



Black Student Association (BSA) Constitution

Mission

We, the members of the Housing and Residence Education Black Student Association of The Ohio State University, are here to promote diversity, encourage leadership, work for equal justice, offer assistance to those in need, provide activities and strengthen the bonds between students in the Black community.

Prologue

We believe the purpose of this constitution is to provide guidelines and procedures in the effective administration of the Housing and Residence Education Black Student Association at The Ohio State University. All members and advisors should have easy access to the constitution.

This constitution will provide policies for:

- I. The Domain of the Organization
- II. The Role of Officers and Advisors
- III. Membership
- IV. Methods for Removing Members and Executive Officers
- V. Meeting Guidelines and Suggestions
- VI. Voting
- VII. Elections and Transition of Power
- VIII. Financial Matters
- IX. Conflict Resolution Suggestions and Guidelines
- X. Impeachment of Officers and Expulsion of Members
- XI. Amendments to the Constitution

1. The Domain of the Organization

- A. In adherence to The Ohio State University, Office of Student Life University Housing, and the Office of Student Lift Residence Life. The Black Student Association (hereafter will be referred to as BSA) is subject to the rules and regulations established by the Office of Student Life University Housing and

Residence Life office, and subsequently the Ohio State University. All events (whether organizational meetings, executive meetings, workshops, outings or social events) are university events and as such are under the jurisdiction of the Ohio State University. BSA is further subject to any disciplinary action enforced by The Ohio State University.

B. Scope of the Organization

- i. BSA has a near limitless array of projects and events that it can implement. However, these activities should have a focus on the Black community.
- ii.
- iii. BSA programs focus on one or more of the four core values of University Housing (community empowerment, intellectual curiosity, embracing equity, holistic wellness/ten dimensions of wellness)
- iv. Each administration has the flexibility and power to cultivate its own agenda within the guidelines of the constitution.
- v. BSA is strongly encouraged to collaborate and work with other organizations, faculty and the community.
- vi. BSA is strongly encouraged to maintain their fall registered student organization status with the Ohio Union.

II. The Roles of Officers and Advisors

A. Responsibilities and Requirements

- i. All officers (excluding Off-Campus ambassador(s)) must live in an on-campus residence hall.
- ii. All officers must hold one regular office hour per week in the ILO executive office (located in Bowen House). This will ensure that officers will be available for students who would like to discuss BSA related events available upon request.
- iii. All officers may miss no more than three Executive Board meetings per semester (attendance will be tracked by the Secretary). Additional absences must require a mandatory meeting with the Presidents and Advisers or the impeachment process will be enacted.
- iv. All Thursday events are mandatory unless there is clear communication of an absence by the Monday of the week of the event, or absence is excused due to an exception approved by the e-board. If an officer misses two events without proper communication, then they are subjected to a mandatory meeting with the President/Vice President, advisor, and may be subjected to impeachment.
- v. Non-Thursday events are mandatory unless there is clear communication or otherwise stated by the President or Vice President by the Monday meeting the week of the event, or absence is excused due to an exception approved by the e-board. E-board members are granted two non-approved absences, and are subject to the same disciplinary process as missing Thursday events.
- vi. All officers should be aware of the constitution, its rules, requirements and guidelines.
- vii. All officers have a duty to disseminate information to all officers upon the confirmation of events and programs to be shared at next e-board meeting.
- viii. All officers have a responsibility to seek out contacts, speakers, and events that will reflect the agenda established by the administration.

- ix. All officers are required to use organizational documents implemented by the Executive Board; including but not limited to: Programming templates, meeting minute documents, Teams tasks, inventory spreadsheets, and attendance tracking.
- x. If an officer is unable to complete their duties for an extended time, the other board officers may vote for the elected person to be removed from office and a new person will be elected to replace said officer. (see article VI.A.xiii)
- xi. The minimum GPA for all members of the executive board or those desiring to secure an executive position is a 2.5 GPA for the semester and cumulative, at minimum.
 - i. If a member of the executive board who is unable to obtain a 2.5 GPA for the semester and an overall 2.5 cumulative GPA, the executive board member will be placed on a probationary period the following semester (autumn, spring, summer) and will have the opportunity during the probationary semester to raise their semester and cumulative GPA at or above the 2.5 GPA minimum. In order for the student to remain in the role, the GPA requirement must be met and an academic support plan must be approved by a professional staff member of the advising team or a graduate advisor in conjunction with a professional advisor. Action steps must be identified and pursued as a component of the academic support plan.
 - ii. A student whose GPA at the start of their campaign to secure an executive board member position does not meet the minimum 2.5 semester and cumulative GPA requirement, are ineligible to run for an executive board member position.
 - iii. First year students who have not yet accumulated a GPA will remain eligible to run & elected, but will not be able to assume their position until their GPA reflects that they have met the GPA minimum.
 - iv. In regards to Freshmen Forgiveness: Freshmen Forgiveness recalculations of GPA will not be used for consideration as to whether or not a student's eligibility to pursue or desire to maintain an executive board position is in jeopardy once it is apparent that their academic performance will impact their ability to maintain a 2.5 GPA minimum, both semester and cumulative. This means that probation or otherwise ineligible status will not be rescinded even if Freshman Forgiveness raises a student's GPA retroactively.
 - v. If any student's semester and cumulative GPA falls below the 2.5 GPA minimum, they forfeit their position within the organization and will be deemed ineligible to maintain their position, regardless of election results or extent of service to the organization. A student's removal from their position will also correspond to their loss of all benefits tied to the position including, but not limited to, housing scholarships, recognition, and executive member privileges.

- xii. Elected officers are not permitted to serve more than two years in the same role.

B. The Role of Officers

i. President

- a. The President must work with officers in order to create a vision for the organization.
- b. The President heads and represents the organization at all events and/or programs, unless otherwise delegated by the President.
- c. The President has a responsibility to delegate power and responsibilities within the organization, and specifically amongst the organization's officers.
- d. The President has the duty to hold consistent executive meetings or meet with specific officers to ensure quality events and projects.
- e. The President should run executive board meetings.
- f. The President must meet with the advisor once per week.
- g. The President should be aware of all money matters.
- h. The President should be open to all ideas while seeking feedback and suggestions regarding the organization.
- i. The President opens and closes general body meetings unless otherwise delegated to other executive members.

ii. Vice-President

- a. The Vice-President will share in the duties and responsibilities of the President.
- b. The Vice-President's duties should include, but are not limited to, the direct collaboration with the President in the administration of the organization, the holding of executive meetings and general body meetings and in the creation of the organization's vision.
- c. In the event that the President is unable to serve or is absent, the Vice-President will assume all of the responsibilities and duties of the President until the President returns or a new election is held.
- d. The Vice President is responsible for facilitating elections.
- e. The Vice-President should be aware of all money matters.
- f. The Vice President should assist advisor(s) to plan conference trips.
- g. The Vice-President performs other duties assigned by the President.
- h. The Vice-President will be responsible for all collaborative proposals that are submitted.
- i. The President and Vice President are to consult with advisors regarding matters discussed in all meetings regarding the organization.

iii. Treasurer

- a. The Treasurer's primary duty is to work closely with the advisor to maintain an accurate record of the organization's accounts, distribute checks and create financial reports.
- b. The Treasurer has the duty to disseminate information regarding the status of the accounts at the executive board meetings.
- c. The Treasurer is responsible for facilitating proposals and reporting requests at executive board meetings.

- d. The Treasurer is responsible for communicating the budget allowed for ordering food and beverages for general body meetings.
 - e. The Treasurer must maintain receipts of all transactions and is responsible for signing off on any purchases made.
 - (i) Executive board members are responsible for forwarding/delivering receipts of any transactions to the Treasurer.
 - f. The Treasurer is responsible for adding the advisors to any email or conversation thread that discusses the organization's finances and budget.
 - g. The Treasurer performs other duties assigned by the President.
- iv. Secretary
- a. The Secretary is responsible for relaying BSA-related meetings and events information to all members.
 - b. The Secretary has the duty of maintaining the organization's e-mail account.
 - c. The Secretary maintains records of all members regarding contact information, (i.e. e-mail).
 - d. The Secretary should respond to all e-mails in a timely manner and send concise, professional e-mails that are easy to read and understand.
 - e. The Secretary records the minutes of all meetings and must keep track of meeting and event attendance for executive board members.
 - f. The Secretary is responsible for uploading the minutes of the e-board meetings to Teams before the next meeting.
 - g. The Secretary is responsible for keeping track of tasks assigned to executive board members during Monday meetings.
 - h. The Secretary performs other duties assigned by the President.
 - i. The Secretary shall be responsible for tracking attendance at general body meetings.
- v. Director of Marketing
- a. Director of Marketing is responsible for creating and executing a marketing strategy for the year.
 - b. Director of Marketing is responsible for using available resources to execute marketing strategy.
 - c. Director of Marketing is responsible for updating and maintaining website.
 - d. Director of Marketing is responsible for creating event flyers at least a week prior to the day of the event and is responsible for posting flyers by the executive board meeting prior to the event.
 - (i) For Non-Thursday events, flyers must be posted 4 days prior to the event.
 - e. The Director of Marketing is responsible for including their direct advisor and The President on all emails regarding the organization.
 - f. Director of Marketing is responsible for graphic designs of the BSA apparel.
 - g. The Director of Marketing is responsible for creating and following production of all apparel and accessories associated with the organization. The Director of Marketing is also responsible for submitting order forms to the Treasurer.
 - h. Prior to the creation and production of these designs, the designs are to be approved by the President
 - i. The Director of Marketing is responsible for reporting details related to

- apparel back to the organization.
 - j. Director of Marketing performs other duties assigned by the President.
 - k. Director of Marketing is responsible for managing the social media accounts of the organization.
 - l. The Director of marketing is expected to analyze engagement trends on social media to optimize student engagement and posts should be made consistently following such trends.
 - vi. Special Initiative Ambassadors
 - a. Special Initiatives Ambassadors are responsible for prioritizing events that unite the larger body of students on campus.
 - b. Ambassadors should formulate a plan that describes a timeline for larger events that is shared with the President to encourage accountability as well as effective completion of deliverables.
 - c. Special Initiatives Ambassadors are required to meet with both their advisor and President bi-weekly to discuss progress on larger scale events
 - d. At the beginning of the semester special initiatives ambassadors are required to meet with the president and vice president to discuss yearly events for the upcoming academic period
 - (i) In this meeting, the ambassadors should be provided with information that was helpful in previous years and important contacts.
 - e. Ambassadors should create their own retrospective analysis providing successors with a clear course of action for planning yearly events with large attendance records
 - (i) This analysis is to include:
 - 1. A list of vendors
 - 2. A clear sequence of tasks that needs to be completed before each event
 - 3. Detailed notes of challenges
 - 4. Analysis of attendance and engagement
 - f. Special Initiatives Ambassadors are required to copy the President and their direct advisors on any messages regarding events and activities.
 - g. Special Initiatives Ambassadors are required to discuss with any purchases and budgets with the Treasurer
 - vii. Community Service Chairs
 - a. Community Service Chairs are responsible for coordinating service opportunities for the General Body.
 - b. The goal of the Community Service sector of this board is to create a hub where students can find volunteer opportunities and then go to serve on their own time.
 - c. The Community Service representatives are expected to build relationships with local Columbus organizations so that BSA can build a core service community with tradition.
 - d. Community Service Chairs are responsible for determining/coordinating transportation to any off-campus service events
 - (i) It is strongly recommended that off-campus service events are accessible through COTA or are within a 15-minute walk.

- e. The Community Service representatives are expected to provide the general body with one community service event a month either on or off campus.
- viii. Community Outreach Chairs
 - a. All collaborations will be forwarded to community outreach chairs who will act as the primary point of contact and liaison between BSA and the collaborating organization
 - b. Community outreach chairs must actively recruit and connect with their constituents to assure attendance at meetings and various activities.
 - c. Community outreach chairs work with the senior staff in their respective areas to disseminate information to their residents about the BSA.
 - d. The serves as the liaison to the ILO's and other student life offices
 - e. Community Outreach must work closely with the Treasurer to fund their events.
 - f. Community Outreach shall hold meetings once a month with their respective hall representatives to keep them informed on the direction BSA is heading.
 - g. Community Outreach perform other duties assigned by the Vice -President.
- ix. BSA Hall Representatives
 - a. Hall Representatives are to actively participate in BSA events.
 - b. Hall Representatives must sign in at every event.
 - c. Hall Representatives must support ambassadors in programming events for their respective sides of campus.
 - d. Hall Representatives must attend one meeting a month with their designated ambassadors.
 - e. Hall Representatives must help ambassadors and Director of Marketing with advertising programs and events.
 - f. Hall Representatives should be actively engaged in their hall council
- x. Student Advisors
 - a. Must hold two (2) office hours per week in the BSA office
 - b. Is not permitted to miss more than three executive board meetings per semester
 - c. Should be aware of the constitution of the organization
 - d. Disseminates information between the advisors and the executive board
 - e. Maintains a 3.0 cumulative GPA
 - f. Meets with all members of the executive board at least once a semester
 - g. Provides historical background information and serve as a point of reference
 - h. Challenges student decision-making when necessary
 - i. Assists in transitioning new officers and developing leadership skills of the executive board (including planning of the summer retreat)
 - j. Helps ensure that the activities of the organization reflects the integrity of the organization and the university
- xi. Advisors
 - a. The Primary Advisor must be a full-time employee of University Housing.
 - b. The Advisor(s) should keep the officers and general body informed of institutional matters.

- c. The Advisor(s) must monitor the well-being of the organization and offer advice when necessary or consulted.
- d. The Advisor(s) should make efforts to attend all e-board meetings and have regular one-on-one meetings with assigned meetings.
- e. The Advisor (s) should attend all organizational meetings and functions when possible.
- f. The Advisor(s) must conduct audits and review finances with the treasurer.
- g. The Advisor (s) must respect and encourage all students involved with the organization.

III. Membership

A. Attendance

- a. In order to maintain membership, a student must continue to attend meetings regularly.
- b. Students who have attended at least fifty percent of general body meetings that have occurred prior to the trip will receive priority in registering for the trip.
- c. Students must sign-in at each program to ensure that attendance has been recorded by the method chosen by the executive board.

B. Inclusiveness

- i. Only students of The Ohio State University are permitted to become members.
- ii. Students who are members but do not live in a residence hall are permitted to take part in activities that have a substantial per capita cost (e.g. Conferences) but will be responsible for a portion of the cost which is determined on an activity by activity basis.
- iii. BSA inherently strives for and encourages diverse membership and viewpoints at all its events and projects.
- iv. Discrimination against any individual based upon protected status, which is defined as age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.

IV. Methods for Removing Members and Executive Officers

I. Any Executive Board member shall be removed from office for one or more of these reasons:

- A. Continued insubordination and constant neglect of responsibilities and duties
- B. Found by the University Judicial System to be in violation of University Policy as indicated in the Code of Student Conduct of The Ohio State University.
- C. Failure to maintain a 2.5 cumulative grade point average.
- D. Failure to maintain active status within one's organization.

II. Any officer under review from removal from office shall receive verbal and written confirmation stating the reasons for such actions. With such a review, no officer shall be removed from office. With the advice of the Adviser, the Presidents will have the final say, in the removal of an officer from their position. Executive Board may conduct their own investigation pending a decision from the presidents. Since the BSA only has officers, there is no removal process for general members.

V. Meeting and Event Guidelines and Suggestions

- A. All meetings (general body, executive board and committee) are to be held at least once per week during fall and spring semester.
 - i. All meetings are to follow university rules and guidelines.
 - ii. All general body meetings will meet on Thursday nights, at 7pm, in the MLK Lounge in the Frank W. Hale Jr. Black Cultural Center, unless otherwise noted.
 - iii. All meetings should start punctually and without delay.
 - iv. All members should have the opportunity to network at BSA events, and mingle with every member.
 - v. Meetings will end with, "I honor the place in you, where the universe resides-a place of peace, a place of hope, a place of strength. When I am there, and you are there, then we are one. Hotep!"
 - vi. Major or special events are encouraged, but are at the discretion of the officers.
- B. The following guidelines should be followed when conducting an executive meeting.
 - i. All meetings are to follow university rules and guidelines.
 - ii. Friends of the officers should not attend executive board meetings unless they have business to discuss with the officers or have been given permission by the President. If the friend has business to discuss, that person should leave the meeting once the discussion of their business has concluded. Friends of the officers are not permitted to vote regarding proposals or other financial matters.

VI. Voting

- A. Bringing resolutions, policies or tasks to a vote can be suggested by any officer. Bringing a resolution to vote is at the discretion of the officers. All major policies and procedures that effect the entire organization should be voted on.
- B. The executive board will decide what matters the general body should vote on.
- C. In order to ensure that all voters are comfortable with their decisions and are not influenced by their peers, all votes are to be made in anonymous manner due to certain situations.
- D. During the meetings, all members, including the officers but excluding the President, can vote on motions on the floor.
- E. In the event of a tie vote, the President will cast the last vote.
- F. Members are not permitted to vote on financial issues.
- G. A simple majority is used in all cases except the impeachment of officers.
- H. The Vice-President will oversee all votes within the general body and the executive board.

VII. Elections and Transition of Power

- A. Elections
 - i. Elections for the following year will be held in Spring Semester by no later than the 8th week of classes for the President, Vice President, Treasurer, Secretary, Director of Marketing.
 - ii. The potential officer is to complete the application process, which includes
 - a. Application [50% of process]
 - b. Interview [50% of process]
 - iii. Outgoing e-board and advisors will vote on elections

- iv. Potential officers may only run for one executive position but can select alternative positions during the application process.
- v. Candidates that are deemed inadequate can be cut from the process by advisors and current executive board.
- vi. If a current candidate/executive board member is seeking re-election, they **cannot** be a part of the election process in regard to their respective position.
- vii. Anyone running for the position of President **must have** previously been a part of the BSA executive board or been a member in good standing with previous collegiate leadership experience (that does not mean that they must be BSA officer, but that they had the responsibilities that come with leadership).
- viii. In the event of a tie vote, the President will cast the last vote.
- ix. In the event that an officer position becomes vacant, whether by resignation or impeachment, the regular election procedure will take place within three academic weeks of the vacancy.

B. Transition of Power

- i. Incoming officers may only assume power at the end of Spring Semester, during the last official meeting/event.
- ii. Incoming officers are highly recommended to meet with current officers in order to understand their duties and gather advice for the upcoming administrative year.

VIII. *Financial Matters*

- A. BSA receives a portion of the on-campus living fee from every student who lives in a residence hall; this amount is approximately \$21,000-\$23,000 per semester.
- B. To make a funding request, a student/ student organization must fill out a Funding Request and Collaboration packet to the Treasurer and Vice-President.
 - i. Funding Request and Collaboration packets must be received at least two weeks in advance.
 - ii. Only officers can vote on proposals and financial matters.
 - iii. If most officers agree that the request is reasonable, they will vote on an amount to allocate and present the proposal to the requesting party with a cap of \$1000 per request.
 - a. Advisors reserve the right to deny any funding requests
 - iv. For funding request the President is allowed to vote.
- C. To receive a check as reimbursement, funding must be pre-approved with a signature on a Funding Request form.
 - i. The form must be given to the treasurer with a receipt before a check can be written.
 - ii. All checks must be signed by the full-time advisor
- D. Spending Restrictions
 - i. BSA will not make any donations to non-student charitable organizations, profit or non-profit organizations.
 - ii. BSA will not give cash gifts to students, or any other gift or award in excess of \$100 unless otherwise determined by the executive board
 - iii. BSA will not make any expenditure to compensate or support political candidates or issues in any national, state or local election.
 - iv. BSA will not sponsor individuals for any particular program or event. Only active student organizations have the option of applying for sponsorship

- v. BSA will not purchase any alcoholic beverages.
- vi. BSA will not participate in or host any raffles of games of chance that involve an exchange of funds.
- vii. BSA may not provide scholarships in accordance with *University Housing policies.

IX. Conflict Resolution Suggestions and Guidelines

- A. The Executive board is responsible for monitoring the well-being of officers and members.
- B. If a conflict arises, the parties involved should, to the best of their abilities, work towards:
 - i. Identifying the problem accurately
 - ii. Discussing the problem constructively
 - iii. Seeking a resolution or compromise
- C. If a conflict is serious, officers may seek out a mediator from within the organization's membership or a neutral advisor.
- D. All officers have an obligation to keep private information confided in them, confidential, unless otherwise clearly specified by the party of concern. Gossip, back-talking, name-calling, or the like, which undermines the professionalism of BSA and respect to others, will not be tolerated in the organization.

X. Impeachment of Officers and Expulsion of Members

- A. The undermining of BSA and its members, the malicious attack (whether verbal or physical) of another member, repeated negligence in maintaining the integrity of the organization, or the like, are grounds for expulsion or impeachment from BSA.
- B. Proceedings may occur if all officers (excluding the officer in question) vote to move ahead with the impeachment process.
- C. The impeached officer and the executive board must meet with an advisor to discuss the proceedings an attempt to mediate the crisis.
- D. Upon the completion of the meditation, if the executive board, with the exception of the officer in question, still feels the necessity to unanimously vote out an officer, the officer must relinquish their power.
- E. All expulsion of members requires unanimous votes by the executive board.
- F. The impeachment of officers or the expulsion of members should only be conducted as a last resort after attempts to mediate or seek a conflict resolution fail.

XI. Amendments to the Constitution

- A. The constitution is inherently flexible to each administration and may be changed at any time.
- B. All changes to the constitution require a 3/4 majority of the entire executive board.
- C. All changes must be published on the organization's website or have physical copies available to members, advisors or alumni if demanded.

Conclusion

This document shall serve as a basis for administrating the BSA. Through the aforementioned rules and guidelines, the constitution shall provide all interested parties' greater understanding of the

organization's structure and commitment to serve its members, community, and world.

EDUCATIONAL PRIORITY											
Our educational priority is for students to become self-aware and accountable in working towards a just and equitable society.											
LEARNING GOAL #1				LEARNING GOAL #2				LEARNING GOAL #3			
Students will strengthen their knowledge of self, identify their own needs and form a plan that contributes to their well-being.				Students will build skills around connecting with others and creating environments that are interactive, accountable, and learning-centered.				Students will be able to recognize and expand their knowledge, experiences, and worldview and how they impact a just and equitable society.			
Students will be able to...				Students will be able to...				Students will be able to...			
LG1A: Develop a sense of self.	LG1B: Engage in self-advocacy and agency.	LG1C: Create a Toolkit for Success	LG1D: Demonstrate positive habits that support their mental health.	LG2A: Create communities by celebrating and normalizing differences.	LG2B: Communicate around differences.	LG2C: Analyze their decisions, moving beyond intent toward impact.	LG2D: Understand the impact of power and privilege.	LG3A: Contribute towards a just and equitable society.	LG3B: Commit to educate themselves and others on global experiences.	LG3C: Center the needs and responsibilities of a diverse community.	LG3D: Demonstrate empathy around others' lived experiences.
through				through				through			
Engage in self-reflection	Reflect on their everyday challenges	Identify available resources	Identify their social-emotional needs	Inquire respectfully about other people's life experiences	Interact with people who have shared and different identities	Recognize their choices impact others	Evaluate their own influences or lack thereof	Define just and equitable practices	Understand the importance of worldwide perspectives	Recognize that needs vary across environment	Understand what empathy is and why it matters
Create connections with other people	Ask for help	Articulate the purpose of each resource	Address their social-emotional needs	Celebrate other people and their experiences	Identify the root differences in each situation	Identify values that drive their decisions	Reflect on how power and privilege change with environments	Recognize situations that do not create a just and equitable environment	Identify their areas of growth from a global perspective	Identify who and what holds power and privilege in each setting	Demonstrate care and compassion
Explore campus opportunities and resources	Construct solutions to navigate successes and challenges	Employ appropriate resources at any given moment	Distinguish between mental distress and norms of collegiate experience	Engage in continued self-education on experiences beyond one's own	Engage in dialogue around differences	Evaluate how their actions/inactions might affect others	Develop strategies to navigate systems	Develop strategies to navigate spaces that fall short of justice and equity	Collaborate in learning (with in and out group individuals)	Define the responsibilities and impact stakeholders have on communities	Identify and address moments of apathy
Apply learned experience to further self-development	Seek out and utilize appropriate campus resources	Incorporate resource use into daily responsibilities	Create effective coping skills to navigate complex systems	Disrupt oppressive commentary and actions	Resolve conflicts across communities	Hold themselves and others accountable	Interrupt oppressive environments	Address environments through a solution-based mindset	Cultivate strategies for future education on similar and other experiences that differ from self	Pledge to growing diverse communities	Center the needs of others as individuals

