

The Black Student Alliance Constitution

Preamble

We, the African-American students of Baldwin-Wallace College, feel that this should be an institution that recognizes and cultivates African-American culture for the benefit of all. Overall, The Black Student Alliance will always attempt to encourage the dreams, goals and mission of the organization to the best of our ability. Thus, here are the goals of The Black Student Alliance:

- To promote cultural education, provide academic and social services and activities that relates to meeting the intellectual, spiritual, in an ever changing global society.
- To emphasize community awareness.
- To help establish unity and communication with the African-American community as well as the Baldwin-Wallace College community and surrounding areas.
- To provide a liaison between the college administration, faculty and staff concerning specific needs of the African-American students.
- To support the incoming students as they integrate into the campus environment.

Article I- Name

The name of the organization will be The Black Student Alliance at Baldwin-Wallace College, or commonly referred to as The BSA.

Article II- Membership

Section 1

Membership shall be open to all the members of the Baldwin-Wallace College community. The classifications of members shall be as follows:

- a.) Student Members- shall be undergraduates and graduate students at Baldwin-Wallace College.
- b.) A member- shall attend no less than four meetings per semester. Active membership is contingent upon the attendance of half of the general meetings and at least two events per semester.

Section 2

Student members in good standing, as defined by the student handbook, shall have one vote.

Section 3

- 1.) The board shall have the right to remove the membership from any member exhibiting unbecoming or misleading conduct, as defined in the student handbook.
- 2.) Self-removal shall be done in written form and given to the President.

Article 3- Organization

Section 1

The Black Student Alliance shall consist of the general membership, the Executive Board, representatives, and those legally created committees, as defined by the Executive board, both standing and temporary.

Section 2

The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, Director of Publicity, Director of Programming and the Freshman Delegate.

Section 3

The Executive board shall:

- a.) Be the chief policy making body of The Black Student Alliance with the ability to decide issues in lieu of the general membership.
- b.) Establish committees as deemed necessary and appoint their respective chairpersons who shall be members of the Executive board.

Section 4

All powers of The Black Student Alliance shall ultimately reside with the Executive board on behalf of the general membership.

Article IV- General Officer Information

Section 1

The elected officers of the Black Student Alliance shall be the President, Vice President, Secretary, Treasurer, Director of Publicity, and Director of Programming. The Freshman Delegate position will be one that is appointed by the Executive Board.

Section 2

The qualifications of the officers of The Black Student Alliance shall be as follows:

- a.) Must be an active member for at least one semester, with the exception of the Freshman Delegate.
- b.) Must be a student in good standing as described by the student handbook.
- c.) Must have exhibited interest in the well being of The Black Student Alliance determined by the Executive Board as:
 - 1.) Attendance at meetings.
 - 2.) Supporting all Black Student Alliance events.
 - 3.) Offering services to help in the execution of Black Student Alliance events.

Section 3

The general duties of the officers of The Black Student Alliance shall include, but are not limited to the following:

- 1.) Removal of any board member for poor conduct and negative work habits shall be determined by majority vote of the Executive board. Poor conduct will be documented.
- 2.) A resignation shall take precedence over removal of office proceedings.
- 3.) Board members are expected to attend and actively participate in every Executive board meeting, general meeting and event on time.
- 4.) Board members shall determine the agenda of the general meeting at each Executive board meeting, which includes implementing programs and activities.
- 5.) Executive board members should contact the President when unable to attend board meetings and general meeting.
- 6.) The Executive board shall meet once a week at a destination and time decided upon by the current Executive board.
- 7.) The Executive board shall have final say over matters concerning The Black Student Alliance.

Article V- Duties of the officers

The Duties for each officer is as follows and specific outlines for each position are stated below.

- Each officer is expected to fulfill their duty and to be present at all functions.

- Each officer is also to be clear of his or her duty.
- While no office has inherent power or duties, they are expected to help when needed.
- The officers should be responsible and serve as an example and role model.

Section1

The President Shall:

- 1.) Be the official spokesperson of The Black Student Alliance.
- 2.) Preside at all meetings and have general supervision of all affairs pertaining to The Black Student Alliance.
- 3.) Have authority to call special meetings as deemed necessary.
- 4.) Have authority to appoint committees as deemed necessary.
- 5.) Supervise all duties of fellow officers.
- 6.) Make all appointments for vacant positions with the consultation of the rest of the Executive board.
- 7.) Be responsible for voting in case of a tie.
- 8.) Report regularly to the advisor.
- 9.) Declare results of elections.
- 10.) Assume all duties and responsibilities of the treasurer in his/her absence.
- 11.) Always uphold the constitution.
- 12.) Be responsible for other duties as assigned.

Section 2

The Vice President shall:

- 1.) Perform all duties as delegated by the President.
- 2.) Assume all responsibilities of the President in his or her absence.
- 3.) Have authority to appoint committees as deemed necessary.
- 4.) Work in conjunction with the Director of Programming.
- 5.) Reside as the parliamentarian.
- 6.) Act as supervisor/director of all committee heads.
- 7.) Assist Directory of Programming with signing of contracts with outside vendors.
- 8.) Always uphold the constitution.
- 9.) Be responsible for other duties as assigned.

Section 3

The Secretary shall:

- 1.) Record all minutes of Executive board and general meetings.
- 2.) Prepare and maintain files of minutes.
- 3.) Relay memos/announcements to the Vice President to announce at Executive Board and general meetings.
- 4.) Type out general meeting agendas and distribute.
- 5.) Keep attendance at all meetings and events
- 6.) Send all emails announcing events.
- 7.) Organize the files and records of the office.
- 8.) Execute any general administrative tasks.
- 9.) Attend to organizational mailbox.
- 10.) Always uphold the constitution.
- 11.) Be responsible for other duties as assigned.

Section 4

The Treasurer shall:

- 1.) Manage all financial affairs for The Black Student Alliance.
- 2.) Report weekly the status of the budget.
- 3.) Maintain all financial records.
- 4.) Work with the President & Advisor on all transactions.
- 5.) Clear all purchases with the Executive board.
- 6.) Monitor all finances and transactions as stated in the student organization handbook.
- 7.) Always uphold the constitution.
- 8.) Be responsible for other duties as assigned.

Section 5

The Director of Publicity shall:

- 1.) Be responsible for advertising all events, meetings, etc., sponsored by The Black Student Alliance in a creative and timely manner.
- 2.) Work in cooperation with the Director of Programming for development of all Black Student Alliance sponsored events.

- 3.) Have the authority to appoint any sub-committee as deemed necessary.
- 4.) Inform the public of The Black Student Alliance accomplishments and events.
- 5.) Design and Maintain the website.
- 6.) Create ads for media outlets at Baldwin-Wallace College, other schools and the surrounding areas.
- 7.) Always uphold the constitution.
- 8.) Be responsible for other duties as assigned.

Section 6

The Director of Programming shall:

- 1.) Organize and Reserve weekly meeting sites.
- 2.) Reserve any Black Student Alliance sponsored program/event at a site to be determined by the Executive board.
- 3.) Contact all vendors rendering service to The Black Student Alliance.
- 4.) Have the authority to appoint all sub-committees as deemed necessary.
- 5.) Work in conjunction with the Vice President heading committees.
- 6.) Work in cooperation with the Director of Publicity for development of publicity for events.
- 7.) Be responsible for signing contracts for Black Student Alliance events with approval of the Executive board.
- 8.) Always uphold the constitution.
- 9.) Be responsible for other duties as assigned.

Section 7

The Freshman Delegate shall:

- 1.) Be the official spokesperson for the freshman class.
- 2.) Serve on The Black Student Alliance Executive board.
- 3.) Assist all board members when necessary.
- 4.) Help recruit prospective minority students for Baldwin-Wallace College.
- 5.) Help recruit current freshman to join The Black Student Alliance.
- 6.) Always uphold the constitution.
- 7.) Be responsible for other duties as assigned.

Article VI- Removal from office

Section 1

The removal of an elected officer shall be warranted for disorderly conduct to be determined by the Executive board.

Section 2

The removed person shall be notified of the charges stating in writing, the date of the conference, and his /her rights to have peers speak on his/her behalf to appeal.

Section 3

Vacancy in any office shall be filled by elections or appointments held at the next scheduled general meeting or at the soonest possible convenience.

Article VII- Elections

Section 1

In order to run for an office position, the candidate must have been an active member of The Black Student Alliance for a full semester and must not be on academic probation. The freshman delegate, however, need not be a member at the time of their nomination.

Section 2

The election process is as follows:

- 1.) Petitions shall be made available on Monday of the third week of spring semester.
- 2.) Petitions shall be turned in on Monday of the fifth week of the spring semester.
- 3.) Elections shall be held the fifth week of spring semester at the general meeting.
- 4.) Applicants shall hand in a written statement with their petition and give a brief oral statement at the election of why they want to be a part of The Black Student Alliance Executive board.
- 5.) After election, new officers shall work closely with current officers for the remainder of the spring.

Section 3

The term of office shall be one year, beginning within one week of the general election. The term shall end with resignation, removal, or at the end of the following spring semester of the election.

Section 4

Nominations and elections shall be in the first half of the spring semester, except for the Freshman Delegate position, whose nomination, application process and interview shall be held with the first half of the fall semester. The Executive board shall supervise and set the time and place for the interview process.

Section 5

The current Executive board and general members in good standing shall have one vote.

Section 6

Elections shall be by a simple majority of the votes. In the event of a tie, a re-vote will take place at a date set by the incumbent Executive board. If the tie has not been resolved, the Executive board shall consent and make the final decision.

Section 7

No individual may hold more than one elected position. An individual may however, run for more than one position, but not more than two. If an individual runs for two positions, he or she must specify his or her preferred position prior to voting. If the individual receives majority vote in both positions the runner up in the unfilled position will be elected into that position.

Article VIII- Meetings

Section 1

The Black Student Alliance shall have at least four general membership meetings each semester. Quorum for general meetings and Executive board meetings shall be a simple majority of total members.

Section 2

Meetings shall be conducted in a business form.

Section 3

Members will be notified when possible of cancellation of meetings or special events.

Article IX- Committees

Section 1

Standing and temporary committees may be created by the Executive board. The Executive board shall define the domain of committee affairs, duties and powers of all committees. The Executive board shall be the chairpersons and set all rules and regulations for the members of the committees.

Section 2

All committees shall keep the Vice President regularly informed of all actions.

Article X- Approval and Amendments

Section 1

Approval of this constitution shall require adoption by a majority vote of the Executive board and shall become effective upon ratification of the Executive board of The Black Student Alliance. It shall supersede all previous constitutions of The Black Student Alliance.

Section 2

Before amendments to this constitution may be effective, they must be submitted in writing to the President and either 1.) Pass by a vote of the Executive board, approved by a majority of total membership. 2.) Be approved by a majority vote of general membership at two separate meetings. The amendment shall be presented for approval by the Executive board.