

Constitution- Black Student Union Eastern Mennonite University

Article I: Name of the Organization

This organization shall herein be referred as the Black Student Union (BSU).

Article II: Statement of Purpose

We, the students of Eastern Mennonite University ordain and establish under the constitution and bylaws of the University the constitution and bylaws for the Black Student Union of Eastern Mennonite University in order to accomplish the following purposes:

1. To be the source of encouragement and strength and support for AHANA (African American, Hispanic, Asian, and Native American Students).
2. To provide a place for AHANA students to take pride in their heritage.
3. To provide a haven for students of other cultures to celebrate and learn about the AHANA cultures.
4. To promote communication and interaction among diverse populations.
5. To foster community through events and activities.

Article III: Membership

Section 1. All students of Eastern Mennonite University are welcomed to be members of BSU and are eligible to vote in all elections.

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

- A. The right of access at any time to the files of the BSU after having received permission from a member of the Executive Committee.
- B. The responsibility to devote themselves to their education, realizing that it is a total process which requires not only the accumulation of facts, concepts, and methods of inquiry, but also the gaining of an understanding of society and their role in that society.
- 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 in BSU in a responsible manner.

Section 3. The BSU is financed by an appropriation from the Student Government Association and donors from the community.

Section 4. At any time a petition signed by 10 percent of the membership of the BSU asking for a general vote on ruling of the Committee will be granted, and by 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 BSU overrules the decision of the Committee.

Article IV: Organization

Section 1. The executive branch of the BSU is called the Executive Committee.

A. The following are considered members of the Executive Committee:

1. President or Co-presidents
2. Vice-president
3. Secretary
4. Treasurer
5. Activities Coordinator(s)

B. Duties and powers of the Executive Committee

1. To carry out the executive functions of government
2. To take any action in an emergency when the President cannot possibly meet, such an action being subject to review at the next Executive Committee meeting.
3. To prepare a budget proposal, along with the advisor, for the allocation of BSU monies.
4. To schedule and supervise elections of executive officers.
5. To communicate to the Student Government Association actions, expenditures, and issues under consideration.
6. To enforce the provisions of the constitution of the BSU and all accompanying regulations.
7. To provide adequate orientation for incoming officers of each position.

C. Qualifications

1. Executive officers of the BSU must be in at least their second semester at EMU at the time of election
2. Executive officers of the BSU may not be on disciplinary or academic probation at the time of election
3. Qualifications may be waived by a two-thirds vote of the Committee

D. Duties and Powers of the Executive Officers

1. President or Co-presidents
 - a. To call all meetings, prepare agendas, and preside as chairperson of the Executive Committee
 - b. To hold the power to veto any action taken by the Executive Committee, In the event of Co-presidents, both must affirm the veto or it is void
 - c. To serve as a representative of the membership to the Campus
 - d. To call special meetings of the Executive Committee
 - e. To maintain BSU files located in the Multicultural Services office
 - f. To ensure that the provisions of the constitution of the BSU are properly executed
 - 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
2. Vice-president
 - a. To perform the duties of the President upon absence or request of the President(s)
 - b. To generally aid the President in fulfilling responsibilities
 - c. To assist the President in all administrative matters mentioned above
3. Secretary
 - a. To serve as recording secretary of the Executive Committee and be responsible for all correspondence and clerical work
 - b. To serve in the absence of the President 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 and send minutes of all BSU meetings to the BSU Executive Committee members. Also, to make available the minutes to general membership by posting it on the website. If unable to attend, the secretary is responsible of appointment a BSU Executive Committee member to do so
 - d. To serve as the officer in charge of membership and oversee the BSU register of membership
 - e. To email all board meetings and full body meeting minutes to board members before the next meeting
- 4. Treasurer
 - a. To present the BSU budget to the Student Government Association approval upon completion
 - b. To account for all allocated BSU funds as directed by the Committee
 - c. To establish and maintain an accurate system of bookkeeping
 - d. To submit a final fiscal report of the Committee at the end at the close of the term of office
 - e. To open the books for observation upon request of members
- 5. Activities Coordinator (s)
 - a. To send out reminders in the mail or email for meetings and to leave voicemail reminders if necessary
 - b. To handle arrangements and advertising for all BSU activities which includes making flyers, reserving rooms needed, pushing new activity ideas, etc.

Article V: Elections of Executive Officers

- 1. Nominations
 - a. Nominations for candidates must be made by means of a petition submitted to the Advisor and must be filed by the designated date.
- 2. Election
 - a. The names of all candidates for all executive officers must appear on the same ballot
 - b. Election of the executive officers of the BSU must take place before the first of May
 - c. The election is by secret ballot
 - d. No absentee ballots may be accepted
 - e. Write-in votes will be tallied
 - f. The Executive Committee is responsible for seeing that the elections are adequately supervised by providing tellers 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 case no candidate receives a majority of the vote, a run-off election between the two candidates receiving the highest number of votes will be held the following week
- 3. Term of Office
 - a. The term of office will be for the entire school year
 - b. Any executive officer of the BSU may be dismissed from office by two-thirds vote of the electing constituency or by a three-fourths vote of the Committee
 - c. Vacancy will be filled 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 the 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 Club Advisor
 - d. A resignation must be submitted in writing to the secretary of the BSU two weeks before the resignation is to go to into effect and must be approved by a two-thirds vote of the Committee

Section 2. The Black Student Union Committee fulfills all duties of a legislative branch.

Article VI: Meetings

1. Meetings would be held at least once a month.
2. The President (s) reserves the rights to call a meeting in the face of an emergency situation.
3. The Activities Coordinator (s) is responsible for notifying the Committee and members of any upcoming meetings by email, voicemail, or campus mail.
4. The President (s) presides over the meetings.
5. Every member of the Black Student Union is eligible to vote on matters that come up at the meetings.

Article VII: Finances

1. BSU is funded by the Student Government Association and other club or community donors.
2. The Treasurer is in charge of keeping financial records and the collection/disbursement of funds.
3. 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.
4. There are no dues required for membership of the Black Student Union.
5. The Treasurer has the right to authorize all expenditures and sponsorships of other clubs with approval of the President (s).

Article VIII: Advisor

1. The Advisor's role is to guide the direction of the Black Student Union as an overseer in collaboration with the Committee members.
2. The Advisor is responsible of informing the organization of outside opportunities for the improvement of the organization.
3. The Advisor is in charge of overseeing elections during the spring of every school year.
4. The Advisor oversees and reserves the right to approve all financial transactions made by the Black Student Union.
5. The Advisor is the Director of the Multicultural Services of Eastern Mennonite University.

Article IX: Other Committees:

1. Any committees formed under BSU should solely be for the achievement of short term goals.
2. Members of the committee (s) would be nominated and voted upon by the members of BSU.

Article X: Affiliations

1. The Black Student Union 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 BSU.

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 BSU.
- B. A two-thirds majority of the votes cast by the entire BSU 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

- 1. This Constitution will be approved by all members of the present BSU Committee by Signature on this document.
- 2. 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.