

# **BLACK STUDENT UNION CLUB CONSTITUTION**

## **BSU**

*This Constitution was written by the guidance of other BSUs' Constitutions.*

### **ARTICLE I: NAME**

The organization shall be named the Black Student Union and hereafter be referred to as “BSU”. The organization shall be seated at the Foothill College—in Los Altos Hills, California.

### **ARTICLE II: PURPOSE**

The Black Student Union at Foothill College is an umbrella organization that fosters success through the social and educational support of the African American and African descent community. BSU strives to unite our leaders by cultivating cultural awareness. Our programs serve as a catalyst for personal and professional development.

### **ARTICLE III: OVERVIEW**

The purpose of the constitution and bylaws is to provide general guidelines about BSU policies and procedures. The policies of BSU are established by the BSU team and approved by the Advisor. The BSU team consists of the executive board and its respective committees. Except for the voluntary at-will position policy, these guidelines are subject to modification, amendment, or revocation by BSU at any time, without advance notice. BSU will provide every team member with a copy of the bylaws during orientation. The highest standards of personal and professional ethics and behavior are expected of the BSU Executive Board. Further, BSU expects each executive officer to display good judgment, diplomacy, and courtesy in their professional relationships with members of BSU’s committees, membership, staff, and the public.

### **ARTICLE IV: MEMBERSHIP STRUCTURE**

Membership in this organization will not be based on discrimination based on race, handicap, age, gender, color, creed, religion, political persuasion, sexual orientation, or national origin.

The Executive Board shall consist of the President, Vice President, Treasurer, Secretary, Programming Director, Marketing Director, Community Outreach Director, and Historian.

All BSU Team positions are At-Will Positions, meaning that individuals may be terminated from their position within BSU at will. Team Members may vacate their position in BSU at will.

The Black Student Union shall be convened and presided over by the President.

Although this team has separate functions, they all serve a purpose of advancing the influence, academic excellence, and standard of the black student population.

### **ARTICLE V: EXECUTIVE BOARD**

The selection of the Executive Board begins with the selection of the President and then the selection of the remaining BSU Team. A committee shall be formed to conduct an interview process to select the new President. The committee shall consist of the current non-returning President, BSU Faculty/Staff Advisor(s) and other past BSU members at the discretion of the current President. The role and scope of the BSU Faculty/Staff Advisor(s) is to provide guidance and supervision of the process, but in no way have the final say in the selection process. The final decision is held responsible by the current non-returning President only.

It is not endorsed for a President to return for a second term, but to lead in other advisory roles. In the instance of a President wishing to return for a second and final term, a selection committee will be formed. The committee shall consist of the current BSU Advisor(s), current Executive Board Members, and current Committee Members. Once a President has been selected, he/she may begin the interview process for the remainder of the BSU Team positions.

## **1. PRESIDENT**

The President of the Black Student Union is responsible for working collaboratively with the BSU Team in leading the transformation of the Black Student Union from its current stage to a more mature organization capable of delivering on its long-term vision. Specifically, he/she/they will ensure that BSU's fiscal, operations, fundraising, marketing, human resource, technology, and programmatic strategies are effectively implemented across all segments of the organization. This position reports directly to the organization's Advisor and works closely with the Vice President on all collaborative and managerial tasks. Specific Board Member responsibilities include:

- i. Facilitate all meetings.
- ii. Serves as the direct and transparent oversight of the Marketing Director, Programming Director, and Community Outreach Director offering executive direction.
- iii. Collaborate with the Advisor and Vice President and the board to refine and implement the strategic
- iv. Provide inspirational leadership and direction to all executives and ensure the continued development and management of a professional and efficient organization; establish effective decision-making processes that will enable BSU to achieve its long- and short-term goals and objectives.
- v. Cultivate a strong and transparent working relationship with the Board and ensure open communication about the measurement of financial, programmatic, and impact performance against stated milestones and goals.
- vi. In partnership with the Advisor and Vice President, help build a diverse and inclusive Board representative of the community that is highly engaged and willing to leverage and secure resources.
- vii. Represent the Black Student Union at both on and off campus functions such as not but limited to out of state conferences, business meetings, off campus networking events, on campus networking events, and other registered student organization events.
- viii. Evaluate the success the progress of the organization with the assistance of the Vice President and Advisor at the end of each semester and academic school year.

## **2. VICE PRESIDENT**

The Vice President serves as a key leadership team member and an active participant in making strategic decisions affecting the Black Student Union. The Vice President assists the President in the management and delegation of all Black Student Union activities. Board Member responsibilities include:

- i. Facilitate Executive Board meetings and special appearances if the President is not available.
- ii. Serves as the direct and transparent oversight of the Treasurer, Secretary, and Historian positions offering and Executive direction.
- iii. Represent the Black Student Union at both on and off campus functions such as not but limited to out of state conferences, business meetings, off campus networking events, on campus networking events, and other registered student organization events.
- iv. Plans, develops, and enforces policies and objectives for the organization to ensure it maintains its values and meets established goals.
- v. Assist the President in creating, communicating, and implementing the organization's vision, mission, and overall direction of the organization.
- vi. Assess the progress of the organization with the assistance of the President and Advisor at the end of each semester and academic school year.
- vii. Perform other responsibilities as assigned by the President or the Advisor.

### **3. SECRETARY**

The Secretary is responsible for the organization, filing system, and inventory of the Black Student Union. The Secretary oversees fostering communication and diligence through proper management and utilization of important records such as meeting minutes and the organization's bylaws. This position will report directly to the Vice President but be under the guidance of the President and Vice President. Specific Board Member responsibilities include:

- i. Create all meeting minutes for the scheduled meeting. Meeting minutes must be completed and disseminated to the Executive Board after a scheduled meeting.
- ii. Give proper notice of any meetings and timely distribution of materials such as agendas and meeting minutes.
- iii. Should be knowledgeable of the organization's records and related materials, providing advice and resources to the board on topics such as governance issues.
- iv. Responsible for maintaining accurate documentation and meeting any legal requirements such as quarterly club updates.
- v. Responsible for keeping General Members updated on all BSU events and meetings.
- vi. Responsible for reviewing and updating documents as necessary and ensuring all documents are safely stored and accessible to all members.
- vii. Regularly attends Executive Board Meetings and important related meetings.

### **4. INTER-CLUB COUNCIL REPRESENTATIVE (ICC REP)**

This position requires knowledge of not just campus, but community events and activities. The ICC Rep is not only in charge of representing BSU in ICC; this position develops BSU'S external alliances in the Foothill College community and beyond by providing networking, event, and developmental opportunities for BSU members. This position reports directly to the President but works closely with the President and Vice President for guidance and dissemination of information. Specific Board Member responsibilities include:

- i. Facilitator and liaison between the Inter-Club Council and Executive Board. This individual must attend meetings hosted by the Inter-Club Council on a consistent basis to ensure proper representation of BSU.
- ii. Knowledge of Foothill College and the Greater Bay Area community and the various organizations located here – plus the ability to see logical connections.
- iii. Reach out to key organizations (both on and off campus) that align with the BSU mission statement to determine if there are ways, they can work effectively with the Black Student Union and vice versa
- iv. Identify opportunities and interest in student development for students such as internships, scholarships, on campus jobs, etc.
- v. Serve as the liaison with Inter-Club Council about financial matters.
- vi. Ensure that appropriate financial systems and controls are in place.
- vii. Ensure that record-keeping and accounts meet the conditions of Inter-Club Council

## **ARTICLE VI: MEETINGS**

The Executive Board shall meet regularly during the fall, winter, and spring quarters. The term “regularly” shall be determined by the BSU Executive Board. Summer meetings shall be tentative at the convenience of the Executive Board.

The Executive Board shall meet regularly with the BSU Faculty/Staff Advisor(s). The term “regularly” shall be determined by the BSU Faculty/Staff Advisor.

BSU Members are encouraged to meet regularly during the fall, winter, and spring quarters. The term “regularly” shall be determined by the BSU Executive Board.

## **ARTICLE VII: DISCIPLINARY PROCEDURE**

In situations when a BSU Member is unable to meet the minimum requirements of his/her/their position and/or is interfering with the proper functioning of the organization, the following procedure will take place:

- I. The Executive Board (with the absence of the Executive Board Member in question if that is the case) will meet with the Advisor to talk about the alleged issue/situation and discuss whether disciplinary actions are needed.
- II. If disciplinary action is agreed on, the President will meet with the Member in question and bring forth the alleged issues. This is the opportunity for the alleged to explain his/her/their side.
- III. The President will bring back the information from the Member to the Executive Cabinet and discuss whether sanctions are required.
- IV. If it is found that sanctions are necessary, the Executive Cabinet will discuss and create fair conditions that must be met by the Member to resolve the issue. These conditions will be presented to them by the President in written form and be signed by both parties. If the conditions are not met on the agreed timeframe, the Member will be forced to vacate the club.

## **ARTICLE VIII: PRESIDENTIAL DISCIPLINARY PROCEDURE**

In situations that which the President is unable to meet the minimum requirements of his/her position and/or are interfering with the proper functioning of the organizations, the procedure to take place will be the same as the Disciplinary Procedure with the following differences:

- I. The President will be absent from the Executive Cabinet meetings.
- II. The Advisor will take on the role to address the alleged issue and present the conditions necessary.

## **ARTICLE IX: ANTI-HAZING CLAUSE**

This organization will not initiate, participate in, or be witness to any act that inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s).

## **ARTICLE X: NON-DISCRIMINATION CLAUSE**

As a Registered Student Organization at Foothill College, we adhere to Foothill College’s Non- Discrimination Policy. The college provides equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, genetic information, disability, or veteran status except where such distinction is required by law. Additionally, the college prohibits discrimination based on sexual orientation, gender identity or gender expression.

*End of Constitution.*