

# **Constitution- Black Student Alliance Eastern Mennonite University**

## **Article I: Name of the Organization**

This organization shall herein be referred as the Black Student Alliance (BSA).

## **Article II: Statement of Purpose**

We the students of Eastern Mennonite University ordain and establish under the constitution and by-laws of the University the Black Student Alliance. This organization will accomplish the following purposes:

- A. To be a source of encouragement, strength and support for African American and the Black Community.
- B. To provide a space for African American students to take pride in their heritage.
- C. To provide a haven for students of other cultures to celebrate and learn about the African American culture.
- D. To promote communication and interaction among diverse populations.
- E. To foster community through events and activities.

## **Article III: Membership**

**Section 1.** BSA does not discriminate on the basis of race, color, national or ethnic origin, sex, disability, age, sexual orientation, gender identity or any legally protected status in any of its school administered programs.

**Section 2.** All members of the BSA have the following rights and responsibilities:

- A. The right of access at any time to the files of the BSA after having consulted with a member of the Executive Committee.
- B. The responsibility to educate themselves on African American and Black cultures of society and their role in that society while also gaining an understanding.
- C. The responsibility to make themselves cognizant of the regulations of the University and to comply with them.
- D. The responsibility to respect the professional integrity of the members of the faculty and administration.
- E. The responsibility to uphold and advance the academic integrity of the University.
- F. The right and responsibility to express concerns and work for change amongst BSA in a respectful manner.

**Section 3.** An appropriation from the Student Government Association and donors from the community finance the BSA.

**Section 4.** You have the right to petition at any time. The petition will be signed by 10 percent of the membership of the BSA asking for a general vote on a ruling of the committee will be granted, and the matter will within one week be submitted to a vote of the general body. A two-thirds majority vote of the membership of the BSA overrules the decision of the committee.

## **Article IV: Organization**

**Section 1.** The executive branch of the BSA is called the Executive Board.

The following are members of the Executive Board.

- A. Co-Presidents
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Media Coordinator

- F. Head Events Coordinator
- G. Activities coordinator (4)

**Section 2. Duties and powers of the Executive Board**

- A. To carry out the executive functions of BSA
- B. To take any action in an emergency when the president is not available to meet. That action is subject to review at the next executive board meeting
- C. To prepare a budget proposal, along with the advisor
- D. To schedule and supervise elections of the executive officers
- E. To communicate with Student Government Association around expenditures and actions
- F. To follow and enforce the constitution of the BSA
- G. To provide adequate orientation for incoming officers of each position

**Section 3. Qualifications**

- A. BSA executive officers must be a second semester student at the time of election
- B. BSA executive officers must not be on disciplinary or academic probation at the time of the election
- C. Qualifications may be waived by two-thirds vote of the board

**Section 4. Duties and powers of the Executive Officers**

**Co-presidents**

- A. To call all meetings, prepare agendas in conjunction with the secretary, preside as chairpersons of the executive board
- B. To hold the power to veto any action taken by the executive board. Both Co-presidents must confirm the veto or it is void
- C. To serve as representatives of the BSA on campus
- D. To call special meetings of the executive board
- E. To maintain BSA files, in conjunction with the secretary, which are in the Multicultural Services Office
- F. To ensure that all the executive board is following the constitution
- G. To present the decisions of the committee to the students, faculty, and/or administration
- H. To exercise control and authority in the event of a crisis or emergency
- I. To serve as the officer in charge of membership

**Vice President**

- A. To perform the duties of the President's upon absence or request
- B. To generally aid the presidents in fulfilling responsibilities
- C. To assist the presidents in all administrative matters mentioned above
- D. To collaborate with activities coordinators to plan and implement activities
- E. To be public relations administrator which includes media and promotions
- F. To oversee activities coordinator and assign with preparation of events

**Secretary**

- A. To serve as recording secretary of the Board and be responsible for all correspondence and clerical work which includes preparing the agenda and maintaining files
- B. To serve in the absence of the Presidents and the Vice president to assume the same powers and responsibilities and to appoint a secretary pro-tempore when serving as president
- C. To keep minutes of all BSA meetings for public records and also to make available electronically
- D. To serve as the officer in charge of membership
- E. To email all board & general body meeting minutes to members before the next meeting

**Treasurer**

- A. To present the BSA budget to the Student Government Association approval upon completion
- B. To account for all allocated BSA funds as directed by the executive board
- C. To establish and maintain an accurate system of bookkeeping
- D. To submit a final fiscal report to the executive board at the close of the term of office
- E. To open the books for observation upon request of the executive board

### **Media Coordinator and Head Event Coordinator**

- A. To oversee all of BSA's media coverage
- B. To create media/online content for the BSA organization
- C. To oversee all Event Coordinators
- D. To oversee arrangements and advertising for all BSA activities, which includes making flyers, assist with reserving rooms when needed, pushing new activity ideas, etc.
- E. To plan and implement programs/ events with accordance to the budget
- F. If VP is absent, attend SGA meetings to present budget requests

### **Event Coordinators**

- A. To plan and implement programs/ events with accordance to the budget
- B. To send out reminders in email of events to secretary
- C. To attend meetings to coordinate co-sponsored event
- D. To handle arrangements and advertising for all BSA activities, which includes making flyers, assist with reserving rooms when needed, pushing new activity ideas, etc.
- E. To coordinate setup and cleanup along with other duties of the event

## **Article V: Elections of Executive Officers**

### **Nominations**

- A. Nominations for candidates must be made and submitted to the teller and or advisor and be filed by the designated date
- B. The teller must be someone that will not return to the executive board the following year

### **Elections**

- A. The names of all candidates for executive offices must appear on the same ballot
- B. Election of the executive officers of the BSA must take place before the end of the school year
- C. The election is by secret ballot and is only handled by the teller and or the advisor
- D. Absentee ballots may be accepted when approved by the teller and or advisor (for example someone who is gone for cross cultural or away for illness)
- E. Write -in votes will be tallied
- F. The advisor is responsible for seeing that the elections are adequately supervised by providing a representative, the teller, who will be responsible for counting the ballots, notifying the winners, and filing the numerical results of the election
- G. The candidate receiving the majority of the votes cast will be declared elected
- H. In the case of a tie, both persons will be elected to the position

### **Terms of Office**

- A. The term of office will be for the entire school year. Exceptions would be due to cross cultural, graduation, or illness. In this case elections would be held to fulfill the position
- B. The advisor and an appointed officer following consultation with remaining executive board members may dismiss any executive officer of the BSA
- C. Vacancy may be filled by appointing an officer from the executive board or a special election to be conducted no later than two weeks after the time of vacancy unless a regular election is scheduled within one month. In case of a special election to fill a vacancy, Article V may be modified to fit the terms of the situation only by approval of the advisor
- D. A resignation must be submitted in writing to the secretary and or advisor of the BSA two weeks before the resignation is to go into effect

## **Article VI: Meetings**

- A. Meetings would be held at least once a month
- B. The President (s) reserves the rights to call a meeting in the face of an emergency situation

- C. The Activities Coordinator (s) is responsible for notifying the Committee and members of any upcoming meetings by email, voicemail, or campus mail
- D. The President (s) presides over the meetings
- E. Every member of the Black Student Union is eligible to vote on matters that come up at the meetings

## **Article VII: Finances**

- A. BSA is funded by the Student Government Association and other club or community donors
- B. The Treasurer is in charge of keeping financial records and the collection/disbursement of funds
- C. The President (s) and Treasurer reserve the right to request statements for the club account for the Business Office. Any other Committee member who for any reason needs request the account statements must obtain the signature of the President (s) or Treasurer
- D. There are no dues required for membership of the BSA
- E. The Treasurer has the right to authorize all expenditures and sponsorships of other clubs with approval of the President (s)

## **Article VIII: Advisor**

- A. The Advisor's role is to guide the direction of the BSA as an overseer in collaboration with the Committee members
- B. The Advisor is responsible of informing the organization of outside opportunities for the improvement of the organization
- C. The Advisor is in charge of overseeing elections during the spring of every school year
- D. The Advisor oversees and reserves the right to approve all financial transactions made by the BSA
- E. The Advisor is the Director of the Multicultural Services of Eastern Mennonite University

## **Article IX: Other Committees:**

- A. Any committees formed under BSA should solely be for the achievement of short term goals
- B. Members of the committee (s) would be nominated and voted upon by the members of BSA

## **Article X: Affiliations**

The Black Student Alliance is not in any formal affiliation with any local, state, national, or international organizations at the time of the writing of this Constitution.

## **Article XI: Amendments**

### **Section 1. Initiation**

Amendments to this constitution may be initiated by any member of the Committee or by a petition bearing the signatures of ten percent of the members of the BSA

### **Section 2. Proposal**

An initiated amendment shall require two-thirds vote of the Executive Committee to become a proposed amendment

### **Section 3. Adoption**

- A. The proposed amendment must be posted for the public notice at least two weeks prior to its being voted upon by the entire BSA

- B. A two-thirds majority of the votes cast by the entire BSA is required for the adoption of the proposed amendment
- C. All voted Amendments must be added in the Constitution, reprinted and signed by all present members of the Executive Committee.

## **Article XII: Ratification**

- A. This Constitution will be approved by all members of the present BSA Committee by Signature on this document.
- B. At the beginning of each year, the constitution must be reprinted the same way (unless official amendments are made) and signed by the members of the Executive Committee.