

**2017**  
**Lindenwood University Black Alumni Council**  
**Constitution and By-Laws**

**Article I Name**

The group shall be called the Lindenwood University Black Alumni Council.

**Article II Purpose**

The purpose of the Council shall be to:

- a. stimulate an interest in and advance the causes of Lindenwood University's Black alumni and student communities;
- b. provide social and intellectual experiences for members;
- c. provide scholarships for Lindenwood University students.
- d. assist the university in recruitment and retention of Black students.

**Article III Membership**

- a. Anyone who has been a Lindenwood student for at least one year is eligible for membership.
- b. Anyone who is a Lindenwood faculty, staff, family member of a student or friend of the University is eligible for associate membership. Associate members have all the rights and privileges of membership except holding elected office of Council President or Vice President.

**Article IV Dues**

Annual dues shall be \$20, due January 1. Dues must be paid before a Council member is eligible to vote. There will be no pro-rating of dues.

Dues will be used to promote scholarship fund-raising events, membership expansion drives, other events meant to support the stated purposes of the Council and general operating expenses.

## **Article V Meetings**

The number, time, place, and programs for Council meetings shall be determined by the Council President and the Executive Committee.

## **Article VI Officers**

### **Section 1 Officers**

The officers of this Council shall be a President, Vice-President, Secretary, and Treasurer.

### **Section 2 Duties**

#### **a. President**

The President shall preside at all meetings, call meetings of the Executive Officers, serve as a delegate to the Lindenwood Alumni Association Board, appoint standing committee chairs with the advice of the Executive Committee, and serve as an ex-officio member of all committees except the Nominating Committee.

#### **b. Vice President**

The Vice-President shall assume the duties of the President when the President is absent. The Vice President will co-chair scholarship fundraisers.

#### **c. Secretary**

The Secretary shall keep a record of the minutes of all meetings and Council correspondence. The Secretary will work with the Lindenwood University Alumni Director to maintain an active membership roster.

#### **d. Treasurer**

The Treasurer shall collect member dues and proceeds from fund-raising activities and expend them under the direction of the Council.

The Treasurer shall keep an account of the receipts and disbursements and shall submit a report at each Council meeting.

All donations received by the Lindenwood University Black Alumni Council will be directed to the Lindenwood University Institutional Development & Alumni Relations Office. Once all donations are processed at the Institutional Advancement Office, the funds will be directed to the Lindenwood Business Office. The Lindenwood Business Office will deposit the funds into an Agency Account that is established for the

exclusive use of the Lindenwood University Black Alumni Council.

All membership dues, gift-in-kind donations, and fundraising donations to the Lindenwood University Black Alumni Council should be sent or made payable to Lindenwood University with a memo designating Black Alumni Council. If applicable, Lindenwood University will assume responsibility for all donor thank you letters, and tax receipts. All donations or funds received or donated to the Lindenwood University Black Alumni Council shall be expended by the wishes of the voting members of the Lindenwood University Black Alumni Council.

## **Article VII Term of Office & Election**

### **Section 1 Term of Office**

Officers of the Council shall be elected for two-year terms. The President and Vice President shall not hold the same office for more than two consecutive terms.

### **Section 2 Election**

The election of officers shall be held at the Homecoming Weekend business meeting.

The Nominating Committee shall prepare a slate of officers. Members who are interested in office may express their interest to the Nominating Committee. Recommendations by membership for officers may be made in writing to the Nominating Committee. No nominations will be accepted from the floor.

A majority vote of all votes cast shall constitute approval of a candidate for office. Officers will be sworn in at the Homecoming meeting, and begin their terms on January 1 of the following year.

## **Article VIII**

Any article of the Constitution and Bylaws may be amended by a two-thirds vote of members participating in the voting process.

Any proposed amendment and the voting date must be communicated electronically or in writing to the general body, the President and the Executive Board of the Council at least one month prior to the voting date.

The votes must be cast electronically or in writing, and will be counted by the Nominating Committee.

**Addendum: Charter Officers**

To establish the BAC and create a strong foundation, an Executive Committee will be designated and approved by the Lindenwood University Alumni Relations Office. These Charter officers will serve from July 2017 until October 2019, at which time they will be replaced with duly-elected officers per Article VII of the BAC Constitution and By-Laws. After the election of officers in October 2019, all charter positions will be considered defunct.

Should a charter officer be unable to complete the designated term, members of the Charter Executive Committee may select an interim officer to finish the term.