



## Council of Black Students in Administration

A National Black MBA Association Collegiate Chapter  
Constitution

### **Preamble**

In recognition of and pursuant to the highest aspirations of academic and social development, the Council of Black Students in Administration Constitution seeks to outline and preserve the individual and collective rights of its members. The Constitution, all amendments to the Constitution, and the Bylaws shall be the governing rules to be followed by the Executive Board, the faculty advisor(s), the various committees, and the general body. The provisions of this Constitution, its amendments, and the by-laws hereto, and the laws, actions, and rules of the organization which it establishes presently, or hereafter enacted, shall be subject to the laws of United States, the state of Ohio, The Ohio State University, and Student Governing Body of The Ohio State University.

### **Article I - Name and Affiliation**

**Section I:** The name of this organization shall be The Council of Black Students in Administration at The Ohio State University, hereafter referred to as "CBSA." This name shall be used only in conjunction with the official business and activities of the organization.

**Section II:** The organization shall be affiliated with the National Black MBA Association and is recognized as the official Collegiate Chapter of the National Black MBA Association at The Ohio State University.

### **Article II – Purpose and Non-discrimination Policy**

#### **Section I: Primary Purpose**

The organization shall aim to inspire, enable and support minority students in pursuing and completing their MBA. The Council of Black Students in Administration will fulfill its purpose by facilitating and promoting the communication between minority students in the administrative sciences and aiding in the academic, professional, and social development of those students.

#### **Section II: Diversity and Dialogue**

In fulfilling its mission, CBSA will recognize the diversity of its members and encourage dialogue and discussion among its membership. The organization will make every attempt to incorporate differing views of its members in its dialogue and to recognize independent initiatives and efforts of its members.

### **Section III: Executive Board Purpose**

The Executive Board shall facilitate the above stated purpose of the organization by: a) Keeping the general body of the organization informed on information pertinent to CBSA b) Organizing events, including but not limited to: visiting speakers, regular meetings, and social events.

### **Section IV: Non-Discrimination Policy**

The Council of Black Students in Administration 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.

## **Article III: Membership**

### **Section I: Qualifications**

Voting membership shall be open to all members of the The Ohio State University community who are students in The Ohio State University and who express an interest in being Council of Black Students in Administration (CBSA) general body members. Interest in the CBSA can be expressed via e-mail or attendance at CBSA-sponsored events. Requests to be added to the CBSA mailing list, and presence on that list, do not in and of themselves constitute proof of membership or interest in becoming a member. While the Executive Board may infer that such requests constitute such expression, if reasonable doubts arise about a member's true interest the Executive Board may seek clarification through inquiry. Others such as faculty, alumni, professionals, etc. are encouraged to become members but as non-voting associates or honorary members.

### **Section II: Privileges and Responsibilities**

The privileges and responsibilities of membership are the opportunity to participate in and attend CBSA-sponsored events. Participants must act in a responsible manner while attending CBSA events. While all Ohio State University affiliates will have access to events, access may be denied to non-members by the Executive Board. Members of the CBSA, including the Executive Body, must complete some form of community service during their one-year membership tenure (a minimum of 10 hours/year). Such service includes working through a CBSA committee, an outside organization or committee, or individually. Evidence of community service must be submitted to the Director of Member Experience no more than 3 weeks after its completion.

### **Section III: Revocation**

Membership may be revoked based upon a breach of the laws of the United States of America, the State of Ohio, the City of Columbus, or the rules of The Ohio State University. Also, disruptive conduct at a CBSA-sponsored event, or the intent to engage in such conduct, may be grounds for immediate revocation of membership privileges. Revocation of membership privileges may also be considered for those who are members of organizations that seek to overthrow the United States government, or who have shown public contempt for this

organization. Such contempt may be considered retraction of any previously expressed interest in this organization. Revocation procedures must be initiated by a member of the Executive Board and must be ratified by a majority of the Executive Board at the earliest possible meeting.

## **Article IV: Electing, Appointing, and Removing Officers**

### **Section I: Elections**

Elections will take place on an annual basis. Candidates will complete an application and submit it to the current President. Candidates meeting the above qualifications will be selected for an interview, where they have to give a brief speech and answer a series of behavioral based questions. Current Executive Board members running for reelection cannot participate in the interview process. The current Executive Board including advisors will decide on candidates based on the information received during the interviews. In case of a tie, the presiding official will open the vote to the general body members. In the case of a second tie, the presiding official will flip a coin to determine the winner. Voting shall be done by secret ballot. The presiding official shall count such ballots at the time of election. A call of the ballots can be called by anyone in the group upon challenge of results. The creation or removal of Executive Board positions is achieved through Constitutional amendment (see VI.II), which can be voted on prior to the election.

### **Section II: Vacancies**

In case of a vacancy, the Presidency will be filled by the current Executive Director unless overruled by a majority of the Executive Board. In case of vacancy of other Executive Board positions, the President, in consultation with the official vacating the position, shall nominate a successor, preferably from within the Board of Deputies. Confirmation of the replacement shall be by majority vote of the Executive Board.

### **Section III: Impeachment and Removal**

Executive Board members may be removed by a formal vote of two-thirds of the Executive Board (subject to override by three-fourths of those present at the next general body meeting) or three-fourths of the entire general body in attendance at a subsequent meeting. Executive Board members may also be removed for excessive absences. For this purpose, more than 4 excused or 2 unexcused absences from Executive Board meetings or 3 unexcused absences from General Body meetings in the period of one semester shall result in automatic removal of the member. The Executive Board may, by a 2/3 vote at each subsequent meeting for which the member is absent, choose to retain the member on the Board. Without a successful vote of retention for a subsequent absence, the member shall automatically be removed and replaced according to the process outlined in Section II. Any board member or other elected officer who fails to fulfill the terms of office or to serve in an agreed-upon official capacity may be removed. Such action shall be effective only upon a majority vote of the Executive Board taken at an official meeting called for such purpose.

## **Article V: Meetings and Procedures**

### **Section I: General Body Meetings**

The Council of Black Students in Administration will meet on a semi-regular basis as a general body held at a constant location and time throughout each quarter. General Body meetings shall be at least twice a month during the academic year, subject to cancellation by a majority vote of the Executive Board.

### **Section III: Maintaining Order**

If, during the course of a CBSA-sponsored event, a disruption occurs, the Executive Board member in charge of the event shall have the right to take appropriate steps to maintain order, including removing disruptive persons and notifying authorities.

### **Section IV: Events**

Efforts should be made to make events available to as much of The Ohio State University community as possible. Given safety or space concerns or constraints, the organization's membership may be granted the privilege of priority access, and access may be denied to non-Ohio State affiliates by the Executive Board. Reservations may be required for events for which there is limited seating capacity.

### **Section V: Executive Board Meetings**

The Executive Board shall meet at least once a week during the academic year at a time and place it will decide, unless the Executive Board votes to cancel the meeting for that week. Executive Board Meetings shall be closed to the public, but non-Board members may attend meetings at the invitation of a Board member. Two-thirds of the existing Executive Board constitutes quorum for voting, though non-binding business may be conducted without quorum. Attendance at the weekly meetings and all events organized by CBSA shall be mandatory for all officers. If an officer cannot attend s/he must inform the President of the fact and why 24 hours before the meeting or event.

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

### **Section I: Qualifications and Terms**

The organization shall have the following officers, to be elected in the Spring Quarter of every academic year, to fill one-year terms. Nomination is open to anyone who has attended at least two CBSA-sponsored events or meetings during the previous quarter and is a member in good standing. Students who were not on campus due to study abroad, withdrawal from school, or other factors that would preclude attending meetings the previous quarter are exempt from this stipulation. The four permanent Executive Board positions are only open to full-time students from The Ohio State University

### **Section II: Officer Positions**

The Executive Board of the Council of Black Students in Administration shall be a directorship. There shall always exist a President, Vice President, Director of Finances (Treasurer) and Director of Communications (Secretary). There may be no less than four (4) and no more than twelve (12) full directors. The four permanent positions and other suggested positions are described below. As new positions are created, their titles, descriptions, and list of duties shall be recorded as an appendix to the constitution, and will be available to future leadership. Positions

may be created or modified through the Constitutional amendment process. All directors are full voting members of the executive board. All directors are encouraged to take on deputies to assist with their tasks to facilitate the development of future leadership for the organization. Such deputies shall not possess equal voting privileges as the rest of the Executive Board.

**1) President:** To be eligible for the Presidency, a candidate must have been a board member for at least a full year (twelve months) prior to the election. The President has the following duties: a) Responsible for CBSA's adherence to Constitution and By-Laws b) Responsible for preparing an agenda for and presiding at all EBoard Meetings, including voting c) Acts as public spokesperson and representative for CBSA, both on and off campus d) Oversees delegation process for special events and committees e) Oversees transition to new EBoard f) Alternate liaison to Ohio State Student Activities in place of the Internal Vice President g) Approve all out-going publicity and correspondence with assistance from the Director of Marketing (h) May at any time during their term, delegate some of his/her duties to fellow Executive Board officers or other general body members i) Each fall and spring, the President must aid the Director of Finance in creating and submitting a budget proposal and report covering the entire fiscal year.

**2) Vice President:** The Vice President has the following duties: a) Acts as proxy to President in discussion of CBSA events and policies or conducting Executive Board meetings when necessary b) Manages communication between board members c) Manages Deputy program d) Responsible for developing, recommending, and implementing general body meetings for CBSA e) Supervise all special events with the Director of Member Experience f) Assists in matters of budget and finance.

**3) Director of Finance:** b) Prepares budget requests for Ohio State Student Activities each year and processes reimbursement forms in a timely fashion. c) Responsible for making all necessary expenditures when authorized by the president and advisor, keeping financial records covering the organization's financial operations and assets, and submitting a written financial report to CBSA at the last regular meeting of each quarter d) Assumes primary responsibility for fundraising efforts. e) Attends Ohio State Student Activities meetings and acts as general Student Activities liaison for CBSA f) Work closely with the Director of Member Experience in collecting CBSA dues g) Performs such related duties as the president shall delegate h) Responsible for preparing a financial statement each month, concerning the CBSA's receipts and disbursements to present to the Executive Board.

**4) Director of Communications:** The Director of Communications has the following duties: a) Responsible for weekly General Body communications b) Responds to emails to club alias and directs interview requests to appropriate members c) Responsible for announcements and media publicity for CBSA events d) Responsible for event records and voting records e) Prepare a written report of each meeting which will be read at the next meeting. F) Responsible for organization and safekeeping of important CBSA documents such as the Constitution and By-Laws.

**5) Director of Marketing:** The Director of Marketing has the following duties: a) Supervises any CBSA material publications including newsletters, fliers, signs, banners, shirts, and buttons. b) Ensures compliance with Ohio State Student Activities and Administration rules for publications. c) Manages dispersion of publicity materials for campus events d) Coordinates efforts to bring speakers to CBSA with the Internal Vice President.

**6) Director of Member Experience:** The Director of Member Experience has the following

duties: a) Directs recruitment efforts, including tabling. b) Plans social events c) Plans charitable outreach for CBSA d) Responsible for taking attendance at EBoard Meetings e) Prepares and administers surveys of General Body members about proposed meetings and feedback of prior meetings f) In accordance with CBSA determined goals shall conduct an active and aggressive membership campaign g) Coordinate the contact of CBSA members to inform them of upcoming meetings, events sponsored by or co-sponsored by CBSA etc. h) maintain a current roster listing all names, phone numbers, electronic mail accounts, and University relationships of all CBSA members i) Work with the Vice President and the Director of Marketing to coordinate CBSA events.

**7) Director of Logistics:** The Director of Logistics has the following duties: a) Responsible for room reservations for all in-person meetings b) Determines suitable times and venues (virtual or in-person) for all E-Board members to have weekly meetings c) Organizes and updates the E-Board calendar concerning all important organizational dates and events. d) Keeps detailed notes during E-Board and advisor meetings

**8) Internal Vice President:** The Internal Vice President has the following duties: a) Contacts recruiters and presenters representing corporate sponsors b) Contacts organizations and faculty members on Ohio State's campus regarding collaboration opportunities and partnerships c) Works closely with the Director of Member Experience in maintaining communication with organizations for planned collaboration events d) Must keep updated records of all administrative contacts with The Ohio State University, The Ohio State University community, and with people and organizations outside The Ohio State University.

### **Section III: President Emeritus**

There shall be the title of President Emeritus bestowed among all former Presidents of the Council of Black Students in Administration. A President Emeritus shall qualify as a voting member of the Executive Board prior to graduation, though voting rights may be terminated by excessive absence from Executive Board meetings. For this purpose, 5 absences a quarter or three consecutive absences shall be deemed excessive and will result in revocation of voting privileges. Such revocations may be reversed by majority vote of the Executive Board prior to their automatic implementation.

## **ARTICLE VII. ADVISORS**

### **Section I: Qualifications**

The advisor to this organization shall be a full-time administrator, faculty, or staff at The Ohio State University. The faculty advisor must be a professional member of the Association.

### **Section II: Term**

The advisor will serve for at least one full school year, shall attend the meetings of the Council of Black

Students in Administration and advise the group on matters under consideration.

### **Section III: Responsibilities**

The faculty advisor shall be responsible for the continuity of records and other property of the collegiate chapter. The faculty advisor shall be the official contact with the National Black MBA Association Headquarters.

### **Section IV: Additional Advisors**

Additional faculty members may be asked to join the appointed faculty advisor whenever the tasks involved allow for additional faculty representation. (However, only one member of the faculty may vote as a board member as indicated in Section 1, that person being the designated faculty advisor.)

### **Article VIII - Executive Committee (if needed): Size and composition of the Committee.**

This Committee (like a board of directors) represents the general membership and conducts business of the organization between general meetings of the membership and reports its actions at the general meetings of the membership. In many organizations, this Committee is comprised of the organization leaders, chairpersons of the standing committees, and sometimes ex officio members from related student organizations.

### **Article IX - Standing Committees (if needed): Names, purposes, and composition.**

These committees serve the organization leadership, Executive Committee, and general membership and are permanent and designed to carry out the basic functions of the organization. Chairpersons of these committees are appointed by the organization leadership. Standing committees are to include: Fundraising, Membership, and Publicity.

### **Article X: Amendments and Ratification**

This document must be ratified by a majority of the Council of Black Students in Administration general body in attendance at the meeting. A proposed amendment shall be submitted in writing by any group of three general body members, or any Executive Board member of CBSA and delivered to the Executive Board one week before voting is held. Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed, should be read again at the subsequent general meeting in which the votes will be taken. Approval should require at least two-thirds of voting members present. All amendments must be ratified by two-thirds of the general body in attendance. Amendments to the Constitution shall be dated and written in as amendments preserving the out-of-date article. Revised and approved: **3/23/22** If during the year there are no amendments proposed, the Executive Board shall conduct a year-end review of the Constitution for relevance. The final interpreter of the meaning of the Constitution of the Council of Black Students in Administration is the Executive Board.

## ARTICLE XI. BYLAWS

The executive board, by majority vote in a regular or special meeting called for that purpose, shall have the power to adopt and amend, as deemed necessary, By-laws for the proper governance of the organization.

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