

THE COLLEGE OF  
**WOOSTER**

**By-Laws of  
The Black Alumni Council  
of  
The College of Wooster**

*Proposed Revision 10-18-06*

**NAME**

The name of this organization is the Black Alumni Council of The College of Wooster.

**ARTICLE I.**

**PURPOSE**

The Black Alumni Council is a Special Interest Group of the Alumni Association. The purpose of the Black Alumni Council is as follows:

1. To improve the experience of Black students at The College of Wooster.
2. To enhance the opportunities available to Blacks who attend The College of Wooster, both before and after graduation.
3. To create a vehicle for on-going communication and interaction among Black alumni.
4. To encourage meaningful interaction between Black alumni and students.
5. To engage the Black alumni actively with the College.

**ARTICLE II.**

**MEMBERSHIP**

The membership of the Black Alumni Council shall be open to all Black alumni of The College of Wooster and to any individual who supports the goals and purposes of the Council.

**ARTICLE III.**

**MEETINGS**

1. Up to three meetings, annually, shall be held at a time and place designated by the members at the previous year's June meeting. Typically, meetings shall take place at Homecoming (fall), Allen Scholar Weekend (winter), and Alumni Weekend (spring).
2. Meetings shall be for the purpose of assisting with the recruitment and retention of Black students, increasing Black alumni involvement in College of Wooster alumni activities, electing officers, receiving reports of officers and committees, and for any other business that may arise.

3. Special meetings of the Council may be called by the President or by the Executive Committee and shall be called with a written request. The purpose of the meeting shall be stated in the written request. Except in cases of emergency, at least one month's notice shall be given.

#### **ARTICLE IV.**

##### **OFFICERS**

1. The Officers of the Council shall be President, President-Elect, Secretary, Activities Liaison, Admissions Liaison, Retention and Student Life Liaison, and Career Development Liaison. These officers shall perform the duties prescribed by these By-Laws and by the parliamentary authority adopted by the Council.
2. Officers shall be elected by ballot to serve a two-year term or until their successors are elected. Terms of office shall begin at the close of the spring meeting. Elections shall be held by mail at least one month prior to the spring meeting.
3. Nominations shall be accepted for the next President-Elect at the winter meeting that precedes the meeting at which current President-Elect becomes President. The President-Elect will serve a two-year term, followed by a two-year term as President.
4. No members shall hold more than one office at a time, and no members shall be eligible to serve consecutive terms in the same office.

#### **ARTICLE V.**

##### **DUTIES OF OFFICERS**

The duties of the officers shall be as follows:

##### **President**

The President shall act as the official spokesperson for the Council and shall be the liaison with the Director of Alumni Relations at the College. He/she shall be charged with presiding over all meetings of the body and of the Executive Committee. The President shall oversee the areas that are identified for special attention, as identified by the Council. The President shall receive reports from other members of the Executive Committee and shall carry out other duties as are required by these By-Laws.

##### **President-Elect**

The President-Elect shall act for the President in his/her absence. The President-Elect shall also be responsible for overseeing the efforts of the other Officers, particularly the liaisons. He/she shall become generally familiar with the issues that are pertinent to ensuring a vibrant and active Black student presence on campus and other issues that are pertinent to Black Alumni Council activities.

##### **Secretary**

The Secretary shall serve as the primary source of historical information for the Black Alumni Council, responsible for recording the meeting minutes and activities, communicating meeting times, confirming logistics, encouraging membership participation in meetings/activities, and distributing minutes of meetings. The Secretary shall work closely with the Office of Alumni Relations to design and support strategies to recruit Black alumni to join the Council. Responsibilities may include: communicating

with new members and introducing new members to the goals and purposes of the Council, and working with the Retention and Student Life Liaison to recruit recent Black alumni to participate actively in the Council immediately upon graduation. The Secretary shall also maintain the Council's official active membership list, produce the general correspondence of the organization, and perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Council. If the Secretary is unavailable for a meeting, the Secretary must, when practicable, notify the President at least one week in advance so that other arrangements can be made.

### Liaisons

Liaisons will be comprised of the Admissions Liaison, Retention and Student Life Liaison, Activities Liaison, and Career Development Liaison. Liaisons shall actively correspond with the Office of Alumni Relations, as well as the offices pertinent to their position. Liaisons shall also work closely with the Director of Alumni Relations to present ideas and suggestions to the Alumni Board for review.

Admissions Liaison - The Admissions Liaison shall work with the staff member in charge of Multi-Ethnic recruitment in the Office of Admissions and assist with the coordination of recruitment activities. The Liaison will also maintain active contact with the Retention and Student Life Liaison and the Activities Liaison.

Retention and Student Life Liaison - The Retention and Student Life Liaison shall be an alumna or alumnus who has graduated from Wooster within the last four years, at the time of their appointment, and shall be elected by the members of the Black Students Association (BSA). He/She will work with the Office of Multiethnic Student Affairs to determine support strategies for retaining Black students at The College of Wooster. He/She shall also work with the Office of Alumni Relations to coordinate special Black alumni activities. Responsibilities may include: communicating retention numbers each semester to the Black Alumni Council's membership, and brainstorming and implementing innovative strategies to tackle Black student retention challenges at an aggregate level.

Activities Liaison – The Activities Liaison will work closely with the Director of Alumni Relations, the Admissions Liaison and the Career Development Liaison to coordinate events for Black alumni. Responsibilities may include coordinating Black alumni to attend admissions/recruiting events, networking events around the country, and assisting with on-campus activities for Black students and alumni during Homecoming/Alumni Board meetings. The Activities Liaison will also monitor and produce a financial report on the Black Alumni Council business account at the College.

Career Development Liaison - The Career Development Liaison will work closely with the Career Services Office and the Office of Alumni Relations, along with Black students and recent alumni, to design and support strategies for enhancing career opportunities for Black students at The College of Wooster. Responsibilities may include: profiling Black alumni to identify "support areas", encouraging Black alumni participation in the "mentoring network," connecting Black students with appropriate Black alumni, and identifying points of synergy with resources like the Scots Career Network.

**ARTICLE VI.**

**EXECUTIVE COMMITTEE**

The Executive Committee shall consist of seven officers and shall serve as the governing body of the Council. Each officer shall be elected as set forth in these By-Laws to hold one of the following positions:

President  
President-Elect  
Secretary

Admissions Liaison  
Retention and Student Life Liaison  
Activities Liaison  
Career Development Liaison

1. The Executive Committee shall have general supervision of the affairs of the Council between its business meetings, determine the hour and place of meetings, make recommendations to the Council, and perform such other duties as are specified in these By-Laws. The Committee shall be subject to the orders of the Council, and none of its acts shall conflict with the action taken by the Council.
2. Unless otherwise ordered by the Committee, the Executive Committee will hold monthly conference calls. Five members of the Executive Committee shall constitute a quorum.

**ARTICLE VII.**

**VACANCIES**

1. Vacancies of terms of one (1) year or more shall be filled by the Executive Committee.
2. The President, in consultation with the Executive Committee, shall appoint a member to serve the balance of any unexpired term of less than one (1) year and shall communicate the action to the membership at the earliest possible time.

**ARTICLE VIII.**

**PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the Council may adopt.

The By-Laws are representative of the beliefs and ideals of the Black Alumni Council and have been developed with the guidelines of the Alumni Association for special interest groups. The Council supports the Alumni Association’s principles and The College of Wooster’s mission.

**ARTICLE IX.**

**AMENDMENTS**

These By-Laws may be amended at any regular meeting of the Council by vote, or by e-mail, provided that the amendment has been submitted in writing at the previous regular meeting.