

BYLAWS
HOWARD UNIVERSITY
COMMUNICATIONS ALUMNI ASSOCIATION

PREAMBLE

The Howard University Communications Alumni Association (HUCAA) has been organized to assist in implementing the goals and purposes of the Howard University Alumni Association, hereinafter referred to as the “Association” or “HUAA”. This constituent unit shall be organized to represent the alumni of the School of Communications. HUCAA shall operate in accordance with all of the terms of the Constitution of the Howard University Alumni Association.

ARTICLE I
NAME AND PURPOSE

Section 1. Name. The name of this constituent unit is “The Howard University Communications Alumni Association.” (HUCAA) Purpose. The purpose of HUCAA shall be to:

- A. Promote and support the Howard University School of Communications as an institution of academic excellence and to create and maintain an environment that encourages alumni participation through volunteerism and financial support for the University.
- B. Promote closer fellowship among the Communications alumni, our community and the current student body.
- C. Establish a medium for serving and supporting Communications in the advancement of higher education.
- D. Keep the Communications alumni informed concerning their alma mater, its problems, needs, plans and its progress toward the realization of its goals.
- E. Recruit students to Howard University School of Communications.
- F. Assist in establishing scholarship programs for students in Communications at Howard University.

ARTICLE II
AUTHORITY

Section 1. HUCAA has been formed as a constituent unit of the HUAA, an organization formed by Howard University, a tax-exempt entity pursuant to Internal Revenue Code Section 501(c)(3). Neither HUAA nor HUCAA is a separately incorporated entity. In order to use the name of Howard University and receive the benefits thereof, HUCAA shall not be separately incorporated or take any action to seek separate tax-exempt status under the Internal Revenue Code.

The authority of HUCAA to operate is derived solely from the Constitution of HUAA, as such Constitution may be amended by HUAA and approved by the Howard University Board of Trustees.

Section 2. Restrictions on Authority. HUCA must comply with any policies and procedures set forth by the Association and Howard University before entering into any contracts, agreements, or incurring any liabilities or obligations. HUCA shall not take any action or engage in any activity which would adversely impact Howard University's status as a Section 501(c)(3) tax exempt organization, nor shall HUCA take any action or engage in any activity which could bring disrepute, damage or injury to the stature or reputation of Howard University.

ARTICLE III MEMBERS

Section 1. Categories of Members. HUCA shall have two categories of Members; Regular Members and Associate Members. All Regular Members and Associate Members of HUCA shall be Regular Members or Associate Members of the Howard University Alumni Association.

Section 2. Eligibility for Membership. Individuals shall be eligible for Regular Membership or Associate Membership, in HUCA as follows:

a. All graduates and honorary degree recipients of the Howard University shall be eligible for Regular Membership status.

b. Former students of the Howard University **School of Communications** who completed at least one year of studies at Howard University and withdrew in good standing may become Regular Members upon the application and verification of such status by the Director of Alumni Relations of Howard University. The application of such individual shall be in the form and manner as provided by the Department of Alumni Relations. The determination of the Director of Alumni Relations to approve or reject any application shall be appealable to the Executive Committee of the Association. The determination of the Executive Committee of HUCA shall be final.

c. Faculty and staff of Howard University **School of Communications** who do not qualify for Regular Membership under Article III, and spouses of individuals who qualify for Regular Membership under Article III, are eligible to become Associate Members of HUCA upon application to and approval by the Director of Alumni Relations. The application for Associate Membership of such individual shall be in the form and manner as provided by the Department of Alumni Relations. The determination of the Director of Alumni Relations to approve or reject any application for Associate Membership shall be appealable to the Executive Committee of HUCA. The determination of the Executive Committee of HUCA shall be final.

Section 3. Revocation of Membership. The Executive Committee of HUCA may revoke the membership of any individual in this constituent unit for good cause, including, but not limited to, actions by an individual, which bring disrepute upon Howard University or adversely affect the image or reputation of Howard University. Any determination by the Executive Committee of HUCA to revoke the membership status of any individual shall be appealable to the Executive Committee of HUCA, whose decision shall be final.

Section 4. Dues. Annual dues of active members shall be **fifteen** dollars (\$15.00) for the fiscal year, an amount set by the general body of HUCA and payable/renewable beginning July 1st. The amount of dues may be changed by a (2/3) two-thirds vote of the general body. The amount of the annual national dues to HUA is thirty-five dollars (\$35.00). HUA may increase or decrease the annual dues in accordance with the terms of its Constitution. National dues collected by HUCA must be sent to the Department of Alumni Relations within thirty (30) days of collection. No individual shall be considered to be a member in good standing of HUCA, or a member in good standing of HUA unless and until such local and national dues have been paid. An individual who fails to pay annual dues shall automatically cease to be a member in good standing of HUCA and HUA.

ARTICLE IV MEMBERSHIP MEETINGS

Section 1. Annual Meeting. Should law require it, an annual meeting of the members of HUCA shall be held each year during the month of **May** on Commencement Weekend, or during such other month as may be established by resolution of the Members. The President shall determine the precise time and location of such meeting. Notice of the annual meeting shall be sent to all members at least thirty (30) days prior to the meeting.

Section 2. Regular Meetings. Regular meetings of the members shall be held at such date, time, and place as shall be determined by the HUCA Executive Committee members. In addition to the Annual Meeting, there will be at least three regular meetings:

- During NABJ National Convention, usually in **July/August**
- During Homecoming Weekend, usually in **October**
- Virtual Winter Meeting, usually around Charter Day in **March**

Notice of regular meetings shall be sent to all members at least 30 days prior to the meeting.

Section 3. Special Meetings. Special meetings of the members may be called for any purpose by or at the request of the President. In addition, if at least one-third (1/3) of the members submit to the Secretary of HUCA a written request for a special meeting of the members, the President shall call such meeting for the purpose specified in the request. The President need not, however, call a special meeting of the members to consider any matter that was voted on at a meeting of the members within the preceding twelve (12) months, unless the meeting was requested by a number of members sufficient to adopt the measure for which the special meeting is requested. Notice of special meetings and the agenda shall be sent to each member at least ten (10) days before the meeting.

Section 4. Notice of Meetings. Notice of meetings of the Members shall be delivered personally, or sent by mail, facsimile or by e-mail to each member. A notice sent by mail shall be deemed to have been delivered when deposited in the United States mail properly addressed, with postage prepaid. A notice sent by facsimile shall be deemed to have been delivered when transmitted. A notice sent by e-mail shall be deemed received absent notification that the e-mail was undeliverable to the named recipient. With the exception of special meetings, the business or the purpose of any meeting need not be specified in the notice.

Section 5. Quorum. The presence of at least 10% of the Regular and Associate Members of HUCAA who are in good standing shall constitute a quorum for the transaction of business by HUCAA. If less than a quorum is present, any actions taken at the meeting will be valid if such actions are ratified by the members at a meeting where a quorum is present or by mail or electronic means.

Section 6. Manner of Voting. Except as otherwise provided by these Bylaws, a majority vote of the Members, at a meeting at which a quorum is present, shall be the act of HUCAA.

Section 7. Communications Equipment. Based on the availability, a HUCAA Member may participate in a meeting of HUCAA by means of a conference telephone or other device by which all participants in the meeting can hear one another. Participation in a meeting by such means shall be deemed equivalent to presence in person at the meeting.

Section 8. Election of Officers. At the first meeting of the Members at which these Bylaws are adopted, the Members shall elect the officers specified in Article V hereof. The terms of the officers elected at such organizational meeting shall expire on **June 30, 2015**. The membership shall elect officers at that time and every 2 years thereafter. Each officer may succeed him or herself in office but may not hold the same position for more than two consecutive terms.

ARTICLE V OFFICERS

Section 1 Required Officers. HUCAA shall have the following officers: President, Vice President, Secretary, and Treasurer. HUCAA may create additional officers as needed.

Section 2. President.

A. The President shall preside at all HUCAA meetings and at all meetings of the Executive Committee and shall have such other responsibilities as may be assigned to him or her by the Members.

B. Is an ex-officio member of all committees.

C. Directs and assumes ultimate responsibility for the success of all activities and projects sponsored by HUCAA.

D. Is accountable for all contracts, monies and privileges made for and by HUCAA.

E. Represents HUCAA on official Howard University business within his/her position as representative to the Howard University Alumni Council.

F. Serves as the liaison of HUCAA to the Office of Alumni Relations, keeping that office abreast of HUCAA's activities and complying with all requests of the Office of Alumni Relations.

G. Acts as host to special guests of HUCAA.

H. Assigns new leadership roles within HUCAA.

Section 3. Vice President.

A. The Vice President shall preside at meetings of the Members and the Executive Committee when the President is unable to do so and shall have such other responsibilities as may be assigned to the Vice President by the President or by the members. Performs the duties of the president in his/her absence.

- B. Executes any other assignment given him/her by the President.
- C. Prepares HUCAAs annual report conferring with the President.
- D. If the position of President is vacated between regular elections, the current Vice President will assume that position.

Section 4. Secretary.

- A. The Secretary shall take and prepare the minutes of all HUCAAs meetings including all reports submitted by sub-committees and/or individuals.
- B. Maintains HUCAAs official membership roster including certification of officers, and reports any changes to the Executive Committee.
- C. Sends to the Office of Alumni Relations the Certification of membership, and the certification of elected officers.
- D. Acts as custodian of HUCAAs records.
- E. The Secretary shall send to local alumni and Office of Alumni Relations any newsworthy stories concerning alumni in the area or any special activity of HUCAAs.
- F. Sends out correspondence and notices of activities to HUCAAs members and the Office of Alumni Relations as required by these bylaws.
- G. Assists the Treasurer and co-signs all financial transactions.
- H. Performs all other duties incident to the office of Secretary and such other duties as may be assigned to the Secretary by the President or the members.

Section 5. Treasurer.

- A. The Treasurer shall be responsible for collecting all funds, paying all financial obligations, keeps a written record of all financial transactions, and maintains all financial accounts for HUCAAs, including co-signing checks and financial requisitions.
- B. Assists in establishing a budget and compiles a written financial report to be submitted semi-annually to the entire HUCAAs membership.
- C. If required by the Department of Alumni Relations, the Treasurer shall give a bond for the faithful discharge of his or her duties in such amounts and with such surety or sureties as the Department of Alumni Relations shall determine.
- D. The Treasurer must forward national dues or donations to the Department of Alumni Relations within (30) thirty days of receipt.
- E. Serves as Chair of the Finance Committee and distributes membership cards upon the receipt of annual dues.
- F. The Treasurer shall in general perform all of the duties of Office of Treasurer and such other duties as may be assigned to the Treasurer by the President or the members.

Other offices may be added such as: Chaplain, Parliamentarian and Sergeant-at-Arms

Section 6. Term of Office.

- a. Except as provided in Article IV with respect to the initial officers of HUCAAs, each officer shall serve for a term of 2 years.
- b. Within 120 days of assuming office, all officers shall participate in an orientation program developed by the Office of Alumni Relations.
- c. At the end of each term, each officer shall formally transfer all records to their successor.

Section 7. Removal. Any elected officer may be removed by the two thirds (2/3) vote of HUCAA members for cause, including, but not limited to conduct which would bring disrepute, damage, or injury to the stature or reputation of Howard University and/or HUAA and/or HUCAA.

Section 8. Filling of Vacancies. A vacancy in any office occurring for any reason may be filled by the President with the approval of the Executive Committee for the unexpired portion of the term.

ARTICLE VI COMMITTEES

Section 1. Executive Committee.

- a. HUCAA shall have an Executive Committee consisting of the President, the Vice President, Secretary, Treasurer, Immediate Past President, and such other officers as HUCAA may determine from time to time.
- b. The Executive Committee shall have the right to act for HUCAA and to approve all actions or activities on behalf of HUCAA between regularly scheduled Membership meetings, subject to the limitations on authority contained in these Bylaws.
- c. HUCAA Executive Committee meetings may be held in any reasonable manner, including in person, or by telephone or videoconference. The Executive Committee may also authorize any act by written consent executed in one or more counterparts by a majority of the members of the Executive Committee as then constituted. The presence of a majority of the members of the Executive Committee at a duly called meeting shall constitute a quorum.

Section 2. Nominating Committee.

- a. HUCAA shall have a Nominating Committee, which shall nominate all candidates for officers of HUCAA. Each Member shall also have the right to nominate candidates for officers of HUCAA by sending a written nomination to the Secretary of HUCAA at least **60 days** prior to the meeting at which the election is to be held, or by making a motion to nominate a candidate at such meeting.
- b. The Nominating Committee shall consist of five members appointed by HUCAA from the membership, at least 4 months prior to the annual business meeting.

Section 3. Other Committees.

- a. HUCAA may have a Budget and Finance Committee, a Publicity Committee, a Recruitment Committee, an Events/Programming Committee, a Scholarship Committee, a Fund-Raising Committee, a Membership Committee, a Mentoring Committee, Recruiting Committee, and such other committees as the Members may specify. Each committee shall have such authority as the members may specify.
- b. The term of service of committee members shall be designated by the Members. If no term is specified, a committee member shall serve until the member is replaced. The Executive Committee, for cause, may remove committee members at any time.
- c. Vacancies in the membership of any committee shall be filled by the President.

Section 4. Rules. Each committee may adopt such rules for its meetings and the conduct of its activities, as it may deem appropriate, as long as such rules are not inconsistent with applicable law, the Constitution of the Howard University Alumni Association, and these Bylaws. Minutes shall be recorded or a report is to be made at the General Membership meeting of all Executive Committee proceedings. Minutes should be recorded of all other committee meetings.

ARTICLE VII MISCELLANEOUS PROVISIONS

Section 1. Books and Records. HUCAAA shall keep correct and complete books and records of account, which shall be provided annually to the Office of Alumni Relations. HUCAAA shall also keep minutes of General Membership meetings.

Section 2 Fiscal Year. The fiscal year of HUCAAA shall be from July 1 through June 30, or as the fiscal year may be amended by Howard University, or as required by state law.

Section 3. Compliance with the Association and Howard University Policies. HUCAAA shall at all times comply with and adhere to all policies and procedures of the Association and Howard University which are applicable to HUCAAA as such policies and procedures may be amended and modified by the Association or Howard University.

Section 4. HUCAAA shall use Robert's Rules of Order where appropriate in conducting its meetings.

ARTICLE VIII AMENDMENTS

These Bylaws may be altered, amended, or repealed, and new Bylaws may be adopted, by the vote of two-thirds (2/3) of the members of HUCAAA who are present and voting at a meeting of HUCAAA at which a quorum is present, provided a copy of the proposed amendments have been sent to members in good standing no less than thirty (30) days prior to the meeting at which the vote is to be taken. Such approved changes shall be subject to ratification by the Alumni Council of the Association.

**ARTICLE IX
ENABLING CLAUSE**

I hereby certify that the Bylaws to **THE HOWARD UNIVERSITY COMMUNICATIONS ALUMNI ASSOCIATION** have been officially ratified in accordance with the guidelines of the Howard University Alumni Association.

APPROVED AND RATIFICATION REQUESTED:

Jennifer Thomas
President

J. M. Holloway, Jr.
Vice President

Carol Dudley
Secretary

Lincoln Brown
Treasurer

Alumni Council/Executive Committee Meeting

Howard University Alumni Association
Executive Secretary

