**College of Saint Benedict and Saint John’s University**

**Black Student Union (B.S.U.) Constitution**

**(Amended and ratified Dec. 2022)**

**Article I: Land Acknowledgement**

Both the College of Saint Benedict and Saint John’s University occupy the original homelands of the Dakhóta and Anishinaabe peoples. We honor, respect, and acknowledge the Indigenous peoples forcibly removed from this territory, whose connection remains today. St. Benedict’s Monastery and St. John’s Abbey previously operated boarding schools for Native children. Now, students, faculty, and staff are working to repair relationships with our Native Nation neighbors. We also acknowledge the enslavement of those who were of African origin/descent and their contributions to the development of these United States. The BSU promises to acknowledge the existence of colonization and how it has affected people of color, especially Black people, from generation to generation.

**Article II: Name**

I. We shall be known as the College of Saint Benedict and Saint John’s University Black Student Union, B.S.U. and or BSU

**Article III: Mission Statement**

*Section I: Promises of the BSU*

I. The Black Student Union promises to serve as a CSB/SJU student club that promotes diversity through race and intellectuality at St. Ben’s and St. John’s.

II. We promise accurate awareness of the cultural, political, and economic aspects of the Black/African diaspora.

III. We promise to serve as a club that uplifts the Black community at St. Ben’s and St. John’s through informative programming, constructive leadership, and peaceful activism.

IV. We promise to serve as a club that is cognizant of intersectionality and its purpose when creating programming and events that stem around activism, justice, and education.

V. We promise that our activities, goals, and statements shall be consistent with the Benedictine Values and Catholic Social Teaching.

VI. We are not affiliated with any regional/national organizations, but we promise to support organizations that promote diversity, inclusivity, activism, and justice.

**Article IV: Membership**

I. Membership is open to all students from the College of Saint Benedicts and Saint John's University Campuses. Memberships can also be held by staff members of both campuses but are restricted from having voting privileges. It is the hope of the BSU to invite members of the Saint John's University and the College of Saint Benedicts community who are interested in learning about some of the diverse cultures we have on campus (primarily those of African heritage) and the people who represent those cultures. Memberships include voting, non-voting, and affiliate members (those members such as staff who are interested but cannot take place in voting situations.)

II. Voting members include those who have attended fifty percent of the meetings or more.

III. The removal of members is not a necessary function of the BSU. The removal of voting rights due to lack of participation is the consequence of not attending fifty percent of the BSU meetings.

**Article V: Officers**

*Section I: Elected Officers*

I. The Officers of the Executive board:

* **President.**
* **Vice President.**
* **Treasurer.**
* **Community Engagement Co-Coordinators.**
* **Event Co-Coordinators.**
* **Johnnie Representative and Member-At-Large.**
* **Bennie Representative and Member-At-Large.**

*Section II: Duties of Officers*

The duties of the executive board members are as follows:

**President**

* Be a representative of the BSU at CSB+SJU meetings, CAB meetings, events, and conferences
* When in attendance at CAB meetings, the presidents must do the following: Be in attendance (on time), take notes, provide updates, and learn about other clubs and their initiatives.
* Supervises executive board members and provides help when needed.
* Make sure that deadlines are met when planning meetings and events.
* Handles direct PR when giving emergency messages, notifications or addresses to the student body and members.
* In coordination with the treasurer and the budget and finance committee, make sure that Co-Funding Board materials (forms) are submitted before the deadline (Friday at 5).
* Be responsible for presiding over every meeting.
* Sit on the events and planning committee.
* Be responsible for calling general meetings, which are held every month.
* Make sure that officers complete training, workshops, and certifications that promote leadership development.
* Responsible for making sure the BSU’s mission statement is carried out across the executive board.
* Serve as Chairperson of the Constitutional Review Committee.

**Vice President:**

* When both presidents are absence, the vice president will carry out their duties for them.
* Will Vice-Chair the events and planning committee.
* Supervises executive board members and provides help when needed.
* Sit on the events and planning committee.

**Treasurer:**

* Keep all financial records of the BSU.
* Submit monthly audit reports (15th of every month) to Co-Funding Board Contact.
* Notify the organization of financial issues.
* Makes sure that Co-Funding Board materials (forms and requests) are submitted before the deadline (Friday at 5).
* Be a presenter and representative at the Co-Funding Board.

**Event Co-Coordinators:**

* There shall be two elected or appointed persons to the position of Event Coordinator.
* Responsible for reserving spaces, media equipment, and audio support needed for events.
* Chair and Vice Chair the planning committee (shall be appointed by the president).
* Will oversee the planning of the Annual Gala in February.
* Coordinate the *Behind the Brick Walls* Series:
	+ *This will serve as a yearly event that highlights the voices of Black students at St. Ben’s and St. John’s. It should be held in November to honor the Sit-In that happened int the President’s Office at St. John’s in the 1970s.*
* Plan affinity spaces in coordination with other Black clubs and organizations at CSB+SJU.
* Plan other events that will engage students and promote Black culture.

**Community Engagement Co-Coordinators:**

* There shall be two elected or appointed persons to the position of Community Engagement Coordinator.
* Create flyers and posters for BSU events, initiatives, and announcements.
* Disperse information regarding events and other announcements to Bulletin, WOW, and events calendar.
* Post on social media platforms such as Instagram, Snapchat, and Facebook.
* Research conferences and events for Black CSB+SJU students and executive board members to attend.
* Plan events that surround membership growth and development (not general meetings).
* Have posters and flyers printed, stamped for approval by SALD, and placed around campus.
* Keep a record of student, faculty, and staff members of the BSU.
* Email members about general meetings, executive board members, and events the BSU have.
* Provide these types of information about members: First name, last name, class standing and year, position (if executive board member or faculty/staff member), pronouns, and major/minor.

**Johnnie Representative and Member-At-Large:**

* Must be a student at Saint John’s University.
* Represents Johnnies at executive board meetings, general meetings, and other BSU events.
* Record minutes at executive board meetings and general meetings.
* Work with the Bennie Representative to make displays that showcase the mission and life of the Black Student Union.
* Organize tabling with the Community Engagement Coordinators.
* Record the number of persons at General meetings and keep a record of club membership.
* Make sure that BSU holds true to our healthy school and cultural traditions.
* Provide these types of information about members: First name, last name, class standing and year, position (if executive board member or faculty/staff member), pronouns, and major/minor.

**Bennie Representative and Member-At-Large:**

* Must be a student at the College of Saint Benedict.
* Represents Bennies at executive board meetings, general meetings, and other BSU events.
* Record minutes at executive board meetings and general meetings.
* Work with the Johnnie Representative to make displays that showcase the mission and life of the Black Student Union.
* Organize tabling with the Community Engagement Coordinators.
* Record the number of persons at General meetings and keep a record of club membership.
* Make sure that BSU holds true to our healthy school and cultural traditions.
* Provide these types of information about members: First name, last name, class standing and year, position (if executive board member or faculty/staff member), pronouns, and major/minor.

If a member has held a position for two academic terms, 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 notice of resignation (a formal letter), in which time, existing members would find someone to fill that vacant position. In case the office of President is vacant, the Vice President will assume those duties until they, along with the Executive Board, appoints a person to that position. See more in section VI.

## *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 approach an executive member, outside of BSU general meetings, and present the complaint. The executive board will then call a meeting and conduct a voting process to determine if the complaint should be brought to the whole BSU community. Two-thirds of the executive board must be present 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 BSU executive board, a general meeting will be held for the executive board member then states their case to the BSU. The BSU voting members will then vote to decide whether to impeach the executive board member.

**Article VI: Elections**

I. Only self-nomination will be accepted through forms manager. This shows to the BSU that the individuals who are applying are motivated enough to get the position they want.

II. Terms for all executive board members will be two years, excluding first-year liaison which shall be elected every year, with elections of the new officers taking place in April.

III. In the case of a vacancy of office, the executive board shall appoint the person who is interested in the vacant position. The application will be through forms manager and an interview will be conducted by the advisor and co-presidents.

**Article VII: Advisor**

I. The members of the Executive Board will decide who will be the club advisor. The BSU has the right to remove the incumbent of the role Club Advisor when they are not adhering to the values and goals of the BSU and or their position.

II. The faculty advisor's main responsibility is to help guide the BSU to fulfill its missions. It is also a responsibility of the faculty advisor to follow the guidelines as stated by the advisor contract.

**Article VIII: Meetings**

I. The BSU Executive Board will meet on a bi-weekly basis. Members will be notified via e-mail and cell phone if they want to participate

II. General Body Meetings will be held the first Wednesday of every month. Members will be notified by email. *See Community Engagement Coordinators duties for communication responsibilities.*

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

IV. We will run the meetings in accordance with what the executive board sees fit.

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

**Article IX: Committees**

*Section I: List of Standing Committees*

These are the List of Standing Committees:

* Events and Planning Committee.
* Constitution Review Committee.
* Outreach and Engagement Committee.
* Finance Committee.

*Section II: Duties of the Standing Committees*

The duties of the standing committees are detailed as follow:

**Events and Planning Committee:**

* Provide programming that uplifts, inspires, and educates the Black student population at CSB+SJU.
* Collaborate with other campus clubs and organizations and plan events.
* Event Co-Coordinators will Co-Chair this committee.
* Have 2-3 appointed club members on the committee.
* Vice President must sit on the committee.
* President must sit on the committee.

**Constitution Review Committee:**

* The President of the BSU will call the Constitutional Review Committee to order when there is a need for any changes and ratifications.
* Each executive board member will sit on the committee along with 3-4 club members.
* The committee will meet at least 3 times to make constitutional changes.
* The President will serve as the Chairperson of the committee.
* The Vice President will serve as Vice Chairperson of the committee.

**Finance Committee:**

* This committee can be formed by the Treasurer. It is optional but should be included so that we have members input on how we handle our finances.
* Work with the Treasurer to keep monies in order and recorded.
* Meet at least once a month to complete the monthly audits for the club and go over the budget for the Black Student Union.
* Help complete purchases for the club with the Treasurer.
* The Treasurer will chair the committee.
* Have 2-3 appointed club members on the committee.

**Outreach Committee:**

* Serve as Liaisons for the Black Student Union when going to events and programs.
* Help keep accurate records of the members information *see community engagement co-coordinators duties.*
* Plan events that increase membership and awareness of the BSU.
* Have 2-3 appointed club members on the committee.
* Have both Johnnie and Bennie Representatives on the committee.
* The Community Engagement Co-Coordinators will serve as Co-Chairs of the committees.

*Section III: Other Committees:*

Executive board members will decide on a majority vote whether a committee needs to be formed. If the vote is passed, they will bring it up at the next BSU meeting and formulate the committee then.

**Article X: Finances**

I. The BSU will apply for monies through the CFB.

II. No dues shall be paid for this student club.

III. Stipends shall not be given to officers or members of the club unless voted on by the members of the BSU. Two thirds vote shall pass.

**Article XI: Ratification**

I. At the time of the resubmission of the constitution (SALD will inform us when it is either at the end or beginning of the academic year) the constitution is subject to revision.

II. The Changing of anything on the constitution must be approved by a two-thirds vote of the voting members. If there is no quorum available, the executive board has the right to vote and ratify any changes in emergency.

III. Before the resubmission of the constitution, the BSU shall hold two constitutional review sessions.

II. All changes to the Constitution must be sent to SALD and JCB.

**Article XII**: **Inclusivity**

The Black Student Union 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 XIII: Anti-Hazing**

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