

University of Dubuque Black Student Union Constitution

PREAMBLE

The Black Student Union of the University of Dubuque is an organization whose aim is to:

- 1.) Promote awareness, understanding, and appreciation of diversity of all of God's children in accordance with the University of Dubuque and Presbyterian Mission (p.10 Student Handbook) with an emphasis on Subsection (4).
- 2.) Provide an outlet for all minorities on campus to discuss and confront issues that we face attending a Presbyterian academic institution.
- 3.) Provide a network of support and fellowship while observing all cultural heritage celebrations.
- 4.) Encourage the growth and development of each member through intellectual discussions, professional development opportunities, leadership exercises, and University and other activities.
- 5.) Create well-rounded culturally-sound ambassadors of the University of Dubuque with events and programming offerings.

We establish this Constitution in order to improve the administration and structure of the organization, to maintain the reputation of the organization, to ensure the sustainability of the organization, and to provide excellence in representation and implementation.

Article I **Name**

The name of this organization shall be the University of Dubuque Black Student Union. It will hereafter be referred to as the UD BSU. The UD BSU is a chartered organization of the University of Dubuque's Student Government.

Article II **Purpose, Vision, Goals, and Affirmation**

Section 1: Purpose

The purpose of this organization shall be to advance African American culture on UD's campus through programming, workshops, Retreats, educating the UD community, and representing our people with prestige.

Section 2: Vision

The vision of this organization shall be to educate the University of Dubuque campus community on issues related to diversity and inclusion, promote and embrace the ethnic diversity that's represented on our campus through various events and programs and practice christian love through service and fellowship.

Section 3: Goals

1. To increase student involvement on campus
2. To create tradition of events
3. To be contributors to our global community through service
4. To set the precedence of success for African Americans at UD
5. To influence enrollment and retention rates of students of color by enhancing the social experience.

Section 4: Affirmation

The Affirmation shall be recited at the opening of all executive, committee, and general body meetings to remind and reaffirm all members of the purpose of the organization. The Affirmation shall also be recited at the opening of events where it is deemed appropriate, which will be decided by executive board members.

The Affirmation shall be recited as follows:

We are the Black Student Union
we come from a people with strength, courage and prestige
We are our brother's and our sister's keeper
We aim to learn from our yesterdays and look forward to better tomorrows
We stand on the shoulders of giants
For this reason we work hard everyday and dwell not in our sorrows
We aim for academic and personal success
And refuse to accept anything less
We are proud of our stories
We are proud of our heritage
We are proud and ready to share
We are the Black Student Union

Article III **Membership**

Section 1: General Membership

Any student who is currently registered at the University of Dubuque and supports the purpose, vision and goals of the UD BSU can be a member. The BSU shall be composed of a General Body through membership in the organization. The organization shall consist of an Executive Board that is elected by the General Body. Various committees shall be appointed to facilitate the general program and operation of Black Student Union.

Section 2: Active Membership

Active members are members who attend four consecutive meetings and pay the \$10 membership fee every semester. This includes committee and general meetings. Active members will be able to vote when voting is necessary.

Members/officers shall be removed from the active membership/office role after being absent from **(3)** consecutive meetings or **(5)** meetings throughout a semester. Meetings include executive, general body, and committee meetings.

Officers who arrive late or leave early from **(3)** consecutive meetings or **(5)** meetings per semester will also be considered for impeachment from position.

There is no distinction between excused and unexcused for officers. Absent is Absent.

Article IV Executive Board

Section 1: Executive Board

The governing body of the UD BSU shall be known as the Executive Board. The Executive Board shall consist of up to **(6)** Executive Officers, which includes a President, Vice President, Secretary, Treasurer, Volunteers Coordinator and a Marketing Director.

Section 2: Powers and Duties of the Officers

The executive board shall be responsible for the planning, organizing, leading, implementing, controlling, assessing, evaluating, and concluding of events, (not workshops, fundraisers, volunteerism, or black history month events) that are annual, traditional, or new.

1. The President shall:

- a. Oversee and lead the total operations of the organization.
- b. Preside over every executive board meeting.
- c. Serve as the Chair of the **Black History Committee**.
- d. Attend bi-weekly meetings with the advisors of BSU.
- e. Serve as the official representative of the Black Student Union to the Administration and faculty of the University of Dubuque, other organizations on campus, and in the greater Dubuque community.
- f. Represents and serves as ambassador of the Black Student Union to the Student Government Association in accordance with club initiatives and objectives.

- g. Must attend counsel of presidents meetings or elect a representative to attend in their absence
- h. Set meeting agenda items and send typed agenda to exec board prior to each meeting

2. The Vice President shall:

- a. Assist in total operation of the organization as directed by the President.
- b. Serve as facilitator at general body meetings of the Black Student Union.
- c. Report directly to the Executive Board.
- d. Preside in the absence of the President.
- e. Attend bi-weekly meetings with the advisors of BSU.
- f. Be the first contact person for general body concerns
- g. Keep the Executive board aware of any issues concerning the general body

3. The Secretary shall:

- a. Keep a roster of all active & non-active members.
- b. Coordinate information to and from the Executive Board.
- c. Keep a record of all minutes for executive and general body meetings and send them to BSU members within 48 hours.
- d. Report directly to the Executive Board.
- e. In the event of a vacancy of the Marketing Director, the Secretary shall take on those duties.
- f. Keep attendance records at all meetings
- g. Make venue reservations for all events
- h. Serve as the chair of the **Decoration Committee**
- i. Oversee and maintain the BSU's email account.

4. The Treasurer shall:

- a. Oversee general fund management and be responsible for budgetary expenditures.
- b. Attend a budget process meeting as needed with SGA.
- c. Report directly to the Executive Board.
- d. Have a thorough understanding of all SGA financial guideline rules.
- e. Serve as the Chair of the **Fundraising Committee**.
- f. Responsible for any other budgetary items as needed.

5. The Marketing Director shall:

- a. Work in conjunction with the secretary.
- b. Be responsible for addressing promotional needs of the organization.
- c. Serve as the Chair of the **Marketing Committee**.
- d. Report directly to the Executive Board
- e. Oversee and maintain the BSU website, Facebook, Twitter and Youtube pages.

6. The Volunteer Coordinator shall:

- a. Seek out volunteer opportunities for BSU to participate in
- b. Keep record of all volunteer work that BSU does and names of who participated
- c. Serve as the Chair of the **Volunteer Committee**.
- d. Report directly to the Executive Board

Section 3: Qualifications

The elected officers of the UD BSU must be currently registered students at the University of Dubuque and active members of the organization as stated, but not limited to, Article 3, Section 2.

Section 4: Term of Office

1. The terms of office of each elected office shall last one academic year. There are no restrictions on the number of terms an elected officer can serve.
2. The incumbent Executive Board shall arrange for and set the date for each annual election. A minimum of two (2) weeks notice shall be given to the General Body.
3. Any member of the Black Student Union shall be eligible for office provided he/she is a full-time student at the University of Dubuque at the time of election, has a cumulative grade point average of 2.0 and was a UD student the previous semester.

Article V Advisors

The Advisors shall be members of the full-time faculty or a full-time professional employee of UD. The advisors shall be voted in by a two-thirds (2/3) majority of the active members at a regularly scheduled general body meeting.

The Advisors shall:

- a. Have a thorough understanding of the Constitution, By-Laws, and other organizational documents and hold the executive board, other officers, and members to the standard of these documents
- b. Guide the officers in a direction to get the most optimal success in all decisions for the organization
- c. Step in where the officers may lack the insight or authority
- d. Make the necessary adjustments to their schedule and be present at all executive meetings and general body meetings, but is not required to attend committee meetings.
- e. Abide by the Membership Requirements in Article III, Sections 1 and 2

Article VI Removal of Executive or Committee Officer and Advisor

Any officer or advisor can be removed by a two-thirds (2/3) majority vote of the membership present at two consecutive meetings if it can be proven that they are not accomplishing their constitutional duties.

Article VII **Vacancies/Special Elections**

In the event of a vacancy in the office of the President, the Vice President will automatically assume the office of the President. All other vacancies shall be filled by majority vote of the general membership upon recommendation of the executive board to hold a special election.

Article VIII **Resignation of Officers**

Any officer wishing to resign his/her office must notify general members at a regularly scheduled meeting and should give two weeks' notice before the resignation takes effect.

Article IX **Meetings**

UD BSU will meet at the start of the semester bi-weekly for general body meetings and committee meetings and more when necessary. The executive board will meet weekly and more when necessary. Quorum will consist of 50% plus one (1) of the active members.

Article X **Elections**

Nominations shall be opened at a well-publicized, regularly scheduled meeting and run for at least two weeks. The elections shall be held at a well-publicized, regularly scheduled meeting one week after the closing of nominations. The candidate with the majority of the vote shall be declared the winner. Each year elections will be held immediately after Spring Break for the following year. New officers will take office at the conclusion of the last general body meeting for that school year. Training and transitioning shall take place for the new executive board members immediately following elections and shall take a minimum of two weeks. No person shall hold more than one position.

Article XI **Amendments**

Any members of the UD BSU may sponsor an amendment to the Constitution, By-Laws, and any other official documents associated with the organization. The amendment must pass the

organization's membership by two-thirds (2/3) majority vote of the members present. The proposed amendment shall then be brought to the UD BSU executive board for ratification.

Article XII **Organization Financing**

UD BSU's financial records are subject to examination upon request of the advisors and SGA.

This organization will be funded by a combination of contributions, fundraising, and a student service fee allocation.

Article XIII **Events**

All events hosted by the UD BSU executive board and/or committees must align with the guidelines of the purpose, vision, goals, and affirmation of the organization.

Article XIV **Conduct**

Officers/Advisors that disrupt meetings, bring discord to the organization, show obvious or insinuated disrespect, or do not positively represent the organization outside of meetings will be considered for impeachment.

Article XV **Rules Of Order**

Robert's Rules of Order, Revised, shall be used as the guide for parliamentary procedure at all meetings.

BY-LAW 1 **Executive Board**

Executive Officers

Section A: Powers & Duties of the Executive Officers:

1. The President of the UD BSU shall:
 - a) Be the chief executive and parliamentarian of the UD BSU
 - b) Be responsible for the general administration of the affairs of the UD BSU.
 - c) Supervise and coordinate the dissemination of agenda material, information and written material for the Executive Board.
 - d) Supervise the staff and coordinate the operation of the organization

- e) Create, with majority approval, any lower executive offices or committees and shall appoint persons to fill such offices or committees
- f) Have the power to discharge any executive officer with the consensus of the majority of the executive officers
- g) Establish the time and place of the regular meetings of the organization with the approval of the organization
- h) Assign appropriate tasks as needed to the executive board and committees.
- i) Call special meetings of the Executive Board and Committees.
- j) Be responsible for carrying out legislation enacted by the Constitution.
- k) Maintain open lines of communication with the advisor, officers, and organization.
- l) Prepare and submit a report suggesting needed action on behalf of the UD BSU to the succeeding year's President at the last executive meeting prior to leaving office.
- m) Act as supervisor to all UD BSU advisors and officers and discuss job performance, review responsibilities and matters concerning said officers when necessary.
- n) Make recommendations to the Executive Board regarding nominating, appointing, retention and termination of all UD BSU advisors and officers.
- o) Coordinate new advisor and officer training workshops.
- p) In the event of a vacancy in the office of a position the UD BSU President may hold said position on a temporary basis or assign the responsibility to other executive board members until an appointment can be made.
- q) Understand and comply with the SGA Financial System.
- r) Act in accordance with the current *Robert's Rules of Order*, the SGA Constitution, By-laws, Policies, and Financial Guidelines.
- s) Oversee the actions of all officers with regards to conduct.

2. The Vice President of the UD BSU shall:

- a) Assist the President in the general administration of the UD BSU.
- b) Assume the powers and duties of the President of the UD BSU in the President's absence.
- c) Delegate committee related tasks to the Committee Representatives.
- d) Make students aware of their active role when they are being moved to inactive.
- e) Understand and comply with the SGA Financial System.
- f) Prepare and submit a report to the succeeding Vice-President at the last executive meeting prior to leaving office.
- g) Act in accordance with the current *Robert's Rules of Order*, the SGA Constitution, By-Laws, Policies, and Financial Guidelines.

3. The Secretary of the UD BSU shall:

- a) Chair scheduled volunteers committee meetings with a minimum of seven [7] meetings per semester.
- b) Keep a record of all attendance reports.
- c) Ensure that the officers have the agenda, committee reports, resolutions, minutes, and Executive Board reports via email 48 hours following a meeting.
- d) Assure the maintenance of a current and accurate contact list of all officers and committee members and is responsible for maintenance of official records and archives
- e) Keep the minutes and other official reports of the organization

- f) Conduct the official correspondence of the organization
 - g) Update the Constitution, By-Laws, and other organizational documents when necessary
 - h) Prepare and submit a report to the succeeding secretary at the last executive meeting prior to leaving office.
4. The Treasurer of the UD BSU shall:
- a) Understand and comply with the SGA Financial System.
 - b) Be responsible for planning the disbursement of the SGA funding and with the consent of the University or its representatives.
 - c) Serve as custodian of all funds allocated to the UD BSU itself as a spending agency, and authorize all disbursements of UD BSU funds and keep track of receipts
 - d) Make a monthly report, or upon request of the Executive Board, to the general body concerning the financial status of all accounts.
 - e) Chair the Fundraising Committee.
 - f) Submit a budget for the next fiscal year to the Executive Board, and the succeeding Treasurer at the last executive meeting prior to leaving office.
 - g) Act in accordance with the current *Robert's Rules of Order*, the SGA Constitution, By-laws, Policies, and Financial Guidelines.
 - h) Keep the email account of the UD BSU updated and cleaned.
5. The Marketing Director of the UD BSU shall:
- a) Be responsible for the publicizing of all events/programs hosted by all other committees of the UD BSU
 - b) Maximize all necessary mediums of advertisement when promoting events for the organization
 - c) Have all promotional material disbursed to the public with a minimum of two weeks before the event or earlier when necessary.
 - d) Actively promote all events and build up and continue the buzz about events
 - e) Chair the Marketing Committee
 - f) Update and maintain the UD BSU website, Facebook, Youtube and Twitter pages.
 - g) Act in accordance with the current *Robert's Rules of Order*, the SGA Constitution, By-laws, Policies, and Financial Guidelines.
 - h) Prepare and submit a report to the succeeding Marketing Director at the last executive meeting prior to leaving office.

BY-LAW 2

Standing Committees of the UD BSU

List of the UD BSU Standing Committees:

Black History Month Committee
 Volunteers Committee
 Fundraising Committee
 Marketing Committee
 Decorating Committee

Section 1 Committees

The Exec Board may also decide the terms and duties of the committees, along with the established responsibilities.

The Exec Board may also establish additional short term committees. (i.e. Women's History Committee and other large scale events)

Section A: Membership

Every member of the UD BSU is strongly encouraged to join a committee. Membership of the Committee shall consist of a balanced amount of members formed each year. The Chairperson shall be the UD BSU executive member according to Article IV. He/she shall appoint a co-chair and secretary from the membership of the Committee upon approval of majority vote of the committee at the first committee meeting of the semester. The active members of the committee shall be any UD BSU member that either volunteers for the committee or is appointed to the committee by the executive board. Each committee is suggested to ideally have 5-9 members, with an average of 7 members to optimize effectiveness of the committee.

Section B: Powers & Duties of the Committee

The Committee Co-Chair shall:

- a. Assist in the operation of the committee as directed by the Chair.
- b. Generate all agenda items and report them to the Chair.
- c. Report directly to the committee.
- d. Preside in the absence of the Chair.

The Committee Secretary shall:

- a. Record and maintain the minutes of meetings and attendance of membership.
- b. Shall submit all minutes to the committee members within 48 hours.
- c. Report directly to the committee

Section C: Duties & Responsibilities of each Committee

Section C1: General Responsibilities for all Committees

- a. All chairpersons and/or representatives will submit a report to the Executive Board 48 hours following their committee meeting.
- b. All committees shall have a balanced/equal and/or minimum amount of members before preferred committee membership can be chosen.

- c. All committees are to abide by the amount of meetings to set according to Article IX.
- d. All events/workshops/programs must meet the guidelines of the Purpose, Vision, Goals, and Affirmation set in Article II.
- e. All committees, with the exception of the Black History Committee, Marketing committee, and short term committees, shall host one event a month, unless decided otherwise by the executive board. Committees may also collaborate on events as well.

Section C2: Specific Responsibilities for all Committees

The Black History Committee shall be responsible for Black History Month events which take place in February of each year. These events will display the essence of the fun, facts, and features of the African American culture. Black History Month is not about black people celebrating black people, but about the education, entertainment, and enlightenment of the entire UD community.

The Volunteers Committee shall be responsible for creating and securing volunteer opportunities to give our organization exposure and publicity. The committee shall also secure volunteers from the organization first and then abroad when asked to volunteer for an event or is the host of the event. Volunteers should be secured and notified within two weeks of the date of the event.

The Fundraising Committee shall be responsible for planning events to raise money for necessary causes and for sustainability purposes relevant to the UD BSU.

The Marketing Committee shall be responsible for the marketing, publicizing, hanging, and tearing down, and updating of all publicity for events/programs/workshops/etc. hosted or co-hosted by the UD BSU. They shall begin promoting all events at a minimum of 15 days before the events or earlier if needed. The committee shall maximize publicity mediums such as, but not limited to, Facebook, Twitter, Telegraph Herald Ads, Posters, Flyers, MyUD, Youtube, Online UD Calendar, BSU's website, Email, WHATUP UD, table tents, chalking, meeting with other students and/or student organizations, Dubuque radio stations, and UD Public Relations department. The publicity committee shall be responsible for keeping a record of attendance at all UD BSU promoted events.

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