

# The Black Student Association

## Student Organization Constitution

### **ARTICLE I. NAME OF ORGANIZATION**

The Black Student Association

### **ARTICLE II. ORGANIZATION PURPOSE**

We, the members of the 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 and other marginalized groups on campus.

### **ARTICLE III. UNIVERSITY REGULATIONS**

#### **Section A. Harassment and Discrimination, including Sexual Misconduct**

The Black Student Association *agrees that it will not engage in sexual misconduct nor any harassment or discrimination 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 basis in accordance with the Student Organization Registration Guidelines.*

#### **Section B. Hazing**

The Black Student Association *agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.*

#### **Section C. Bylaws**

The Black Student Association *retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs (CSA) Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities department, and changes to bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.*

## **ARTICLE IV. MEMBERSHIP**

### **Section A. Membership Eligibility**

- a. Attendance
- b. In order to maintain membership, a student must continue to attend meetings regularly.
- c. 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.
- d. 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.

### **Section B. Member Selection**

Students that attend at least one general body meeting are considered general members of the organization.

### **Section C. Membership Timeline**

General body members can join at any point of the year. Early to late of fall semester, or early to late of spring semester.

### **Section D. Member Removal**

- a. All expulsion of members requires majority votes by the entire executive board.
  - Decision of removal is decided by simple majority at least 6 out of 11 executive board members
- b. The expulsion of members should only be conducted as a last resort after attempts to mediate or seek a conflict resolution fail.
- C. Means of expulsion include:
  - Creating a hostile, unsafe, environment at general body meetings this looks like any forms of verbal, physical, sexual, psychological, and discriminatory harassment
- D. Notification or witness of any of the above means of expulsion will result in a vote conducted.

E. Upon removal, the member will be informed through email from the President and Advisor that they are banned from attending general body meetings or applying for executive board for that academic year.

F. Ban lasts for one academic year or the equivalence of an academic year (8 months, since ban approved)

## **ARTICLE V. ADVISOR**

### **Section A. Advisor Duties and Responsibilities**

- i. The advisor(s) must attend Monday executive board meetings weekly.
- ii. All advisors must be aware of money matters.
- iii. The advisor(s) should keep the officers and general body informed of institutional matters.
- iv. The advisor(s) should attend all organizational meetings and functions when possible.
- v. The advisor(s) must conduct audits and review finances with the treasurer.
- vi. The advisor(s) must respect and encourage executive board members in their positions.

### **Section B. Advisor Term**

Advisors are responsible for serving the executive board for the entire fiscal year.

### **Section C. Advisor Selection**

I . Advisors must be recruited by current executive board members or prospective advisor may contact an executive board member

II . The Executive Board member who recruits or is contacted must pitch advisor to the rest of the executive board at their discretion

III . Active Executive Board will vote on advisor election

- Simple majority vote will determine results of appointment
- If result ends in a tie Acting President will make final decision

IV . At the end of the fiscal year newly elected executive board will decide if current advisor will continue the position or will be replaced

- Simple majority vote will determine result
- If result ends in a tie Newly Elected President will make final decision

V . In the event that acting Advisor position becomes vacant, whether by resignation or impeachment, the regular procedure will take place within six academic weeks of vacancy.

## **Section D. Advisor Replacement**

Replacement of an advisor would take place after a unanimous vote done by the executive board members, and the new advisor will be appointed based on vote from executive board.

## **ARTICLE VI. ORGANIZATION LEADERSHIP**

### **Section A. Officer Positions**

B.

#### **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 collaborative events with other student organizations at Ohio State University that unite the larger body of students on campus.
  - b. Special Initiative Ambassadors are expected to plan at least 2 collaborative events a month.

- i. Ambassadors should formulate a plan that describes two to three potential collaboration events and which organizations to the President and Vice President before the first board meeting of every month
  - f. Special Initiatives Ambassadors are required to copy the President and their direct advisors on any messages regarding collaborations.
  - 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. Community Service Chairs are expected to plan at least 2 service events a month.
  - 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 fundraising matters, ideas, and events will be disseminated and organized by the Community Outreach Chairs.
  - b. Community Outreach Chairs are expected to plan at least 2 on or off campus fundraising events each month.
  - c. Community Outreach Chairs are expected to communicate with campus and Columbus partners to discuss possible partnerships.
  - d. Community Outreach must work closely with the Treasurer to make sure fundraised money is allocated accordingly.
  - e. Community Outreach must perform other duties assigned by the President and Vice President.

**Section B. Officer Eligibility**

Any general body member that has attended the majority of weekly events for that academic year is applicable to apply for an officer/executive board position for the following academic year.'

Potential officers may only run for one executive position but can select alternative positions during the application process.

Candidates that are deemed inadequate can be cut from the process by advisors and current executive board.

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.

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).

### **Section C. Officer Selection Process**

- i. I . Elections for the following year will be held in the Spring Semester by no later than the 8th week of classes for the President, Vice President, Treasurer, Secretary, and Director of Marketing.
- ii.II. The potential officer is to complete the application process which includes:
- iii.An application [50% of process]
- iv.Interview [50% of process]
- v.III. Outgoing e-board and advisor(s) will vote on elections.
- vi.Simple majority vote will determine result of election
- vii.If vote results in a tie Acting President will make final decision
- viii.IV. Potential officers may only run for one executive position but can select alternative positions during the application process.
- ix.V. In the event of a tie vote, the President will cast the last vote.
- x.VI. 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.

### **Section D. Officer Removal**

- 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.

## **ARTICLE VII. ORGANIZATION DISSOLUTION**

### **Section A. Dissolution Requirements**

The process of dissolution is the responsibility of the Advisor(s), the President, Vice President, and Treasurer.

A unanimous vote would need to be conducted between the Advisor(s), President, Vice President, and Treasurer, and then the decision to dissolve would be a formal document stating that the organization is dissolving.

### **Section B. Dissolution Procedures, including Assets and Debts**

Following the unanimous vote to dissolve, the officers would plan to pay off all outstanding debts and contractual obligations, understanding that The Ohio State University assumes no responsibility in aiding in the payment of debts.

Assets would be sold or transferred elsewhere.

## **ARTICLE VIII. CONSTITUTIONAL AMENDMENTS**

### **Section A. Amendment Process**

- 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.