

# The Black Student Union Constitution

## **Article I - Name**

The name of this organization will be known as the Black Student Union. It may be also referred to as BSU.

## **Article II- Mission Statement**

The mission of the Black Student Union is to unify and provide support to the African American student body in an educational setting, while offering further support to others on campus and in the community.

## **Article III- Officers**

### *Section 1. Officers*

- A. Elected officers of the Black Student Union shall be President, Vice President, Secretary, and Treasurer.
- B. Appointed Officers of the Black Student Union shall be the Philanthropy Director, Marketing Director, and Student Representatives by the current Executive Board.
- C. All officers are apart of the Executive Board. Elected Officers hold one vote each, while the appointed officers hold on collective vote.
- D. The term length for each officer is one (1) academic year and can be extended if necessary.

### *Section 2. President*

The duties of the President will consist of:

- A. Activism Committee Chairman.
- B. The President shall facilitate all meetings
- C. To act in an official capacity as representative of the Black Student Union.
- D. The President is responsible for compiling an agenda for all Executive Board meetings.
- E. The President shall have the right to appoint the Black Student Union officers when a vacancy occurs.
- F. The President shall report to the Executive Board on all important internal and external actions and decisions.
- G. The President shall act in consultation with the standing committees and the Executive Board on all policy matters.

### Section 3. Vice President

The duties of the Vice President will consist of:

- A. The Vice President shall schedule all meetings.
- B. The Vice President will perform all duties of the President in the President's absence.
- C. The Vice President is responsible for compiling an agenda for the general body meetings.
- D. To encourage and assist all committees in the development of their programs, while monitoring the performance of their duties.
- E. To recommend to the Executive Board the removal of any delinquent officer of the Executive Board or Committee Director.
- F. In case of a vacancy in the office of President, the VP shall succeed to the office of President for the balance of the unexpired term.

### Section 4. Secretary

The duties of the Secretary will consist of:

- A. Event Committee Chairman.
- B. To act as the secretary of the general assembly and the Executive Board.

- C. To give notice of all meetings of the general assembly and the Executive boards, while recording minutes from both meetings within three (3) days.
- D. To submit reports to the Executive Boards of all regular meetings, or whenever necessary covering the current status of the Black Student Union and its activities since the last report.
- E. Maintain a list of committee members and records of members who participate at events.

### Section 5. Treasurer

The duties of the Treasurer will consist of:

- A. To receive all monies of the Black Student Union and to deposit it the same day in the name of the organization in the University Depository Account or other responsible bank.
- B. To make authorized disbursements upon requisitions signed by the President and/or Vice President. Each requisition shall recite the amount requested and the purpose of the request. Every requisition of Twenty-Five (\$25.00) dollars or more must be further approved by the Executive Board before payment.
- C. To submit reports to the general assembly and the Executive Board at all regular meetings, or whenever required, covering the financial condition of the Black Student Union.
- D. To show receipts, disbursements, and outstanding accounts unpaid since the last report.
- E. To submit an annual financial report.
- F. All reimbursements must be submitted to the treasurer and approved by the Executive Board prior to purchase.
- G. Resource Committee Chairman.

### Section 6. Marketing Director

The duties of the Marketing Director will consist of:

- A. Marketing Committee Chairman.
- B. Responsible for implementing strategies essential for The Black

- Student Union, as well as its events.
- C. Responsible for executing marketing strategies that positively promote the organization as a whole.
  - D. Responsible for the general public relations of the organization including but not limited to managing social media sites, making and designing promotional material.

### Section 7. Philanthropy Director

The duties of the Philanthropy Director will consist of:

- A. Philanthropy Committee Chairman.
- B. Responsible for The Black Student Union's service and charity events.
- C. These events are designed to support worthy charitable and service oriented efforts, to give back to our campus and community.
- D. Responsible for developing and continuing relationships with community service programs and contacts.

### Section 8. Student Representative(s)

The duties of the Student Representative(s) will consist of:

- A. General Body Members who demonstrate dedication and commitment to active status are eligible to be appointed as Student Representatives by Executive Board nomination and appointment.
- B. Must serve on the marketing committee.
- C. Attendance to all Black Student Union Events.
- D. Attendance to student organization Fairs to advocate on the behalf of the Black Student Union.
- E. Responsible for one social event approved by the Executive Board per semester.
- F. Represent the Black Student Union at other organization's meetings. Work to maintain and increase the membership of the Black Student Union through the renewal of old memberships and the securing of new memberships.
- G. Student Representatives will be led by appointed Student Representative Chairs.

### Section 9. Student Representative Chair(s)

The duties of the Student Representative Chair(s) will consist of:

- A. All duties of Student Representatives
- B. Allowed to suggest new Student Representative appointments
- C. Attendance to all Executive Board Meetings
- D. Will be responsible for corresponding with Student Representatives

### Section 10. Advisor(s)

BSU will be responsible for securing at least one (1) advisor for the current academic year.

The duties of the Advisor will consist of:

- A. Provide assistance with program and event planning
- B. Attend at least one (1) meeting per month
- C. To keep the organization updated with known University policy changes and rules

## **Article IV - Membership**

### Section 1. Membership

- A. Any person enrolled as a student of UMD and agrees to comply with the principles and policies of the Black Student Union may become a member of this organization.
- B. Membership is conditional upon the acceptance of the terms of the constitution of the Black Student Union.
- C. Active membership in the Black Student Union indicates a commitment to:
  - 1. Actively support and participate in the objectives and activities of the organization.
  - 2. Attend membership general body meetings and the Black Student Union's sponsored events.
  - 3. Serve on a committee upon entrance.

- D. All active members are eligible for nomination and election into executive office or Student Representative Team in accordance with the provisions set forth in the constitution.

### Section 2. Member Removal

- A. The Executive Board shall have the power to remove Officers and Committee Members who are absent from three (3) consecutive meetings without notice or explanations, or who shall not preform required duties of three (3) assigned tasks.
- B. The Executive Board has the power to dismiss any member of the general body, committee member, or Executive Board member who does not uphold the values set forth in the constitution.

### Section 3. Annual Meeting

- A. The annual meeting shall be held during the first week of May.
- B. All officers and members not otherwise appointed shall be elected by ballot at the annual meeting.
- C. Newly voted officers and appointed officers shall hold office for one (1) year and/ or until there successors are elected.
- D. New and old Executive Board members are required to be present.
- E. Execution of current reports and event planning for the following year.

### Article V- Committee

The standing committees of the Black Student Union will be the Event Committee, Resource Committee, Marketing Committee, Activism Committee, and the Philanthropy Committee.

### Section 1. Event Committee

The Event Committee is responsible for, but not limited to, monitoring events to make sure every event is successful. This can include set-up,

hosting, directing traffic breakdown, backstage crew and other tasks that may be delegated. Other requirements could include selling tickets, supporting sub- committees, and being available to participate in events as needed.

### Section 2. Resource Committee

The resource committee will work in conjunction with the Treasurer to find resources for the Black Student Union. Resources includes, but are not limited to, financial resources, academic resources, professional resources, and networking resources.

### Section 3. Marketing Committee

The Marketing Committee will secure publicity through the University Newspaper, Radio Station, and local media on behalf of the Black Student Union. This committee will publicize events and activities of the Black Student Union, by means of Flyers, Posters, Social Media, and all other appropriate means. This committee will publish a newsletter at least (2) times per semester, which is to be emailed to all members. Additional copies may be passed out at general body meetings. No publicity shall release without the consent and approval of the Executive Board.

### Section 4. Activism Committee

The activism committee will be responsible for bringing awareness to the membership body about current issues affecting the community and on campus. This committee will also be responsible for developing ways for the Black Student Union to participate in aiding the community, often working in conjunction with the Philanthropy Committee.

### Section 5. Philanthropy Committee

The Philanthropy Committee will study local and national issues affecting the African American community and other minority groups, while

determining which issues may require action from the Black Student Union. This committee shall also seek to increase national and local election awareness. Their main objective is to participate in the community, providing assistance where it is needed, while working in conjunction with the Activism Committee.

## **Article VI- Elections**

### *Section 1. Election Process*

- A. Elections will take place in the Winter Semester, during the first week of April. There will be two parts to the election, the Primary Election, and the Final Election.

### *Section 2. Primary Election*

- A. Any active member of the general body is eligible to nominate or be nominated for a position on the Executive Board. The four positions that can be nominated for are President, Vice President, Secretary, and Treasurer.
- B. After nominations are submitted, there will be a two-week campaign period. After the campaign period, the entire General Body will vote by ballot. The top two candidates for each position will progress to the final election.

### *Section 3. Final Election*

- A. The current Executive Board will vote by ballot and select the new officers for the upcoming school year.
- B. Marketing Director, Philanthropy Director, and Student Representative(s), will undergo an application process to become appointed by the Executive board

1. Fill out an application for desired position.
2. Attend assigned Executive Board meeting to campaign for position.
3. The Executive Board will then vote by ballot to decide who will become officers of the appointed positions.

C. The President, Vice President, Secretary, and Treasurer each hold one vote on the Executive Board. The Marketing Director, Philanthropy Director, and Student Representative(s) each hold one collective vote on the Executive Board.

D. If a tie occurs, the President shall hold the deciding vote.

Revised July 2014