

BY-LAWS OF THE TEXAS WOMAN'S UNIVERSITY BLACK ALUMNI

ARTICLE I. NAME OF ORGANIZATION, MISSION, AND OBJECTIVES

Section 1. Name

The name of the organization is the Texas Woman's University Black Alumni (TWUBA).

Section 2. 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 3. Objectives

The objectives of TWUBA are:

- A. Support the mission of Texas Woman's University
- B. Support current TWU students through scholarships (endowed and others)
- C. Provide and promote mentoring and volunteerism
- D. Create community among Black graduates of TWU through:
 - Social and professional networking
 - Reunions
 - Recognition

ARTICLE II.

MEMBERSHIP

Section 1.

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 descendant heritage, or
- B. Anyone who supports the mission and objectives of TWUBA.

Section 2.

Categories of Financial Membership

TWUBA shall have four categories of membership.

- A. Platinum members are individuals who pay a one-time fee of \$500 in membership dues, which allow them to be current financially from that time forward.
- B. Gold members are individuals who pay an annual fee of \$100 in membership dues.
- C. Silver members are individuals who pay an annual fee of \$50 in membership dues.
- D. Bronze members are individuals who pay an annual fee of \$25 in membership dues.

All memberships are considered donations to support the mission and projects of the organization.

Annual membership dues apply for the calendar year in which they are received. The fees may be adjusted periodically prior to the calendar year at the discretion of the executive committee.

Section 3.

Rights of Membership

All members shall have the right to attend and participate in all activities sponsored by the organization. Financial members shall also be afforded the right to vote, hold office, and serve on Committees.

ARTICLE III. DUES

Section 1. Establishment of Dues

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

Section 2. 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 prior to December 30th *will* be applied to the current calendar year.

ARTICLE IV. MEETINGS OF MEMBERS

Section 1. Annual Business Meeting

No meetings are required, but active participation and financial support are encouraged.

Section 2. Executive Committee Meetings

The Executive Committee will meet a minimum of two times a year and as needed.

ARTICLE V. OFFICERS AND THEIR DUTIES

Section 1. PRESIDENT

Prepares the agenda in advance of all meetings
Calls and presides at meetings
Works to help maintain retention and to increase growth
Acts as an Ex-Officio member of committees
Presents to the next president orderly records of the organization
Works with the Executive Committee to set the strategic plan of the organization in fulfilling the mission of TWUBA

Section 2. VICE - PRESIDENT

Works with the president and provides advice and counsel
Interacts with TWUBA members to inform and help relay
information for maintaining retention and increasing membership
Acts in place of the president if the president is unable to act at meetings

Section 3. SECRETARY

Maintains a file of minutes of all meetings
Composes and sends correspondence when necessary
Informs members of elections and officers when they are elected

Section 4. MEMBERSHIP SECRETARY

Maintains an accurate membership list; including active and inactive
members (moved from Secretary)
Keeps membership dues and records accurate and balanced (moved from
Treasurer)
Works for increased membership and membership retention
Works with Membership Committee

Section 5. TREASURER

Banks all money
Keeps all accounts accurate and up to date
Presents a financial report at each meeting
Prepares and transmits records and an audited report to the new treasurer

Section 6. HISTORIAN

Maintains custody of constitution and by-laws along with other
organizational documents
Working with the TWU Library Researches and develops the history of
TWUBA at Texas Woman's
University from the beginning to the present day
Develops a procedure to document and make that history available to the
organization
Works with History and Archives Committee
Works with the various committees in highlighting alumni for various
recognitions and honors

Section 7. PARLIAMENTARIAN

Appointed by the President
Monitors meetings for proper procedure

ARTICLE VI. COMMITTEES

Section 1. Executive Committee

The Executive Committee shall be comprised of the following officers: President, President-Elect, Secretary, Treasurer, Immediate Past-President, Historian, Committee Chairs, and any designated liaisons.

The duties of the Executive Committee shall be to organize and execute the mission of TWUBA.

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 2. Committee Chairs

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 3. Standing Committees

A. Program

The Program Committee shall plan and coordinate activities of the organization. The Committee shall consult with the general membership of the organization for desired programs.

B. 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.

C. Election Committee

The Election Committee shall propose candidates for elected positions. The Election Committee shall also be responsible for the oversight of the election process to make sure that all elections are conducted with

fairness and integrity.

D. Network and Social Committee

The Social Committee shall oversee planning of social events and professional networking opportunities.

E. 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.

F. History and Archives Committee

The History and Archives Committee, working with the organization's Historian, shall seek, review, and archive the rich history of the Black Alumni at TWU.

G. Reunion Committee

The Reunion Committee plans reunion events and alumni awards.

H. 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.

I. Ad-Hoc Committee(s)

The President, in accordance with these bylaws and based on the approval of the Executive Committee, shall appoint sub-committees or task forces as deemed necessary.

Section 4. Ex-Officio Members

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

Section 5. Terms of the Committee Chairs

Committee Chairs shall be elected for a term of two (2) years. Chairpersons

may serve consecutive years 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) and shall prepare status reports for both the Executive Committee and the membership as requested by the President.

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 two-thirds of current TWUBA members casting ballots and signing the amendment.