

# BLACK ALUMNI COUNCIL OF COLUMBIA UNIVERSITY CONSTITUTION AND BY-LAWS

## ARTICLE I. NAME, PRINCIPAL OFFICE & TERRITORIAL LIMITS

- 1.1 This association shall be known as the Black Alumni Council of Columbia University, hereinafter referred to as the “BAC”. The word “alumni” as used hereinafter shall be understood to include both men and women. The principal office of the BAC shall be in the City of New York, County of New York, State of New York.

## ARTICLE II. NATURE, PURPOSE & OBJECTS

- 2.1 The BAC shall be a nonprofit, educational organization, and no part of its funds or property shall ever be used, expended or conveyed for the personal or individual benefit of any member; nor shall any member ever have any right, title, claim or interest to any such funds or property by virtue of his/her membership.
- 2.2 The purpose of the BAC is to foster the development of Columbia University’s Black Alumni community.
- 2.3 The objectives of the BAC include, but are not limited to, achieving the following goals:
  - 2.3.1 Promote the interest and activities of Black alumni of Columbia University;
  - 2.3.2 Facilitate communication between and among alumni and students through social, cultural, and educational programming;
  - 2.3.3 Provide access to and inform alumni of networking and career development opportunities;
  - 2.3.4 Assist Columbia in the academic and personal development of Black students;
  - 2.3.5 Maintain a relationship with the student body in order to identify future members and leaders of the BAC;
  - 2.3.6 Promote Black alumni service to the Columbia University and local community;
  - 2.3.7 Assist Columbia in the recruitment, promotion and retention of Black faculty, administration administrators and students;
  - 2.3.8 Participate in the formulation of Columbia policies as related to the Black community.

## ARTICLE III. MEMBERSHIP

- 3.1 Membership in the BAC shall be open to all Black alumni holding undergraduate and graduate degrees from Columbia University and its affiliates. Membership in the BAC shall also be open to spouses and significant others of Alumni, as well as Columbia

faculty, staff members, alumni, and affiliates, and all others who support the purpose of the BAC.

- 3.2 All members shall complete a membership application and contribute annual membership dues.

#### ARTICLE IV. BOARD OF DIRECTORS

- 4.1 The business, property, and affairs of the BAC shall be managed and controlled by the Board of Directors (“the Board”).
- 4.2 Executive Members. The Board shall consist of the following six executive members: the President of the Board, Vice President of the Board, Secretary, Treasurer, and immediate Past President; the Executive Board shall have the right to expand its membership at its discretion.
- 4.3 Committee Chairpersons. The Board shall also consist of the following chairpersons: Events, Communications, Student Relations, Community/External Relations and Fundraising.
- 4.4 Nominating Committee. A nominating committee appointed by the Board at least two months prior to elections shall take nominations for elections. All nominations must be submitted at least thirty days prior to the election meeting. This committee shall consist of three active members and shall present its nominees at the Board meeting prior to the election.
- 4.5 Ballot Elections and Terms of Office. All BAC members shall receive a ballot prior to the Annual Membership Meeting in September. The ballot must contain full name and class year. Alumni members shall submit electronic ballots to the Nominating Committee at the Annual Membership Meeting.  
The regular term of Executive Board Members shall be two (2) years, or until prior resignation or removal, commencing at the start of the calendar year following the Annual Membership Meeting at which such Board Members are elected. The regular term of Committee Chairs shall be one (1) year, or until prior resignation or removal, commencing at the start of the calendar year following the Annual Membership Meeting at which such Board Members are elected.
- 4.6 Limitations. Each person elected to the Board can serve two consecutive terms in the same office.
- 4.7 Vacancies. Vacancies shall be filled by a majority vote of Board Members, except that if the President resigns or is removed the Vice President shall assume the duties of President for the unexpired term of his/her replacement. An officer elected to fill a vacancy caused by resignation, removal, or death of Board Member shall be entitled to hold office for the unexpired term of his/her replacement.

- 4.8 Removal of office. Board Members can be removed from office with cause by a two-thirds vote of the Alumni Members at the Annual Membership Meeting or at a special meeting where previous notice has been given.

## ARTICLE V. DUTIES OF THE BOARD OF DIRECTORS

- 5.1 President. The President of the Board shall preside over all meetings, except as herein provided, and shall have such further duties as ordinarily pertain to the office of the President, including but not limited to:
- 5.1.1 Providing an agenda for meetings;
  - 5.1.2 Acting as official liaison with the Columbia Alumni Association;
  - 5.1.3 Except as otherwise provided by the Board of Directors, he/she shall, with the Secretary of the Board, sign all written contracts and other instruments made or entered into by or on behalf of the BAC that have been approved by the Board of Directors.
- 5.2 Vice President. The Vice President shall assist the President and perform his or her duties in the event of the President's absence or inability to act. The Vice President may be designated by the President to preside over Advisory Committee meetings. The Vice President shall assume principal responsibility and supervision of special committees.
- 5.3 Secretary. The Secretary shall keep the records of the BAC and shall prepare the minutes for all meetings.
- 5.3.1 Except as otherwise provided by the Board of Directors, he/she shall, with the President of the Board, sign all written contracts and other instruments made or entered into by or on behalf of the BAC that have been approved by the Board of Directors.
  - 5.3.2 The Secretary shall also keep records of attendance at Board and Committee meetings, and perform any necessary liaison with legal counsel. The Secretary shall also compile, have printed and distribute periodically a directory of the active membership.
- 5.4 Treasurer. The Treasurer shall keep all financial records of the BAC and shall report annually to the Board on the financial status of the BAC.
- 5.5 Committee Chairpersons. The responsibilities of each committee chairperson shall be decided upon and maintained by the Executive Board, as they may vary slightly from year to year.

## ARTICLE VI. ADVISORY COUNCIL

- 6.1 The Advisory Council. The Advisory Council shall be comprised of individuals who have contributed to the Columbia University Black community, Columbia University alumni, faculty, and administrators who are supportive of the mission of the BAC. Past presidents of the Board of Directors will automatically be asked to join the Advisory Council upon concluding

their terms. The President and the Vice-President of the Board of Directors will be ex-officio members of the Advisory Council.

6.2 Role of the Advisory Council. The Advisory Council is charged with advising the Board of Directors on the long-term direction of the BAC. The Council will also advise the Board on issues affecting the BAC community in relation to Columbia University. The Advisory Council will report to the General Membership on progress toward achieving the long-term goals of the organization at least once a year.

6.3 Governance. The Advisory Council will select a Chair on a year-long, rotating basis. The Chair will work with the President of the Board of Directors on developing meeting agendas and ensuring communication between the Council and the Board of Directors. The Vice President of the Board of Directors will serve as Secretary for the Advisory Council.

6.4 Terms of Office. The term of office is 3 years and may be renewed upon request of the Board of Directors or the Advisory Council. Advisory Council members are asked to make an annual gift of \$250 and are encouraged to work with the Fundraising Chair to support BAC organizational growth and sustainability.

6.5 Inductions. Nominations for Advisory Council members will be considered annually before the joint meeting of the Board of Directors and the Advisory Council.

## ARTICLE VII. AMENDMENT OF THE ARTICLES & BYLAWS

The power to alter, amend, or restate the by-laws shall be vested in the Board. Such action may be taken by a majority vote of the Board.

These by-laws have been approved by the Board of Directors of the Black Alumni Council of Columbia University.