

Rice University Black Student Association Constitution

Article I – Name of the Organization

This organization shall be named the Black Student Association.

Article II – Mission Statement of the Organization

The mission of the Black Student Association (BSA) at Rice University is to provide a support network for the Black community at Rice and to provide cultural enrichment for the campus and the community at large.

1. Objectives:

- a. Provide cultural enlightenment for the Rice community and greater Houston through Soul Night and Black History Month activities.
- b. Provide service to the community.
- c. Foster Black community and enhance networking at Rice and in Houston through social activities and regular general body meetings.
- d. Provide awareness of blacks through academic means, such as lecture series or forums.

Article III – Components of the Organization

The Black Student Association will be composed of the following:

1. General body of members as defined by this constitution.
 - a. See Article IV-13 for this definition.
2. Officers
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Secretary
 - e. Social Consciousness Coordinator
 - f. Community Service Coordinator
 - g. Publicity Coordinator
 - h. Soul Night Coordinator
 - i. Art Director
 - j. New Student Representative
 - k. Alumni Representative
3. College Representatives
4. Faculty advisors, which, if being newly introduced, must be approved by the officers and recognized by the Office of Student Activities.

Article IV – Duties of the Components

1. Officers
 - a. Shall set membership qualifications.
2. The President
 - a. Shall preside over all officer meetings and general body meetings.
 - b. Shall have the ability to call emergency meetings.
 - c. Shall call regularly scheduled officer meetings; if more than half of the officers request a meeting outside of the regularly established meetings, the President is obligated to call an officer meeting within five days of the request.
 - d. Shall be responsible for representing the organization to the Rice community and the community at large.

- e. When representing the organization the President will refrain from personal views not approved of or supported by the general membership.
3. Vice President
 - a. Shall carry out the duties of the President in his/her absence.
 - b. Shall provide support to officers in completing their duties.
 - c. Shall be responsible for coordinating all ad hoc committees.
 4. Treasurer
 - a. Shall maintain official records of all financial transactions.
 - b. Shall present a financial statement at an Officer meeting at least once a semester.
 - c. Shall be the sponsor liaison.
 5. Secretary
 - a. Must record and maintain the records of the organization including but not limited to the following:
 - i. Membership list
 - ii. Agenda and minutes of general body meetings
 - iii. Agenda and minutes of officer meetings
 - iv. Dated attendance records of every meeting
 - b. Shall make records available to advisors, the officers, general membership and sponsors.
 - c. Shall take and promulgate meeting minutes.
 - d. Shall advise the President on matters of procedure at both officer meetings and general body meetings in order to keep the conversation or debate civilized and productive.
 - e. Shall be responsible for maintaining the organization's use of the correct Constitution.
 - f. Shall oversee any amendments of the Constitution by:
 - i. Informing the Clubs Office of any amendments made to the Constitution in order to validate them.
 - ii. Representing the organization when the Student Association discusses the amendment.
 6. Social Consciousness Coordinator
 - a. Shall chair a committee consisting of volunteers that will aid the coordinator in the execution of his/her duties; in the case of no volunteers, members will be appointed by the officers.
 - b. Shall delegate responsibility to their committee members.
 - c. Shall give reports when necessary of their plans and progress at both the general body and officer meetings.
 - d. Shall put together events that improve the social climate for Blacks at Rice University, in the community, nationally, and/or internationally.
 - e. Shall plan events in the month of February in order to celebrate Black History month.
 7. Community Service Coordinator
 - a. Shall chair a committee consisting of volunteers that will aid the coordinator in the execution of his/her duties; in the case of no volunteers, members will be appointed by the officers.
 - b. Shall delegate responsibility to their committee members.
 - c. Shall give reports when necessary of their plans and progress at both the general body and officer meetings.
 - d. Shall promote outside community activities concerning the Black community.
 8. Publicity Coordinator
 - a. Shall chair a committee consisting of volunteers that will aid the coordinator in the execution of his/her duties; in the case of no volunteers, members will be appointed by the officers.
 - b. Shall delegate responsibility to their committee members.

- c. Shall give reports when necessary of their plans and progress at both the general body and officer meetings.
 - d. Shall publicize all of the organization's events through e-mails, listservs, flyers, and other means of advertisement to the school and the community.
 - e. Shall work with the college representatives and make sure that they keep the colleges informed about the organization's events throughout the year, by means of flyers and, if necessary, attendance at college cabinets and announcements during lunch.
 - f. Shall maintain and update the organization's website.
 - g. Shall serve as a liaison between the organization and athletes.
 - h. Shall actively recruit athletes to become members of the organization.
 - i. Shall keep the organization informed of all sporting events.
 - j. Shall help organize group attendance at sporting events.
9. Soul Night Coordinator(s)
- a. Shall chair a committee consisting of volunteers that will aid the coordinator in the execution of his/her duties; in the case of no volunteers, members will be appointed by the officers.
 - b. Shall delegate responsibility to their committee members.
 - c. Shall give reports when necessary of their plans and progress at both the general body and officer meetings.
 - d. Shall put together the annual cultural show for the organization by:
 - i. Reserving the rooms necessary for the performances
 - ii. Acquiring funding for the event
 - iii. Organizing the acts that are performing
 - iv. Providing food/refreshments before the performances
 - v. Coordinating any other tasks that may be necessary.
10. Art Director
- a. Shall have a creative team/committee to help with artistic tasks.
 - b. Shall assist with designs and advertising for things such as flyers, library banners, and t-shirts.
 - c. Shall photograph BSA related events, display photos in a scrapbook, as well as on Facebook, Twitter, and/or other areas on the internet.
 - d. Helps to maintain the BSA office by providing artistic stimuli.
 - e. Exposes the BSA to black visual arts found in the Rice community, Houston community, and worldwide.
11. New Student Representative
- a. Shall serve as a liaison between the executive board and the new students (freshman and transfer students) on campus
 - b. Shall put together events that improve the social climate for new students at Rice University
 - c. Shall plan study breaks and other various social events throughout the year in order to bring new students across campus together for fellowship
12. Alumni Representative
- a. Shall be in charge of maintaining and expanding the organization's alumni network, specifically by acting as a liaison with The Association of Rice University Black Alumni (ARUBA).
 - b. Shall provide information for members about career opportunities, such as summer internships, summer jobs and full-time positions at a variety of companies.
 - c. Shall provide information for members about career-building opportunities on campus, such as resume-building workshops and interviewing practice.

- d. Acts as a liaison between Career Services and the organization.
13. Membership
- a. In order to be members of the Rice Black Student Association, students will have to volunteer at six different events throughout the academic year. These six events must include one social event, one fundraising event, and one community service event.
 - b. Volunteering at a social event includes setting up or cleaning up before or after the event. Attendance does not count.
 - c. Attendance to a social event will only count towards membership when the event perpetuates social consciousness, such as in lectures, forums, and conferences.
 - d. Community service events that are organized by or collaborated with the Community Service Coordinator and events that are advertised through our organization will fulfill the requirement.
 - e. A recorded attendance of 75% of general body meetings throughout the academic year fulfills an elective event. Recorded attendance implies that the student signed the general body meeting as given by the secretary.
 - f. Shall be entitled to all rights and benefits secured by this organization.
14. Faculty Advisors
- a. Shall act as advisors to the organization.
 - b. Shall have the right to receive all information about the organization.
 - c. Shall have no voting privileges within the organizations.
 - d. Upon reaching a consensus, the faculty advisors are empowered to call and lead an emergency meeting to settle disputes if the need arises.
 - e. All potential advisors, before given invitation, must be discussed and approved of by the officers.

Article V – Election Procedures

1. Formation of the Election Committee

- a. The Election Committee shall consist of graduating officers. In the event that there are not at least three graduating officers, the officers must appoint individuals not running for a position to the committee.
- b. The Election Committee shall be responsible for:
 - i. Distributing and collecting candidate applications
 - ii. Regulating the election speeches and voting procedure
 - iii. Counting the ballots and reporting the elected.
- c. The Election Committee has the right to monitor the conduct of a candidate during an election. If the majority of the election committee members deem a candidate's behavior inappropriate, then the candidate must forfeit his/her candidacy.

2. Candidate Applications

- a. Candidates for all officer positions must have volunteered for at least four events throughout the academic year before the due date of the application.
- b. The application must consist of:
 - i. A signed statement expressing the intention to run for a stated position in the election.
 - ii. A completed form, consisting of questions approved of and dispersed by the Election Committee.
- c. The Election Committee shall decide the due date of the application as long as it is in compliance with Article V.3.
- d. Copies of the candidate application will be distributed to all voting-eligible members of the Black Student Association.

3. Schedule of Elections

- a. At the fifth general body meeting of the spring semester, the primary positions will be announced and applications will be made available to those eligible to run for a position.
- b. Primary position applications will be due before the sixth general body meeting at a time designated by the Election Committee.
- c. At the sixth general body meeting, primary position candidates will give their speeches to the general body members. Voting for these candidates will begin directly afterwards.
- d. Also at the sixth general body meeting, the secondary positions will be announced and applications will be made available to those eligible to run for a position.
- e. A week after the sixth general body meeting, the voting period for primary candidates will end. The winners will be announced by the Election Committee.
- i. Those who do not win a primary position are eligible to run for a secondary position.
- f. Secondary position applications will be due before the seventh general body meeting, but after the voting period for primary positions ends.
- g. At the seventh general body meeting, secondary position candidates will give their speeches to the general body members. Voting for these candidates will begin directly afterwards.
- h. A week after the seventh general body meeting, the voting period for secondary candidates will end. The winners will be announced by the Election Committee.

4. Voting Members

- a. Only students who have volunteered for at least two events throughout the academic year will be eligible to vote.
- b. Candidates are allowed to vote for themselves.
- c. Voting members must sign (physically or electronically) their ballot with their name in order for the vote to count. No anonymous votes.

Article VI – Impeachment Procedures

1. An officer may only be removed from office by a 2/3 vote at a meeting called specifically for that purpose with a quorum of a minimum of a majority of the voting membership.
2. Removal procedures may only be initiated upon written or verbal demand of three members submitted to the ranking, non-accused officer.
3. Upon receipt of such accusation, the ranking, non-accused officer shall appoint an impartial committee composed of five members and at least one faculty advisor to investigate the charges against the accused and provide a report at the meeting in Article VI, Section 1.
4. While an accused officer is being investigated, the next ranking officer shall assume his/her duties.

Article VII – Replacement of Officers

1. When there is a vacancy in an officer position, the Vice President or next-ranking officer shall form and chair a committee to recommend a replacement to the officers.
2. A replacement shall be confirmed by a 2/3 vote of the officers and shall serve the remainder of the term.

Article VIII – Amending the Constitution

1. Previous written notice must be given on all motions to amend the constitution at least one general body meeting before the motion is to be introduced.
2. Within seven days of the written notice, the officers shall meet and discuss the proposed amendment and decide whether to recommend its approval to the membership.
3. An amendment must be distributed in formal writing to all advisors, and members at least one

general body meeting prior to the vote concerning ratification.

4. Amendments to the Constitution must be passed by a $\frac{3}{4}$ vote at a general body meeting with at least a majority of the membership present.