing all agendas and minutes of the meetings;
- D. Notifying members of all meeting dates and times;
- E. Serving as an accountable party for all of the organization's funds, along with the President;

- F. Approving and/or signing all monies, checks and vouchers, along with the President;
- G. Preparing and presenting a written financial report (as needed) to the Executive Board and general membership;
- H. Handling all correspondence of HBAC on behalf of the organization and the Executive Board.

Section 4

Membership Coordinator

The Membership Coordinator has the following responsibilities:

- A. Act as a liaison between Hamline Office of Multicultural and International
- B. Student Affairs (MISA Office) and the Alumni Association;
- C. Work with Decade Representatives to recruit and maintain membership;
- D. Develop and maintain membership directory;
- E. Assist with the development of programs that will serve to further the goals of the Council.

Section 5

Decade Representatives

The Decade Representatives have the following responsibilities:

- A. Work with the Membership Coordinator to recruit and maintain membership within their respective decade;
- B. Work with Secretary-Treasurer to maintain up-to-date records;
- C. Be responsible for maintaining good communication with their constituency; and
- D. Assist with the development of programs that will serve to further the goals of the Council.

Section 6

Ad Hoc Positions

Additional ad hoc positions may be appointed by any member of the board with board approval.

VI. Committees

All Board members shall have the power to create standing committees at their discretion to assist in carrying out their duties but the responsibility of carrying out the duties of officers shall fall on the appropriate officer.

VII. Records

Section 1

All records and databases shall be the property of the HBAC and shall be housed in the Center for Multicultural and International Student Affairs (MISA Office).

Section 2

One file (the original) will consist of both written and computerized records that will be kept on file with the MISA Office. A copy of this file will be maintained by the secretary at a site other than the MISA Office.

VIII. Meetings

Section 1 Board Meetings shall be held monthly.

Section 2 General Meetings shall be held quarterly.

Section 3 Committee meetings shall be held as needed.

Section 4 The annual meetings shall be held during the Fall Alumni Weekend.

IX. Quorum

Quorum shall be reached at two-thirds (2/3) of board members present.

X. Constitutional Amendments and Ratification

Section 1

AMENDMENTS

This constitution will be reviewed, amended or repealed every two years. Changes and additions to this constitution may be proposed by any general body member during any general body meeting. A Constitutional Review Committee, chaired by the Secretary, will review proposed changes and additions to this constitution and report said proposals to the general body.

Section 2

RATIFICATION

Ratification of a new constitution, or an amendment of this constitution, will occur by a vote of two-thirds (2/3) of the general membership. The Constitutional Review Committee will announce the proposed ratification at least ten (10) days prior to the meeting.

Section 3 BY-LAWS

By-Laws consistent with this constitution may be enacted and amended by a two-thirds (2/3) vote of the general body members, provided that a ten (10) day notice is given to all members before the meeting at which such action is taken.

Section 4 ADOPTION AND RATIFICATION

On Saturday September 17, 2005 Christina D. Ashford (1999), Loretta Madden Hall (1976), Deborah Simmons Harris (1979), Willie Johnson(1975), Arlette Mvondo (2000), Brittany Perry (2008), Yolanda Y. Williams (1979) and Carlos D. Sneed (Assistant Dean of Students) adopted and ratified the original constitution of the HAMLIN BLACK ALUMNI COUNCIL (HBAC).

On Saturday July 14, 2007, we the undersigned members adopted and ratified the above as the constitution of the HAMLIN BLACK ALUMNI COUNCIL (HBAC):

- Christina D. Ashford, class of 1999
- Erick L. Goodlow, class of 1993
- Arlette Mvondo, class of 2000
- Willie Johnson, class of 1975
- Loretta Madden Hall, class of 1976
- Daniel Abebe, class of 1974
- Yolanda Y. Williams, class of 1979
- Carlos D. Sneed, Assistant Dean of Students