

## 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 of 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 leadership are represented on our campus and beyond.

Our vision for the Undergraduate Society of Black Leaders (USBL) is to bridge 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](mailto: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 – 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. There is no official membership process for general body members to complete or apply to in order to be considered a part of the organization. Individuals interested in USBL or the opportunities it advertises are welcome to attend any and all events. The frequency of the General Body events will be two to three times a month, where collaborative meetings will foster greater community on Ohio State campus.

**Section 2 – Committee Members:** The Committee Division within the Undergraduate Society of Black Leaders is composed of Black student leaders and the Ohio State campus at large. This body will function to address the planning and facilitation of USBL events, internal organization management and sustainability of the organization. The Committee Division consists of membership on one of the following committees: Executive, Treasury, System & Operations, Signature Events, Programming, Community Relations, and Recruitment. Those interested in membership on a committee are required to complete an application and interview process, which will be made available to all students at some point in the spring semester. Applications will then be evaluated by current USBL leadership. When individuals are selected for committee membership, their term will be effective for the academic year immediately following their application.

**Section 2 – Executive Members:** The Executive Board within the Undergraduate Society of Black Leaders is composed of Black student leaders and the Ohio State campus at large. This body will function to manage the planning and facilitation of USBL events, internal organization management and sustainability of the organization. The Executive Board consists of the following positions: President, Vice President, Secretary, Treasury, (Co)Director of Marketing, Director of Signature Events, Director of Recruitment, Director of Community Relations, and Director of Programming. Those interested in membership on the Executive Board are required to complete an application and interview process, which will be made available to all students at some point in the spring semester. Applications will then be evaluated by current USBL leadership. When individuals are selected for Executive Board membership, their term will be effective for the academic year immediately following their application.

***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 (President)
- Secondary Leader (Vice President)
- Secretary
- Treasurer
- Co-Directors of Marketing
- Director of Recruitment
- Director of Signature Events
- Director of Community Relations
- Director of Programming

**Section 2 – Officer Roles & Responsibilities**

**Primary Leader (President):** The President serves as the official representative for USBL and 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 prepare the Vice President to preside in their absence
- To meet with the Vice President and advisor(s) to set goals for the year and to plan meetings
- To set the USBL's strategic vision and support all Officers in executing their responsibilities – appoint persons and delegate tasks for the success of their organization, to monitor and ensure those 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's Advisor, Vice President, and Systems & Operations committee to generate an annual report for the organization
- To preside over all USBL organizational meetings and Officer meetings and oversee USBL initiatives in alignment with the organization's mission
- To act as the primary liaison between USBL and university leadership, faculty, and external organizations
- Use space request tools from the KBK Center, Hale Hall, the Ohio Union, and campus classrooms to reserve spaces for organization events

**Secondary Leader (Vice 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 alongside the President and become thoroughly acquainted with the President's duties as to assist the President
- Manage USBL's internal structure while ensuring the efficient functioning of all committees
- Focus on growth and development relating to the organization's operational logistics, membership engagement, and sustainability
- Update the Student Organization Management System with an accurate roster of USBL Cohort members

and founding documents

- Oversee the positions of Secretary, Treasurer, and Co-Directors of Marketing and their respective committees
- The Vice President is as responsible as the President in executing the President's functions and duties properly

The Vice President will also oversee the management of the Systems & Operations Committee to ensure the longevity and sustainability of the organization. With this responsibility, the Vice President helps committee members manage, review, and revise the operations of the Officers, USBL Committees, and the USBL General Body. The duties of the Vice President in residing over the Systems & Operations Committee are generally as follows:

- Delegate the conduction of bi-annual audits on USBL internal (Officers and Committee members) and external organization (General Body members) feedback
- Engage the USBL Officers and Committees in semesterly check-ins or assessments to gauge the efficacy of USBL programming, events, and cohesion
- Report to the President and Advisor to troubleshoot pain areas in the operations of the organization
- Delegate the conduction of audits on Officer feedback to identify potential targets of growth to increase our efficiency and fluidity as an Executive Board
- Delegate the manage USBL's Google Drive to ensure organization and consolidation of important documents
- Delegate the create of documents for mentorship and mentee expectations in addition to resources that guide the conversation for both involved parties

**Secretary:** The Secretary is responsible for being the recording officer of the organization through the bookkeeping of digital and hardcopy documents. The Secretary is also responsible for maintaining a calendar of meetings and events for the organization and notify officers and members as meeting dates are approached. The duties of the Secretary are generally as follows:

- Work with the Vice President to generate bi-annual reports on members' feedback to improve the impact of USBL programmatic features
- Circulate approved monthly newsletter to all USBL affiliates
- Keep minutes of all officer meetings
- Accumulate and organize college-specific resources to be included in the monthly USBL Newsletter
- Maintain an organized system of organizing and managing official documents and tracking action items
- Take attendance of USBL organization and Officer meetings to assess satisfactory completion of membership requirements
- Support USBL leadership in organizing meetings and tracking progress on initiatives

**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 Officers, advisor(s), or university administration
- Plan fundraising events or initiatives at least once a semester throughout the academic year

- Ensure all funding requests are announced and completed in a timely manner
- Transact business through the organization's bank or institutional account
- Reconcile bank statements and administer reimbursements when necessary
- Develop USBL's strategy for securing sponsorships and financial partnerships from external organizations
- Understand school and student organization policies regarding student financial accounts relating to school organizations

**Co-Directors of Marketing:** The Director(s) of Marketing is responsible for promoting academic and professional opportunities, programmatic events, and other USBL-related information with USBL leadership, the USBL General Body Division, Ohio State University, 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 network and social media presence 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/brand strategy 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 chairs of all committees to develop successful marketing strategies to ensure events and initiatives are well-advertised, 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 Secretary 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 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. The duties of the Director of Recruitment are generally as follows:

- Develop a recruitment plan to retain current members and attract new members
- Work with the Director of Marketing to analyze trends and responsiveness of Ohio State students to our recruitment efforts and marketing materials
- Create a new "About USBL" tri-fold to be used for marketing purposes at all recruitment-related events
- Lead orientation and onboarding efforts for new committee members and Officers
- Plan recruitment initiatives and events including but not limited to tabling at the Fall and Spring Student Involvement Fair and Family Affair and planning USBL social events made available to general members (AuxCord Wars, Silent Disco, etc.)
- Collaborate with the Director of Programming to ensure that members have access to all leadership and professional development opportunities

**Director of Signature Events:** The responsibilities of the Director of Signature Events include fostering synergy surrounding the USBL mission through the hosting and planning of campus-wide events. They are tasked with

directing and executing 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 Signature Events 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/or interactive workshops
- Manage large-scale, high impact programming events including but not limited to the Annual Leadership Summit and Empowered Professional Expo
- Ensure that USBL events align with the organization's mission of inclusive, humble leadership and professional development
- Collaborate with the Director of Marketing, Recruitment, and Programming to communicate event information for advertisement and to maximize event success
- 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
- Maintain relationships with USBL partnerships with campus organizations and departments

**Director of Community Relations:** The responsibilities of the Director of Community Relations include reinforcing the student-faculty connection across the Black Ohio State community. They are tasked with enacting change in the broader 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 working with Columbus corporations and organizations to enhance our mission of professional development and leadership. The duties of the Director of the Director of Community Relations are generally as follows:

- Work with the Director of Marketing to find creative ways to disseminate information to the Black populace in an engaging manner
- Formulate relationships and partnerships with external businesses and organizations for service and leadership opportunities
- Assist in the planning of mentorship programs within the City of Columbus to build leaders
- Serve as the liaison between USBL and other student organizations, faculty, and community partners
- Managing USBL's Mentorship Program to maintain relations and expand USBL's presence in the city of Columbus while also forging a pipeline of Black leaders.

**Director of Programming:** The responsibilities of the Director of Programming include cultivating the collaborative endeavors of Black student organizations and the broader Ohio State community while enhancing the overall camaraderie of Black Ohio State students and their allies. This director is tasked with increasing the connectedness of the Black Ohio State and broader Ohio State community, both at the college, department, faculty/staff, and student organization levels. The duties of the Director of Programming are generally as follows:

- Coordinate collaborations between Black student organizations to synergize the individual impacts of each organization
- Develop and lead workshops, panels, and/or mentorship opportunities related to the organization's values of humble, inclusive leadership development and professional development
- Formulate connections with college and interest-specific Black student organizations and USBL

- Ensure programming events are balanced in covering topic areas of leadership training, career development, and social engagement
- Work closely with the Director of Community Relations to search for and welcome guest speakers and experts from various industries
- Work with the President to host the annual Empowered Professional Expo 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 all Executive Board positions must submit applications where their qualifications for the role will be assessed by the outgoing Officers.*

*V.c. Candidates will then complete interviews for their respective position(s) of interest in the presence of the President, Vice President, and Officer of the position in which they are seeking selection. Upon successful completion of the interview, the President, Vice President, and Officers will review and select the new Officers.*

*V.d. The President-elect, Vice President-elect, and Officers-elect will then shadow the outgoing Officers to gain training for and 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 and leadership workshop(s)
- 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 event per month and weekly internal organization (Committee Members and Executive Board members) meetings, with the exception of meetings days that fall on federal holidays and/or academic breaks*

**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.*