

Auburn University Black Student Union
Constitution and Bylaws
As Revised and Amended, 2006

PREAMBLE

We, as members of the Auburn University student body, desiring to improve the quality of life for black students on campus and increasing human relations between all students, do establish this constitution, in order to create an organization that:

- ▣ Represents the interests and concerns of black students at Auburn University,
- ▣ Brings together all aspects of black student life for the purpose of improving the campus environment, providing support for the students and the community,
- ▣ Establish and promote interaction and good relationships among ourselves and among all Auburn students by encouraging pluralism on the part of the faculty, administration, and the student body at large,
- ▣ Discourages and abates institutional and individual acts and symbols of racism.
- ▣ Heightens political, social, and cultural awareness and friendship between all people, regardless of race, sex, religion, or national origin.
- ▣ Help students develop sound leadership skills
- ▣ Welcomes anyone committed to or interested in our mission regardless of race, religion, sex or nationality.
- ▣ Moreover, promotes the Auburn spirit of excellence and prestige.

ARTICLE I - NAME

Section 1: The name of the organization shall be the Black Student Union

ARTICLE II - MEMBERSHIP

Section 1: Membership in the Black Student Union shall be eligible to any student enrolled at Auburn University, who is interested in improving human relations in general, and the quality of life for black students in particular, on the campus of Auburn University.

Section 2: To obtain active member status, students must complete the membership application, and must attend a minimum of eight (8) meetings annually.

Section 3: A friend of the Black Student Union is any person that is on the faculty or staff of Auburn University, a former member of the Black Student Union, or a member of the community who wishes to support the mission of the Black Student Union. This membership status does not include the right to vote or hold office. Friends of the Black Student Union are invited to attend meetings and events of the organization, as well as offer support to the mission of the Black Student Union.

Section 4: Members may renew their membership the following academic year. Members will obtain renewed membership only if enrolled at Auburn University.

Section 5: Membership benefits:

A. The right to vote in any General Assembly meeting

- B. The right to be recognized in the assembly
- C. The right to take advantage of all events sponsored by the Black Student Union.

Section 6: Membership responsibilities:

- A. Responsible for keeping good attendance at meetings
- B. Responsible for keeping membership active
- C. Responsible for reading, knowing, and adhering to the constitution and Bylaws that govern this organization.

ARTICLE III- EXECUTIVE BOARD

Section 1: The Executive Board shall be the governing body of the Black Student Union and shall consist of the President, Executive Vice President, Administrative Vice President, Secretary, and Treasurer. If necessary, persons will be appointed to the positions of Assistant Secretary, and Assistant Treasurer.

Section 2: The duties of the Executive Board officers are as follows:

- A. The President shall
 - ▣ preside at all regular and special meetings of the Black Student Union
 - ▣ chair the Executive Board
 - ▣ chair the Elections Board
 - ▣ represent the Black Student Union at all appointed meetings.
 - ▣ be responsible for coordinating the functions of his/her officers, and maintain a continuum of policy throughout the organization and the structure of its committees.
 - ▣ serve as ex-officio member of all committees and oversee their functions and their offices
 - ▣ coordinate the transition process for newly elected board members
 - ▣ shall be the primary representative of the Black Student Union, unless otherwise elected by the General Assembly
- B. The Executive Vice President shall
 - ▣ assist in all duties of the President
 - ▣ assume the office and duties of President in lieu of an absence
 - ▣ call to order and adjourn the meetings of the General Assembly
 - ▣ chair the Advisory Board
 - ▣ perform any additional duties that are assigned by the President or designed in this constitution
- C. The Administrative Vice President shall
 - ▣ chair the Cabinet of the Black Student Union
 - ▣ appoint and dismiss the heads of any committee within the Cabinet if their performance is lacking or ineffective
 - ▣ effectively carry out the programs of the organization
 - ▣ maintain close contact with the appointed directors, holding one accountable for his/her own work
 - ▣ report to the Executive Board weekly as to the status of these programs and committees
 - ▣ take the place of the Executive Vice President and the President in the event of their absence
- D. The Treasurer shall
 - ▣ be responsible for all financial correspondence pertaining to the Black Student Union
 - ▣ maintain a working relationship with the Administrative Assistant
 - ▣ report monthly financial records to the General Assembly
 - ▣ represent the Black Student Union at Budget & Finance hearings

- take the place of the Executive and Administrative Vice Presidents and President in the event of their absence

E. The Secretary shall

- record minutes at all General Assembly and Executive Board meetings

- prepare agendas for General Assembly meetings

- maintain accurate attendance of the members at all Black Student Union General Assembly and Executive Board Meetings

- notify all members of the Black Student Union meetings and events at least 24 hours in advance via email

- keep all files and calendars and be able to produce them upon request of the general membership and officers

Section 3: The Executive Board shall meet weekly.

Section 4: The Executive Board will be responsible for carrying out the resolutions and policies of this constitution, and is solely responsible for analyzing any particular problems in the organization and bringing about changes in policy and preparing amendments and revisions to this constitution as necessary.

Section 5: During Executive Board meetings, any board member (s) can address the delinquency of other board member(s), and at this time, the Executive Board will resolve the concern at the Executive Board's discretion while all members are present.

Section 6: Executive Board members are allowed two (2) unexcused absences per semester from all meetings. Any absence thereafter can result in possibly no pay or dismissal from their Executive Board position and title. If an Executive Board member arrives more than ten (10) minutes late to any meeting, this tardiness will be counted as an unexcused absence unless prior notification has been given. Absences and tardiness will be excused if reason is submitted by way of email to the secretary at least 24 hours before the meeting. If the secretary is expected to be absent, he/she shall notify the President. Extreme circumstances will be viewed on a case-by-case basis.

Section 4: Any officer may resign from their office at any time by submitting a letter of resignation to the Executive Board with at least two weeks notice.

Section 5: The elected officers of this organization will hold no more than two terms in the same office.

Section 6: There shall be an advisor(s), who shall provide the organization with information, appropriate guidance, and counseling.

ARTICLE IV-CABINET

Section 1: The Black Student Union shall include the following Cabinet Committees, with Directors appointed by the Administrative Vice President and approved by the Executive Board:

A. The Public Relations Committee shall consist of the positions of Newsletter Editor, Historian, and Webmaster

□ The Director of Public Relations shall handle all press releases, radio and television spots, posters, flyers, duplicating and printing for the organization, and perform any other public relations activities as necessary.

□ The Newsletter Editor shall serve as Senior Editor of the newsletter. His/her duties include creating the format and layout for the newsletter, determining the themes/topics of discussion, soliciting articles from members of the organization, campus and community, and publishing and distributing the final product. The Newsletter Editor shall also be responsible for coordinating, printing, and publishing the organization's brochure.

□ The Historian shall create a scrapbook containing the year's events, take pictures at events, maintain contact information of former members, and monitor historical Auburn University and Black Student Union facts. The Historian shall also serve as the Sergeant of Arms at all meetings.

□ The Webmaster shall maintain the online webpage. His/her responsibilities include designing and maintaining the upkeep of the webpage, collecting all materials needed, and submitting it to the Executive Board.

B. The Social Committee shall be responsible for coordinating all fellowship activities for the members, and planning any other social activities as necessary.

C. The Campus Cultural Committee shall be responsible for coordinating cultural events that will enlighten the members, campus, and community to the organization's cultural awareness.

D. The Membership Committee will be responsible for coordinating all activities to foster membership for the Black Student Union. In addition, this committee shall be responsible for representation stated in the Bylaw, Title V.

Section 2: The Executive Board, as necessary, shall appoint ad hoc committees and task forces of special interests/concerns of the Black Student Union.

Article V – Advisory Board

Section 1: The Black Student Union shall include an Advisory Board that will consist of representatives of other organizations on campus. These organizations shall be stated in the Bylaws.

Section 2: The Advisory Board shall have the following duties:

A. Discussion on methods of improving the relationship between the different organizations.

B. Improvement of communication among all student organizations on campus.

C. Provide opportunities for black students to get involved on campus.

D. Oversee and maintain the Auburn Unity Business Initiative and Community Outreach.

E. Establish a positive working relationship among businesses within the Auburn area and minority students at Auburn University

G. Provide Community Outreach opportunities to the members of the General Assembly

Section 3: The Executive Vice President shall appoint an Assistant Director and Corresponding Secretary from the Advisory Board.

Section 5: The Advisory Board shall meet (at a minimum) once a month during Fall and Spring semesters. The Executive Vice President may convene a special meeting at any time deemed necessary.

Section 6: All resolutions and programs sponsored by the Advisory Board must be submitted to the General Assembly for approval. The Executive Vice President shall break any ties that occur in Advisory Board votes.

ARTICLE VI- ELECTIONS

Section 1: There shall be an Elections Board, established to govern all elections that shall consist of the President, Executive Vice President, Administrative Vice President, and Advisor of the Black Student Union. The President shall appoint one member of the General Assembly and one member of the Cabinet with approval by the General Assembly.

Section 2: Any member of the Black Student Union running for an Executive Board Office shall not be eligible to serve on the Elections Board. An alternate Black Student Union member shall be appointed by the President, with approval of the General Assembly, to fill a vacancy that may occur.

Section 3: The Elections Board duties consist of approving the applications and platforms of each candidate, the additional voting procedures, the design of the official ballot, and the certification of the vote tally.

Section 4: The following procedures shall govern elections:

- A. Elections shall be held during the Spring Semester of every academic year. Each executive position will be for a 12 – month period beginning on May 1st and ending April 30th.
- B. Black Student Union members must submit applications in order to run for an Executive Board Office. Only recognized active members shall be eligible to run for an office. Applications will be available the first Monday in March, and will be due by the second Friday in March.
- C. At the General Assembly meeting immediately preceding Spring Break, all known nominations shall be announced. At this meeting, the Executive Board shall explain the duties and responsibilities of his/her position.
- D. Formal elections will begin the first General Assembly meeting after Spring Break, where the Elections Board shall hold a special meeting in which all Executive Board Office Candidates will be introduced. The Elections Board shall coordinate at a General Assembly meeting, an open forum for discussion and questioning of candidates.
- E. All active members of the Black Student Union, having attended eight (8) meetings prior to elections, shall be eligible to vote in elections for the Executive Board Offices.
- F. There shall be no absentee voting unless approved by the Elections Board.
- G. A quorum, as defined in the Bylaws, is needed to hold an election of Executive Board Officers.
- H. All officers shall be elected by a plurality of those voting. If no candidate receives at least 40% of the votes, then (1) there shall be a run – off election between the two candidates who received the most votes; the run – off election shall occur within the following week and (2) if the candidate is running unopposed, the position is then opened up to general assembly and the candidates will hold a special election within the following week.
- I. Newly elected Executive Board officers shall be installed no later than the last General Assembly meeting of the spring semester, and must sign and complete the Constitutional Agreement.

Section 5: Candidates for Executive Board Offices must have a cumulative grade point average of 2.00 at the time of the application deadline. Other qualifications are as follows:

A. Candidates for President must

- be enrolled at Auburn University for at least three (3) semesters prior to the semester of elections
- have two (2) years of active membership in the Black Student Union
- Be a member of the Executive Board

B. Candidates for Executive Vice President, Administrative Vice President, and Treasurer must

- be enrolled at Auburn University for at least two (2) semesters prior to semester of elections
- have at least one (1) year of active membership in the Black Student Union
- Must be currently an active member of the Cabinet

C. Candidates for Secretary must

- be enrolled at Auburn University for at least one (1) semester prior to the semester of elections
- have at least one (1) semester active membership in the Black Student Union

Section 6: Vacancies in the offices of Executive Vice President, Administrative Vice President, Treasurer, and Secretary shall be filled through an emergency meeting of the Executive Board and shall be appointed during the first General Assembly meeting held after the vacancy.

ARTICLE VII-IMPEACHMENT

Section 1: Any Executive Board Officer in violation of Article III, Section 3, in violation of any other section of the Constitution and Bylaws, and/or involved in any action that severely compromises the operation and integrity of the Black Student Union, must appear before the Executive Board for evaluation.

Section 2: In the event that violations have been proven through the evaluation process, a motion for impeachment shall be presented by the Executive Board to the General Assembly.

Section 3: A two-thirds (2/3) vote of the active members present at the General Assembly meeting, provided that a quorum is present, is needed to remove an Executive Board Officer.

ARTICLE VIII-GENERAL ASSEMBLY MEETINGS

Section 1: Meetings of the General Assembly shall be held on a schedule agreed upon by the Executive Board.

Section 2: No quorum is necessary to conduct a general assembly meeting.

Section 3: The President or a petition of two-thirds (2/3) of active members may convene special meetings of the General Assembly.

Section 4: Each meeting of the General Assembly shall include a Treasurer's Report, Secretary's Report, Administrative Vice President's Report, President's Address, and Old/New Business. Reports from the Advisory Board shall take place at the first General Assembly meeting held after the Advisory Board meeting.

Section 5: The Executive Board shall determine the format of the General Assembly meetings. Any additions to General Assembly meetings shall be included in the Bylaws.

Section 6: Meetings of the General Assembly shall follow the format of parliamentary procedure outlined within the Robert's Rules of Order. Robert's Rules of Order shall also be used to address any ambiguity involving parliamentary procedure within the meetings of the General Assembly.

ARTICLE IX-AMENDMENTS

Section 1: The power to present plans to amend or repeal any section of the Constitution rest in the Executive Board. Actions within the Constitution must be approved by two-thirds (2/3) of the active members, provided a quorum is present.

ARTICLE X – CONSTITUTIONAL REVIEW

Section 1: There shall be an extensive constitutional review every three (3) years that will be ratified by a simple majority. All rules in Title X apply.

Section 2: Any amendments or changes, outside of the three-year review, to the Constitution must be proposed by a member of the Black Student Union. The constitutional change must be ratified by two – thirds (2/3) vote. The vote must be publicized and the vote will occur at the subsequent general assembly meeting.

ARTICLE XI- BYLAWS

Section 1: Bylaws, when consistent with the Constitution, shall be adopted, amended, or repealed by a vote of two-thirds (2/3) of the active members, provided a quorum is present. Any active member of the Black Student Union can present action within the Bylaws to the Executive Board for approval, at which time the proposed action will be presented before the General Assembly.

Black Student Union Bylaws

TITLE I - ACTIVE MEMBER STATUS

Section 1: All students eligible for membership that are either unable to fulfill active membership requirements for the Fall Semester or wishing to apply for membership for the Spring Semester, shall be granted active member status upon the completion of four (4) meetings.

TITLE II - QUORUM

Section 1: A quorum shall consist of twenty-five (25) Black Student Union members of active member status.

TITLE III - ADVISORY BOARD MEMBERS

Section 1: The Advisory Board shall consist of one representative of the following organizations, unless otherwise noted:

- A. Black Student Union General Assembly (3)
- B. International Student Organization (1)
- C. Student Athlete Advisory Council (1)
- D. Inter-Fraternity Council (1)
- E. Pan-Hellenic (1)
- F. Auburn Latino Association of Students (1)
- G. Student Government Association
- H. National Pan-Hellenic Council (2: one male and one female)

- I. Auburn Asian Association (1)
- J. National Society of Black Engineers. (1)
- K. Office of Multicultural Affairs (1)
- L. Office of Student Affairs (1)
- M. Student Alumni Board (1)
- N. Black Graduate and Professional Student Association (1)
- O. National Association for the Advancement of Colored People (1)
- P. Three at-large members appointed President

TITLE IV - SUMMER SEMESTER

Section 1: All Executive Officers of the Black Student Union shall be required to fulfill the duties and responsibilities of their office during the Summer Semester.

Section 2: Cabinet Directors shall be required to fulfill the duties and responsibilities of their positions during the Summer Semester. Summer Replacements must be provided for Directors unable to fulfill their duties during the Summer Semester.

TITLE V - REPRESENTATION

Section 1: The Black Student Union shall be represented at the following events:

- A. Camp War Eagle
- B. War Eagle Days
- C. Organization Day
- D. Successfully Orienting Students
- E. Any other University recruiting venues deemed necessary

Section 2: The Black Student Union shall also be present at other events agreed upon by the Executive Board.

Section 3: One representative from the Executive Board and one representative from the Cabinet shall be required at all events in which the Black Student Union shall be represented.

TITLE VI - SALARIES

Section 1: The President, Executive Vice President, Administrative Vice President, Treasurer, and Secretary shall receive salaries throughout their term in office.

Section 2: Students that fill any vacancy of the Executive Board shall receive the salary of the person they replace.

Section 3: Salaries shall be allocated as follows:

- ▯ President - \$750/semester
- ▯ Executive VP - \$300/semester
- ▯ Administrative VP - \$550/semester
- ▯ Treasurer - \$250/semester
- ▯ Secretary - \$150/semester

Section 4: Officers shall only be paid based upon completion of weekly documented office hours and performing all duties as outlined by Article III, Section 2 of the Constitution. Office Hours shall be as follows:

- ▣ President – 8 hours/week
- ▣ Executive VP – 6 hours/week
- ▣ Administrative VP – 6 hours/week
- ▣ Treasurer – 5 hours/week
- ▣ Secretary – 5 hours/week

TITLE VII - EXECUTIVE BOARD TRANSITION

Section 1: Incoming and outgoing Executive Board Officers shall hold a transition retreat no later than the last meeting of the Spring Semester.

Section 2: New Executive Board Officers and Cabinet Directors shall hold a retreat no later than July 31st.

Section 3: Previous officers should assist the newly elected officers by sharing information necessary for the execution of responsibilities, submitting a written recapitulation of the activities of the Black Student Union, and settling all matters relating to their position, including financial obligations.

TITLE VIII - TEMPORARY SUSPENSION

Section 1: The Executive Board shall have the power to temporarily suspend certain sections of the Constitution and/or Bylaws provided there is a substantial organizational interest that makes a suspension necessary.

Section 2: Motions to temporarily suspend a section of the Constitution or Bylaws must be approved by two-thirds (2/3) of the active membership and shall be limited to the following sections:

- A. Article V, Section 4: Election Procedure
- B. Article V, Section 5: Candidate Qualifications
- C. Article V, Section 6: Officer Installation
- D. Title III, Section 1: Advisory Board Members

TITLE IX - FALL SPECIAL ELECTIONS

Section 1: Special elections needed to fill offices vacated over the summer shall be filled in a special election to take place during the first meeting of the Fall Semester.

Section 2: Black Student Union members that held active member status throughout the previous Spring Semester shall have exclusive voting power in such an election.

TITLE X - VOTER ELIGIBILITY

Section 1: Black Student Union members, of active member status, shall be eligible to cast votes for matters of the Constitution and Bylaws no sooner than one (1) week after submitting an application for membership.

I have read the Black Student Union Constitution and Bylaws, and in signing this form, I am stating that I fully comprehend its contents.

Signature: _____ Date: _____

Print Name: _____

James Wilson
Black Student Union President
2008-2009