

Black Student Union

Charter for Recognition

2019-2020

Article I: Name of Organization

Sec. 1: The name of this organization shall be the Black Student Union Club at Clark University (herein referred to as the BSU Club).

Article II: Mission Statement: The purpose of this organization shall be to:

Sec. 1: Strive to educate, empower and build up our community within the African diaspora. We provide information and organize discussions based on political, educational, social and cultural issues surrounding the black community both here and internationally. Through our programming and interactions, we aim to breakdown stereotypes and challenge our community to embrace and share all of our unique cultures. Through building community these are the seeds that will cultivate our understanding and unite our community, not only locally, but globally.

Article III: Membership

Executive Board 2019-2020

President: Faridat Dangbe

Vice President: Ahiela Watson, Caleb Gibson

Co-Treasurer(s): Mya Stafford, Naomi Augustin

Secretary: Gloria Anderson

Assistant Secretary: Eliza Quinones

Education Chair: Melissa Florestal

Diversity and Inclusion: Tobi Pitan

Outreach Coordinator (community) Chair: Jaey Harris

Co-Liaison(s): Klein Ngoga

Publicity Chair: Gloria Agossou, Kadijha Kuanda

First Year Outreach Chair: Ivan Munzert

Historian: Jordana Emmitt

Senior Student Advisor: Morufat Bello

Advisor: Nicole Overstreet

Bylaw 101: Equal Opportunity

Each qualified individual regardless of race, color, sex, sexual orientation, religion, national origin, age as defined by law, disability, or veteran status, shall have equal opportunity to participate as a member of this group. As enacted by the Clark University Student Council in Bylaw 101 of the Constitution which states:

Sec. 1: Student Council advocates the University's policy of equal opportunity, which conditions:

It is the policy of Clark University that each individual regardless of race, color, sex, sexual orientation, religion, national origin, age as defined by law, disability, or veteran status, shall have equal opportunity in education, employment, or services of Clark University.

Sec. 2: Student Council's interactions with the undergraduate student body shall exhibit the spirit of the University's Equal Opportunity Policy.

Bylaw 124: SAF Funding Requirements

As enacted by the Clark University Student Council in Bylaw 124 of the Constitution that all Student Council recognized organizations receiving funding from the Student Activities Fund must:

Sec. 1a: Be open to membership to all members of the Clark Undergraduate Student Body regardless of race, color, sex, religion, national origin, sexual orientation, or handicap.

Sec. 1b: Be continuously available for additional membership, activities, and participation by all members of the Clark Undergraduate Community.

Sec. 1c: Have an Executive Board.

Sec. 2a: Open and widely publicize all organizational meetings and events, and activities that the organizations hold, sponsor, or co-sponsor (excluding the Spree Day Committee).

Sec. 2b: Allow events and activities held, sponsored, or co-sponsored to be open for the participation of all members of the Clark Undergraduate Student Body regardless of race, color, sex, religion, national origin, sexual orientation, or handicap.

Sec. 3a: Submit one (1) copy of its charter, if changed to the Judiciary Committee of the Student Council for approval by that committee.

Sec. 3b: Submit one (1) copy of all executive board changes, as necessary, with updated contact information to the Judiciary Committee of the Student Council.

Sec. 3c: Keep on file for their reference, and the reference of their members, a copy of their charter.

Sec. 4: Notify the Student Council Secretary in writing at least one week in advance of any organizational elections for the purpose of openly and widely publicizing the said elections.

Sec. 5: Have an advisor, said advisor cannot be an undergraduate student. (*effective spring 2005*)

Sec. 6: Failure to comply with any portion of this bylaw will be cause for an organization to be considered ineligible for SAF funding.

Bylaw 130: Membership Prerequisites

Sec. 1: All members of the Black Student Union must be full-time undergraduate students in good academic and social standing and who have paid their Student Activities fee in full.

Bylaw 131: General Members

Sec. 1: General or active membership is defined as all those students who have met the above prerequisites and who regularly attend weekly meetings and support annual BSU events.

Bylaw 132: Voting Members

Sec. 1: A voting member is defined as anyone who has met the prerequisites of general membership and who has an interest in the future of the Black Student Union as an organization.

Article III: Advisor's Responsibility

Bylaw 201:

Advisor: Nicole Overstreet shall:

- Sec. 1: Be responsible for providing continuity within the group.
- Sec. 2: Assist in the training of new officers.
- Sec. 3: Provide direct assistance in the planning of the overall programs and indirect help in preparing of individual events by describing additional resources.
- Sec. 4: Encourage democratic functioning, being careful not to dominate the group, or to allow any minority or individuals to use it for their own ends.
- Sec. 5: Encourage opportunities within the group which will contribute to the students' development.
- Sec. 5: Be well informed on all plans and activities of the group through regular attendance at all meetings and frequent consultation with the officers.
- Sec. 5: Attend official activities and meetings of the group.
- Sec. 6: Assist the group in maintaining all of the records required by the Student Activities office, i.e., request forms, requisitions, minutes, and financial statements.
- Sec. 7: Assist the students in the reconciliation of funds.
- Sec. 8: Be familiar with the contents of the Club Procedure Manual governing clubs and organizations.
- Sec. 9: Be responsible for the safety of the students during their activities.

Article IV: Organization and Responsibility of Officers

Bylaw 301:

President

The president shall:

- Sec. 1: Preside and lead over every executive board meeting.
- Sec 1a: Arrange for times and locations of meetings.
- Sec. 2: Enforce due observance of the Constitution and By-Laws
- Sec. 3: Appoint committees
- Sec. 4: Serve as an ex officio member on all committees.
- Sec. 5: Represent the organization, if necessary or he/she may appoint a representative to do so.
- Sec. 6: Decide questions not specified and exercise all other power of the office.
- Sec. 7: Ascertain that proper representation exists and all required reports are sent to Student Council and Student Leadership Programming Office.
- Sec. 8: Each academic year, the president must re-register their officers with Student Council.
- Sec. 9: Interpret to the group the college philosophies and policies when helping the group plan its programs.
- Sec. 10: Approve and justify all expenditures.
- Sec. 11: Regularly schedule meetings with the BSU advisor(s).

Bylaw 302:

Vice President

Vice president shall:

Sec. 1: Preside and perform the duties of the President in his/her absence or at the request of the President.

Sec. 2: Assist other officers in their duties.

Sec. 3: Register the Club for specific spaces needed for events.

Bylaw 303

(Co)-Treasurer

Treasurer shall:

Sec. 1: Be responsible for all financial aspects of the Club.

Sec. 2: He/she/they have signing rights.

Sec. 3: Submit a typed budget by the designated date of each year to Student Council, which shall include itemized line items to the greatest extent possible for the following year.

Sec. 4: Be in charge of all financial aspects of fundraising activities.

Sec. 5a: Turn all funds from fundraising activities over to the Student Leadership Programing so they can be deposited.

Sec. 5b: For a multi-day fundraising event, cash must be deposited in the Student Activities office on a daily basis.

Sec. 5c: At the conclusion of a fundraising event, all funds must be deposited in the Student.

Sec. 6: Become familiar with and abide by all the rules of fundraising as dictated by Student Council.

Sec. 7: Familiarize themselves with the budget request procedures

Sec. 8: This person must be approved by Student Council's current Treasurer.

Sec. 9: The treasurer must know the balance of the budget and keep the e-board updated on all financial matters relating to BSU.

Bylaw 304

Secretary

The secretary shall:

Sec. 1: Record the minutes of all official meetings

Sec. 2: Per request create an agenda for all official club meetings.

Sec. 3: Submit within 24 hours of meetings the minutes to the executive board

Sec. 4: Keep a current and accurate list of all club members.

Sec. 5: Be available to assist other officers in their duties.

Sec. 6: Responsible to regularly checking emails and sharing their content with the president.

Sec. 7a: Record attendance for all meetings

Sec. 7b: Record attendance for all events

Sec. 8: Keep a file of the club's records

Bylaw 305

Assistant Secretary

Assistant Secretary shall:

Sec. 1: Preside and perform the duties of the Secretary in his/her absence or at the request of the president or secretary.

Sec. 2: Assist the secretary in any capacity possible

Bylaw 306

Education Chair

The education chair shall:

Sec. 1: Work closely with the Diversity and Inclusion Chair to educate, teach, and enlighten Clark's campus and the Worcester community

Sec. 2: Oversee events with educational aspects that pertain to the black experience

Sec. 3: Reach out to faculties per department if need for events which pertain to education

Sec. 4: Will Maintains regular communication with all other committee chairs and Executive Board members to ensure Black Culture, History and Heritage are considered for all events.

Sec. 5: Be responsible for enlightening the Clark community about Black culture and history, and the role of the Black Student Union on the Clark campus. Although all e-board members help educate the Clark community; the Education Chair is elected to lead all educational endeavors.

Sec. 2: Organize meetings outside regular club meeting time

Sec. 3a: Provide a weekly report to the president

Sec. 3b: Provide reports to the executive board per request

Bylaw 307

Diversity and Inclusion

Diversity and Inclusion shall:

Sec. 1: Work closely with the Education Chair to educate, teach, and enlighten Clark's campus and the Worcester community

Sec. 2: Oversee activities which emphasis the black experience

Sec. 3a: Be the liaison person for faculty of color

Sec. 3b: Work closely with the Liaison Chair

Sec. 4: Identify and recommend ways to build and maintain an inclusive support system for other committees

Sec. 5: Work on maintaining diversity and inclusion

Sec. 6: The Committee Chair may invite any director, faculty member, staff member, or community partner to a Committee meeting, however, these individuals have no voting power unless they are Committee members themselves.

Sec. 7: Organize meetings outside regular club meeting time

Sec. 8: Provide a weekly report to the president

Sec. 9: Provide reports to the executive board per request

Bylaw 308

Outreach Coordinator/Community Chair

The Outreach Coordinator shall:

Sec. 1: Be the liaison between The Black Student Union and other organizations outside the Clark University Campus.

Sec. 2: Lead collaborations with other organizations and service projects in the Worcester area.

Sec. 3: Organize meetings outside the regular club meeting times

Sec. 4a: Provide a weekly report to the president

- Sec. 4b: Provide reports to the executive board per request
- Sec. 5: Determine the numbers of members in the committee

Bylaw 309

Liaison Chair

Co-Liaison Chair Shall:

- Sec. 1: Be the liaison between The Black Student Union and other organizations within the Clark University Campus.
- Sec. 2: Lead collaborations with other organizations and service projects in the on campus.
- Sec. 3: Organize meetings outside regular club meeting time needed
- Sec. 4a: Provide a weekly report to the president
- Sec. 4b: Provide reports to the executive board per request
- Sec. 5: Determine the numbers of members in the committee

Bylaw 310

Publicity Chair

The Publicity Chair shall:

- Sec.1: Be responsible for spreading knowledge about all BSU events including weekly meetings and annual events.
- Sec. 2: Manage publicity amount e-board members. Also, he/she/they will to publicize events to the Consortium.
- Sec. 3: Organize meetings outside regular club meeting time
- Sec. 4a: Provide a weekly report to the president
- Sec. 4b: Provide reports to the executive board per request
- Sec. 5: Be in charge of BSU's social media, which includes: Facebook, Instagram, and Snapchat*

Bylaw 311

First Year Outreach Chair

First Year Outreach Chair shall:

- Sec. 1: Be responsible for incentives to generate first year members to the club
- Sec. 2: **Must** consist of a first year as head **or** as part of the committee
- Sec. 3: Will organize meetings outside regular club meeting time
- Sec. 4a: Will provide a weekly report to the president
- Sec. 4b: Will provide reports to the executive board per request
- Sec. 5: Determine the numbers of members in the committee

Bylaw 312

Senior Student Advisor

Senior Student Advisor Shall:

- Sec. 1: Provide support to the president and vice-president
- Sec. 2: Provide support to all executive member, as required by the president
- Sec. 3: Provide counsel concerning the club's mission, activities, and events
- Sec. 4: Most have held an executive position on the E-board for three years or more or held the role of President of the Black Student Union
- Sec. 4: Senior Class outreach

Article IV: Meetings and Events

Bylaw 401:

- Sec. 1: Regular meetings shall be held per week during the regular school year
- Sec. 2: Special Meeting – Special meetings may be called by the President
- Sec. 3: Number of meetings members are allowed to miss:
 - One without letting anyone know
 - Three by letting the secretary know
- Sec. 4: Number of events members are allowed to miss
 - Zero without letting anyone know
 - Three by letting the secretary know
- Sec. 5: One on one with all members must be completed by the end of November (Before Thanksgiving break)

Article V: Elections

Bylaw 401:

- Sec. 1: A general member can be elected to the executive board by selection or by creating a relevant position, and writing a speech explaining their dedication to the position.
- Sec. 2: All executive board and general members are allowed to vote on the candidates.
- Sec. 3: The person with the most votes wins the election and begins their job at the end of the school year.

Article VI: Impeachment and probation Procedures

Bylaw 501:

An executive board member can only be removed after the person has:

- Sec. 1: Been given two warnings by the e-board. The person who has been warned will have a chance to defend themselves in a facilitated discussion by an outside party.
- Sec. 2: If the person continues to violate the ground rules, they will be removed from their position by a majority vote.
- Sec. 3: An executive member can be placed on probation for position if they have been inactive and negligent.
- Sec. 4: Member can also be placed on probation for position, if previously removed and looking to return.

*Rules **must** be respected and can lead to impeachment or probation procedures if dishonored.

Article VIII: Student Council Judiciary Committee Clause

Bylaw 701: Judicial Approval

- Sec. 1: The Clark University Undergraduate Student Council Judiciary Committee must approve any changes or amendments to this charter.

Student Council Use Only

UR: _____ SCR: _____

2 Semester Completion Date: _____