

By-Laws of the Texas Woman's University Black Alumni Association (TWUBA)

ARTICLE I: NAME OF ORGANIZATION, MISSION, AND OBJECTIVES

Section I: Name

The name of the organization is the Texas Woman's University Black Alumni Association, to be referenced as TWUBA.

Section II: Mission

Texas Woman's University Black Alumni (TWUBA) seeks to connect/reconnect the rich history of the Black Alumni at Texas Woman's University by facilitating a sense of community. TWUBA strives to be an inclusive association of graduates of African American, Caribbean, African, or Black descendent alumni, faculty, and staff at TWU. TWUBA supports current students through the mission of Texas Woman's University.

Section III: Objectives

The objectives of TWUBA are to:

- a. Support the mission of Texas Woman's University
- b. Support current eligible TWU students through scholarships (endowed and others)
- c. Provide and promote mentoring and volunteerism
- d. Create community among Black graduates of TWU through:
 - i. *Social and professional networking*
 - ii. *Reunions*
 - iii. *Recognition*

ARTICLE II: MEMBERSHIP

Section I: Membership

Membership is open to individuals who apply and meet the qualifications outlined in these bylaws. These individuals should be:

- a. Graduates of Texas Woman's University, former students, staff, or faculty members of African American, African, Caribbean, or Black descent/heritage and anyone who supports the mission and objectives of TWUBA

Section II: Categories of Financial Membership

TWUBA shall have four categories of membership:

- **Platinum** members pay a one-time fee of **\$500** for a lifetime membership*
- **Gold** members pay annual dues of **\$100***
- **Silver** members pay annual dues of **\$50***
- **Bronze** members pay annual dues of **\$25***

All memberships are considered donations to support the mission and projects of the organization. Membership dues require a renewal at the beginning of each **CALENDAR YEAR, January 1st – December 31st**.

*Each level of membership will receive incentives to be determined by the executive committee.**

Section III: Rights of Membership

a. All members shall have the right to attend and participate in all activities sponsored by the organization.

b. **Active** financial members shall also be afforded the right to vote, hold office, and serve on Committees.

ARTICLE III: DUES AND FEES

Section I: Establishment of Dues

It is the responsibility of the executive committee of TWUBA to designate the amount of the annual membership dues.

Section II: Payment of Dues

Payment of annual dues and/or fees should be made online, in cash, by personal check, or money order, payable to TWUBA. ***All dues collected after November 1st will be applied to the next calendar year.***

Section III: Fees

Fees for special events (i.e., banquets, conferences, etc.) will be determined by the executive committee.

ARTICLE IV: MEETINGS OF MEMBERS AND OFFICERS

Section I: Annual Business Meeting

The executive committee has the responsibility of calling a general meeting during TWU's Homecoming. While no additional meetings are required, active participation and financial support are encouraged.

Section II: Executive Committee Meetings

The Executive Committee will meet a minimum of four times a year, at least two should be **IN PERSON**.

ARTICLE V: DUTIES OF OFFICERS

Section I: Qualifications and Terms for Elected Officers

- a. Graduates or former students of Texas Woman's University
- b. A strong commitment to higher education and the University
- c. Demonstrated evidence of willingness and ability to fully participate on the leadership team in order to plan, schedule and implement programs
- d. The ability and willingness to involve other alumni in group activities and programs
- e. Officers will sign a Data Confidentiality agreement as it pertains to alumni data and abide by its provision
- f. The term for elected officers is two years

Section II: Elected Officers

A. *President*

- a. Prepares the agenda in advance of all meetings
- b. Calls and presides at meetings
- c. Works to help maintain retention and to increase growth
- d. Acts as an Ex-Officio member of committees
- e. Presents to the next president orderly records of the organization
- f. Works with the Executive Committee to set the strategic plan of the organization in fulfilling the mission of TWUBA
- g. Appoints committee chairs

B. *Vice-President*

- a. Coordinates with the president and provides leadership support
- b. Interacts and coordinates with TWUBA members to inform and help relay information for maintaining retention and increasing membership
- c. Serves in place of the president in his/her absence

C. *Secretary*

- a. Maintains a written record of minutes for all meetings
- b. Composes and sends correspondence when necessary
- c. Informs members of elections and results of the elections
- d. Coordinates content for the association's newsletter
- e. Serves in the absence of the president and vice-president

D. *Financial Secretary*

Works in close coordination with the Treasurer and Membership Chair

E. *Treasurer*

- a. Transfers collected monies to the University in a timely manner as outlined in TWUBA's financial procedures.
- b. Maintains an accurate membership list; including active and inactive members
- c. Keeps membership dues and records accurate and balanced
- d. Keeps counts accurate and up to date
- e. Presents a financial report at each meeting

Section III: Appointed Positions:

A. *Historian*

- a. Maintains custody of constitution and by-laws along with other organizational documents
- b. Works with the TWU Library Researchers and develops the history of TWUBA at Texas Woman's University from the beginning to the present day
- c. Develops a procedure to document and make that history available to the organization
- d. Works with History and Archives Committee

- e. Works with the various committees in highlighting alumni for various recognitions and honors

B. Parliamentary

- a. Implements Robert's Rules of Order (current addition)
- b. Monitors meetings for proper procedure
- c. Advises the President regarding procedure during all meetings

ARTICLE VI: COMMITTEES

Section I: Executive Committee

- a. The Executive Committee shall be comprised of the following officers: President, Vice President, Secretary, Financial Secretary, Treasurer, Immediate Past-President, Committee Chairs, and any designated liaisons
- b. The duties of the Executive Committee shall be to organize and execute the mission of TWUBA.
- c. Terms of Office of the Executive Committee shall be two (2) years. Vacancies during a term may be filled by appointment of the President

Section II: Committee Chairs

- a. Work with the President and officers to develop programs which will execute the mission of TWUBA. Chairs will facilitate the activities of their respective Committees through on-going contact and communication.

Section III: Standing Committees

- a. **Membership:** The Membership committee shall review all applications for membership and make recommendations to the membership. The committee shall develop and implement strategies for membership recruitment and retention. The committee may recommend desired programs for reconnecting for social and networking committee.
- b. **Elections Committee:** The elections committee shall present a slate of candidates to the membership for elected positions. The Elections committee shall also be responsible for the oversight of the election process to make sure that all elections are conducted with fairness and integrity.
- c. **Events and Outreach Committee:** The events and outreach committee shall oversee planning for all TWUBA events, including reunion events and alumni awards.
- d. **Scholarship Selection Committee:** The scholarship selection committee shall seek, review, and evaluate qualified applicants for the scholarships given by TWUBA. This committee shall work closely with the TWU Office of Student Life and other appropriate university offices. Recommendations shall be made to the Executive Committee.
- e. **History and Archives Committee:** The history and archives committee, working with the TWUBA's Historian, shall seek, review, and archive the rich history of the Black Alumni at TWU.

- f. **Mentorship Committee:** Working in partnership with the appropriate campus offices, the Mentorship Committee will be responsible for creating and supervising the mentorship program for the organization.
- g. **Ad-Hoc Committee(s):** The ad-hoc committee is an appointed sub-committees or task force as deemed necessary for a specified period of time.

Section IV: Ex-Officio Members

The Director of the Office of Alumni Relations will serve in an advisory capacity as an ex-officio and non-voting member of the Executive Committee.

Section V: Terms of the Committee Chairs

- a. Committee Chairs shall be appointed for a term of two (2) years. Chairpersons may serve consecutive terms upon recommendation of the President and approval of the Executive Committee. Committee chairs must participate in all Executive Committee meetings (in person, by phone or electronically) in addition to the minimum of annual quarterly meetings. Chairs shall prepare status reports for both the Executive Committee and the membership as requested by the President.
- b. Failure to fulfill responsibilities of elected or appointed positions will result in the removal of office per Executive Committee.

ARTICLE VII: AMENDMENTS

This document may be amended with both the approval of the Executive Committee and ratification by the TWUBA membership at a regular or called meeting or by electronic media with a majority of current TWUBA members casting ballots.

ARTICLE VIII: ELECTIONS

Elections are held in April every two years. The Election Committee is in charge of nominations, executing and distributing the ballot to the membership during February of the election year. Ballots will be distributed thru technology (email) and hard copy (US mail). The TWU Alumni office will facilitate the process of distributing ballots and recording ballot results with the elections chair. This process is completed by April.

ARTICLE IX: DISSOLUTION

In case of the dissolution of TWU Black Alumni Association, the Executive Committee shall, after settling all outstanding obligations assigns all remaining funds to the TWU Black Heritage Scholarship Endowment.