

College of Saint Benedict/Saint John's University

Black Student Association (BSA) Constitution

Article I: Name and Purpose

Section I: Name

The name of the club is the Black Student Association (BSA).

Section II: Purpose/Mission

- To bring students from diverse backgrounds together to build a sense of community.
- Promote diversity, in addition to race, to the CSBSJU student body and community.
- To encourage cultural identity

Section III: Affiliation

We are not affiliated with any regional/national organizations.

Article II: Membership

Section I: Eligibility for Membership

The CSBSJU BSA is open to any and all currently enrolled CSBSJU students. Non-students (e.g., faculty, staff, alumni) are not allowed to be participating members, but they can be supportive affiliates.

Article III: Officers

Section I: Elected Officers

The Officers of the Executive board:

- President
- Vice President
- Treasurer
- Public Relations
- Event Coordinator
- Graphic Designer

Section II: Duties of Officers

The duties of the executive board members are as follows:

President: The President will preside at the meetings, call special meetings, run the election process, will appoint committee chairs when the communities are formed and make sure that the goals of the club in addition to the mission of the club are met.

Vice President: The Vice President assumes the President's duties in their absence, schedule meeting/practice rooms/facilities, primary contact with the Joint Club Board (JCB), and plan member/officer training programs. Responsible for the club calendar of meetings and events. Ensuring BSA Teams is up to date with club information and history.

Treasurer: The Treasurer will keep all financial records, submit monthly audit statements to Co-Funding Board contact, notifies organization of financial issues, prepares budget allocation requests, and is responsible for keeping track of club promotions forms and expenses.

Public Relations: Public Relations will promote activities of the BSA and encourage the student population to get involved with the BSA. Responsible for checking BSA club email. Responsible for connecting and responding to club collaborations once the board approves.

Event Coordinator: Will take and distribute minutes of all club meetings, recorder keeper current, and past members, files minutes, etc., club historian, notify members of meetings, and handle the official correspondence of the club. Responsible for reserving the meeting/event room and equipment.

Graphic Designer: Responsible for advertisements and promotions of events that BSA will be hosting throughout the academic school year. Ensure the logo is used and sent to clubs or other groups for future collaborations.

Term of the office: If a member has held a position for two or more academic terms, every new academic term, that position becomes eligible to be challenged through the voting process of applying for reapplying.

If one is not upholding the responsibility of the appointed position as board member then the position is liable to be forfeited.

Section III: Vacancy in Office

In the event a vacancy should ever occur (resignation or removal), provisions must be made to fill the vacancy. In the event that a member resigns from a position, there needs to be a two week notice of resignation, in which time, existing members would find someone to fill that vacant position. Officer succession/"chain of command" should be addressed (e.g., in

the event that the President leaves office, the Vice President will assume those duties until a special election is held. Then refer readers to the special election section of Article IV.

Section IV: Removal of Office

When an executive board member violates an institution rule, they undergo a probation period. Upon a second offense to an institution rule, pending the decisions of the President and Vice President, will be immediately removed from office.

When a member of the board or attendee of the club finds that another executive board member is not accomplishing their tasks, they are able to do the following:

- a. Approach an executive member, outside of BSA general meetings, and present the complaint. The executive board will then call a meeting and conduct a voting process in order to determine if the complaint should be brought to the whole BSA community. Two-thirds of the executive board must be present in order for voting to take place. In the case of a tie (amongst the Executive Board) the complaint will be dismissed.

Section V: Appeal of Removal of Offices

When the complaint has been approved by the BSA executive board, a general meeting will be held for the executive board member then states their case to the BSA. The BSA voting members will then vote to decide whether to impeach the executive board member.

Article IV: Elections

Section I: Nomination Process

Both self-nomination and board member nominations from existing members will be accepted. This shows to the BSA that the individuals who are applying are motivated enough to get the position they want and give board members the unbiased freedom to appoint a student with the potential to take on that position.

Section II: Election

The terms for all executive board members will be one year, with elections of the new officers taking place in March. The Department of Student Activities should be notified of the new officers elected.

Article V: Advisor

Section I: Selection

The members present at the founding of this constitution will decide who will be the club advisor. The BSA will also revise at the election of the new officers whether or not it is in the best interest of the BSA to find another faculty advisor.

Sections II: Duties

The faculty advisor's main responsibility is to help guide the BSA in the best way to fulfill its missions from their position. It is also their responsibility to attend as many as two general meetings minimum per semester. It is also a responsibility of the faculty advisor to follow the guidelines as stated by the advisor contract, take on the role of someone who students can come to as a resource.

Article VI: Meetings

Section I: General Meetings/Club Activities

The BSA will meet on a bi-weekly basis. Members will be notified via email and cell phone. Club activities will be one-two hours long.

Section II: Special Meetings

Special meetings would be called in place of vacancy of an executive board member, and any other emergency event decided by the President.

Sections III: Parliamentary Authority

We will run the meetings in accordance with what we, board members, see fit.

Sections IV: Quorum

In the case of the event of a vote, a two-thirds attendance of voting members is required for a vote to occur.

Article VII: Committees

Section I: Committee Structure

The BSA executive board members will decide on whether a committee needs to be formed. If the board members decide that a committee is needed for an event, or activity, then it will be announced in the next following BSA general meeting. Formulating the committee will then take place after it's announced.

Article VIII: Finances

Section I: Co-Funding Board

The BSA will apply for money through the Co-Funding Board.

Section II: Honorariums

No officers will be given honorariums or stipends from the BSA.

Section III: Dues

No dues shall be paid.

Article IX: Amendments

Section I: Ratification

At the beginning of every academic year, and at the time of the resubmission of the constitution, the constitution is subject to revision. Changing anything in the constitution has to be approved by a two-thirds vote of the BSA executive board.

Section II: Submittal to Department of Student Activities and Joint Club Board

All changes to the Constitution must be submitted to the Department of Student Activities and Joint Club Board.

Article X:

The *Black Student Association (BSA)* agrees that its activities, mission statement, and goals are consistent with the Benedictine Values.

Article XI:

The *Black Student Association (BSA)* admits students without regard to their race, religion, color, sex, age, sexual orientation, or national or ethnic origin to all the rights, privileges, programs, and other activities, generally accorded or made available to members of the organization.

Article XII:

The *Black Student Association (BSA)* considers hazing to be a degrading and destructive activity which is inconsistent with the standards of this student organization. The *Black Student Association* recognizes the dignity of every person and opposes all forms of hazing.

Date of recognition/revision: 01 December 2020