

# **Association of Rice University Black Alumni (ARUBA)**

## **By-Laws**

### **ARTICLE I. NAME OF ORGANIZATION, MISSION, AND OBJECTIVES**

#### **Section 1. Name**

The name of the organization is the Association of Rice University Black Alumni (ARUBA).

#### **Section 2. Mission**

ARUBA seeks to provide a forum for former black students of Rice University to develop and/or maintain relationships with each other and with the Rice University community as a whole- students, parents, faculty and staff. ARUBA strives to achieve this objective by stimulating intellectual and social participation, encouraging contributions to the university's enhancement for diversity and strengthening the communications as well as the bond of understanding between the university and its black alumni community.

#### **Section 3. Objectives**

**The objectives for ARUBA are:**

##### **A. Students (Current and future):**

PURPOSE: Maintain direct contacts to current and future students to assess ways in which alumni can provide direct guidance or assistance with assimilation into campus life and facilitating opportunities to enhance the Rice academic experience;

##### **1. Mentoring**

PURPOSE: Develop and implement a program to provide mentors to current students and young alumni.

##### **2. Scholarships**

PURPOSE: Develop and provide additional scholarship assistance to current undergraduate and graduate students.

##### **3. Minority Recruitment/Strengthening Pipeline**

PURPOSE: Develop and foster relationships with the admissions office and K-12 schools nationally to identify potential Rice candidates and increase exposure of the Rice brand among K-12 students to promote a more diverse campus culture.

**B. Alumni:**

PURPOSE: Providing networking and career development opportunities for minority alumni by capitalizing on resources within the organization;

1. Professional Development

PURPOSE: Develop and execute a strategy to improve business networking and professional development opportunities for alumni.

2. Programming/Events

PURPOSE: Develop, coordinate and execute ARUBA presence at University events and ARUBA member-oriented events. (I.e. Homecoming, Parent's Weekend)

3. Regional Outreach

PURPOSE: Build and foster strong relationships with alumni outside of Houston and outside of Texas.

**C. University Relations**

PURPOSE: Foster positive, productive, and effective relationships with the University, its leadership, faculty/staff and appropriate stakeholders.

1. Development

PURPOSE: Develop and execute innovative strategies for support to ARUBA and the university for a more effective relationship between the Black Alumni and the University.

2. History/Archives

PURPOSE: Piece together the history and experience of black students, alumni, faculty, staff and administrators at Rice.

**D. Communications and Marketing**

PURPOSE: Develop and maintain all external and internal mass communications for ARUBA. This includes content for the ARUBA ARA Page content, Rice publications, ARUBA website, Facebook page, Yahoo Group listserv, and LinkedIn page. TBD: Twitter, Rice listserv ARUBA-L

1. Information Technology

PURPOSE: Focal point for all hands-on IT related activities. Works closely with the Communications/Marketing Domain to push content to the aforementioned distribution channels.

2. Recognition

PURPOSE: Ensure proper university recognition of alumni, administrators, faculty, and staff.

3. Evaluation/Survey

PURPOSE: Evaluate and develop surveys to gain insight into black Rice alumni experience, desires and expectations. Analyze and communicate results of the evaluations and surveys to the appropriate stakeholders to sustain and improve initiatives and programming for the Rice black alumni.

**ARTICLE II. MEMBERSHIP**

**Section 1. Membership**

Membership is open to individuals who apply and meet the qualifications outlined in these bylaws. These individuals must:

- A. Be an alumnus/a of Rice University. ("Alumni" are defined as individuals who have attended Rice University one or more academic years, excluding current students.);
- B. Uphold the mission and objectives of ARUBA.

**Section 2. Calendar Year**

The calendar year will coincide with the University's Academic year, August 1 –July 31.

**Section 3. Rights of Membership**

All members shall have the right to attend and participate in all activities sponsored by the Association.

**ARTICLE III. MEETINGS OF MEMBERS**

**Section 1. General Body Meeting**

There should be at least one General body meeting per year which should coincide with the University's Homecoming weekend.

**Section 2. Executive Committee Meetings**

The Executive Committee will meet on an ad hoc basis but no less than two meetings per year including one meeting before the general body meeting during Homecoming,

**ARTICLE V. COMMITTEES**

**Section 1. Executive Committee**

The Executive Committee shall be comprised of the following members: Chair, Chair-Elect, Past Chair, and at least four At-Large Board Members. The Executive Committee should reflect the diverse decades of graduates and geographic regions of the ARUBA membership.

The duties of the Executive Committee shall be to organize and execute the mission and objectives of ARUBA.

**Section 2. Advisory Board**

The Advisory Board should be comprised of the following members: black alumni who are former and current board members of the Association of Rice University Alumni (ARA) Board; current and former Black trustees of the Rice University Board of Trustees; and any other designated liaisons as determined by the Executive Committee and current members of the Advisory Board.

The duties of the Advisory Board shall be to provide oversight and guidance and support to the Executive Committee as it executes the mission and objectives of ARUBA.

### **Section 3. Standing Committees**

ARUBA shall have certain Standing committees to assist the Executive Committee with execution of the mission and objectives of the organization. Committee Chairs shall be appointed for a term of two years. Chairpersons may serve consecutive terms upon recommendation of the Chair and approval of the Executive Committee. Committee chairs must be present at a majority of all Executive Committee meetings and shall prepare status reports for both the Executive committee and the General Body at least on an annual basis.

#### **A. Alumni Relations**

The Alumni Relations Committee shall plan and coordinate activities of the ARUBA members. The Committee shall consult with the various regional and specific area liaisons of the Association for desired programs. This committee should carry out the purpose of ARUBA's Alumni Relations objective.

Subcommittees:

- **Professional Development**
- **Programming/Events**
- **Regional Outreach**

#### **B. Student Relations**

The Student Relations Committee shall work with the current black student organizations on campus to support and assist in the planning and coordination of initiatives to support the future and current black students of Rice University. The Committee shall communicate with the various regional and specific area liaisons of the Association to ensure consistent initiatives occurs both on campus and in the regional areas. This committee should carry out the purpose of ARUBA's Student Relations objective.

Subcommittees:

- **Mentoring**
- **Scholarships**
- **Minority Recruitment/Strengthening Pipeline**

#### **C. University Relations**

The University Relations Committee shall work with the University's Alumni Affairs office and other University departments to ensure ARUBA members are aware of ARUBA, BSA and other University-sponsored events and programs and provided an opportunity to support and participate in such activities. The Committee shall communicate with the various regional and specific area liaisons of the Association to ensure consistent initiatives occurs

both on campus and in the regional areas. This committee should carry out the purpose of ARUBA's University Relations objective.

Subcommittees:

- **Development**
- **History/Archives**

#### **D. Communications and Marketing**

The Communications and Marketing committee shall develop and maintain all external and internal mass communications for ARUBA. This includes content for the ARUBA ARA Page content, Rice publications, ARUBA website, Facebook page, Yahoo Group listserv, and LinkedIn page. TBD: Twitter, Rice listserv ARUBA-L The Committee shall communicate with the Executive committee, various regional and specific area liaisons of the Association to ensure that there is a consistent message and information about ARUBA- its initiatives and its members both on campus and in the regional areas. This committee should carry out the purpose of ARUBA's Communications and Marketing objective.

Subcommittees:

- **Information Technology**
- **Recognition**
- **Survey**

#### **E. Nominations Committee**

The Nominations Committee shall select candidates for chair and chair elect positions as well as the At Large ARUBA Board positions in accordance to the rules set forth in the by-laws. The Nominations Committee shall also be responsible for the oversight of the selection process to make sure that all candidates meet to qualifications and commitment for the positions and that the process is conducted with fairness and integrity.

#### **F. Ad-Hoc Committees**

The Chair, in accordance with these bylaws and based on the approval of the Executive Committee, shall appoint along with the current Purpose committee chair, if applicable, sub-committees or task force chairs as deemed necessary.

## **ARTICLE VI. OFFICERS**

### **Section 1. Election of Officers**

Nominations for officers will be determined by the Nominations committee and approved by the Advisory Board. Nominations will be accepted between December and April. The nominees will be notified by June if they are selected to serve on the Board.

- Board should consist of members who enthusiastically advocate and support its activities and who also take an active role in ARUBA and the life of the university;
- commit to attend any ARUBA and University event in their area especially those events involving the Rice President or any other Rice administrator;
- members who live outside of Houston commit to take an active role in local alumni activities including promoting ARUBA and Rice involvement to fellow alumni; and
- Should take advantage of some of the many opportunities to get involved in the life of the university. Examples include joining the Rice Alumni Volunteers for Admission, involvement as a community associate at one of the colleges, participating in the online Rice Career Network, work on University fundraising campaigns, or any one of dozens of other similar opportunities to ensure awareness of ARUBA as well as exhibit support for the students (especially the black students) and the University.

### **Section 2. Officers**

Officers shall be elected or appointed for a term specified by the position.

Officer positions are:

- A.** Chair
- B.** Chair-Elect
- C.** Past Chair
- D.** At Large Board members (4-5)

### **Section 3. Duties of Officers**

#### **A. Chair**

The Chair shall serve a two year term and:

- a. Preside over the general and Executive Committee meetings;
- b. Supervise operations of ARUBA;
- c. Recommend chairpersons for ad-hoc and subcommittees to the Executive Committee;
- d. Delegate duties or assign projects to Committees as deemed appropriate;
- e. Serve as an ex-officio member of all committees;
- f. Attend at least 75% of all meetings;
- g. Present an Annual Report to the ARUBA general body at the annual meeting during Homecoming;
- h. Serve as Immediate-Past President upon completion of term;
- i. Shall not be permitted to serve consecutive terms;
- j. Shall reside in Houston if the Chair-elect resides outside of the Greater Houston area (vice versa, if applicable). The residence of the Chair and the Chair-elect should be such that one resides in Houston and the other resides outside the Greater Houston area.

#### **B. Chair-Elect**

The Chair-Elect shall serve a two year term and:

- a. Serve in the absence of the President;
- b. Serve as Acting President in the event that the President is unable to fulfill the duties of his/her office as consistent with these bylaws;
- c. Must attend 75% of all meetings;
- d. Serve as an ex-officio member of the Nominations Committee;
- e. Serve as President upon completion of term as President-Elect;
- f. Shall reside in Houston if the Chair resides outside of the greater Houston area (vice versa, if applicable). As stated earlier, the residence of the Chair and the Chair-elect should be such that one resides in Houston and the other resides outside the Greater Houston area.

#### **C. Immediate -Past President**

The Immediate-Past President shall serve a two year term and:

- a. Serve in the absence of both the President and the President-Elect; and
- b. Must attend 75% of all meetings



**D. At Large Board Members (at least 4).**

The At-Large Board members should serve a two-year term. The At-Large members should consist of at least the following ARUBA members: at least one from the Greater Houston, at least one from Texas but outside the Greater Houston area, and at least one member which resides outside of Texas.

The At-Large Board members shall serve a two year term and:

- a. Take an active role in local alumni activities and in promoting ARUBA and Rice involvement to fellow alumni in their geographic region
- b. Spearhead at least two regional ARUBA activities per year: at least one regional ARUBA activity for their local ARUBA members and at least one ARUBA activity for the future and current black students of the University (and their Parents);
- c. Assist the Executive Committee and the committee chairs with the implementation and execution of ARUBA objectives and initiatives in their particular geographic region;
- d. Provide input to the Executive Committee about ARUBA members and activities in their geographic region;
- e. Become an active committee member on at least one of ARUBA standing committees; and
- f. Attend the ARUBA general meeting during Homecoming.

**Section 4. Vacancies**

Positions shall be considered vacant when an officer ceases to perform his/her duties due to death, resignation, removal and/or disqualification. The vacancy shall be filled by an individual nominated by the Chair and confirmed by the Executive Committee. The individual shall serve for the remainder of the term as consistent with the bylaws.

**Section 5. Removal of Officers**

Officers may be removed from their positions by a simple majority vote of the membership. Officers removed from their positions shall submit all records of the Association to the Chair immediately except in the case of the removal of the Chair who shall submit all records to the Chair-Elect immediately.

**ARTICLE VII. AMENDMENTS**

The articles set-forth in these Bylaws may be amended after careful consideration by the Executive Committee and presentation to the General Body.