

CONSTITUTION AND BY-LAWS OF THE COLLEGIATE 100

Howard University
100 Black Men of Greater Washington, D.C., Inc.

Preamble

We, the members of The Collegiate 100, sponsored by the 100 Black Men of Washington DC, Inc. do hereby establish this Constitution in order that our purpose be realized to its fullest extent at Howard University.

Article I — Name and Purpose

Section 1 - The name of the organization is the Collegiate 100 at Howard University. The Collegiate 100 was created at Prairie View A&M University in 1993 as a mentoring and leadership organization. The Collegiate 100 organization was accepted by the 100 Black Men of Metropolitan Houston, Inc., and adopted by the 100 Black Men of America, Inc. as an auxiliary organization in December 1994. The 100 Black Men of Middle Tennessee is credited with assisting to national launch the Collegiate 100. The Collegiate 100 membership is drawn primarily from male African—American college students through chapters on university campuses across America.

Section 2 - The purpose of the Collegiate 100 is to implement the mentoring and tutoring programs of 100 Black Men of Greater Washington, D.C., Inc. The participants assist the parent organization with the development of the social, emotional, educational, and physical needs of young black males who have few or more positive role models in the communities in which they live.

Section 3 - Objectives: The Collegiate 100 will fulfill its aim thus:

- Serve as mentors and role models for the youth in Mentoring the 100 Way
- Continue supporting the holistic development of our youth
- Enhance the quality and impact of current initiatives
- Establish new, creative initiatives that positively impact our youth
- Increase collaborations with organizations with similar missions

Article II - Membership

Section 1 - A. Membership of the Collegiate 100 shall be open to any student who is interested in helping the organization to achieve its aim and willing to abide by the rules of the organization and have met the standards for membership described below and in the By-Laws. Membership is by invitation from a member in good standing.

Section 1 — B. General Membership Requirements

The criterion for membership into the Collegiate 100 is that members:

- (a) must be enrolled in at least nine hours at Howard University
- (b) must possess a minimum of 2.90 GPA
- (c) must be of good character and free from any university or court sanction
- (d) should exhibit great potential for personal, academic and career success
- (e) should exhibit a desire to leverage support they receive
- (f) appear to be ideal for mentor-based development
- (g) must participate in at least 100 hours of community service per semester
- (h) must participate in a minimum of two major projects for the year

- (i) must provide two letters of reference (one personal and one professional)
- (j) must be a member of an organization in their respective major

Section 2 - Every member shall have one vote at general meetings.

Section 3 - The Executive Council along with a 2/3 majority shall have the power to refuse membership to an applicant, where it is considered such membership would be detrimental to the aims, purposes or activities of the Collegiate 100

Section 4 - Resignation and termination of membership.

1. Any member of the Collegiate 100 may resign his membership or any officer may resign such position, by giving to the secretary of the organization written notice to that effect.
2. The Executive Council may, by resolution passed at a meeting thereof, terminate or suspend the membership of any member, if in its opinion his conduct is prejudicial to the interests and objectives of the organization, PROVIDED THAT the member shall have the right to be heard by the Membership Committee before the final decision is made. There shall be a right of appeal to 100 Black Men of America, Greater Washington, D.C., Inc.

Article III - Governance and Advising

Each Collegiate 100 chapter has an advisor from the faculty or staff of the college or university where the chapter is located. Each advisor must remain active in the local Chapter of 100 Black Men of Greater Washington, DC, Inc., to ensure that the program operates efficiently and effectively.

Article III — Management and Officers

Section 1. - The Collegiate 100 shall be administered by Executive and Leadership Councils of not less than six (6) members and not more than thirteen (13) members elected as officers at the organization's Annual Meeting, Committee Members must meet all the requirements of membership and shall be in good standing with the university.

Section 2 - The elected officers of the Executive and Leadership Councils shall be:

President

1. The President shall be the official representative of the group to any other organization and to Howard University
2. The President will preside over all meetings.
3. The President is responsible for determining when special meetings are and publicizing this to the group.

Vice President

1. The Vice President shall serve in the absence or incapacitation of the president
2. The Vice President shall serve as Co-Chair of the Budget and Finance Committee
3. The Vice President shall is responsible for organizing and conducting the training for the organization

Treasurer

1. The Treasurer shall be responsible for the finances of the group.
2. The Treasurer is required to sign all checks/vouchers of the group.
3. The Treasurer must send updated budget on every transaction to the President and the Vice President.

Secretary

1. The Secretary shall be responsible for recording the meeting minutes
2. The Secretary shall maintain the records of the organization
3. The Secretary shall prepare and send out correspondences for the organization
4. The Secretary shall work with the membership director and Treasurer in regards to the financial status of the membership

Community Service Chair

1. The Community Service Chair shall plan and execute all of the Chapter's community service events and initiatives for the year
2. The Community Service Chair is responsible for coordinating the facilitation of such events with all outside organizations and groups, to include other campus organizations, community organizations, and the like.

Communications Chair

1. The Communications Chair is responsible for preparing press releases and managing social media accounts
2. The Communications Chair speaks on behalf the organization when designated

Membership Intake Chair

1. The Membership Intake Chair is responsible for overseeing the approval and induction of new members
2. The Membership Intake Chair shall maintain a list of the members and work with the Treasurer and Secretary to determine the financial status of the members.
3. The Membership Intake Chair will keep account of Merit System of members.

Programs Chair

1. The Programs Chair shall serve as the chair for all the program committees and shall present an annual calendar of events to the organization for review and approval
2. The Programs Chair shall assist the vice president in coordinating the training of the committees.

Mentorship Chair

1. The Mentorship Chair shall serve as the liaison between the 100 Black Men Mentorship Committee and the Chapter
2. The Mentorship Chair is responsible for planning and executing all events and/or programs that involve the mentee participants in the mentorship program.

Historian

1. The Historian is the Keeper of Records of events of the organization

2. The Historian shall collect programs, pictures and other items to document the activities of the organization
3. The Historian shall work with all relevant executive and leadership council members to carry out his/her duties

Fundraising Chair

1. The Fundraising Chair shall plan and execute all fundraising initiatives for the Chapter

Sargent-at-arms

1. The Sargent-at-Arms is to ensure that the meetings are void of interruption
2. The Sargent-at-Arms shall serve as the gatekeeper to the meetings

Chaplain

1. The Chaplain shall be on hand to provide spiritual guidance when necessary
2. The Chaplain shall be called on to provide the invocation and benediction when appropriate

Other officers that the organization deems necessary may be included with a vote from the members present at the meeting in which the position is requested.

Section A2 - The Executive and Leadership Councils shall meet at least once prior to the bi-weekly meeting.

Section A3 At least six (6) Executive and Leadership Council members must be present for the Committee meeting to take place and to conduct official business.

Section A4 - Voting at Executive and Leadership Council meetings shall be by show of hands on a majority basis. If there is a tied vote then the president shall have a second vote.

Section A5 - Power to set up committees as deemed necessary who shall be accountable to the membership.

Section 2. — Standing Committees: The Collegiate 100 shall have the following Standing Committees to support the activities of the 100 Black Men of America, Greater Washington, D.C., Inc.

I. Mentoring

A signature program of the 100 Black Men of America, Inc. This holistic program addresses the social, emotional and cultural needs of children ages 8-18. Members of the Collegiate 100 are trained and certified to become mentors, advocates, and role models for the youth within their communities. Through chapter operated one-on-one and group mentoring efforts, our members forge relationships that positively impact our greatest resource, our youth. The program focuses on building essential skills needed to become productive, contributing citizens.

II. Education

Education is one of the core foundations of our mission. Our programmatic activities include providing support services that enable our youth to achieve their educational goals. To facilitate their intellectual growth and

development, the "100" is active in monitoring educational policy, trends and their implications for our students. The organization engages local, regional, and national leaders and officials who impact educational policies and practices, in addition to providing forums that address educational needs of our youth and those of the broader community.

III. Health & Wellness

A vital component of a thriving community. The organization is concerned about the well being of the whole community and the whole person: physical, emotional/psychological, and spiritual. Our initiatives are aligned with three objectives: 1) increasing public awareness regarding health issues which disproportionately impact the black community, 2) increase awareness and expand knowledge among black people regarding current research, therapies and practices which have demonstrated efficacy in the treatment of illnesses that disproportionately affect black people, and 3) to help shape public policy regarding the local, state, and national health policy impacting the black community. The organization teams up with other non-profit organizations to promote preventative health strategies, deliver screenings and provide education on prevalent diseases.

IV. Economic Empowerment

Economic empowerment as a necessary step toward creating a just society, not only here in the United States, but for people around the world. When we think of economic empowerment, we are thinking about the individual's or a community's ability to be self-determined in creating dreams, pursuing them and ultimately perpetuating them by establishing the mechanisms to sustain generational wealth. The program initiatives promote economic self-sufficiency through financial literacy, family wealth building and entrepreneurship.

V. Leadership Development

Training and leadership development are important to an individual's growth and an organization's success. Engaged, motivated and trained members are committed to achieving both personal and organizational goals. Positive morale and satisfaction lead to better performance, higher productivity levels, less member complaints and increased member participation. The ever-changing challenges organizations and businesses face today, such as the need to develop leaders, improve time management, build teams and enhance performance.

Our goal is to develop, create, encourage and empower the next generation of leaders for service to the community through engagement in programs that will stimulate growth, enhance personal and professional development and the facilitation of initiatives, which fosters altruism for the members and the community.

The members will participate in various leadership development activities available through the university, the 100 Black Men of Greater Washington, D.C., Inc. and other appropriate programs.

VI. The Finance/Fundraising Committee

Is responsible to oversee the organization's finances including quarterly and annual financial reviews, preparation of the annual budget, creating programs to generate funds to support the organization, as well as setting membership fees, in line with the organization's goals to strengthen its financial position.

VII. The Public Policy Committee

Is responsible to position the Collegiate 100 as a leading advocacy role in the development of public policy to advance the university's and society's growth and development. The committee helps to forge strategic alliances with numerous organizations and to strengthen the student body at large

VIII. The Membership Committee

Is responsible to seek ways and add value to the Collegiate members. One of the key objectives of the committee is to recruit and retain members by actively engaging the Membership Intake Chair(s) and members in campus-wide programs. The committee will also review the membership criteria from time-to-time, as deemed necessary.

IX. The Nomination/Election Committee

Will oversee the nomination and election process for all Collegiate 100 office holders including the Chairman and the Board of Directors. The committee will review applications and conduct the elections in accordance with the bylaws. The approved guide for nomination and elections shall govern the activities of the committee.

Others may be added to carry out the functions of the organization,

Article IV - DUES

Section 1 - The annual dues of the Collegiate 100 shall be recommended by the Executive Council and fixed by a majority vote of members present at the annual meeting. Dues must be paid on an academic calendar membership year basis for all active members by September 19. No member shall be considered an active member and in good standing unless full dues are paid. Exceptions are made in the event an installment plan is adopted by the Executive Council, in this case, at least half of the amount for the semester must be paid by September 19 for the Fall Semester and January 25 for the Spring Semester.

Article V - Meetings

Section 1. General Meetings

- a) General Meetings shall be held every-two weeks during the regular semester. The purpose of these meetings is for the organization to account for its actions and consider the regeneration and development of programs and activities according to the organization's objectives.
- b) The President of the organization shall chair these meetings.
- c) At least seventy-two hour's notice of such a meeting must be given to the membership via, email, phone call, text or letter.
- d) All meetings, including Executive Committee's, must have minutes taken and be

- available to any interested party.
- e) The quorum for a General Meeting is twelve (12) and increments of three (3) additional members in relation to the active membership. The 12 members must be considered active.

Section 2. General Committee Meetings

- a) The committee shall meet at least once (1) each month or as many deemed necessary to complete the tasked.
- b) The quorum for a meeting shall be six (6).
- c) The committee shall be accountable to the members at all times.
- d) Minutes shall be taken of all meetings and available to any interested party.
- e) All committee members shall be given at least seven (7) day's notice of a meeting unless it is deemed an emergency meeting.

Section 3. Annual General Meeting

- a) The Collegiate 100 shall hold an Annual General Meeting the third (3rd) week of April each year. The new officers shall take their positions within fourteen (14) days of such election.
- b) Where possible members shall be notified personally, otherwise notice will be deemed served by posting on the organizations website.
- c) The business of the General Meeting shall include:
 - i. Receiving a report from the President of the organization's activities over the year.
 - ii. Receiving a report and presentation of the last financial year's accounts from the Treasurer on the finances of the organization.
 - iii. Electing a new Executive Committee and considering any other matter as may be appropriate at such a meeting.
 - iv. The quorum for Annual General Meeting shall be at least twelve (12) members and increments of three (3) depending on the size of the active membership.

Article VI - Finance

Section 1 - Any money obtained by the organization shall be used only for the organization.

Section 2 —All bank accounts opened shall be in the name of the organization.

Section 3 - Any checks issued shall be signed by at least two of any three approved signatures, one being that of the treasurer

Section 4 - The Executive Council will ensure that the approved budget is followed

Article VII - Elections

Section 1 - Elections of officers shall occur the third week in March of the Academic Year

Section 2 - Any active member of this organization is eligible to run for office, pending approval from the presidentially-appointed nominating committee

Section 3 - A Quorum for elections in a meeting is two thirds of the organization's active membership

Section 4 - The election should be by secret ballot, counted and certified by selected tellers

Section 5 - Any member is elected if he/she wins a majority of the voting members.

Section 6 - The position of President shall be appointed by a committee consisting of the current President and two members not seeking a position

Section 7 - This appointment of the President shall be subject to a 2/3 confirmation vote; if the Appointee is not confirmed, the committee shall put forth another Appointee until confirmation

Section 8 - The term of office is one year, however, the member may run for an additional term of one year for the same position.

Section 9 - If more than two people are running and no one wins a majority, then the top two vote earners proceed to the next ballot and votes are recast.

Section 10 - The elected officers shall take office within the fourteen days following the elections and shall be formally installed at a service program called for the installation of officers.

Section 11 - The term of office is one year, however, the member may run for an additional term of one year for the same position.

Article VII Amendments to the Constitution

Section 1 - Proposals for amendments to this constitution or dissolution (see Clause 11) must be delivered to the secretary in writing by any member. The secretary in conjunction with all other officers shall then decide on the date of a forum meeting to discuss such proposals, giving at least three weeks (21 days) clear notice.

Section 2 - Any changes to this constitution must be agreed by two thirds of those members present and voting at any general meeting.

Section 3 - Quorum for amending this constitution shall be *one third* of all active members of the organization.

Article VIII - Article Dissolution

The organization may be wound up at any time if agreed by two thirds of those members present and voting at any general meeting. Any assets shall be returned to the One Hundred Black Men of America, Greater Washington, D.C., Inc., if they require it, or shall be passed to another organization with similar aims.

BY-LAWS OF THE COLLEGIATE 100
Howard University
Washington, District of Columbia

Article I — By-Laws

Section 1. Those By-Laws shall be considered a part of the constitution of the Collegiate 100 at Howard University.

Article II- Location

Section 1. The principal office of the Collegiate 100 shall be located at Howard University.

Article III - Member Selection of the Collegiate 100

Section 1. General Membership

The criterion for membership into the Collegiate 100 is that members:

- a. must be enrolled in at least nine hours at Howard University
- b. must possess a minimum of 2.90 GPA
- c. must be of good character and free from any university or court sanction
- d. should exhibit great potential for personal, academic and career success
- e. should exhibit a desire to leverage support they receive
- f. appear to be ideal for mentor-based development
- g. must participate in at least 100 hours of community service per semester
- h. must participate in a minimum of two major projects for the year
- i. must provide two letters of reference (one personal and one professional)

Section 2. Honorary/Associate Membership

(a) Honorary Membership is granted to persons who are representative of and supports the goals and aims of the 100 Black Men of America and have been recommended by a member in good standing. The number of honorary members are limited to five (5) and associate are not limited but at the discretion of the Executive Committee and the Advisor in each year.

Article IV - Duties of the Officers

Section 1. The duties of the officers are described in Article III of the Constitution.

Article V - Time of Meetings

Section 1. The annual meeting and other necessary meetings of the Collegiate 100 shall be held at such time as may be prescribed by the Executive Council. The annual meeting shall be held prior to the close of the Spring Semester a time either in correlation with the chapter closing banquet or some other appropriate time.

Article VI - Fiscal Year

Section 1. The fiscal year of the Collegiate 100 shall be September 1 through August 31) each year.

Section 2. Books and records of the Collegiate 100 may be inspected by any member at any reasonable time.

Section 3. There shall be an annual audit of the Collegiate 100 conducted by the Auditor and a committee of three active members. The treasurer or anyone authorized to handle and account for funds, should be bonded in sufficient amount to protect the Collegiate 100.

Article VII - Parliamentary Authority

Section 1. The affairs of the Collegiate 100 shall be governed by the Robert's Rule of Order revised, in the event the point is not provided in the Constitution and By-Law of the Collegiate 100 at Howard University.

Adoption of the Constitution and By-laws

This constitution was adopted effective 05/14/2021

Jemima Pierre
President

Ronald Carter, Jr.
Vice President

Annaelle Djomo
Secretary

Chapter Sponsor/Advisor
Dr. Gregory Johnson

Chapter Advisor