



**JACKSONVILLE UNIVERSITY BLACK
ALUMNI NETWORK BYLAWS**



Article I-Name

The name of this organization shall be the Jacksonville University Black Alumni Network, hereinafter

Article II-Objective

The JUBA facilitates meaningful engagement opportunities and philanthropic opportunities for Black Alumni by striving to empower, connect, and celebrate JU's Black community and its history on Jacksonville University's campus.

Article III-Mission and Vision

The JUBA is composed of Black JU alumni and allies that seek to advance and enrich the communities of Jacksonville University, the greater Jacksonville area, and beyond. The JUBA engages JU students and alumni through scholarship, academic and career advising, community service, programming, and by fostering relationships within and beyond the Jacksonville area.

The vision of JUBA is to trailblaze for marginalized communities. Furthermore, JUBA seeks to ensure a collaborative alumni network and foster strategic relationships with the University in an effort to create an inclusive campus experience for past, current, and future Dolphins.

Article IV-Goals

The goals of the JUBA shall be defined as follows:

1. Increase alumni contribution and participation with a strategic focus on alumni engagement
2. Build strong relationships with University personnel and student organizations.
3. Engage the current students at Jacksonville University.
4. Develop sustained relationships with community partners and donors.
5. Procure funding to support the perpetuity of the endowed JUBA academic scholarship





5. Manages the nomination process and election of new board members.

C. The Secretary Shall:

1. Keeps an accurate record of each Board of Directors and General Body meeting, including all reports submitted and the meeting attendance. Minutes shall be recorded in accordance with the standards set forth in *Robert's Rules of Order, Newly Revised*.
2. Provides typed written copies of the minutes of each Board of Directors and General Body meeting.
3. Maintains an official copy of meeting attendance records.
4. Prepares the council directory based on information obtained from Jacksonville University.
5. Record all votes taken during JUBA meetings.
6. Curate the annual schedule for the JUBA Board of Directors and General Body.

D. The Treasurer Shall:

1. operating funds, and Black Alumni Network scholarship.
2. Gives a monthly itemized report of all money received and disbursed.
3. Works closely with the Office of Alumni Engagement to ensure that all financial records are accurate. Serves as the chairperson of the Budget and Finance committees.

E. The Philanthropy Director Shall:

1. Serve as the fundraiser for the Black Alumni Network scholarship and all JUBA approved events.
2. Engaging event attendees in alumni giving opportunities such as raffles and on-site giving mechanisms.
3. Incorporate recognition for Black Alumni Network scholarship donors at events and in communications.
4. Serve as the chair of the Philanthropy committee.

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4. Work with the Student & Campus Engagement Director to promote developing traditions on campus
- H. The Marketing & Communications Director Shall:
1. Oversee and finalize marketing and communications strategy, design, and implementation in conjunction with the University.
 2. Provide the University with the Black Alumni E-Newsletter content, engagement recaps, and photos.
 3. Ensure the JUBA social media pages are updated regularly and curated to represent the mission of JUBA.
 4. Work with the Student & Campus Engagement Liaison to cross-promote events and pertinent information.
 5. Collaborate with other Directors to ensure alignment of messaging across committees.
- I. The Public Relations Director Shall:
1. Assist the President in preparation for any meeting with boards or student groups with the University.
 2. Speak on behalf of JUBA at University meetings and/or events in the absence of the President or Vice President while ensuring the voice of JUBA is heard and accurately represented.
 3. Work with the university and Marketing & Communications Director for publication of all Network news.
 4. Keep the Board of Directors informed of any outside groups that wish to work with the Network and as well as any news that may affect the standing of the Network.
 5. Oversees all press relations, included but not limited to, crisis management and
 6. Works in conjunction with Marketing & Communications Director and the Office of Alumni Engagement to ensure social media and external content properly captures J
- J. The Event Director Shall:
1. Plan all events voted on by the JUBA Board of Directors.
 2. Suggest events for JUBA to hold or partner with other JU affinity groups, University clubs, and/or outside organizations.
 3. Share event agenda, costs, and contracts, with JUBA Board of Directors pre-event.
 4. Serve as the event point of contact for day of needs; event set-up and take down assistance.
 5. Ensure all events engage Black Alumni whether in-person or virtually.
 6. Serve as the chairperson of the Events Planning Committee.
- K. The Parliamentarian Shall:
1. Address all parliamentary questions/issues and maintain parliamentary order during meetings, in-person or virtual, in accordance with the current edition of *Robert's Rules of Order, Newly Revised*.
 2. Advise the Board of Directors on the JUBA Bylaws.
 3. Suggest yearly revisions and addendums to the JUBA Bylaws.



4. Set community guidelines in accordance with the JUBA Board of Directors.
5. Serve as the chairperson of the Bylaws committee.

L. The Alumni Engagement Director Shall:

1. Plan and Host regional events with the Events Director.
2. Assist Event Director with event flow and logistics by communicating event agendas with the JUBA Board of Directors.
3. Create and analyze post-event surveys to look for opportunities for change.
4. Serve on the Events Planning and Philanthropy Committees.

M. The Immediate Past President Shall:

1. Serve as liaison to Jacksonville University groups seeking a partnership with the JUBA.
2. Perform the duties of the office of Vice President in the absence, incapacitation, or at the request.
3. Serve on at least one committee of the JUBA.

Section 8. Eligibility and Terms of Appointments

- A. All candidates seeking office must have obtained either a Bachelor, Masters, or Doctorate degree from Jacksonville University.
- B. Members interested in an elected position should submit their interest of nomination to the nomination/elections committee by March of the election year.
- C. Nominations for elected positions will be accepted from the floor at the April meeting.
- D. The slate of officers will be finalized at the May meeting. Officers for the JUBA Board of Directors are elected every two (2) calendar years by ballot at the June meeting.
- E. All JUBA members will receive election information/voting instructions at least seven (7) business days prior to the election.
- F. Installation of officers will be at the July meeting, with the newly elected officers assuming their duties immediately upon installation. Transition of officers meeting shall be held immediately following the July meeting.
- G. The Public Relations Director and Student & Campus Engagement Liaison must reside in Jacksonville, FL, preferably a GOLD Phin or recent alum.

Section 9. Term of Office

- A. Elected officers shall serve one term (two consecutive years) and not more than two consecutive terms in the same office.
- B. All officers are elected for one term (two consecutive years of service).

Section 10. Filling Vacant Offices

- A. When a vacancy occurs in the office of the President, the Vice-President becomes President and shall complete the remainder of the term.
- B. In the event the Vice-President is unable to complete or fulfill the term, the Imme



Section 2. Special Committees
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- Section 1. All proposed amendments shall be submitted in writing via email to the Bylaws committee.
- Section 2. The Bylaws committee shall distribute each proposed amendment with its recommendation to the Board of Directors and to all Network members 60 days prior to the Board of Directors vote.
- Section 3. The Bylaws may be amended by a two-thirds vote of the Board of Directors.

Article XIII -Standing Rules

- Rule One. Meetings
- A. Regular meetings of JUBA Board of Directors shall be once every month beginning at 7:00 PM ET unless the majority of the Board of Directors vote for another time.

- Rule Two. Board of Directors and Network Voting Procedure
- A. The Board of Directors will establish an equitable voting structure to accommodate the Network.
- B. Voting shall continue until a majority is decided.
- C. Any discussion brought to vote that does not reach a decision by the adjournment of a meeting cannot be taken up by vote of proxy and can only be brought up for voting at the next Board of Directors or Network meeting depending on which meeting the motion was placed.

- Rule Three. Election Voting Process
- A. Voting shall be done by secret ballot.
- B. Each Network member shall receive one vote.
- C. Members of the Elections committee will count the votes.
- D. No votes/ballots will be accepted once counting has begun.
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