**Young Black Professionals**

**(YBP)**

**Constitution**

***Article 1 - Name, Purpose, Goals, Non-Discrimination Policy, and Sexual Misconduct Policy of the Organization***

**Section 1 - Name:**

This organization shall be known as Young Black Professionals

**Section 2 - Purpose:**

Young Black Professionals is an all-inclusive, diverse student body with the intent of holistic development of first through fourth-year students. The purpose of Young Black Professionals is to provide scholars with the opportunity for further development in leadership skills, professionalism, public relations, and commitment to community. In order to be in Young Black Professionals, scholars must demonstrate a desire to excel, a passion for community, and a commitment to Young Black Professionals.

**Section 3 - Goals:**

* To provide scholars with the opportunity to engage with and service the community of Columbus.
* To continue to develop professional mentor-student relationships with Ohio State faculty, advisors, staff, and alumni.
* To coordinate peer-to-peer personal and professional relationships.
* To supply scholars with valuable leadership skills and opportunity associated with “Org” leadership positions.
* To coordinate workshops, experiences, and events for professional development.

**Section 3 - Non-Discrimination Policy:**

Young Black Professionals does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

**Section 4 - University Sexual Misconduct Policy:**

As a student organization at The Ohio State University, Young Black Professionals expects its

members to conduct themselves in a manner that maintains an environment free from sexual

misconduct. All members are responsible for adhering to University Policy 1.15, which can be

found here: <https://hr.osu.edu/public/documents/policy/policy115.pdf>.

If you or someone you know has been sexually harassed or assaulted, you may find the

appropriate resources at http://titleIX.osu.edu or by contacting the Ohio State Title IX

Coordinator at titleIX@osu.edu.

***Article II - General Body Membership: Qualifications, categories, and attainment of membership.***

The Young Black Professionals voting membership is limited to currently enrolled Ohio State students. Others nonstudent members, such as faculty, alumni, professionals, etc., may become members, but only as non-voting associate or honorary members.

*II.a*. *As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students. Active members and Executive Committee are able to make decisions regarding the membership of community and other non-student members of an organization. Community or other non-student members may be temporarily suspended with a majority vote of the Executive Committee.*

**Section 1 - Qualifications for Membership:**

Qualifications include: being an undergraduate student at The Ohio State University, be in good academic standing with the university, attending meetings regularly.

**Section 2 - Categories of Membership:**

* General Body Members
* Executive Members

**Section 3 - Obtaining Active Membership:**

In order to obtain active membership in Young Black Professionals, individuals must sign up for the email list and regularly attend weekly meetings.

***Article III - Methods for Removing Members and Executive Officers***

*III.a. If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization’s constitution or by-laws, or violates the Code of Student Conduct, university*

*policy, or federal, state or local law, the member may be removed through a majority vote of the officers in consultation with the organization’s advisor.*

*III.b. Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization’s advisor.*

*III.c. In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the executive board, in consultation with the organization’s advisor, may vote to temporarily suspend a member or executive officer.*

**Section 1 - Removal Procedure:**

1. An executive member will nominate member for removal in an executive meeting
2. All executive members will vote on whether or not to proceed with removal
3. If a tie is reached, the advisor will make final decision
4. Once approval for removal is reached, executive members will meet member in a time outside of general body meeting to inform them of their termination

**Section 2 - Grounds for Removal:**

* Regular absence from general body and executive meetings
* Failure to perform required tasks of office
* Blatant disrespect of other members or officers

***Article IV - Organization Leadership: Titles, terms of office, type of selection and duties of the leaders.***

**Section 1 - Titles of Leadership Positions (Executive Committee):**

* President
* Vice President
* Treasure
* Secretary
* Faculty Advisor
* Volunteer Coordinator
* Public Relations Chair
* Marketing Director

**Section 2 - Terms of Office:**

The newly elected officers will serve one year terms and will begin these terms at the first general meeting in the fall semester.

Each executive position is allotted a one year term (from election in September- to the following election cycle). Each officer is permitted to run for reelection as many times as they please.

In the event of any vacancy of any of the above officers, a replacement shall be appointed by the president, subject to Executive Committee approval. In the event of the President’s resignation, the vice president shall succeed to the presidency and appoint a replacement for the vacated office.

**Section 3 - Type of Selection:**

Undergraduate scholars who are interested in occupying an executive officer role must complete an online application during the election cycle. Once their application has been reviewed by executive members, ballots for each office containing approved members will be created. In a general body meeting, all members will vote on a secret ballot for each office. Votes will be tallied by more than one executive member and winners will be announced in the following meeting. Newly elected members will spend a specified amount of time shadowing a member who once occupied their same position.

\*Executive officers must have been a general member for at least one full semester prior to running for office

**Section 4 - Duties of Leadership Positions (Executive Officers):**

The Young Black Professionals Executive Committee represents the general membership, conducts business of the organization between general meetings of the membership, and reports its actions at the general meetings of the membership.

Annually, the President must complete both the in-person and online training sessions, the Treasurer must complete both the in-person and online training sessions, and Advisor must complete training every year, and have the option every other time to complete an online re-certification rather than in-person training

The online forms required are

* General Information
* Leaders and Roster
* Constitution
* Annual Goals (2)

Annual registration happens in one of two registration windows.

* The Spring Window runs **February 15 – April 30**
* The Autumn Window runs **August 15 – October 30**

Characteristics to exhibit as Executive Officer:

* Honesty
* Integrity
* Transparency
* Empathy
* Flexibility
* Creates a vision
* High Emotion Quotient (EQ)/ Emotional Intelligence

President:

The presiding officer during each general body meeting. The major officer who holds ultimate approval powers of all Executive Committee decisions, but can be overruled by a three-fourths majority vote of committee members.

* Setting goals and a vision for the organization
* Effectively representing the organization to the community
* Building future leaders
* Providing motivation and support
* Running and often scheduling any leadership team or general body meetings
* Communicating with the organization members, leaders, and advisors
* Completing most of the annual registration requirements

Vice President:

The Vice-President shall be the presiding officer in the absence of the President, in addition to performing those duties delegated by the president.

Treasurer:

Controls all of the organization’s funds and maintains the organization budget, being responsible directly to the executive committee.

* Setting a financial vision for the organization
* Keeping records of incomes and expenses for long-term financial security
* Being aware of elements of financial wellness and using those elements to lead the organization in effective use of organization income and expenses
* Applying for funding (in fact the only member of the organization who can apply for CSA funds)
* Building and maintaining a budget
* Approving and monitoring spending of the organization
* Leading fundraising efforts
* Collecting funds

Secretary:

Maintains written record of all organization meetings and activities as well as handling the correspondence of the organization.

* Keep track of completed student tasks (meeting w/ mentors, etc.)
* Scribe important information during meetings

Volunteer Coordinator:

* Find possible volunteer events (on and off campus)
* Present upcoming volunteer events at meetings
* Create and share sign-up sheets for events
* Compile and organize all member’s service hours

Public Relations Chair:

* Plan fun events for student in org (2-3 events each semester)
* Foster relationships between students

Marketing Director:

Keep the members of the organization informed of upcoming events through the designing and placement of posters and flyers, as well as other forms of media including, but not limited to, social media.

* Set up social media accounts (i.e. Facebook, Twitter, Instagram, Linked-In group, GroupMe)
* Share upcoming events on social media
* Promote fundraisers and club
* Create flyers for events and fundraisers

***Article V - Election of Organization Leadership***

All officers shall be elected annually (September) by a simple majority on a secret ballot by all active members present.

***Article VI - Executirve Committee: Size and composition of the Committee***

The executive committee shall be composed of the elected officers and a faculty advisor.

***Article VII - Advisor(s) or Advisory Board: Qualification Criteria***

Advisors of student organizations must be full-time members of the University faculty or Administrative & Professional staff. If a person is serving as an advisor who is not a member of the above classifications, a co-advisor must be chosen who is a member of these University classifications.

Responsibilities and expectations of advisors:

* Must monitor the well-being of the organization and offer advice when necessary or consulted to the executive committee
* Should make efforts to support and encourage all students involved with the organization
* Should keep the officers and general body informed of institutional matters
* Complete an advisor training session once every two years.
* Review and Approve the organization's online registration information each year, thereby also agreeing to serve as the advisor for another year.
* Review and Approve the organization’s Goals.
* Review and Approve/Deny the organization's CSA funding requests.
* Review and Approve reservations of space or equipment, as requested by the University department granting the reservation.
* Attend and support meetings and programming
* Support annual registration processes including annual goals, budgets, and constitution updates
* Assist with the transition process

***Article VIII - Meetings and events of the Organization: Required Meetings and their frequency.***

*IX. Two general meetings and attendance at all or 50% of events hosted may be required for*

*membership each academic term except for summer.*

***Article IX - Attendees of Events of the Organization: Required events and their frequency.***

*X. The organization reserves the right to address member or event attendee behavior where the*

*member or event attendee’s behavior is disruptive or otherwise not in alignment with the*

*organization’s constitution.*

**Section 1 - Process:**

1. An executive member will nominate member for removal in an executive meeting
2. All executive members will vote on whether or not to proceed with removal
3. If a tie is reached, the advisor will make final decision
4. Once approval for removal is reached, executive members will meet member in a time outside of general body meeting to inform them of their termination

*Utilized if any member, student or non-student, behave in ways that is disruptive (i.e., behavior that interferes with students, faculty, or staff and their access to an appropriate educational or work environment) or do not align with your organization’s constitution, the Code of Student Conduct, university policy, or federal, state or local law. Additional information and resources on assisting disruptive or distressed individuals can be found at: oaa.osu.edu/assets/files/documents/911handout.pdf.*

***Article X - Methods of Amending Constitution: Proposals, notice, and voting requirements:***

*X. Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the general meeting, then read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken, and should either require a two-third or three-quarter majority of voting members (a quorum being present) or a majority or two-thirds of the entire voting membership of the organization, present or not. The constitution should not be amended easily or frequently.*

***Article XI – Method of Dissolution of Organization***

Upon the official dissolution of the organization, Student Activities staff must be contacted to

remove organization information from website.

Current Executive Committee will be responsible for carrying out the necessary components of organization dissolution (including assets and debts) in accordance with help and standard practices of the university’s available student organization resources.

***By Laws***

**Article I - Parliamentary Authority:**

The rules contained in Robert’s Rule of Order shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization

At the business session of each meeting, the order of business subject to revision by the executive committee shall be:

* Call to order
* Reading of minutes of previous meeting
* Treasurer’s report
* Report of Executive Committee
* Miscellaneous business
* New business
* Announcements
* Adjournments

**Article II - Membership:**

Two general meetings and attendance at all or 50% of events hosted may be required for active

membership each academic term except for summer.

Students must sign-in at each program to ensure that attendance has been recorded by the method chosen by the executive board.

**Article III - Election of Leadership Positions:**

All officers shall be elected annually (September) by a simple majority on a secret ballot by all active members present.

**Article IV - Executive Committee:**

The executive committee shall be composed of the elected officers and a faculty advisor.

**Article V - Advisor Responsibilities:**

Advisors of student organizations must be full-time members of the University faculty or Administrative & Professional staff. If a person is serving as an advisor who is not a member of the above classifications, a co-advisor must be chosen who is a member of these University classifications.

Responsibilities and expectations of advisors:

* Must monitor the well-being of the organization and offer advice when necessary or consulted
* Should make efforts to support and encourage all students involved with the organization
* Should keep the officers and general body informed of institutional matters

**Article VII - Meeting Requirements:**

**Article VIII - Method of Amending By-Laws:**

Method should be similar to amending the constitution, however, by-laws are apt to change more often than the constitution, thus amending should be somewhat easier. By-laws may be amended by proposing in writing and reading the change at a general meeting of the membership and then bring the proposed change up for a vote at the next general meeting with a 2/3 majority vote of the membership present (a quorum being present).