

# *The Black Student Union at Brookdale Community College Constitution*

## **Preamble**

We, the members of *The Black Student Union* at Brookdale Community College in order to form unification within the African American community. Along with these missions, we agree to promote peace, attempt to establish an understanding of the African American culture and extend open arms to all students, faculty and staff of all ethnic backgrounds. Overall, we the members of *The Black Student Union* will always attempt to encourage the dreams, goals, and missions of the organization to the best of our ability. Thus here are the goals of *The Black Student Union*:

- To facilitate and enhance the academic success of all students of color.
- To serve as a forum for concerns pertinent to all organizations and facilitate communication between them and students of color.
- To promote a genuine multicultural environment on campus and encourage the opportunities for interaction between students, faculty and staff of all cultures.
- To encourage the involvement of student of color in mainstream campus activities and organizations.
- To support the incoming students as they integrate into the campus environment.
- To serve as a liaison with regional, state and national organizations for students of color as well as community organizations.

## **Article I-Name**

The name of the organization will be *The Black Student Union* at Brookdale Community College.

## **Article II-Membership**

- A. Membership will be open to all student of Brookdale Community College
- B. An active member shall be one who attends a minimum of 6 general meetings and become a member of a committee within the organization in single semester.
  - 1. Each member will be responsible for active participation in the organization's functions
- C. Individuals will be entitled to voting privileges thereafter.
  - 1. Failure to fulfill the rote of an active member will result in a loss of voting privileges.
- D. No fee whatsoever will be taken from membership as dues to attain membership
- E. All Black Student Executive Board Members must keep have there copy of the Constitutions with them at all Executive Board and General Board meetings.

## **Article III-Management**

The Black Student Union shall abide by the rules governing student organizations chartered by the Student Life Board of Brookdale Community College.

The Organization will be administered by an Executive Board, which will be directly responsible to the general membership.

All Executive Board members must abide by and support all goals and missions of the Black Student Union.

All Executive Board members must sign and abide to the social contract, which shall be drafted by the Executive Vice President and endorsed by the President.

A. The Executive Board will consist of the following elected positions:

1. President, whose duties shall be:
  - a. to preside over and keep order of meetings of the Executive Board and General Board;
  - b. call special meetings;
  - c. represent the organization in outside contacts in regards to co-sponsorship, and any official capacities that the Black Student Union's representation in necessary;
  - d. members ex-officio of all committees;
  - e. declare results of all elections;
  - f. report to Executive Board and active membership concerning transactions and meters pertaining to affairs and interests of the organization;
  - g. make appointments to fulfill non-elected positions with the advice of the Executive Board;
  - h. make appointments to fulfill elected executive board positions left vacant with the advice of the Executive Board;
  - i. abide by all rules and regulations of the Student Lift Board at Brookdale Community College;
  - j. to become an ex-officio member of and act as the official liaison to the umbrella organizations of the Black Student Union;
  - k. applications for appointments shall be drafted by the President and the applications ratified by the executive board by the (1<sup>st</sup>) week of march;
  - l. vote only in case of a tie.
2. Executive Vice President, whose duties shall be:
  - a. fulfill specified duties of President in his/her absence;
  - b. oversee internal organization functions, committees, chairpersons, constitution etc.;
  - c. ex-officio members of all committees;
  - d. perform such other duties as the President may delegate to him/her or those developing upon his/her office;
  - e. draft the social contract to be signed by the entire executive board with the aid of the President;
  - f. to ensure all social contracts are signed and all regulations therein are enforce;
  - g. elections shall be organized by the Executive Vice-President and the procedures ratified by the executive board by the first (1<sup>st</sup>) week of March.
  - h. voting member.
3. Vice President of Fundraising, whose duties shall be:
  - a. to help raise funds for the BSU;
  - b. report all fundraised money to the Treasurer;
  - c. post up all fundraising events to the executive board and the general board meetings etc.
  - d. voting member
4. Vice President of Promotions, whose duties shall be:
  - a. post up all events for the BSU on the campus grounds and in our communities
  - b. announce every events to the executive board and the general board meetings
  - c. voting member

5. Vice President of Scholarship, whose duties shall be:
  - a. responsible for all new scholarships offered on Campus of members of the BSU;
  - b. responsible for making the BSU Scholarship Application of the members;
  - c. to announce and posts the BSU Scholarship to all members;
  - d. work with the Wilber Ray Scholarship Committee;
  - e. voting member.
  
6. Secretary, whose duties shall be:
  - a. review and update office filing procedures;
  - b. establish phone procedures;
  - c. keep minutes at Executive Board and General Board meetings;
  - d. prepare and dispatch meeting notices and other communications from the Black Student Union;
  - e. appropriately disseminate and file all correspondence received by the organization;
  - f. keep attendance at all meetings;
  - g. Perform such other duties as the President may delegate to his/her office;
  - h. voting member.
  
7. Corresponding Secretary, whose duties shall be:
  - a. in charge of the securing of the rooms.
  - b. responsible for the BSU corresponding and shall keep copies on file.
  - c. notify all members of all meetings and events.
  - d. voting member
  
8. Treasurer, whose duties shall be:
  - a. keep the financial records correct and up-to-date;
  - b. attend mandatory workshops and outlined by the Student Life Board Treasurer;
  - c. understanding and abide by all policies and procedures governing funded organizations;
  - d. prepare annual budge each spring semester;
  - e. oversee the budget
  - f. submit monthly, semester, and after-event reports to the Executive Board and general membership;
  - g. perform such other duties as the President may delegate to his/her office;
  - h. voting member;
  - i. abide by all rules and regulations of Student Life Board of Brookdale Community College.
  
9. Historian, whose duties and appointments shall have the following regulations;
  - a. create and maintain archives of the organizations
  - b. shall always be appointed the fall after spring elections.
  - c. perform such other duties as the President may delegate to him/her or those developing upon his/her office;
  - d. voting member.
  
10. Parliamentarian. Whose duties shall be:
  - a. responsible for advising and training all members on conduct of Robert's Rules and Constitution;
  - b. keep an updated copy of the Robert's Rules at every meeting;
  - c. responsible for resolving all disputes as it pertains to conduct of the meetings;
  - d. keep a copy of the BSU constitutions at all meetings.

B. In addition to the elected officers, the Executive Board shall include the following positions appointed by the President, with the advice of the newly elected executive board.

1. Executive Assistants, whose duties shall be:
  - a. assist the whole BSU executive board with anything dealing with the BSU;
  - b. learn how to do all executive board job;
  - c. not a voting member of the executive board
  - d. does not need to attend executive board meetings, unless otherwise deemed by the President
2. Student Life Board Liaison, whose duties shall be:
  - a. attend regular meetings of the Student Life Board;
  - b. represent the Black Student Union in addressing matters of concern to the organization;
  - c. serve as an ex-officio member of the Executive board
  - d. perform such other duties as the President may delegate to him/her or those developing upon his/her office;
  - e. not a voting member of the executive board;
  - f. does not need to attend executive board meetings, unless otherwise deemed by the President.

C. Attendance

1. The executive board is expected to attend all Black Student Union Executive Board and General Board Meetings and participate in all Black Student Union activities.
2. There shall be provisions for exceptions to the attendance policy.
  - a. An executive board member shall only be allowed to have three (3) excused absences and two (2) unexcused absence for Executive Board meetings within one term in office;
  - b. An executive board member shall only be allowed to have three (3) excused absence and two (2) unexcused absences for General board meetings within one term in office;
  - c. An executive board member shall only be allowed to have three (3) excused absences and two (2) unexcused absences for any Black Student Union activities the President deems mandatory, with a two-thirds (2/3) vote of agreement from the executive board, provided that he/she gives seven (7) days notices, within one term I office.
  - d. Provisions and regulations I regards to lateness and early leaves from Executive Board meetings, General Board meetings, and mandatory activities shall be:
    1. Three (3) excused incidents of lateness or early leaves shall equal one (1) excused absence;
    2. Two (2) unexcused incidents of lateness of early leaves shall equal one (1) unexcused absence.
    3. Once all provisions have been exhausted the continuation of the executive board member's position shall be up for vote in the General Board where a need for 2/3 vote is necessary for any removal action against the executive board members.
    4. If an executive board member has been up for removal and the general board votes that he/she remain in office, sanctions and punishment shall be placed upon them by the executive board.

#### **Article IV-Meetings**

The Executive Board shall convene general meetings of the Black Student Union as least twice a month in public session. The Executive Board may also, at its discretion, hold private and public meetings each month in addition to the public meetings. The President shall call meeting of the Executive Board upon 48 hours notice to the Executive Board. Unless otherwise herein provided, business transacted and action taken shall be majority or a quorum in attendance at each meeting.

The on-going business of the organization shall be discussed and all decisions will be ratified at the general meetings by majority.

For purpose of the Executive Board, a quorum is defined as the number which is not less than fifty-percent (50%) plus one (1) of the number of Executive Board members then in office.

All meetings shall be conducted in accordance with *Robert Rules of Order, Revised* except as otherwise provided herein- the President with the consent of the executive board may decide as to what extent *Robert Rules of Order, Revised* may be used in both Executive Board and General Board meetings.

The Executive Board shall have two (2) meetings over the summer session, where attendance is mandatory and the dates shall be decided by the second (2<sup>nd</sup>) week of May.

No votes shall be cast by proxy.

#### **Article V- Elections**

- I. Any candidate for the office of the Executive Board of The Black Student Union must be a student of Brookdale Community College in good standing as outlined in the Student Leadership Criteria, of Brookdale Community College Student Handbook.
  - A. Procedures for elections are as follows:
    1. elections will be held annually during the Spring semester,
    2. nominations can come from the general membership or by self-nomination;
    3. voting will be done by a secret ballot system, a nominee must receive a plurality of the total vote;
    4. tabulation should be done by an outgoing Executive Board member who is not running for office, along with the advisor (s);
    5. elections for all vacated offices shall be held at the first general meeting after nominations are received;
    6. elected officers will commence their term office in May and serve until April of the following year;
    7. elections shall be organized by the Executive Vice-President and the procedures ratified by the executive board by the first (1<sup>st</sup>) week of March.
  - B. Procedures for appointments:
    1. The newly elected President shall review the applications for the positions that call for appointment with the outgoing President;
    2. the executive board will hear the position of the President on each of his/her candidates for appointment, and if no contest is made from the executive board they shall be appointed;
    3. if the executive board disagrees with a candidate for appointment, a two-thirds (2/3) vote is needed by the executive board to have the President seek another candidate;
    4. this procedure shall not repeat more than twice; the President shall lose appointment power and the entire executive board shall search for a candidate for the sole position and fifty percent (50%) vote plus one (1) will be necessary of the entire executive board for the appointment of that position;
    5. applications for appointment shall be drafted by President and the applications ratified by the executive board by the first (1<sup>st</sup>) week of March;
    6. appointed officers will commence their term of office in June and serve until May of the following year.

#### **Article VI-Removal of Officers**

- A. Removal proceedings against an officer may be initiated by presentation of a petition of two-thirds (2/3) of the voting memberships.
- B. Ground for impeachment shall include:

- 1) Constant failure to perform the assigned duties outlined in the constitution and/or as prescribed by the president due to conscious and constant negligence;
  - 2) deliberate pursuit of policies contrary to the constitution of the Black Student Union;
  - 3) does not adhere to the attendance policy of the Black Student Union;
  - 4) any deliberate action which may compromise the purpose of the Black Student Union.
- C. Any officer who is in violation of the organizations purpose or constitution, as described above, may be removed from office via the following procedure:
- 1) a written request or petition by one-fourth (1/4) of the active general board or two-thirds (2/3) of executive board is necessary to begin the process of removal of an executive board of committee chairperson;
  - 2) the President must confront the officer in question (via formal letter and meeting) to determine whether or not there is substantial evidence that an open hearing is required. The President must inform the officer in question of their violations and/or conduct and the concerns as addressed by the members. The officers in question must discuss the causes and situations that have allowed or perpetuated these actions. In cases where the President is under question, the Executive Vice-President will assume the responsibilities toward deliberation;
  - 3) failure by the officer in question to meet the President's request for a meeting is just cause of (1) the officer's resignation per President's request and /or (2) the immediate impeachment of the officer in question by a two-thirds vote of the executive board.
  - 4) if the officer in question responds to the request for a meeting with the President, and substantial evidence for impeachment is acquired, the officer in question must be prepared to address these concerns to the organization during an open hearing, which will be announced to all active members;
  - 5) the President or Executive Vice-President shall preside over the hearing;
  - 6) a two-thirds vote by the general membership's voting members is necessary to remove an officer;
  - 7) the removal of the individual through this process prevents him or her from holding another position in the organization during the next academic year.
- D. Resignation of one's position shall remain an option for leaving one's office or being asked to leave:
1. any resignations request should be made to the Executive Board and General Boards in a formal letter, addressed to be Black Student Union and President two (2) weeks prior to anticipated day of resignation;
  2. a vote of fifty (50%) plus one (1) of the Executive Board is needed to have an officers receive a formal request from the President that he/she resign from their office;
  3. a vote of two thirds(2/3) of the General Board is needed to have an officer receive a formal request from the President that he/she resign form their office;
  4. if resignation request is not accepted by the officer the option removal procedures must be utilized.

#### **Article VII-Amendments**

- a. The Constriction can be amended by two-thirds (2/3) vote of the general membership.
- b. Amendments may not voted on until the next general membership meeting after the introduction of the amendments.
- c. Amendments must be consistent with policies governing student organizations at Brookdale Community College.

#### **Article VII – Quorum**

Quorum for general meetings shall be fifty-percent (50%) plus one (1) o the membership.