

By Laws of the Black Roadrunner Alumni Council of the UTSA Alumni Association

## **Article I Name and Location**

### **Section 1. Name**

The name of this organization shall be The Black Roadrunner Alumni Council of the UTSA Alumni Association. The governing entity of the "Black Roadrunner Alumni Council shall be the Alumni Association of The University of Texas at San Antonio.

### **Section 2. Location**

The Black Roadrunner Alumni Council shall be located in San Antonio, Texas and shall maintain all records of the chapter as determined by its Executive Committee.

## **Article II Mission or Purpose**

### **Section 1. Mission and Purpose**

The mission of this group is to create a network of individuals who share an affinity of a set of unifying characteristics. Through our network, we aim to facilitate an inclusive environment among UTSA alumni, students and faculty to advance the interests and needs of our community.

The purpose of the Black Roadrunner Alumni Council is to promote the scholastic, service, and social pursuits of the Alumni Association and to increase support for the UTSA community among those alumni who are both members and allies of this network. Our purpose and espoused values are articulated below:

- To work in partnership with the UTSA Alumni Association to increase involvement of and enhance opportunities for Black alumni in the UTSA Alumni Association.
- To create an environment to connect, collaborate, and develop Black alumni for individual and professional growth.
- To provide career and social enhancement opportunities for Black alumni
- To aid UTSA and UTSA Alumni Association in meeting the specific needs of Black alumni, students, faculty and staff.

## **ARTICLE III MEMBERSHIP**

### **Section 1. Eligibility**

Any person who attended or was awarded a degree from UTSA, including bachelor and graduate degrees, or who is a member of the UTSA Alumni Association is eligible for membership into the Black Roadrunner Alumni Council.

### **Section 2. Membership**

Any person eligible for membership into the Black Roadrunner Alumni Council may become a member by submitting his or her name to the chapter officer and by paying dues to the association. Members shall have privileges to vote and to hold elected and appointed offices and serve as committee chairs.

Regular Member – Any graduate awarded a degree from UTSA. Regular Members shall have privileges to vote and to hold elected and appointed offices and serve as committee chairs

Associate Member – Associate members may serve on committees, but may not hold an elected or appointed office, or serve as committee chair. Associate members are eligible to vote on matters of the Black Roadrunner Alumni Council as determined by the Executive Board. Associate members are as follows:

A. Non-Alumni Associate Member - Any person who did not receive a degree from UTSA who wishes to support the goals of the association.

B. New Alumni Associate Member - Any new graduate who has graduated in the current fiscal year, and who has not paid dues for the current or subsequent fiscal year.

## **ARTICLE IV MEETINGS**

### **Section 1. Meetings**

The Black Roadrunner Alumni Council shall have a minimum of one annual meeting held in the month of October. There shall be at least one general body meeting per quarter. The annual meeting may serve as a general body meeting. The Board shall schedule the general body meetings. Notice of this meeting, including time and place, will be given no less than 30 days to all members. Quorum - For general and annual meeting shall be a simple majority of the membership present at the meeting.

The Black Roadrunner Alumni Council will utilize the spring meeting to elect new officers and the fall meeting to present the newly elected officers and ex-officio members.

The Black Roadrunner Alumni Council leadership will also be invited to attend an all association summit once a year hosted by the national office.

### **Section 2. Special Meetings.**

Special meetings of the Black Roadrunner Alumni Council may be held if determined by the Officers to be necessary or if requested by written petition signed by at least twenty-five percent (25) of regular members in the Black Roadrunner Alumni Council stating the purpose of such meeting.

### **Section 3. Quorum and Adjournment**

For purposes of conducting any business a simple majority of the members or the committee that is meeting shall constitute a quorum at any meeting.

### **Section 4. Voting Rights**

Each member present at any meeting of the Black Roadrunner Alumni Council at which a quorum is present shall be entitled to one vote on all matters submitted to a vote at such meeting. A majority of the members must be present (quorum) and of the quorum present, a majority vote is required to pass an act of the Black Roadrunner Alumni Council or as determined by standard parliamentary procedure.

### **Section 5. Parliamentary Authority**

The most current edition of Robert's Rules of Order will be used for parliamentary procedures.

## **ARTICLE V OFFICERS**

### **Section 1. Officers**

The Black Roadrunner Alumni Council shall elect a President, Vice President, Secretary and Treasurer. Additionally, the Black Roadrunner Alumni Council may elect and/or appoint other officers and committee chairs as deemed necessary. In the event that the President of the council is unable to serve as a liaison to the UTSA Alumni Association, one member of the Executive Committee will be appointed to serve in this capacity.

### **Section 2. Vacancies**

The Executive Committee shall appoint a replacement for vacancies in officer or committee chair positions that become available in between terms.

The exception being, if for any reason the President has to step down the Vice President will take their place and a new Vice President will be appointed by the Executive Committee. The Executive Committee will fill the position of the Vice President by vote of the Executive Committee at a regularly scheduled or special meeting within 30 days of the vacancy.

### **Section 3. Appointment**

The officers of the Black Roadrunner Alumni Council shall appoint a Parliamentarian and Committee Chairs. See section VI for more information about each committee.

### **Section 4. Election**

Elections will be held once a year during the spring.

### **Section 5. Term of Office**

An officer shall begin their duties upon the start of a new fiscal year and will hold the position upon election for one (1) year. An officer may be elected for a second or third term, but may not hold the same office for more than three (3) consecutive years.

Officers will however be permitted to serve in respective positions past the consecutive term limit if a suitable replacement has yet to be appointed or elected. At the end of the term, of each elected and appointed officer's term the outgoing officer shall transfer records to successor.

### **Section 6. Removal from Office**

In the case of an indiscretion that warrants the termination of an officer, the Black Roadrunner Alumni Council will notify the UTSA Alumni Association board as soon as possible to provide guidance and governance.

Any officer may be terminated for cause by a two-thirds vote of all members of the council and members of the council's executive board who participated in the judicial proceedings. A vote may only be conducted at a meeting of the Black Roadrunner Alumni Council called to consider such action after the proper judicial processes have been completed.

Any officer that becomes an inactive member of the council during his or her term of office shall be deemed to have relinquished such office.

### **Section 7. Duties of the President**

The President shall preside at all meetings of the council and the Executive Committee. The President shall be responsible for carrying out the policies and directives of the Executive Committee with

respect to the affairs of the council and shall be its official representative. The President shall also serve as an ex-officio member of the UTSA Alumni Association for the duration of their term. The duties of the President are but not limited to:

- A. Serve as a spokesperson for the organization
- B. Provide a monthly report to members of the council
- C. Preside at all regular and special meetings of the council
- D. Vote only in case of a tie
- E. Responsible for coordinating the functions of their executive board
- F. Shall represent the interest of the council among other affinity community organizations
- G. Shall have any other duties as expressed by the UTSA Alumni Association

#### **Section 8. Duties of the Vice President**

The Vice President shall perform the duties of the President in the absence of the President and shall perform such other duties as may be delegated by the President or prescribed by the Executive Committee. The duties of the Vice President are but not limited to:

- A. Assist in all duties of the President
- B. Voting member on the executive board
- C. Shall have any other duties as expressed by the President and the UTSA Alumni Association

#### **Section 9. Duties of the Secretary**

The Secretary shall keep the official record of all meetings. The Secretary shall make available to all Officers and members for all Executive Committee and general membership the minutes for all proceedings. The duties of the Secretary are but not limited to:

- A. Record minutes at all general assembly and executive board meetings
- B. Maintain accurate and up-to-date records of all council business for retention purposes
- C. Prepare agendas for general assembly meetings
- D. Maintain accurate attendance of the members at all Black Roadrunner Alumni Council general and executive board meetings
- E. Notify all members of the council of meetings in advance via email and other appropriate means
- F. Keep all files and calendars and be able to produce them upon request for the general membership and executive board
- G. Assist the executive board in maintaining the mission statement and vision of the Black Roadrunner Alumni Council
- H. Shall have any other duties as expressed by the President and the UTSA Alumni Association

#### **Section 10. Duties of the Treasurer**

The Treasurer shall serve as Chair of the Finance Committee and shall, under the direction of the Executive Committee, oversee the finances of the council. The Treasurer shall report to the Executive Committee on a regular basis on the nature and extent of all finances and investments of the council, and shall provide an annual financial report to the council in September of each year. The duties of the Treasurer are but not limited to:

- A. Be responsible for all financial correspondence pertaining to the Black Roadrunner Alumni Council
- B. Produce financial records for dissemination at fiscal meetings of the council
- C. Represent the council at all budget/finance meetings
- D. Serve as the liaison to corporate and financial institutions and donors
- E. Shall have any other duties as expressed by the President and the UTSA Alumni Association

#### **Section 11. Duties of the Parliamentarian**

The Parliamentarian shall ensure all meetings are being conducted according to the Black Roadrunner Alumni Council bylaws and Robert's Rule of Order. The Parliamentarian shall help the

president respond to issues that may arise from the floor and work with members to assure order in the presentation for motions for new business.

### **Section 12. Committee Chairs**

Committee Chairs shall ensure that the committee is adhering to the bylaws of the Black Roadrunner Alumni Council. Committee Chairs shall also ensure that all committee reports are forwarded to the Executive Board and the general body.

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## **ARTICLE VI COMMITTEES**

General- any action of the committee shall require the affirmative vote of a majority of the voting members present.

### **Section 1. Creation of Committees**

The Executive Committee shall from time to time create such committees, as it deems expedient, to further the affairs of the Black Roadrunner Alumni Council. Each committee shall be composed of at least three members appointed from persons among the membership of the Black Roadrunner Alumni Council, one of whom the Executive Committee shall designate as chairperson.

Unless explicitly provided otherwise by resolution of the Executive Committee, neither committees nor members thereof, other than the Executive Committee, shall have authority to act on behalf of the council or to bind it to any legal obligation.

### **Section 2. Executive Committee**

There shall at all times be an Executive Committee of the council, which shall be composed of the President, Vice President, the Secretary, the Treasurer, and the Parliamentarian. In addition, the immediate past President of the council shall be permitted to serve as a non-voting, ex-officio member of the Executive Committee.

The Executive Committee shall have and may exercise all powers to manage the affairs of the council in emergency situations and report at the next general meeting.

### **Section 3. Meetings of Committees**

Committees shall meet at times and places determined by their respective chairpersons.

Each such chairperson shall select a committee member to record the minutes of any meetings. The minutes of the meetings shall be submitted to the Executive Committee at the end of each month and a copy of all committee minutes shall be maintained by the Secretary.

Members of any committee created by the Executive Committee may conduct business by conference telephone call, online, or similar by consent of the members.

### **Section 4. Committees and Definitions**

#### **A. Scholarship Committee**

- a. The purpose of the Scholarship committee is to acknowledge and highlight academic success of currently enrolled UTSA students.

#### **B. Fundraising Committee**

- a. The sole purpose of the Fundraising Committee is to build partnerships and trust within the community to assist and extend the impact of the Black Roadrunner Alumni Council.

C. Membership Committee - The purpose of the Membership Outreach & Attainment Committee is to broaden the exposure of the Black Roadrunner Alumni Council. The Committee shall be responsible for:

- a. Recruitment of New Members - actively recruit new members, solicit membership renewal, and maintaining the membership database.
- b. Develop and oversee a process for awarding and recognizing alumni in the council.
- c. Engagement and Retention of Current Members - develops and implements programs including, but not limited to workshops, networking, and social events. It is the responsibility of the Membership Committee to solicit member assistance in planning, organizing, and hosting various alumni activities and special events throughout the year.
  - i. The committee will also proactively evaluate the current status quo of the organization to ensure all members' expectations are being met.

D. Community Enrichment Committee

- a. The Community Enrichment Committee will organize and or facilitate events or festivities to support the neighboring community. The neighboring community can consist of but not limited to schools, places of worship, shelters, and like-minded nonprofit organizations.

E. Black Roadrunner Alumni Weekend (BRAW) Planning Committee

- a. The BRAW planning committee will plan, organize, and execute events or festivities that support the mission of the BRAW Homecoming Weekend. The BRAW planning committee chair and co-chair will be appointed by the executive officers. The subcommittee chairs will be appointed by the BRAW chair and co-chair. The subcommittees are:
  - i. Community Service
  - ii. Marketing and Communications
  - iii. Events

F. Marketing and Communications Committee - The Communications Committee shall be a standing committee that distributes information regarding the Black Roadrunner Alumni Council including all public relations materials including press releases, advertisements, mailings and other duties as needed. The Committee shall be responsible for:

- a. The maintenance of the Black Roadrunner Alumni Council website, social media pages, and associated online services as resources permit.
- b. Crafting and coordinating all internet related activities of the Black Alumni Association to promote our mission by effectively disseminating information on the Black Roadrunner Alumni Council website and any activities to the public via the internet.
- c. Facilitating internet-mediated communications amongst members and groups of member's -such as committees.
- d. The committee is responsible for distributing information to members and for marketing and promoting all council events and projects through local and university media. The Secretary shall chair the Publication/Communications Committee.
- e. The committee will also formulate media release statements and responses on behalf of the Black Roadrunner Alumni Council.
  - i. All media response statements must receive approval from the executive committee.

G. Finance Committee

- a. In conjunction with the Treasury Chairperson, the Finance committee will ensure all financial records are up to date and accurate.

H. By-laws Committee - This committee will keep the membership informed of all changes or proposed changes. Amendments to the bylaws must be presented through this committee.

- a. The chair of this committee will also serve as the Parliamentarian.
- b. This committee will also supply copies of these bylaws to each member of the organization upon request. This committee must ensure that all new members receive a copy of the bylaws.
- c. The bylaws must be reviewed annually.

I. Ad Hoc Committees - The Executive Board may establish and define responsibilities of Ad Hoc Committees as necessary. Ad Hoc Committees shall not be considered standing committees. Special event committees shall be appointed, as needed, by the president to serve for a special purpose for such a time as determined by Executive Board.

## **ARTICLE VII FISCAL PROVISIONS**

### **Section 1. Fiscal Year**

The Black Roadrunner Alumni Council fiscal year will coincide with that of the University and the Alumni Association fiscal year and shall begin on the first day of September in any calendar year and end on the last day of August in the succeeding calendar year.

### **Section 2. Collection of Dues**

The Black Roadrunner Alumni Council may collect local dues, and may from time to time adjust the level of those dues. Council dues must be deposited into the chapter bank account within 2 business days along with the payee's current name and contact information.

### **Section 3. Other Funds Collected by Local Association**

All funds collected by a the Black Roadrunner Alumni Council (other than dues of the council collected in conjunction with the collection of local dues), including, but not limited, to individual and corporate donations and corporate matching funds, shall be the property of the Black Roadrunner Alumni Council.

### **Section 4. Annual Budget**

The Black Roadrunner Alumni Council will file an annual budget by March 31<sup>st</sup> of each year. This budget will be reviewed during the UTSA Alumni Association budget approval process by the Association Board of Directors before the start of a new fiscal year.

### **Section 5. Bank Accounts**

The Black Roadrunner Alumni Council will have a bank account with least one to three signatures (The President, The Vice President and/or the Treasurer)required based on the amount of the purchase or account withdrawal. Other policies related to monetary reimbursement and purchase request must be followed regarding spending from the Black Roadrunner Alumni Council bank account. The breakdown for signatures is below:

- \$0 to \$100 requires only one signature
- \$101 to \$500 requires two signatures
- \$501 and higher requires all three signatures

**Section 5. Balance Sheets**

The council will submit a balance sheet and income statement as well as a calendar of events to the UTSA Alumni Association quarterly.

**Section 6. Disbursement of Organization Assets**

Should the council become dissolved, all property, and records become property of the council and all items are to be sent to the UTSA Alumni Relations Office located in San Antonio, Texas.

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**ARTICLE VIII**

**AMENDMENTS**

**Section 1. Procedure**

These Bylaws may be amended at any regular or special meeting of the Black Roadrunner Alumni Council by the majority vote of members or elected officers as long as (a) the call for the meeting was delivered to each member of the Black Roadrunner Alumni Council in hand, by mail, or electronically at least fifteen (15) days prior to the date of the meeting, (b) the call reasonably informs the members of the proposed amendment to be adopted, and of the reason for each amendment, and (c) the UTSA Alumni Association has been notified of the changes.

**Section 2. Review**

There shall be an extensive constitutional review every three (3) years that will be ratified by a simple majority and approved by the Black Roadrunner Alumni Council.

**Article IX**

**Legal Agreements**

**Section 1. Legal Agreement**

The organization agrees to abide by all Association policies, and local, state, and federal laws.

**ARTICLE X**

**Date of CREATION**

**Section 1. These bylaws were created on March 4, 2019**

**Section 2. These bylaws were adopted on \_\_\_\_\_**

**Section 3. These bylaws were approved by the Executive Committee of the UTSA alumni Association on \_\_\_\_\_**