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# University of San Francisco Black Student Union Constitution 2019

Black Student Union  
*University of San Francisco*

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# UNIVERSITY OF SAN FRANCISCO BLACK STUDENT UNION CONSTITUTION

## **ARTICLE I: Name**

Section 1. The name of this organization shall be Black Student Union (BSU).

## **ARTICLE II: Purpose**

Section 1. To foster community and unity among students of the African Diaspora on the University campus as well as focus on exploring and examining the identity, history, issues and culture of the African diaspora. This purpose does not contradict the University's mission or its Catholic, Jesuit character.

## **ARTICLE III: Affiliation**

Section 1. This organization is not to be affiliated with any local, state, or national organization.

## **ARTICLE IV: Membership**

Section 1. All members of the organization must be matriculated, currently enrolled students at the University of San Francisco. Voting membership is restricted to matriculated, currently enrolled students at the University of San Francisco.

Section 2. Membership in the organization will not be denied to anyone on the basis of race, color, religion, religious creed, ancestry, national origin, age (except minors), sex, gender identity, sexual orientation, marital status, medical condition, or disability.

Section 3. No member of this organization shall engage in hazing including but not limited to physical abuse, causing excessive mental stress, verbal abuse, or subservience (see Fogcutter Student Handbook for descriptions). Furthermore, students may not commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending this institution (California Education Code, Article 8, Sections 10851-10853).

Section 4. All members should have a special interest in the support and promotion of the purpose and goals of this organization.

## **ARTICLE V (Officers)**

Section 1. All officers of this organization must be matriculated, currently enrolled undergraduate students at the University of San Francisco. The Executive Board members of this organization must maintain a minimum overall 2.0 grade point average, must be enrolled in at least 12 units per semester, and must be in good standing with the University of San Francisco during their term of office. Members of the Executive Board must be present at 80% of the general meeting and all of the Executive board meetings.

In the case of absence to an Executive Board meeting, officers must submit an excuse and their bi-weekly at least 2 days prior to the scheduled meeting. Excuses and reports are due to the President and Vice President. Officers are allowed 4 absences.

- Section 2. At least two officers are required to complete Club Orientation and attend Fall Leadership Institute offered by Student Leadership and Engagement. Two officers are required to attend ASUSF Summits each semester and the annual Student Leadership Conference.
- Section 3. The term of office shall be from the time of election in mid-spring, considering transitions from former board to new, through the following spring semester. These terms reflect the process for club registration outlined by SLE, including holding elections no later than April 1 each year. Exceptions must be approved by SLE in advance of registration.
- Section 4. The officers of this organization will be a President, a Vice-President, Financial Advisor, a Director of Publicity, Executive Events Coordinator, Assistant Events Coordinator, Secretary, and a Community Action Chair, .
- Section 5. If vacancies occur in any of the offices, they will be published and applications will be accepted for two weeks, at which time candidates will be brought forward to the general membership for appointment by Executive Board majority vote.

## **ARTICLE VI (Duties of Officers)**

- Section 1. The President shall
- Be responsible of overall operation of the BSU.
  - Preside over all executive board meetings.
  - Supervise and delegate tasks to the executive board members, ensuring they are carried out fully.
  - Attend CFCC meetings
- Section 2. The Vice-President shall
- Perform the duties of the President in his/her absence, inability to serve, or at the request of the President.
  - Coordinate with secretary to maintain member roster and attendance
  - Coordinate with event coordinator to reserve rooms needed for various events
- Section 3. The Secretary shall
- Maintain member roster and general meeting attendance.
  - Compile board member input to create agendas for executive board meetings
  - Record minutes for executive board meetings and send them out to board members
  - Sending timely emails on a weekly basis.
- Section 4. The Financial Advisor shall
- Maintain record and status of BSU's financial account
  - Be responsible for all financial transactions related to BSU

- Provide updates to the executive board of BSU's financial status
- Be responsible for the budget of all Event Grant applications
- Help increase funding for BSU through fundraising events

**Section 5. The Director of Publicity shall:**

- Work directly with Graphic Center to create advertisements for the year's signature events.
- Monitor club social media pages and create online event pages
- Reach out to various on campus departments seeking sponsorship for the annual Black Cultural Dinner
- Develop innovative ways to connect with and reach out to broader San Francisco community
- Work with the Secretary out send out posters

**Section 6. The Executive Event Coordinator shall**

- Coordinate and plan all events and programs for BSU
- Be responsible for communication with Events Management, Bon Appetite, and outside collaborators
- Collaborate with the Treasurer on funding for each event
- Communicate with Publicity Chair about publicizing each event
- Add an assistant if needed from the BSU general membership

**Section 7. The Assistant Event Coordinator**

- Assistant to the Executive Events Coordinator
- In training to assume the position of the Executive Events Coordinator

**Section 8. The Community Action Chair shall**

- Plan each community action activity that BSU participates in
- Coordinate with outside organizations to work with on each community action activity/event
- Communicate with Event Coordinator and Treasurer about the logistics of and funding for the community action activity.
- Submit required proposal and evaluation form.

**ARTICLE VII: Nominations, Vacancies and Elections**

**Section 1.**

Former or present members on the executive board interested in running for the President or Vice President position will nominate themselves and/or be nominated by the general membership body. Nominated officers will then submit an officer election application to be reviewed by the executive board and advisors. Approved nominees will then present to the general member body, and votes are submitted by secret ballots. Secretary will tally votes to determine the new elected officer into each position.

\* In the event that a general BSU member that has not served on the executive board is nominated by an E-Board member they will be given an audience to appeal as to why they are fit for thus position. Majority vote by E-Board will determine if said person becomes a nominee.

Section 2. Elections will take place in mid-spring no later than April 1, which reflects the process for club registration outlined by SLE. Exceptions must be approved by SLE in advance of registration.

Section 3. All other officers will be selected by newly elected President and Vice President via interviews. This means that one candidate must get more votes than anyone else.

Section 4. In order to resign from one's position on the executive board, a letter of resignation must be given to the President and Vice President at least two (2) weeks in advance. Prior to the resigning officer's final day, they shall provide all documents relating to their position and current projects.

Section 5. If an officer is to be removed from their position, they will receive a letter of removal from the President and Vice President. The officer shall also be given the opportunity for a meeting and or appeal with the President and Vice President prior to the finalization of their removal. Prior to the removed officer's final day, they shall provide all documents relating to their position and current projects.

Section 6. Vacancies will be published and applications accepted for two weeks, at which time candidates will be brought forward to the general membership for appointment by majority vote.

## **ARTICLE VIII (Advisors)**

Section 1. The organization must have a University advisor. This person must hold at least a bachelor's degree and be employed as a faculty or staff member by the University of San Francisco.

Section 2. The advisor shall be a non-voting member of the organization.

Section 3. The duties of the advisor shall be to:

- Assist the organization in fulfilling their mission and purpose.
- Be knowledgeable of the organization's constitution and bylaws and assist the organization's members in interpreting them
- Be knowledgeable of University policies and procedures regarding student organizations and ensure organization compliance to the best of their ability
- Be aware of the organization's activities
- Be aware of the organization's financial standing and all financial transactions using the organization's funds
- A schedule for regular meetings with the executive board must be made to provide necessary support and guidance.

## **ARTICLE IX: Meetings**

Section 1. General meetings will be held every other Tuesday at 7pm on campus unless otherwise specified. Executive board meetings will be held bi-weekly on the opposite Tuesday unless otherwise decided by the current executive board. Location of board meetings will vary.

- Section 2. The President has the authority to call a special meeting and must provide 24 hours' notice. Executive board members, by majority vote, have the authority to call a special meeting.
- Section 3. The minimum number of members who must be present at a general meeting in order for business to be conducted is ten.
- Section 4. The parliamentary authority of this organization shall be Robert's Rule of Order, Revised.

## **ARTICLE X: Committees**

- Section 1. The executive board has the authority to name committees and committee chairpersons. The committee chairperson must be an executive board member. The committees shall be created based on the need of each of event.

## **ARTICLE XI: Events/Activities**

- Section 1. Each semester BSU can host Expressions. This event is an open mic night for the University and Bay Area community, where all are welcome to express themselves artistically through spoken word poetry, song, dance, photography, and paintings. This event supports BSU's purpose by creating a space where the sense of community among club members can be fostered and strengthened. Also, many of the themes expressed through the art touch on various issues and the culture of the Black community.
- Section 2. BSU will host a Pre-Kwanzaa Celebration in the fall. This event provides information and a base for discussion about the origin, history, and significance of celebrating Kwanzaa within the Black community of the U.S. Students will participate in the creation of handmade gifts to share with each other. There will be music, food, and dancing for attendees to enjoy as a way to gather before the end of the semester.
- Section 3. During the month of February, BSU should plan four programs in celebration of Pan African History Month. One event can be Expressions. Two of the programs will vary year to year. To conclude the month, BSU will host its annual Black Cultural Dinner.
- Section 4. The Black Cultural Dinner is BSU signature event held in the last week of February. This events can include a discussion or lecture by a prominent figure in the Black community whose work correlates with the theme of that year. The lecture is followed by a dinner for attendees to further discuss issues brought up by the speaker as well as enjoy various student performances and speeches. This event supports BSU's purpose because the speaker's topic and work will lend to engage listeners to "explore and examine the identity, history, issues and/or culture of the African diaspora" in some way. The dinner will allow BSU members and other attendees to come together and unite over the celebration of Pan African History Month.
- Section 5. Sponsored or co-sponsored activities are not inconsistent with the acceptable conduct at an American university committed to the Roman Catholic moral tradition, and activities do not foster hatred or intolerance of others because of their race, color, religious creed,

ancestry, national origin, age, sex, gender identity, sexual orientation, marital status, medical condition, or disability.

## **ARTICLE XII: Dues/Fees**

Section 1. There are no dues or other fees that are collected by the organization.

## **ARTICLE XIII: Amendments**

Section 1. The Executive Board can originate an amendment to this constitution.

Section 2. Majority vote of the Executive Boards must vote in favor of the amendment for it to be adopted.

Section 3. The amendment becomes effective immediately following the vote of the membership.

## **ARTICLE XIV: Partnerships and Collaboration**

Section 1. The Black Rainbow Party

- The BSU will provide access to SLE resources (posters, booking space, etc.) to one Black Rainbow Party president in order for them to carry out their duties.
- Should the Black Rainbow Party become able to be a self-sufficient club, independent from the support of the BSU, the current executive board of the Black Rainbow Party may vote to decide to become an independent entity.

Section 2. The African Student Association

- The BSU will collaborate with the African Student Association to facilitate one joint meeting per semester in order to foster community and retention.
- The Africa to Diaspora Liaison will be a chosen BSU Executive Board Member to facilitate more collaboration. This liaison is not mandated to attend ASA Executive Board meetings but will be obligated to maintain BSU to ASA communication.
- The BSU will collaborate with the African Student Association to create one event per academic year

Section 3. USF Alliance For Change

- The Black Student Union Community Action Chair and USF Alliance for Change Community Engagement Director will serve as liaisons between the BSU and USF Alliance For Change, to create and help facilitate volunteer and collaborative opportunities between both organizations
- The USF Alliance for Change President and BSU President will directly work together to facilitate one joint event per academic year, as the mission of USF Alliance for Change directly addresses the mission of the BSU.

- The USF Alliance for Change and BSU presidents are responsible for facilitating relationships between other Executive Board members by meeting and communicating routinely throughout each academic semester

Signatories:

Black Rainbow Party

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African Student Association

Mutale Mulenga my John Anglin

USF Alliance for Change

7/11/11 sent

Black Student Union Executive Board

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Adopted On

4.8.19