

## Constitution of the Black Student Union

### ARTICLE I

Name - The name of this organization shall be the Black Student Union, hereinafter referred to as B.S.U.

### ARTICLE II

#### AFFILIATION

The Black Student Union shall be affiliated with any organization seeking to advance and uplift Blacks and other persons of color and humanity as a whole.

### ARTICLE III

#### PURPOSE

The Black Student Union goals and purposes are to:

- a) To educate members and non-members on issues that has previously and presently effect the black community
- b) To increase understanding between different cultures with in the black community
- c) To help increase self- knowledge and understanding
- d) Keep members informed on issues that affect Blacks
- e) Emphasize the existence and role of Blacks at the University at Buffalo.
- f) Preserve and perpetuate Black Culture, dignity, and self-awareness.
- g) Increasing admission of Blacks into the University at Buffalo
- h) Attacking problems of Black Culture stemming from American society.

### ARTICLE IV

#### MEMBERSHIP REQUIREMENT

##### Section I

Membership shall be open to all part-time and full-time undergraduate, graduate students, alumni, and faculty throughout the University at Buffalo.

##### Section II

Active membership shall be obtained by:

- a) Attending five (5) general or committee meetings per semester.
- b) Voted in the Executive elections for the current Executive Board.
- c) Voted in elections for enactment of constitution.

##### Section III

#### Duties and Functions

- a) To elect executive board members.
- b) To approve or disapprove budget spending.
- c) To attend and support B.S.U functions.
- d) To initiate and vote in recall proceedings.

##### Section IV

#### Proof of Active membership:

- a) Will be provided by the Executive secretary
- b) Must be presented at all voting procedures
- c) Membership card

## Article V

### EXECUTIVE AUTHORITY

The executive authority shall be vested in the executive officers, which are the President, Vice-President, Treasurer, Activities Coordinators, Publicity coordinators, Executive secretary, and Historians

#### Section I

Executive officers shall be elected as follows:

- a) By a majority vote of active members in accordance with the Student Association elections and credentials committee
- b) Must be elected before May 1st
- c) Must have undergone the election process

#### Section II

The Election process shall consist of the following:

- a) Applicants must submit a 200-250 word essay (typed) stating why he/she wants to run for Executive position
- b) Must submit applications six weeks prior to election.
- c) Must debate issues effecting the Black community
- d) Petition- Must have at least twenty-five members signatures
- e) Must be in good academic standing and must be able to prove so. Requirements- 2.0 Overall Grade Point Average
- f) Must shadow current executive officers to become familiar with duties and responsibilities of Executive Board.
- g) Must be an active member
- h) Must be nominated by at least one member.

#### Section III - A

### ELECTIONS

- a) Elections shall be held no earlier than March 20th and no later than May 1st.
- b) In order to conduct Elections 2/3 of membership must be present.
- c) Elections can only take place if the Election and Credential Chair of the Student Association is present.
- d) If there are any vacant positions on the Executive Board after the first week in May, then Elections must take place the following semester. No earlier than the last week of September and no later than the first week of October.

#### Section III - B

### TERM

All officers will hold office for one year, unless recalled for improper conduct. (Article IX, Section I)

#### Section IV

### OFFICERS and RESPONSIBILITIES

- 1) President

- a) Shall have one vote on executive board.
- b) Is required to be in the Black Student Union office at least 10 hours per week, none of which can be later than 6p.m. and no earlier than 8a.m. and no less than three days per week. Neither of which can be on Saturday or Sunday
- c) Shall have the ultimate responsibility for the enforcement of the Constitution
- d) Shall be the chief executive officer of the Black Student Union
- e) Be the official representative of the Black Student Union both inside and outside the University.
- f) Shall have the power to call executive meetings whenever deemed necessary or asked to do so by 2/3 or more members of the executive board.
- g) Shall upon the creation of a vacancy in the executive committee, call an election to fill in the vacancy within two weeks.
- h) Shall preside over all executive meetings.
- i) Shall be ultimately responsible for coordinating the activities of the executive body.
- j) Shall not have the power to appoint executive board members, except in the case of discernable emergency.
- k) Shall serve as advisor of Black Student Union committees in the absence of the Vice-president.

2) Vice-President

- a) Shall exercise one vote on the executive board
- b) Is required to be in the Black Student Union office at least 10 hours per week, none of which can be later than 6p.m. and no earlier than 8a.m. and no less than three days per week. Neither of which can be on Saturday or Sunday
- c) Shall in the absence of the President assume full responsibility of that office and his/her own.
- d) Shall upon the creation of a vacancy in the office of the president shall assume the presidency and serve out the term in office and hold elections to fill the vice-presidency within two weeks.
- e) Shall represent B.S.U on occasions designated by the president.
- f) Shall assist the president in coordination of the operation of the executive body
- g) Shall preside over all general membership meetings or designate another member of the executive board to do so.
- h) Shall act as chairperson and advisor of committee, and assume chairperson's duties if vacant.
- i) Shall upon the creation of any vacancy on executive board position assume full responsibility of that position until elections are held to fill vacancy.
- j) Shall be the official representative of the Black Student Union with in the University.

3) Executive Secretary (2)

- a) Shall exercise one vote on the executive board
- b) Is required to be in the Black Student Union office at least 10 hours per week, none of which can be later than 6p.m. and no earlier than 8a.m. and no less than two days per week. Neither of which can be on Saturday or Sunday.

- c) Shall be responsible for recording all minutes of Executive meetings and General meetings
- d) Shall be responsible for reserving all campus and non-campus facilities for events and meetings.
- e) Must have all minutes available upon request.
- f) Must attend all general meetings
- g) Must keep record of all contracts with individuals and other organizations.
- h) Must submit all minutes to editor of newsletter

4) Treasurer

- a) Shall exercise one vote on the executive board.
- b) Is required to be in the Black Student Union office at least 10 hours per week, none of which can be later than 6p.m. and no earlier than 8a.m. and no less than three days per week. Neither of which can be on Saturday or Sunday.
- c) Shall be responsible for all business transactions of the Black Student Union along with the President.
- d) Shall withhold transactions that require approval of general membership and executive staff.
- e) Shall report financial status of The Black Student Union at all General meetings.
- f) Shall ensure that the Black Student Union's funds are not mishandled and shall investigate all mishandling of funds when necessary.
- g) Shall report status of budget to newsletter staff and to membership.

5) Activities Coordinator (2)

- a) Shall exercise one vote on executive board
- b) Is required to be in the Black Student Union office at least 10 hours per week, none of which can be later than 3 p.m. and no earlier than 8a.m., and no less than three days per week. Neither of which can be on Saturday or Sunday.
- c) Shall be responsible for the negotiations and arrangements for all Black Student Union functions and activities.
- d) Shall be responsible for obtaining any permit, license, or official permission required for all Black Student Union sponsored activities.
- e) Must assist Treasurer and President in spending procedures for events.
- f) Responsible for creating and submitting proposals and contracts with other clubs.
- g) Must attend all general meetings and 2/3 committee meetings per semester.

6) Publicity Coordinator (2)

- a) Shall exercise one vote on executive board.
- b) Is required to be in the Black Student Union office at least 10 hours per week, none of which can be later than 6p.m. and no earlier than 8a.m. and no less than three days per week. Neither of which can be on Saturday or Sunday.
- c) Must attend all General meetings and 2/3 committee meetings per semester.

Executive Board members will appoint committee officers.

1) COMMITTEE CHAIR

- a) Must report progress to Vice-President, and in the absence of the Vice-President must report progress to president.
- b) Shall keep record of all committee spending along with treasurer
- c) Must in the absence of secretary take efficient minutes of committee meetings or appoint another member of committee to do so.
- d) Must attend one executive board meeting per month.

2) COMMITTEE SECRETARY

- a) Must record efficient minutes and report them to executive secretary.
- b) Must submit all proposals to executive board.
- c) Must serve five office hours per week.
- d) Must attend one executive meeting per month.

3) HISTORIAN

- a) Must document all activities and report to executive historian.
- b) Must serve five office hours per week.
- c) Must attend one executive board meeting per month

**SECTION IX**

**MR. AND MRS. BLACK STUDENT UNION**

1. Mr. And Mrs. Black Student Union shall hold office for one year.

- a) Must facilitate one general meeting per semester
- b) Must attend 2/3 committee meetings
- c) Must coordinate and facilitate at least two community service projects
- d) Must attend at least 1/3 executive board meetings per semester

\* If none of the above requirements are filled, \$500.00 must be returned to the Black Student Union.

**Article VI**

**SECTION I**

**ADVISORS**

- a) Advisors must be elected by the majority of the executive board, and approved by the majority of membership.

**SECTION II**

**FACULTY ADVISORS**

- a) Must be a member of the State University at Buffalo Administration or Faculty.
- b) Must serve as advisor for one academic year
- c) Must attend at least 1/3 of committee meetings and 2/3 general meetings.

**SECTION III**

**UPPERCLASS ADVISORS**

- a) Must be a Graduate student at the university at Buffalo.
- b) Must be an undergraduate with at least junior status who has served on executive board or Black Student Union committee.

- d) Will be responsible for maintaining and updating all information pertaining to the Black Student Union.
- e) Will be responsible for publicizing all events (media, newspaper, radio etc.)
- f) Must make sure newsletter is complete and distributed.

7) Historian (2)

- a) Shall have one vote on the executive board.
- b) Is required to be in the Black Student Union office at least 10 hours per week, none of which can be later than 6p.m. and no earlier than 8a.m. And no less than three days per week, neither of which can be on Saturday or Sunday.
- c) Must attend all events and will be responsible for maintaining pictures, audio, and recordings of all events.
- d) Must maintain the Black Student Union's library.
- e) Must keep logs of all events
- f) Shall present disseminating information relevant to our culture to membership at every general meeting.

## SECTION V

### EXECUTIVE REQUIREMENTS

- a) Executive Board members must attend all general meetings.
- b) Executive Board members must attend all executive meetings.
- c) Executive Board members must meet all deadlines, given by chief executive officer.

## SECTION VI

### EXECUTIVE CABINET

The executive cabinet shall consist of six committees.

Their names shall be:

- 1) Black Men United
- 2) Black Women United
- 3) U.R.B.A.N. A.C.T. ( US REACHING, BENEFITING, AIDING, AND NURTURING A COMMUNITY TOGETHER.)
- 4) Mr. And Mrs. Black Student Union

## SECTION VII

### DUTIES

All committees must:

- a) Have at least two meetings per month
- b) Must facilitate one general meeting per semester
- c) Must hold at least two fundraisers per semester
- d) Must serve at least five office hours per week, none on Saturdays or Sundays.

## SECTION VIII

### OFFICERS and RESPONSIBILITIES

- c) Must serve as advisor for one academic year.
- d) Must attend 1/3 of open executive board meetings, 2/3 of general meetings, and 1/3 of committee meetings.
- e) Must submit application and go through interview process.

## SECTION IV

### DUTIES

All official advisors must:

- a) Act as investigators in recall proceedings.
- b) Intervene during replacement elections.
- c) Must participate and advise at least two community service projects.

## ARTICLE VII

### MEETINGS

#### SECTION I

- a) Executive meetings shall be held weekly each semester of academic year.
- b) All executive meetings will be conducted through Robert's Rules of Order.
- c) President shall have the power to call emergency executive meetings when deemed necessary.

#### SECTION II

- a) General meetings shall be held twice a month.
- b) The vice-president shall preside over all general meetings or designate another member of the executive board to do so.
- c) All required general meetings must provide:

Treasurer's report

All upcoming events and activities

Opportunity for active membership to initiate spending process, recall, or replacement procedures.

d) The functions of all general meetings shall be to:

To elect executive board members

Propose and approve budget spending

Pass amendments to constitution by majority vote.

Initiate and vote in all recall procedures.

Discuss issues that affect the black community inside and outside the University.

## ARTICLE VIII

### QUORUM

- a) In order to transact business there must be at least 2/3 members of executive board present at executive meetings.
- b) Must have at least 2/3 members present at general meetings to conduct business.  
{Refer to ARTICLE VII, SECTION II c.}

## ARTICLE IX

## REFERENDUM AND RECALL

### SECTION I

a) A petition proposed by 1/3 of active membership must initiate recall of officers.

#### b) Petition Validity:

The charge that an officer has failed to invest sufficient time and effort into the duties of the position.

The charge that an officer has failed in carrying out his/her duties.

The charge that an officer has committed illegal acts. (Embezzlement)

The charge that an officer has irresponsibly or immorally used the powers or privileges of the position.

The charge that an officer has used, has attained, or currently holds the position unconstitutionally is valid.

The charge that an officer has failed to meet three given deadlines and has not served their office hours.

c) The official advisors shall investigate the charges to establish the validity of the claims against the accused officers. Advisors must report their conclusions at the next required general meeting following the recall initiation.

d) Immediately following the advisors reports a fifteen-minute debate to argue both sides. An official advisor, who will allow each speaker to hold the floor for a maximum of two minutes, will mediate this debate.

e) If quorum has been attained, a vote to remove the accused will be taken of the active membership immediately after debate.

### SECTION II

a) If an officer resigns or is recalled from office, an election for the vacant position should be held within four academic weeks of the date the vacancy becomes effective.

b) The Vice-President will assume the duties of the vacant office temporarily until a permanent replacement is elected.

c) If the Vice Presidency is the vacant office, the President will assume the position temporarily.

d) In the event of more than one vacancy at the same time, the official advisors must intervene to conduct elections for the vacancies within four weeks.

## ARTICLE X

### SPENDING PROCESS

#### Section I

a) All projects exceeding \$1000.00 must be presented to General membership for approval.

b) All proposals must be submitted in writing to the Executive Secretary for the approval of General Membership and the Executive Board.

c) Proposals must include a detailed, itemized list that includes approximate costs, date of execution, and expected profit.

d) Membership must be informed of all spending procedures regardless amount.

## ARTICLE XI AMENDMENTS

Amendments to this constitution must be proposed in writing to the active membership and the executive board at a required general meeting. The proposal must be accepted for consideration by a majority vote of active members at the meeting. If proposal is accepted for consideration, it must proceed as follows:

- a) An election to amend constitution with the proposal shall be scheduled for the following required general meeting.
- b) A debate will ensue prior to voting.
- c) Voting will occur, upon which only active members may take part in.

## ARTICLE XII BY-LAWS

This Constitution shall be supplemented with By-laws. These By-laws are solely to specify and add clarity to procedures listed in this constitution. These By-laws SHALL not override or contradict any statements made in this constitution. Any ambiguity or contradiction within these By-laws defers interpretation to the explicit wording of this constitution.

## ARTICLE XIII RATIFICATION

- a) This Constitution shall take effect the day after the election for its approval.
- b) Current officers will remain in respective positions for the term under this constitution.
- c) This Document shall be the official constitution of the Black Student Union.