

HISTORICALLY BLACK COLLEGE ALUMNI, INC.



NEW MEMBER PACKAGE

Approved on January 8, 2024

Welcome letter from the President

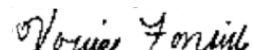
Greetings,

I want to thank you for your interest in joining the Historically Black College Alumni (HBCA). HBCA was founded in 1991 as a result of a grassroots effort of liked-minded individuals who discovered the need to promote higher education with an emphasis on Historically Black Colleges and Universities (HBCUs) to youth living in New London County. Prior to its inception, two local professionals who were both volunteering in local high schools, New London HS and Norwich Free Academy, discovered that HBCUs were not represented to reflect the student population. Neither school maintained catalogs from any of our nation's 117 HBCUs in their college catalog library. This meant that African American students were not being exposed to the institutions that were created with the purpose of educating them (descendants of enslaved Africans). HBCUs educate a racially diverse student body and offer a rich cultural history to their students. The Thurgood Marshall College Fund notes that 9% of Black college students attend HBCUs and HBCUs award 22% of the bachelor's degrees earned by Black students.

The two local professionals met with like-minded friends to discuss ways of promoting HBCUs. The group organized an informational cookout at Bates Woods park in New London. The community response was so positive that the group formed HBCA to continue its efforts. HBCA became an Internal Revenue Service tax-exempt organization under section 501C(3) in 1992. We now conduct a college prep program for high school students. The program consists of a financial aid workshop, local college fair, and a six-day college tour, which may include five HBCUs and one non-HBCU. HBCA also distributes a scholarship to two graduating high school seniors.

In this new member package, you will find an application for membership, by-laws, and a description of our committees. The annual membership fee is \$25. I hope you will read over this material and plan to join this organization and participate to keep the mission alive.

Sincerely,



Vouise Fonville
President

BY-LAWS
OF
HISTORICALLY BLACK COLLEGE ALUMNI, INC.

NOMENCLATURE

- a) Mentions of meeting will refer to general meetings of the membership body.
- b) A member is deemed "active" when they attend two or more meetings annually.
- c) A member in "good standing" refers to active dues paying members.

ARTICLE I

NAME

Section 1. The name of the Corporation shall be Historically Black College Alumni, Inc., hereinafter referred to as "HBCA".

ARTICLE II

OBJECTIVES

Section 1. The nature of the activities to be conducted by HBCA are as follows:

- a) To promote higher education with an emphasis on predominantly and historically Black colleges and universities (HBCUs).
- b) To provide academic assistance to the youths in the area.
- c) To bring awareness of HBCUs to the youth of New London County.
- d) To engage only in those activities as are granted tax-exempt status pursuant to Section 501(c)(3) of the Internal Revenue Code of 1954, as amended, and no others.

ARTICLE III

BOARD OF DIRECTORS

Section 1. The business of this organization shall be managed by a Board of Directors consisting of the President, Vice President, Secretary, and Treasurer and three (3) appointed members at large.

- a) Membership on the Board of Directors shall be open to HBCA members in good standing.
- b) Directors shall be elected by a two-thirds vote of the

membership of HBCA who are present at the annual meeting of the membership called for the purpose of electing directors, or any special meeting of the members requested for the purpose of removing directors and electing their replacement.

- c) The President of the organization by virtue of the office shall be chairperson of the Board of Directors.
- d) The Board of Directors shall have the control and management of the affairs and business of this organization. Such Board of Directors shall only act in the name of the organization when it shall be regularly convened by its chairman after due notice to all the directors of such meeting.

QUORUM AND VOTING

Section 2. Directors representing not less than one-half the directorships shall constitute a quorum for the transaction of business at all meetings of the Board, provided, however, that no person may be elected to the Board except at a meeting at which Directors representing not less than two-thirds of the directorships of the HBCA are present. Two-thirds of the Board of Directors shall be required to pass on all questions.

Questions for vote can be presented to board members at any meeting or through electronic mail "e-mail". Only Board members physically or virtually present at a meeting shall be permitted to cast a vote providing a quorum is met and the question was not offered via e-mail. There being no proxy or voting by alternates.

REMOVAL FOR CAUSE

Section 3. Authority to remove a Director shall be by the Board of Directors, except in the event of a special meeting of members demanded for that purpose. A Director may be removed for inexcusable absence from 3 consecutive regular Meetings, for conflict with applicable State and Federal laws or regulations, or failure to carry out the responsibilities and/or duties of an office as stated in the by-laws, and behavior non-conducive to the objectives of the HBCA.

The affirmative vote of Directors represent not less than two-thirds of the directorships shall be necessary for removal. No Director who is the subject of the vote shall be eligible to vote thereon.

VACANCIES

Section 4. Vacancies on the Board occurring by reason of resignation, personal conflict with applicable State and Federal laws or regulations, or by removal for good cause shall be filled by the Board.

Vacancies shall be filled for the unexpired term by two-thirds vote of the Board present at any meeting in accordance with the rules of selection set forth in the By-Laws.

MEETINGS

Section 5. Meetings of the Board shall be held at a minimum quarterly at such time and places as designated by the Board.

The Chairperson of the Board may, when deemed necessary, and upon the written request of not less than 2 of the Directors, call a special meeting of the Board for the purpose of transacting any business designated in the call. The call for a special meeting shall be delivered to each Director at least two (2) days prior to the date of such special meeting. Such meeting shall be held at the place set forth in the call to meet. At such meetings, no business shall be considered other than as designated in the call.

COMMITTEES

Section 6. The Board is authorized to establish Standing Committees in the following manner:

- Finance Committee • Outreach Committee • College Tour Committee

Members and a committee chair-person shall be selected from the general body.

Each Committee shall have the power to transact routine business between meetings of the full Board, take final action in extreme cases warranting immediate action, with subsequent notification at the next meeting of the Board, make recommendations to the Board on agenda items.

ARTICLE IV

OFFICERS

Section 1. DESIGNATION

The officers of the organization shall be as follows: President, Vice President, Secretary, and Treasurer.

Section 2. DUTIES AND POWERS

Officers shall by virtue of their office be members of the Board of Directors.

No officer or director shall for reason of the office be entitled to receive any salary or compensation, but nothing herein shall be construed to prevent an officer or director for receiving any compensation from the organization for duties other than as a director or officer.

a) President: The President shall preside at all membership meetings, by virtue of the office be chairperson of the Board of Directors, present at each monthly meeting of the organization appoint all committees, temporary or permanent; see that all books, reports and certificates as required by law are properly kept or filed; be the representative face and voice of the organization in public relations; be one of the officers who may sign the checks or drafts of the organization; and have such powers as may be reasonably construed as belonging to the chief executive of any organization.

b) Vice President: The Vice President shall in the event of the absence or inability of the president to exercise his or her office become acting president of the organization with all the rights, privileges and powers as if he or she had been the duly elected president.

c) Secretary: Shall send out all notice of Annual Meeting and regular monthly meetings to the membership; present to the membership at any meetings any communication addressed to the secretary of the organization; keep the minutes of the meetings of the Board and regular monthly meetings; have custody of the seal of HBCA and all books, records and papers of HBCA except those in the custody of the treasurer or some other person authorized.

d) Treasurer: The Treasurer shall have the care and custody of all moneys belonging to the organization, be solely responsible for such moneys or securities of the organization and be one of the officers who shall sign checks or drafts of the organization. No special fund may be set aside that shall make it unnecessary for the Treasurer to sign the checks issued upon it; maintain an accurate record of organization's finances and

render at stated periods as the Board of Directors shall determine a written account of the finances of the organization and such report shall be physically affixed to the minutes of the Board of Directors of such meeting and shall exercise all duties incident to the office of Treasurer; submit a final report at the end of each fiscal year to the President for auditing and approval.

ARTICLE V

MEMBERSHIP

- Section 1. Membership in HBCA shall be open to all or any person with the same objectives as those of HBCA. As stated in Article II Section 1.
- Section 2. Kinds of Membership
- a) An alumni member is any graduate of a state recognized HBCU, with the same objectives as those of the HBCA.
 - b) An Associate Member is any person with the same objectives as those of the HBCA.
- Section 3. Dues for active membership shall be twenty-five dollars per year. A late fee of Five dollars will be added to any dues paid (30) thirty days after the calendar year. HBCA fiscal year is July 1 of the year through June 30 of the succeeding year.
- Section 4. There will be a minimum of one meeting per month with the exception of July, where no meeting shall be held.

ARTICLE VI

THE ANNUAL MEETING

- Section 1. An Annual Meeting shall be held in June of each year. At this meeting Directors and Officers shall be elected or appointed, and such other business as may properly come before the Board will be transacted.
- Section 2. Agenda, including the name of candidates for election or appointment if any, or the text of any proposed amendments to the By-laws, shall be mailed to each member not less than ten (10) nor more than twenty (20) days prior to the date of the meeting.

ARTICLE VII

ELECTIONS

Section 1. Nominations

Any alumni member can be nominated by any member of HBCA. The nomination is only valid if it is accepted by the person(s) nominated.

The office of President and Vice President shall be open to Alumni members only.

Section 2. An election can only be held if a quorum is present. Elections must be at least one week after nominations and be on the agenda before the meeting begins.

Voting is done by written ballots of the financially active members of the HBCA.

Absentee ballots can be sent to the election with the following requirements:

- a) The ballot is signed and dated by the person sending in their vote.
- b) The ballot is in a sealed envelope.

Two HBCA members, not in any election, count the ballots. The President and Vice President appoint these two persons.

ARTICLE VIII

MISCELLANEOUS

Section 1. a) These Bylaws shall be effective immediately upon adoption, and the date shall be endorsed at the end thereof, by the Secretary.

b) Amendments shall be effective from the date specified in the Resolution of Amendment, and such date shall be noted in the body of these By-laws where the revised By-laws appears.

c) By-laws may be amended by a two-third vote of general membership present at any meeting especially called for such purpose or at the Annual Meeting only after the written text of any proposed amendment has been submitted to the HBCA membership prior to the said meeting or as requested by a duly elected officer via electronic mail.

e) Robert Rules may apply in the procedural conduct of the meeting.

Historically Black College Alumni New Member Application

Historically Black Colleges and Universities (HBCUs) were founded after the signing of the Emancipation Proclamation for the purpose of educating descendants of enslaved Africans. The Historically Black College Alumni, Inc. (HBCA) was established in 1992 in a grass-root effort by members of the community with the common goal of promoting higher education with an emphasis on HBCUs. By completing this application, you pledge to uphold HBCA's mission and adhere to the by-laws.

Applicant Information

Date:

Last Name

First Name

MI

Street Address

City

State

Zip Code

Phone Number

Email Address

Occupation (Current/Former)

HBCU Alumni

Other Affiliations:

Do you have a specific area of interest (i.e. College Tour, Finance, Outreach, General planning, etc.)? ___ Yes ___ No

Explain any specific areas that you can contribute to?

Do you have previous or current non-profit board member experience? ___ Yes ___ No

Describe any experience you may have working with high school age students. _____

Would you be interested in chaperoning a future college tour? ___ Yes ___ No

ACKNOWLEDGEMENT

Meetings are held on the 2nd Monday of each month except in the month of July and are 1 hour in duration. Most meetings are virtual and begin at 7:00 pm. HBCA's mission is simple, to promote higher education with an emphasis on HBCUs. You do not have to be a graduate of or have attended an HBCU to fulfill this mission. By signing below, you agree to uphold the mission of this organization and abide by its by-laws. HBCA have not begun to perform background checks on its members but it may be necessary in the future due to public policy. Would you agree to the submission of a background check in the future? ___ Yes ___ No.

Printed Name

Signature

Date

Board Approval

Historically Black College Alumni Committee Duties

College Tour Committee

- Prepare tour itinerary.
- Identify and reserve hotels.
- Identify and reserve bus.
- Contact schools on itinerary to reserve tours.
- Prepare budget.
- Prepare tour final report.
- Coordinate workshops & orientations
- Identify chaperones

Finance Committee

- Prepare organization budget.
- Identify funding sources.
- Write grants and funding requests.
- Identify and coordinate fund raisers.

Outreach Committee

- Track college tour attendees for the next x years after participation.
- Provide feedback to board – annual report.
- Identify and recommend new members.
- Suggest Alumnae of the month for website.
- Manage social media accounts.