

Constitution

Article I - Name, Purpose, and Non-Discrimination Policy of the Organization.

Section 1 – Name: The Undergraduate Society of Black Leaders

Section 2 – Purpose: The Undergraduate Society Black Leaders (USBL) empowers and develops Black students through inclusive leadership development, mentorship, networking exposure, and centralizing internship opportunities. We foster a space for relationships across disciplines while reimagining the ways in which Blackness and intersectional leadership are represented on our campus and beyond.

Our vision for the Undergraduate Society of Black Leaders (USBL) is to be recognized as a leading organization that bridges the gap between the University and Black students, providing resources, services, and development opportunities that inspire and support Black students to become successful leaders and professionals. We aim to strengthen our general body membership relationships, expand our reach into the local Columbus community, and utilize data-driven approaches to measure our growth and decision-making processes. We aim to pioneer the way in which we view professionalism and excellence, while promoting career relevance and representation using our personal networks.

Section 3 – Non-Discrimination Policy: The University’s non-discrimination statement outlined in the Affirmative Action, Equal Employment Opportunity & Nondiscrimination/Harassment 1.10 (<https://hr.osu.edu/public/documents/policy/policy110.pdf>) is as follows:

“The Ohio State University is committed to building and maintaining a diverse community to reflect human diversity and to improve opportunities for all. The university is committed to equal opportunity, affirmative action, and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law.

Ohio State 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.”

The Undergraduate Society of Black Leaders holds this statement at the forefront of all of its operations. This organization 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.

As a student organization at The Ohio State University, The Undergraduate Society of Black Leaders 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.

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Article II - Membership: Qualifications and categories of membership.

II. 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 – Cohort: The Cohort Division within the Undergraduate Society of Black Leaders is composed of students who have a demonstrated potential and passion for leadership development. Members gain entrance into this division through a selective admissions process based on the following criteria:

1. Personal Statement: This essay will be administered in the form of a short answer response. A rubric will be utilized to provide the standardized scoring of the essays received. The qualitative component of the essay aims to gain insight into the leadership capacity of the student, in addition to how their life experiences have informed their desire to enhance their leadership development. **OR**
2. Creative Piece: This alternative to the written short answer response question provides prospective Cohort members the opportunity to deliver their Personal Statement through any medium that most satisfies their skill sets.
3. Additional Comments: This optional section will provide applicants the opportunity to make any additional comments they would like to add to their application.

Section 2 – General Body: The General Body Division within the Undergraduate Society of Black Leaders is composed of Black student leaders and the Ohio State campus at large. This body will provide a space for Ohio State students to convene in forums, receive leadership training, be notified of professional development opportunities, network, and learn through interactive discussions. The frequency of the General Body events will be once a month, where collaborative meetings will foster greater community on Ohio State campus.

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.

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

Section 1 – Required leadership positions:

- Primary Leader (Internal Affairs Co-President): Emmanuel Long
- Secondary Leader (External Affairs Co-President): Jaiden Davis
- Secretary: Katherine Lovelace

- Treasurer: Joseph Jones
- Director of Systems & Operations: Kennedy Graves
- Director of Marketing & Communications: Rikki Lee Joiner
- Director of Recruitment: Nawal Abdinur
- Director of Signature Events: Maceda Berhanu
- Director of Community Relations: Washington Cole
- Co-Director(s) of Cohort: Sydney Vance & Chi Mutiso

Section 2 – Officer Roles & Responsibilities

Primary Leader (Internal Affairs Co-President): The President is responsible for planning, organizing, and executing their role as the Chief Executive Officer of the organization. They are tasked with clearly defining reasonable expectations and setting forth a vision and direction for the Officers and the organization. The duties of the President are generally as follows:

- To open the meeting at the time scheduled by taking the chair and calling the members to order; to announce the business before those assembled in the order in which it is to be acted upon; to recognize members entitled to the floor; to state and to put to vote all questions which are regularly moves, or necessarily arise in the course of the proceedings, and to announce the result of the vote
- To prepare the Vice President to preside in their absence
- To meet with the advisor(s) to set goals for the year and to plan meetings
- To appoint persons and delegate tasks for the success of their organization, then to monitor and ensure that the tasks are successfully completed
- To assist in the recruitment of new officers and in the training of the new officers
- To work with the organization Advisor and Director of Systems & Operations to generate an annual report for the organization

Secondary Leader (External Affairs Co-President): The Vice President is responsible for being properly trained to carry out the duties of the President if they are unable to fulfill their role. A well-organized organization contains a Vice President prepared to administer the organization in the absence of the President. The main duty of the Vice President is to assist the President and other organization officers in completing their duties. The duties of the Vice President are generally as follows:

- Preside over meetings in the absence of the President
- Attend all Cohort meetings and take attendance *Allocate the attendance responsibility to Director of Membership
- Become thoroughly acquainted with the President's duties so you can assist the President
- Update the Student Organization Management System with an accurate roster of USBL Cohort members
- The Vice President is as responsible as the President in executing the President's functions and duties properly
- The Vice President will also act as the Director of Curriculum for USBL
- The Director of Programming will oversee the USBL Cohort Division, its programming, operations, and planning
- Create and compose the USBL Cohort Division year-long curriculum, detailing a schedule of speakers and facilitators who support the mission of USBL in enriching the leadership and professional development of our members

Secretary: The Secretary is responsible for being the recording officer of the organization through the bookkeeping of digital and hardcopy documents. In addition to keeping the records of the organization, the Secretary is tasked with keeping the register, or roll, of the USBL Cohort Division members and to call the roll when required. The Secretary is also responsible for maintaining a calendar of meetings and events for our organization and notify the officers and members as meeting dates are approached. The duties of the Secretary are generally as follows:

- Send out proper notices of all called meetings, and of other meetings when necessary
- Conduct the correspondence of the organization, except as otherwise provided
- Make an agenda for the meetings, which the President/Chairperson will use as a guide
- Work with the Director of Systems & Operations to generate bi-annual reports on USBL Cohort Division members feedback to improve the impact of USBL programmatic features
- Circulate approved minutes to the Executive Board
- Keep a record of past and upcoming activities
- Assist in the preparation of the USBL Cohort Division orientation
- Maintain an organized system of documents in accessible folders and share the folder with the officers
- Take attendance of USBL Cohort members at USBL General Body Division and Signature Events to assess satisfactory completion of membership requirements
- Use space request tools from the KBK Center, Hale Hall, the Ohio Union, and campus classrooms to reserve spaces for organization events

Treasurer: The Treasurer is responsible for the organization's money, fiscal documentation, and disbursement. They are tasked with keeping accurate books that will enable them to give a full financial report whenever requested. The Treasurer should do their best to see that everything is done meticulously so that there are no doubts about their fiscal integrity. The Treasurer's records should always be open to inspection by the organization's advisor(s). The duties of the Treasurer are generally as follows:

- Prepare the organization's budget, present it for approval to the Executive Board, and ensure that the organization adheres to the budget
- Maintain accurate financial records throughout the year to be reviewed at any time by members, other officers, or administration
- Transact business through a bank or institutional account
- Reconcile bank statements
- Inform the organization of its financial strengths and weaknesses
- Understand school and student organization policies regarding student financial accounts relating to school organizations

Director of Systems & Operations: The Director of Systems & Operations oversees the operations of the Officers, USBL Cohort, and the USBL General Body. This director serves to instill cohesiveness within the Undergraduate Society of Black Leaders through periodic audits of USBL operations. These audits are proposed to ensure that the efficiency of the organization's operations is maximized, where progress is assessed and accountability is held. The duties of the Director of Systems & Operations are generally as follows:

- Gather material for and help edit a chapter newsletter, on a schedule determined by the officers and advisor(s)
- Work in conjunction with the officers, The Office of Diversity & Inclusion, The Office of Student Life, and miscellaneous resources to acquire an extensive list of opportunities for the USBL Cohort
- Collaborate with the Director of Marketing & Communications to produce and distribute the newsletter to the USBL Cohort members, the Hale Council, and the Student Org Insider
- Conduct bi-annual audits on USBL Cohort Division feedback

- Engage the USBL Cohort members in semesterly check-ins to assess the efficacy of USBL programming, events, and cohesion
- Report to the President, Vice President, and Advisor to troubleshoot pain areas in the operations of the organization
- Conduct audits on officer feedback to identify potential targets of growth to increase our efficiency and fluidity as an Executive Board
- Oversee the Ohio State Black Alumni Society and Black Caucus Mentorship Program ▪ Create documents for mentorship and mentee expectations in addition to resources that guide the conversation for both involved parties

Director of Marketing & Communications: The Director of Marketing & Communications is responsible for promoting the mission and values of the Undergraduate Society of Black Leaders to the USBL Cohort Division, the USBL General Body Division, and Columbus Community at large. The medium by which the mission of USBL is promoted is at the discretion of the director appointed. They are tasked with creatively expressing the essence of our organization while maximizing the influence our organization has on Ohio State campus and beyond. The duties of the Director of Marketing & Communications are generally as follows:

- Oversees the organization's promotion and advertising efforts to build brand awareness ▪ Develop an overall marketing plan on a semesterly basis that is in accordance with the events planned ▪ Review current University marketing trends and advertisements to determine the effectiveness of different styles and strategies
- Work with the Director of Recruitment & Admissions to develop successful recruitment strategies that attract new members and retain current members
- Collaborate with the Treasurer to formulate a budget of marketing resources and the costs associated with their execution
- Create and maintain a successful brand and image that is in accordance with Ohio State student organization guidelines and attracts Ohio State students
- Collaborate with the Director of Systems & Operations to create a newsletter that visually attracts readers to engage them with the opportunities offered
- Communicate with the Hale Council, The Office of Diversity & Inclusion, The Office of Student Life, and Student Org Insider to maximize the viewers from the audience we intend to reach

Director of Recruitment: The responsibilities of the Director of Recruitment & Admissions are to plan, develop, and direct member recruitment processes that enhance the organization's recruitment program. They are tasked with maintaining relationships with Black student organizations, campus departments, and University officials that help to direct a pipeline of Black students into the USBL Cohort & General Body Divisions. They are involved in a fundamental role in siphoning passionate Black students at Ohio State into the admissions process to the USBL Cohort, both at the pre-collegiate and collegiate levels. The duties of the Director of Recruitment & Admissions are generally as follows:

- Develop a recruitment plan in collaboration with YSP, Upward Bound, and The Office of Undergraduate Recruitment & Diversity Services
- Work with the Director of Marketing & Communications to analyze trends and responsiveness of Ohio State students to our recruitment efforts and marketing materials
- Collaborate with the Director of Internal Affairs to establish a pipeline of Black students in the USBL Divisions from Black student organizations
- Be the first point of contact in establishing connections with student organization advisors ▪ Host info sessions for prospective USBL Cohort Division applicants that excite and encourage prospective members to apply
- Lead the Executive Board in the applications review process for the USBL Cohort Division, distributing the workload and creating a division of labor that efficiently scores the applicants
- Compose a scoring system to rank applicants based on their Personal Statement, Creative Piece Alternative, or Optional Essay

- Make preparations for the USBL Cohort Division orientation

Director of Signature Events: The responsibilities of the Director of Internal Affairs include fostering synergy surrounding the USBL mission by the hosting and planning of campus-wide events. They are tasked with the directing and execution of Black student organization collaborations and our annual Signature Events. They work closely with all Officers to engage Ohio State students in USBL activities and related opportunities. The duties of the Director of Internal Affairs are generally as follows:

- Work closely with the Treasurer in ensuring overall event costs remain within the specified budget set forth
- Collaborate with the Ohio Union Activities Board to submit a proposal for an event that engages the Ohio State community in education and interactive workshops
- Work with the Director of Marketing & Communications to forward event information for advertisement to Ohio State
- Coordinate USBL collaborations with Black student organizations and serve as the driving force of maintaining synergy with the Ohio State community
- Formulate the logistics for USBL Signature Events and analyze the shortcomings and success of marketing strategies in collaboration with the Director of Marketing & Communications
- Increase sustainability and longevity of USBL partnerships with campus organization and departments

Director of Community Relations: The responsibilities of the Director of External Affairs include reinforcing the student-faculty connection across the Black Ohio State community. They are tasked with enacting change in the Columbus community through a series of collaborative endeavors. This director seeks to extend our mission of equity into the Columbus community and beyond by partnering with community schools and officials to pay it forward to the growing population. They are responsible for formulating community relationships and work with Columbus corporations and organizations to enhance our mission of professional development and leadership. The duties of the Director of External Affairs are generally as follows:

- Formulate a calendar for the semester of when Black student organizations are hosting events and deliver this information to the Director of Marketing & Communications to increase visibility
- Work with the Director of Marketing & Communications to find creative ways to disseminate information to the Black populace in an engaging manner
- Formulate relationships with Black businesses and leaders around the city of Columbus to encourage partnership with various Ohio State students
- Assist in the planning of mentorship programs within the City of Columbus to build Black leaders
- Work to host the bi-annual Black Opportunities Fair in collaboration with The Office of Diversity & Inclusion with various organizations to increase job opportunities and accessibility to all Black students
- To provide incentives to join cohorts, allowing the USBL Divisions the opportunity to receive one on one interview sessions with our partners
- Formulating relationships African American Chamber of Commerce to inform OSU students of black excellence within the City of Columbus
- Partnering with Columbus City and Schools and I Know I Can to formulate a mentorship program in predominantly black schools strengthening or presence in the city of Columbus and forging a pipeline of black leaders

Director(s) of Cohort: The responsibilities of the Director(s) of College Engagement include cultivating the collaborative endeavors of Black student organizations while enhancing the overall camaraderie of Black Ohio State students and their allies. These directors are tasked with increasing the connectedness of the Black Ohio State community, both at the college, department, faculty/staff, and student organization levels. The duties of the Director(s) of College Engagement are generally as follows:

- Create an updated list of student organizations in partnership with USBL

- Coordinate suggestive collaborations between Black student organizations to synergize the individuals impacts of each organization
- Accumulate and forward college-specific resources to the Director of Systems & Operations and the Director of Marketing & Communications to be included in the Black Ohio State Opportunities Newsletter
- Maintain an updated roster of Black student organizations within each college
- Form a pipeline of Black students into the USBL Cohort Division from the represented colleges to curate a space that is inclusive of student interests
- Formulate connections with college and interest-specific Black student organizations and USBL ▪ Work with the Director of External Affairs to host the bi-annual Black Opportunities Fair that utilizes college department resources to attract employers that adequately represent and meet the needs of Black students at Ohio State

Article V- Election / Selection of Organization Leadership

V.a. Elections for Officer positions will be conducted during the Spring Semester.

V.b. Candidates for the President, Vice President, and Treasurer positions must submit applications where their competency for the role will be assessed by the outgoing Officers. They will each recite 1–2- minute speeches as a supplement to their applications.

V.c. The Cohort Division of USBL will then hold a vote for the Officer candidates, with the candidates accruing the most votes winning the Officer election. The Officers-elect will then collaboratively appoint the remainder of the Officer positions. The Advisor will be directly involved in the selection process as to ensure objective selections.

V.d. The President-elect, Vice President-elect, and Treasurer-elect will then shadow the outgoing Officers to gain insight into USBL operations. These experiences of close observation will allow the Officers-elect to gain a better understanding of the underpinnings of each Officer role, ensuring an effective and well ordered transition between Officers.

Article VI – Advisor(s) or Advisory Board: Qualification Criteria.

*VI.a. Per the [Student Organization Registration and Funding Guidelines](#), advisors are **required to**:*

- Complete advisor training every two years.
- Submit online approval of the organization's registration every year.
 - This indicates that the advisor agrees to serve in that role for the coming year, and agrees to the reporting responsibilities within the Campus Safety (Clery) Act.
- Submit online approval of the organization's goals every year.

*VI.b. Based on the organization's activities, advisors **may be required to**:*

- Review and submit online approval for operating and programming funds requests. ▪ Review and approve reservations of university space and equipment.

*VI.c. In negotiation with the organization, advisors **may be asked to**:*

- Attend organization meetings and events
- Meet individually with organization members
- Facilitate officer transition activities
- Submit requests for university email services and other technology
- Help prepare the organization's budget
- Review and edit organization communications
- Interpret university policies and processes
- Provide historical context for the organization
- Share university information with members
- Mediate inter-personal conflicts

Article VII – Meetings and events of the Organization: Required meetings and their frequency.

VII. At least 1 general body meetings per month and attendance of 2 signature events hosted will be required for USBL Cohort division membership each academic term except for summer.

Article VIII – Attendees of Events of the Organization: Required events and their frequency.

VIII. 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.

Article IX – Method of Amending Constitution: Proposals, notice, and voting requirements.

IX. 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.