

Black Student Union Constitution

Revised: Spring 2023

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Table of Contents

1. Article I: Name, Purpose, and Mission Statement.....	3	Formatted: Font color: Auto
2. Article II: Membership and Dues.....	3	Formatted: Font color: Red
3. Article III: Officers.....	3	Formatted: Font color: Auto
4. Article IV: Duties of Officers.....	4	Formatted: List Paragraph, Left, Line spacing: Double, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"
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Article I: Name, Purpose, & Mission Statement

Section 1: Name- The name of this organization shall be the Black Student Union.

Section 2: Purpose- The purpose of the Black Student Union shall be to promote education, group unity, business networking, entrepreneurial encouragement, and community development.

Section 3: Mission Statement- The Black Student Union strives to foster a sense of community for all students. It will provide an opportunity for Black students to express their views concerning current events, academics, cultural arts, and campus life.

Article II: Membership & Dues

Section 1: Eligibility- Membership shall be open to all current students of Christopher Newport University upon payment of the dues as outlined in Section 2.

Section 2: Dues- Dues shall be \$10 per year.

Section 3: Removal- Members will only be removed if, and only if, they are determined to be repeatedly acting against the purpose and mission of the organization. Members require a unanimous vote by the Executive Board in order to be removed.

Article III: Officers

Section 1: Officers- The Executive Board of the Black Student Union shall consist of a President, Vice-President, Secretary, Treasurer, Fundraising Chair and Social Media Chair.

Section 2: Eligibility- Officers must be full-time students, maintaining at least a 2.0 GPA, and must be active in each of their roles and responsibilities including but not limited to: performing the duties outlined in Article IV, regularly attending all meetings, acting in alignment with the CNU Code of Conduct.

Section 3: Election- The officers shall be elected by ballot before the end of the Spring semester by a majority (51%) of the active members.

Section 4: Term- The officers shall serve for one year and their term of office shall begin at the conclusion of spring semester.

Section 5: Responsibility- Management of this organization shall be vested in an Executive Board responsible to the entire membership to uphold these bylaws.

Section 6: Membership- This committee shall consist of the officers as listed in Article III Section 1, and the faculty advisor(s).

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Education
Group Unity
Business Networking
Entrepreneurial Encouragement
Community Development

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Section 7: Meetings- This committee shall meet at least once between regular meetings of the organization to organize and plan future activities.

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Section 8: New Positions- Officers have the ability to create new positions as deemed appropriate. A simple majority vote of all current members will put the position into effect.

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Section 9: Suspension- Officers that no longer are eligible for their position risk suspension from the organization until they are eligible once again. Grounds for suspension include having a GPA lower than a 2.0, not tending to duties, regularly skipping meetings unexcused, and receiving conduct violations. During suspension, officers:

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- Will still technically be in their same office position
- Cannot attend E Board meetings or have any say in meetings
- Will have the individual in the lower position may act in your role
- Will not be allowed back until your responsibilities are handled
- May risk expulsion
-

Section 10: Suspension- Officers that continuously ineligible for their position for over two weeks following suspension risk expulsion from the organization. During expulsion, officers:

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- Will officially be removed from their office position
- May not reapply for the position until the end of the academic year
- Will have their position be replaced

Article IV: Duties of Officers

Section 1: President- the duties of the President shall be to:

- Attend and lead all E and G Board meetings and events
- Be responsible for the execution of events
- Represent the club in outside relationships and groups
- Appoint and create committees
- Be the chairperson at events
- Countersign for all disbursements of club funds

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Section 2: Vice President It shall be the duty of the Vice-President to:

- Attend all E and G Board meetings and events
- Act in the absence of the president
- Lead E and G Board meetings at the request of the president
- Serve as the chairperson of membership

Section 3: Secretary- It shall be the duty of the Secretary to:

- Keep accurate minutes of all meetings
- Take care of all correspondence with BSU (emails, letters, etc.)

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- Receive financial reports from treasurer and document them
- Reserve space for meetings and events using VEMS
- Attendance at all meetings is required, except in cases of extenuating circumstances

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Section 4: Treasurer- It shall be the duty of the Treasurer to:

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- Receive dues and monies collected
- Make financial reports to secretary
- Deposit monies into BSU bank account (no more third party bank)
- Make financial reports as directed by the president
- Attendance at all meetings is required, except in cases of extenuating circumstances

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Section 5: Historian- It shall be the duty of the Historian to:

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- Handle the publicity of BSU (send events to campus newsletter, print and hang flyers, etc)
- Keep track of the history of BSU (who is currently in E-Board, what events we host, etc)
- Edit and publish the BSU newsletter (send completed newsletter to president for approval and to secretary to be sent out)
- Attendance at all meetings is required, except in cases of extenuating circumstances

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Section 6: Fundraising Chair- It shall be the duty of the Fundraising Chair to:

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- Raise fundraising ideas (must be approved by the majority of the Executive Board)
- Lead fundraising events
- Communicate with third party organizations for fundraising
- Give monies raised to treasurer
- Preside over fundraising committee (same responsibilities as President in fundraising committee)
- The Fundraising Second Chair (as appointed by the Fundraising Chair) may attend Executive Board meetings at the request of the Fundraising Chair

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Section 7: Social Media Chair- It shall be the duty of the Social Media Chair to:

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- Create and post posts on all social media accounts
- Create and send virtual event flyers to Historian to be sent out
- Remain active on social media accounts
- Respond to direct messages
- Create social media campaigns (takeovers, member spotlights, etc)
- Preside over social media committee (same responsibilities as President in social media committee)
- The Social Media Second Chair (as appointed by the Social Media Chair) may attend Executive Board meetings at the request of the Social Media Chair

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Article V: Meetings

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Section 1: Meetings- General Membership meetings, planned by the Executive Board, shall be held bi-monthly during the regular academic year.

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Section 2: Executive Meetings- Executive Board meetings will be held weekly.

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Section 3: General Board Meeting Format- All General Board meetings should follow the following format:

- Welcome (Welcome all to the meeting and reveal the agenda for the meeting)
- Old Business (Rediscovering issues, ideas, events, projects, etc, discussed at the previous meeting)
- New Business (Discussing new issues, ideas, events, projects, etc.)
- Next Time? (Reveal what will be discussed at the next meeting and assign tasks)
- Joys and Concerns (What has been going well? What has not been going well?)
- Icebreaker/Activity (Something fun and engaging)
- Meeting Adjournment

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Section 4: Executive Board Meeting Format- All General Board meetings should follow the following format:

- Welcome (Welcome all to the meeting and reveal the agenda for the meeting)
- Team-Building Activity (Something fun and engaging)
- Old Business (Rediscovering issues, ideas, events, projects, etc, discussed at the previous meeting)
- New Business (Discussing new issues, ideas, events, projects, etc.)
- Next Time? (Reveal what will be discussed at the next meeting and assign tasks)
- Joys and Concerns (What has been going well? What has not been going well?)
- Meeting Adjournment

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Article VI: Advisor

Section 1: Duties- The responsibilities of the faculty/advisor shall be to:

1. Maintain an awareness of the activities and programs sponsored by the student organization.
2. Meet on a regular basis with leadership of the student organization to discuss upcoming meetings, long range plans, goals, and problems of the organization.
3. Attend regular meetings, executive board meetings as often as schedule allows.
4. Assist in the orientation of new officers.
5. Explain and clarify campus policy and procedures that apply to the organization.
6. Maintain contact with the Office of Student Activities.
7. Provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal-setting, and program planning.
8. Assist the organization treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.
9. Inform members of behavior deemed unbecoming and/or unacceptable, and the possible consequence of said behavior.

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Section 2: Removal- The advisor will be removed if, and only if, they are determined to be repeatedly acting against the purpose and mission of the organization. Advisors require a meeting with the full Executive Board to discuss the infraction followed by a unanimous vote by the Executive Board in order to be removed.

Article VII: Committees

Section 1: Committee Purpose- The committees’ purpose are to best serve the needs of the Black Student Union, therefore, as the needs of the Black Student Union change, committees may be added or removed.

Section 2: Committee Creation- A committee may be created after a unanimous vote of the Executive Board and the majority vote (51%) of the General Board.

Section 3: Committee Structure- The head of each committee will be the Committee Chair, who is a member of the Executive Board, elected by normal procedures (for Committee Chair duties, see Article IV, Sections 6 and 7) unless they were previously a Committee Second Chair. Each Committee Chair will elect a Committee Second Chair, who will act as the vice president of the committee, in order to take over their role of Committee Chair following the Committee Chair’s tenure. If there is a Committee Second Chair, then directly following the Committee Chair’s tenure, the Committee Second Chair will become the Committee Chair. All other members of the committee are simply members.

Section 4: Committee Member Duties- The committee members are responsible for handling tasks that may be given by the Committee Chair. These tasks should be in alignment of the Committee Chair’s duties.

Article VII: Amendments

Section 1: Constitution Modification- Each year, the Constitution will be revised by the Executive Board. The Executive Board will make note of any changes they wish to make and will present these changes to the General Board at the final General Board meeting of the year.

Section 2: Voting- The Constitution’s changes must be voted on unanimously by the Executive Board. When the Constitution’s changes are presented to the General Board, each change must have a majority vote (51%) in order to be implemented, else, the change will be considered vetoed and will be removed.

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You may want to give the Officers the ability to create new positions as needed. You will also want to specify how it is done (e.g. unanimous vote of current officers, simple majority vote of current members in good standing, etc.)

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