

Black Student Union at the University of Washington Constitution 2009-2010



Article I: Name of Organization

The name of this organization shall be the **BLACK STUDENT UNION** at the University of Washington. Hereafter referred to as BSU.

Article II: Purpose of Organization

The purpose of this organization is to establish a cohesive union between Black students, Black faculty, other Black organizations and the greater UW community. BSU exists to enhance cultural and political awareness, sponsor social events and provide support for the students and the community.

Article III: Membership

SECTION I: Qualifications

1. Membership shall be open to full or part time, undergraduate or graduate students as well as faculty and staff.

SECTION II: Types of Membership

1. **ACTIVE:** Members who are registered with the BSU, are in possession of a membership card/ certificate, and have their dues paid for the current academic year.
2. **INACTIVE:** Members who have not been registered in the BSU and/or have not paid their membership dues may participate in general meetings but **HOLD NO VOTING RIGHTS** and do not receive membership benefits.

SECTION III: Membership Dues

1. **ALL** students and faculty wishing to become active members must pay annual membership dues in the amount of fifteen dollars, which then constitutes them as an active member of the union.
2. **ALL MEMBERS** must renew their membership dues each academic year
3. **ALL ACTIVE MEMBERS** shall receive a copy of the BSU constitution as part of their membership packet. Upon receiving a copy, all members shall be responsible for knowing and adhering to the Constitution and Bylaws.

SECTION IV: Membership Benefits

1. **THE RIGHT TO VOTE** in any general assembly meeting.
2. The right to hold a BSU membership card/ certificate which enables the members to take advantage of any and all discounts at BSU sponsored events.

SECTION V: Membership Responsibilities

1. Keeping good attendance at all meetings.
2. Keeping membership active at all sponsored events.
3. Maintaining BSU membership card/ certificate.
4. Reading, knowing, and adhering to the BSU Constitution and Bylaws.

SECTION VI: Procedural Process

1. All matters of the BSU are to be done using a democratic process.
2. No person can take it upon themselves to represent or commit the union to anything without getting permission from the Executive board.
3. All committees will report to the general assembly before any commitments are made, except in extreme emergencies where approval is only necessary from the President.
4. No one member can make public statements without permission or the consent of the general assembly.
5. No meeting can involve voting issues without having 1/3 of the active members present, and 2/3 of the Executive board present.
6. No person shall infringe on the rights of other members.
7. All motions must come from **ACTIVE MEMBERS**.

Article IV: Voting Rights

SECTION I: Voting

1. Voting on BSU issues will only be done by **ACTIVE MEMBERS** present at the general assembly meeting.

SECTION II: Absence

1. Members can only register one vote per issue; there are **NO PROXIES** and **NO CASTING ABSENTEE BALLOTS**. Voting must be done in person.

Article V: Conduct of Business

SECTION I: General Assembly

1. Will follow the Robert's Rules of Conduct.

SECTION II: Executive Board

1. Will follow the Robert's Rules of Conduct.

Article VI: Elections

Officers will be elected every year. The election process shall last for a period of three weeks. The first two weeks shall be for nominations, and voting will take place at the convention during the third week. Nominations shall be opened and closed one last time on the day of elections.

SECTION I: Nominations

1. Only University of Washington students who are **ACTIVE MEMBERS** can be nominated and nominate.
2. Nominations will be open for two weeks.
3. Within the two week period, the nominee must accept or reject the nomination.
4. You can only accept one nomination and run for only one position.

SECTION II: Campaigning

1. Campaigning may begin immediately after nomination, and shall last until the last day of elections.
2. Each candidate must be present and present a formal presentation on the day of elections.
3. No defamatory statements shall be tolerated.

SECTION III: Voting Process

1. Only **ACTIVE MEMBERS** may vote.
2. Voting shall be done by secret ballot.
3. A predetermined member of the current Executive board along with one of the Advisory Committee members will count the ballots. The counting officer may not vote, except in the case of a tie. Then they would break the tie.

SECTION IV: Vacancies

1. All vacancies must be attempted to be filled within two weeks.
2. If no replacements are found, various members of the Executive board may willingly take on the responsibilities of the vacant positions while search continues.

Article VII: Removal of Members of the Executive Board

SECTION I: Resignation

1. Any officer planning to resign must submit a typed letter of resignation two weeks prior to withdrawal. At this time, the officer will address the general assembly.

SECTION II: Impeachment

1. The accuser shall file a complaint with the President as well as the advisory committee (if the President is the accuser, then the complaint should be filed straight to a member of the Advisory Committee). The President along with the rest of Executive board (except the accused) shall schedule a meeting.
2. If the Executive board finds merit in the charges, a closed hearing between the Executive board, the accused officer and the accuser(s) shall be arranged.
3. Upon substantiation of the charges in the hearing, in which a reasonable doubt of competency is established, a committee to present the accusations to the general body in writing shall be formed consisting of five randomly selected **ACTIVE MEMBERS**.

SECTION III: Executive Order

1. An executive order is issued by the President when there is a situation on which the union's capacity to function effectively is compromised. The compromise may result in the removal of member of the executive board or a change in policy. The President must have just cause, and there must be majority consent with the rest of the Executive board.

Article VIII: Duties of the Executive Board

SECTION I: President

1. Shall be responsible for the insurance of the success of the union and that all plans are carried through, utilizing the right to issue an executive order if need be.
2. Shall be responsible for conducting the meetings according to Robert's Rules of Conduct.
3. Shall be responsible for preparing the agenda (unless other members of the Executive board are asked to assist).
4. Shall be responsible for authenticating by signature all acts, orders and proceedings of the general assembly.
5. Shall be responsible for keeping a copy of the BSU Constitution and Bylaws.
6. Shall be responsible for holding other members of the Executive board accountable for their actions and responsibilities.
7. Shall be responsible for primarily representing BSU, unless another officer is elected to do so at a specific event.
8. Shall be responsible for recruiting new members.
9. Shall be responsible for maintaining the Constitution and Bylaws.

SECTION II: Vice President of Campus Affairs

1. Shall be responsible for campus affairs- developing and seeing out services for the campus community such as study groups or social events and attending campus meetings on behalf of BSU (ex: ECC/T and RSO registration).

2. Shall be responsible for the insurance of the success of the union and that all plans are carried through pertaining campus affairs.
3. Shall be responsible for holding other officers accountable for their work.
4. Shall be responsible for informing the President and general assembly of any matters pertaining to campus affairs.
5. Shall be responsible for acting as President in the absence thereof in any meeting.
6. Shall be responsible for recruiting new members.
7. Shall be responsible for maintaining the Constitution and Bylaws.

SECTION III: Vice President of Community Affairs

1. Shall be responsible for community affairs- developing and maintaining a visible presence for BSU in the UW and greater Seattle community.
2. Shall be responsible for the insurance of the success of the union and that all plans are carried through pertaining to community affairs.
3. Shall be responsible for informing the President and general assembly of any matters of community affairs.
4. Shall be responsible for sustaining contact with other local BSU's.
5. Shall be responsible for recruiting new members.
6. Shall be responsible for maintaining the Constitution and Bylaws.

SECTION IV: Vice President of Communications

1. Shall be responsible for developing a positive communication line among Black students, staff and other Black organizations.
2. Shall be responsible for controlling and updating the union's online forms of communication.
3. Shall be responsible for the insurance of the success of the union and that all plans are carried through pertaining to communication.
4. Shall be responsible for informing the President and general assembly of any matters of communication.
5. Shall be responsible for recruiting new members.
6. Shall be responsible for maintaining the Constitution and Bylaws.

SECTION V: Secretary

1. Shall be responsible for recording the minutes at **ALL** meetings.
2. Shall be responsible for keeping the records and files of anything pertaining to BSU (ex: list of active members, attendance at meetings ect.)
3. Shall be responsible for keeping all necessary documents (copies of any contracts BSU enters into, ect.).
4. Shall be responsible for recruiting new members.
5. Shall be responsible for maintaining the Constitution and Bylaws.

SECTION VI: Treasurer

1. Shall be responsible for all financial records of the BSU.
2. Shall be responsible for making sure that all cash or checks in BSU's possession are deposited in the bank within two weeks.

3. Shall be responsible for approving all budgets and reports and confirming that both the treasurer and the President's signature are present on all financial documents.
4. Shall be responsible for providing a treasurers report at the beginning and end of each quarter and after any major fundraisers.
5. Shall be responsible for recruiting new members.
6. Shall be responsible for maintaining the Constitution and Bylaws.

SECTION VII: Parliamentarian

1. Shall be responsible for advising and training all members on the conduct of Robert's Rules and the Constitution and Bylaws.
2. Shall be responsible for keeping an updated version of Robert's Rules on their person at all meetings.
3. Shall be responsible for resolving all disputes in meetings.
4. Shall be responsible for recruiting new members.
5. Shall be responsible maintaining the Constitution and Bylaws.

SECTION VIII: Webmaster

1. Shall be responsible for taking pictures at signature events and general assembly meetings.
2. Shall be responsible for collecting flyers/ brochures of all events.
3. Shall be responsible for organizing historical documents in the office (with aid from the rest of the Executive board if requested).
4. Shall be responsible for recruiting new members.
5. Shall be responsible for maintaining the Constitution and Bylaws.

SECTION IX: Chair of Outreach and Recruitment

1. Shall be responsible for actively recruiting new members.
2. Shall be responsible for creating programs and events with the objective of recruiting and retaining members.
3. Shall be responsible for determining why members lose interest.
4. Shall be responsible for making sure these concerns are adequately dealt with.

SECTION X: Senator

1. Shall be responsible for representing BSU at ASUW Senate every week.
2. If unable to attend, shall inform the president and find a replacement proxy.
3. Shall be responsible for reporting all relevant information from Senate to the general assembly every week.

SENATE XI: Student Advisory Board

1. Shall be responsible for representing BSU at S.A.B. meetings biweekly.
2. If unable to attend, shall inform the president and find a replacement proxy.
3. Shall be responsible for reporting all relevant information from S.A.B. to the general assembly biweekly.

SECTION XII: Officer Dues

1. **ALL** officers will pay dues in the amount of twenty five dollars upon orientation which will constitute their membership into the Executive board.
2. Officers with financial hardship may have until the beginning of the academic year to pay their dues.
3. If dues continue to be an issue, officers upholding their responsibilities as stated in the constitution may work out an alternate payment plan with the President and Treasurer (The officer's performance is subject to evaluation by the President).

SECTION XIII: Chain of Command

1. To hold an Executive board meeting a minimum of 2/3 (5) of the officers must be present to constitute quorum.
2. In the absence of the President both general assembly meetings and Executive board meetings shall be chaired by officers in this set order:
 - a. Vice President of Campus Affairs
 - b. Vice President of Community Affairs
 - c. Vice President of Communications
 - d. Secretary

Article IX: Advisory Committee

SECTION I: Description

1. The advisory committee shall be constituted of any Black faculty, staff or graduate student interested in aiding the BSU in their goals and endeavors.

SECTION II: Duties and Responsibilities

1. Shall be responsible for assisting the Executive board in making decisions for BSU by giving suggestions and making known potential contacts on campus or in the community.
2. Shall be responsible for attending at least one general assembly meeting per quarter.
3. Shall be responsible for overseeing the election process.
4. If no members of the advisory committee are present, the election process will be overseen by two officers

Article X: Availability of the Executive Board

SECTION I: Availability

1. All officers should be available to members through at least email and Facebook.

SECTION II: Attendance

1. All officers are required to attend **ALL** general meetings, officers meetings and sponsored events.
2. Absences will be permitted when the President has received notice at least 3 days in advance of the other commitments and/or in cases of emergencies.

3. If the amount of absences outweighs the amount of attendances, the officer will be demoted to inactive status, forced to meet with the President to explain their situation and ultimately be in risk of impeachment.

SECTION III: Meeting Times

1. The times of general assembly meetings and officers meetings will be decided by the Executive board.

Article XI: Committees

SECTION I: Ad Hoc Committees

1. Ad hoc committees consist of committees formed by the President for signature BSU events.

SECTION II: Officers and Committees

1. There shall be eight officers of the BSU
 - a. President
 - b. Vice President of Campus Affairs
 - c. Vice President of Community Affairs
 - d. Vice President of Communications
 - e. Secretary
 - f. Treasurer
 - g. Parliamentarian
 - h. Historian
2. There will be representatives from the following organizations
 - a. Black Student Commissioner
 - b. National Pan Hellenic Council
 - c. African Student Association
 - d. National Society of Black Engineers
 - e. Association of Black Business Students
 - f. Minority Association of Pre Health Students
 - g. Minority Pre Law Society
 - h. MEChA
3. The President holds the right to form ad hoc committees when he\she deems appropriate.