



# **JACKSONVILLE UNIVERSITY BLACK ALUMNI NETWORK BYLAWS**



### **Article I-Name**

The name of this organization shall be the Jacksonville University Black Alumni Network, hereinafter referred to as “JUBA.”

### **Article II-Objective**

The JUBA facilitates meaningful engagement opportunities and philanthropic opportunities for Black Alumni by striving to empower, connect, and celebrate JU's Black community and its history on Jacksonville University's campus.

### **Article III-Mission and Vision**

The JUBA is composed of Black JU alumni and allies that seek to advance and enrich the communities of Jacksonville University, the greater Jacksonville area, and beyond. The JUBA engages JU students and alumni through scholarship, academic and career advising, community service, programming, and by fostering relationships within and beyond the Jacksonville area.

The vision of JUBA is to trailblaze for marginalized communities. Furthermore, JUBA seeks to ensure a collaborative alumni network and foster strategic relationships with the University in an effort to create an inclusive campus experience for past, current, and future Dolphins.

### **Article IV-Goals**

The goals of the JUBA shall be defined as follows:

1. Increase alumni contribution and participation with a strategic focus on alumni engagement
2. Build strong relationships with University personnel and student organizations.
3. Engage the current students at Jacksonville University.
4. Develop sustained relationships with community partners and donors.
5. Procure funding to support the perpetuity of the endowed JUBA academic scholarship

### **Article V-Membership**

Section 1. Anyone who identifies as African American/Black, upon matriculation at Jacksonville University, and has obtained an undergraduate, graduate, and/or doctorate degree from Jacksonville University shall be considered a member upon completion of their degree.

### **ARTICLE VI-Governing Board**

The JUBA Board of Directors shall be the governing body of the Alumni Network and shall be responsible for its management and development. The JUBA Board of Directors shall determine the order of business for all meetings, partnerships, and inner workings of the Network. The Board of Directors shall be authorized to assist Jacksonville University and the current student body in ways consistent with the mission of JUBA. The duties of the Board of Directors members shall include regular participation in meetings,



timely response to all communications, and other duties as designated by the Board of Directors consistent with the mission and goals of JUBA.

### **Article VII-Officers**

- Section 1. The elected officers shall consist of the following: President, Vice-President, Secretary, Treasurer, Philanthropy Director, Student & Campus Engagement Liaison, Historian, Communications Director, Public Relations Director, Event Director, Parliamentarian, and Alumni Engagement Director.
- Section 2. The officer position of Immediate Past President shall be filled by the person who served and completed their term as President immediately prior to the current President.
- Section 3. All officers of the JUBA must be a graduate of Jacksonville University in good standing with Jacksonville University.
- Section 4. All officers of JUBA shall be required to give a meaningful gift to the Black Alumni Scholarship annually.
- Section 5. All officers shall support the JUBA's philanthropic efforts, scholarship and any other scholarship awarded by the JUBA.
- Section 6. The Public Relations Director and Student and Campus Engagement Liaison must live in the Jacksonville, FL area.
- Section 7. Officer Duties
- A. The President Shall:
1. Presides over the meetings of the Board of Directors and general body.
  2. Promotes engagement in the Black Alumni Network.
  3. Serve as the ex-officio member of all committees.
  4. Communicate with Jacksonville University.
  5. Enforce the bylaws of the JUBA.
  6. Serves as President of the Board of Directors and prepares the agenda for board and general council meetings.
  7. Signs all binding documents and/or contracts. Serves as the "exchequer of finances."
  8. Recommends to the Board of Directors the removal of any elected or appointed officer who fails to perform duties of the office.
  9. Be the spokesperson for the Board of Directors.
  10. Performs all other duties as provided by the current *Robert's Rules of Order, Newly Revised*.
- B. The Vice-President Shall:
1. In the absence of the President, preside over meetings of the Board of Directors
  2. Perform all duties of the office of the President in the absence, incapacitation, or at the request of the President.
  3. Promotes engagement in the Black Alumni Network.
  4. Recruiting committee members as well as solicit gifts for the JUBA



5. Manages the nomination process and election of new board members.
- C. The Secretary Shall:
1. Keeps an accurate record of each Board of Directors and General Body meeting, including all reports submitted and the meeting attendance. Minutes shall be recorded in accordance with the standards set forth in *Robert's Rules of Order, Newly Revised*.
  2. Provides typed written copies of the minutes of each Board of Directors and General Body meeting.
  3. Maintains an official copy of meeting attendance records.
  4. Prepares the council directory based on information obtained from Jacksonville University.
  5. Record all votes taken during JUBA meetings.
  6. Curate the annual schedule for the JUBA Board of Directors and General Body.
- D. The Treasurer Shall:
1. Keeps all financial records and accurately documents JUBA's transactions, operating funds, and Black Alumni Network scholarship.
  2. Gives a monthly itemized report of all money received and disbursed.
  3. Works closely with the Office of Alumni Engagement to ensure that all financial records are accurate. Serves as the chairperson of the Budget and Finance committees.
- E. The Philanthropy Director Shall:
1. Serve as the fundraiser for the Black Alumni Network scholarship and all JUBA approved events.
  2. Engaging event attendees in alumni giving opportunities such as raffles and on-site giving mechanisms.
  3. Incorporate recognition for Black Alumni Network scholarship donors at events and in communications.
  4. Serve as the chair of the Philanthropy committee.
- F. The Student & Campus Engagement Director Shall:
1. Increase the visibility of the JUBA by seeking out meaningful opportunities to engage current students.
  2. Act as a liaison between the JUBA and the Jacksonville University Black Student Union.
  3. Ensure the body's presence on campus is known prior to graduation while promoting model alumni engagement.
  4. Seek campus opportunities to speak to students, promote the JUBA, and recruit student leaders.
  5. Serve as the chair of the Student & Campus Engagement Committee.
- G. The Historian Shall:
1. Assist the Alumni Office by curating Black Alumni spotlights
  2. Store all history of the JUBA
  3. Record accomplishments of the committee's work while also identifying and promoting key milestones for Black alumni



4. Work with the Student & Campus Engagement Director to promote developing traditions on campus
- H. The Marketing & Communications Director Shall:
1. Oversee and finalize marketing and communications strategy, design, and implementation in conjunction with the University.
  2. Provide the University with the Black Alumni E-Newsletter content, engagement recaps, and photos.
  3. Ensure the JUBA social media pages are updated regularly and curated to represent the mission of JUBA.
  4. Work with the Student & Campus Engagement Liaison to cross-promote events and pertinent information.
  5. Collaborate with other Directors to ensure alignment of messaging across committees.
- I. The Public Relations Director Shall:
1. Assist the President in preparation for any meeting with boards or student groups with the University.
  2. Speak on behalf of JUBA at University meetings and/or events in the absence of the President or Vice President while ensuring the voice of JUBA is heard and accurately represented.
  3. Work with the university and Marketing & Communications Director for publication of all Network news.
  4. Keep the Board of Directors informed of any outside groups that wish to work with the Network and as well as any news that may affect the standing of the Network.
  5. Oversees all press relations, included but not limited to, crisis management and media statements, and drafts press releases with the University's PR Department
  6. Works in conjunction with Marketing & Communications Director and the Office of Alumni Engagement to ensure social media and external content properly captures JUBA's tone and best interest
- J. The Event Director Shall:
1. Plan all events voted on by the JUBA Board of Directors.
  2. Suggest events for JUBA to hold or partner with other JU affinity groups, University clubs, and/or outside organizations.
  3. Share event agenda, costs, and contracts, with JUBA Board of Directors pre-event.
  4. Serve as the event point of contact for day of needs; event set-up and take down assistance.
  5. Ensure all events engage Black Alumni whether in-person or virtually.
  6. Serve as the chairperson of the Events Planning Committee.
- K. The Parliamentarian Shall:
1. Address all parliamentary questions/issues and maintain parliamentary order during meetings, in-person or virtual, in accordance with the current edition of *Robert's Rules of Order, Newly Revised*.
  2. Advise the Board of Directors on the JUBA Bylaws.
  3. Suggest yearly revisions and addendums to the JUBA Bylaws.



4. Set community guidelines in accordance with the JUBA Board of Directors.
5. Serve as the chairperson of the Bylaws committee.

L. The Alumni Engagement Director Shall:

1. Plan and Host regional events with the Events Director.
2. Assist Event Director with event flow and logistics by communicating event agendas with the JUBA Board of Directors.
3. Create and analyze post-event surveys to look for opportunities for change.
4. Serve on the Events Planning and Philanthropy Committees.

M. The Immediate Past President Shall:

1. Serve as liaison to Jacksonville University groups seeking a partnership with the JUBA.
2. Perform the duties of the office of Vice President in the absence, incapacitation, or at the request.
3. Serve on at least one committee of the JUBA.

Section 8. Eligibility and Terms of Appointments

- A. All candidates seeking office must have obtained either a Bachelor, Masters, or Doctorate degree from Jacksonville University.
- B. Members interested in an elected position should submit their interest of nomination to the nomination/elections committee by March of the election year.
- C. Nominations for elected positions will be accepted from the floor at the April meeting.
- D. The slate of officers will be finalized at the May meeting. Officers for the JUBA Board of Directors are elected every two (2) calendar years by ballot at the June meeting.
- E. All JUBA members will receive election information/voting instructions at least seven (7) business days prior to the election.
- F. Installation of officers will be at the July meeting, with the newly elected officers assuming their duties immediately upon installation. Transition of officers meeting shall be held immediately following the July meeting.
- G. The Public Relations Director and Student & Campus Engagement Liaison must reside in Jacksonville, FL, preferably a GOLD Phin or recent alum.

Section 9. Term of Office

- A. Elected officers shall serve one term (two consecutive years) and not more than two consecutive terms in the same office.
- B. All officers are elected for one term (two consecutive years of service).

Section 10. Filling Vacant Offices

- A. When a vacancy occurs in the office of the President, the Vice-President becomes President and shall complete the remainder of the term.
- B. In the event the Vice-President is unable to complete or fulfill the term, the Immediate Past President will assume the position of Vice-President and the Board of Directors shall vote on who shall assume the duties of Immediate Past President if a former President is unable to fulfill the duties.



- C. If an office becomes vacant, the President will appoint a member to serve in an interim capacity with the approval of the Board of Directors until a permanent replacement can be found.
- D. An office cannot be filled by another officer unless that member's respective office can be filled or in a scenario where the Board of Directors recommends that a member hold two (2) officer positions.
- E. If the Immediate Past President is incapacitated or unable to fulfill the duties of this position, the next available Immediate Past President shall fill the position.

Section 11. Impeachment

- A. The impeachment process will be initiated when an elected officer:
  - 1. Fails to perform duties of the office as described in the bylaws.
  - 2. Is absent from three (3) consecutive Board of Directors meetings or absent from three consecutive General Body meetings without notification or adequate reason(s) (as established in the Operational Procedures set forth by the Board of Directors) provided to the President. In the case of the President, notification should be given to the Vice-President and the Alumni Office of Engagement.
- B. An elected officer will be given the opportunity to resign upon notification of intent to impeach. The officer will be given written notice.
- C. The Board of Directors committee will conduct the impeachment process in accordance with the Bylaws.
- D. No officer who has been removed from office as a result of impeachment shall be eligible for election to another officer position for a period of two (2) terms unless the Board of Directors hold a special vote to determine an appropriate period.

Section 12. Impeachment Process (Removal)

- A. Any member of the JUBA may recommend to the Board of Directors the removal of an elected Officer via complaint form or e-mail.
- B. Written violations shall be served upon such Officer via email.
- C. Any officer recommended for removal shall be given thirty (30) days to answer such violations.
- D. The removal shall be done by hearing through the Board of Directors, during which the formal recommendations are read, and the officer will have a chance to formally answer and defend their actions.
- E. An officer removed shall be given thirty (30) days after the hearing to formally appeal in writing the decision of the Board of Directors. The impeachment can overturn the decision by a vote of no less than  $\frac{3}{4}$  of the votes received from the General Body (one ballot per member will be requested).

**Article VIII-Committees**

Section 1. Standing Committees

- A. The standing committees of the JUBA shall be the Events Planning Committee, Bylaws Committee, Student & Campus Engagement Committee, Elections Committee, Philanthropy Committee, and Marketing & Communications Committee.



- Section 2. Special Committees  
A. All Special Committees shall be formed based on necessity as determined by the JUBA Board of Directors.

### **ARTICLE IX-Finances**

- Section 1. Fundraising  
A. All monies earned through fundraising projects or donated towards a specific outcome will be accounted for by the Treasurer and deposited to the appropriate fund at Jacksonville University through the Office of Alumni Engagement. All such funds will be designated to meet purposes/responsibilities of the Network.

### **Article X- Meetings**

- Section 1. Board of Directors meetings shall be held at least once per month. General Body meetings shall be held once per quarter.
- Section 2. Meetings of the organization shall be held at a designated date, time and location decided by the Board of Directors. Meeting date, time and location reminders will be provided to JUBA members at least 7 to 10 days prior to the meetings by the Secretary.
- Section 3. Call meetings are limited to a specific issue deserving immediate Board of Directors decision which may impact direct business, reputation, or programs. Notification shall be given 5 days prior to the meeting date to all Board of Directors.
- Section 4. The President shall have the authority to make an executive decision with the approval of a majority of the Board of Directors in emergency matters with financial ramifications and Network reputation at hand.
- Section 5. Minutes of Board of Directors and Network meetings shall be recorded by the Secretary and distributed for review, revisions and approval as official record keeping of the meetings.
- Section 6. Quorum for a Board of Directors meeting shall be seven (7) officers, excluding the President.

### **Article XI- Parliamentary Authority**

- Section 1. The current edition of *Robert Rules of Order, Newly Revised* shall govern in all matters not provided by the Bylaws or other documentation of the JUBA.
- Section 2. The Parliamentarian shall follow all rules set forth within the Parliamentary Procedures as determined by the Board of Directors each year.

### **Article XII- Amendments**





- Section 1. All proposed amendments shall be submitted in writing via email to the Bylaws committee.
- Section 2. The Bylaws committee shall distribute each proposed amendment with its recommendation to the Board of Directors and to all Network members 60 days prior to the Board of Directors vote.
- Section 3. The Bylaws may be amended by a two-thirds vote of the Board of Directors.

### **Article XIII -Standing Rules**

- Rule One. Meetings
- A. Regular meetings of JUBA Board of Directors shall be once every month beginning at 7:00 PM ET unless the majority of the Board of Directors vote for another time.
- Rule Two. Board of Directors and Network Voting Procedure
- A. The Board of Directors will establish an equitable voting structure to accommodate the Network.
- B. Voting shall continue until a majority is decided.
- C. Any discussion brought to vote that does not reach a decision by the adjournment of a meeting cannot be taken up by vote of proxy and can only be brought up for voting at the next Board of Directors or Network meeting depending on which meeting the motion was placed.
- Rule Three. Election Voting Process
- A. Voting shall be done by secret ballot.
- B. Each Network member shall receive one vote.
- C. Members of the Elections committee will count the votes.
- D. No votes/ballots will be accepted once counting has begun.
- E. Candidates for officer positions with a simple majority will be declared winners.

### **Article XIV -Dissolution**

- Section 1. Upon the dissolution of the JUBA, the Board shall, after paying or making provisions for the payment of all liabilities, distribute all assets to the JUBA Scholarship and any scholarships that are awarded by the JUBA.