



**BLACK
STUDENT
UNION**
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*The Official Constitution
Of the
Black Student Union at
DePaul University*

Mission:

The goal of DePaul's Black Student Union is to establish a unifying network within the black diaspora by exploring intersectionality of the black cultural experience. We aim to provide a space where students feel a sense of belonging through meaningful programming, activities, and workshops. The Black Student Union fosters an atmosphere that promotes student's academic, professional, social, and overall well-being.

ARTICLE I: MEMBERSHIP & DUES

Section 1: *Membership*

Subsection A: Students will be considered General Body Members once they've attended 50% of meetings in the quarter.

Subsection B: This amendment shall be ratified in the fall of 2020 and this clause itself shall be abrogated upon the ratification of this amendment.

Section 2: *Amount & Payment*

Subsection A: The amount of dues, if any, shall be determined by the Executive Board.

Subsection B: Payment of any and all dues shall be given to the Treasurer and recorded.

ARTICLE II: ELECTION FOR EXECUTIVE BOARD

Section 1: *Time*

Subsection A: Executive Board elections will take place during Week 7-9 of the Winter Quarter of that academic year.

Subsection B: This amendment shall be ratified in the fall of 2020 and this clause itself shall be abrogated upon the ratification of this amendment.

Section 2: *Eligibility*

Subsection A: In order to run for an executive position a member must be a DePaul student who is in good standing with the University (have a cumulative GPA of 2.5 or above).

Subsection B: All candidates must have attended a majority of events and meetings held by the Black Student Union, which shall be determined by the attendance collected throughout the year by the Secretary.

Subsection C: The current Executive Board reserves the right to approve or deny any application to the Black Student Union with a simple two thirds majority.

Subsection D: Any candidate running for President of the BSU must have been a member of the Executive Board for an entire academic year to be considered for the position.

Subsection E: Candidates are allowed to run for a maximum of two open positions.

Subsection F: Any candidate running for Vice President of the BSU must have attended at least 75% of the BSU events and meetings and/or have been in a leadership position on an executive board for at least an entire academic year.

Subsection G:

Subsection H: Only dues paying members of the BSU are eligible to run for a position on the executive board.

Section 3: *Election Procedures*

Subsection A: The Executive Board will hold a General Body meeting specifically for elections. During this time, candidates will have the opportunity to present a two and half minute speech stating why they are qualified for the open position. NOTE: This procedure will be used for all in person elections.

Subsection B: Voting will open at the conclusion of the meeting and will take place on via DeHub. Each BSU General Body Member will vote for their preferred candidate in each open position, even if the candidate is running unopposed.

Subsection C: A member is elected to the Executive Board by a majority vote of the BSU General Body.

Subsection D: Candidates are to be notified if they win or lose within two days after the elections take place.

Section 4: *Transition*

Subsection A: The incoming Executive Board's term will not officially start until the second week of Spring Quarter.

Subsection B: The incoming Executive Board will be required to have at least two meetings with the person who holds their current position regarding that position. If this requirement isn't met, the new member will not be able to run for an Executive Board position in the future.

Subsection C: The current Executive Board is required to maintain regular communication with the incoming Executive Board until the start of their term regarding that position. If this requirement isn't met, the current Executive Board member will not be able to run for an Executive Board position in the future.

Subsection D: The current Membership & Outreach Coordinator should distribute the incoming Executive Board packet. If there isn't one a Membership & Outreach Coordinator, the current President shall distribute it.

ARTICLE III: EXECUTIVE BOARD POSITIONS & POWERS

Section 1: *President*

Subsection A: The President shall be the official spokesperson for the Black Student Union. However, statements on behalf of the entire Black Student Union are to be drafted with the consent of the Executive Board and must have a simple two-thirds majority in order to be released.

Subsection B: As the official spokesperson of the BSU, the President must approve all outgoing publicity and correspondence with assistance from the Public Relations Director.

Subsection C: After representing the BSU formally in public, the President must report to the Executive Board, and then the General Body about the proceedings of that particular

function.

Subsection D: The President oversees all of the BSU's activities and affairs.

Subsection E: The President is responsible for creating agendas, establishing the time, and location of General Body and Executive Board meetings.

Subsection F: The President will implement and/or enforce any necessary action to advance the organization with the approval of the Advisor.

Subsection G: The President may at any time during their term, delegate some of their duties to fellow Executive Board officers or other General Body members.

Subsection H: The President possesses the power to make all appointments and nominations. Thus, the President can appoint or create any committees that the individual deems necessary. If the Executive Board or General Body dues paying members disapproves of the Presidential appointments two different times, the floor shall be open for nominations by the General Body dues paying members.

Subsection I: Each fall and spring, the President must aid the Treasurer in creating and submitting a budget proposal and report covering the entire fiscal year to the General Body.

Subsection J: The President each Spring Quarter must deliver an annual written summary termed "*State of the Black Student Union*", with the assistance of the Executive Board.

Subsection K: This amendment shall be ratified in the fall of 2020 and this clause itself shall be abrogated upon the ratification of this amendment.

Subsection L: The President shall reach out to other Chicago-land Black Student Union's to maintain a longstanding relationship.

Section 2: *Vice President*

Subsection A: The primary responsibility of the Vice President is to assist the President in promotion and advocacy of the BSU.

Subsection B: In the event that the President becomes unavailable, the Vice President assumes the role of President.

Subsection C: The Vice President, working with the Director(s) of Community Service, is responsible for the BSU's Community Service Programming.

Subsection D: The Vice President shall serve on all committees as Co-Chair, but will have no voting privileges, except in the event of a tie.

Subsection E: The Vice President shall succeed the Office of the President upon formal resignation, impeachment, or discontinued presence of the President. The BSU as a whole must nominate and elect a President if the Vice President declines to accept the Presidency.

Subsection F: In conjunction with the President, the Vice President is responsible for seeing that the Constitution is being upheld.

Section 3: *Treasurer*

Subsection A: The Treasurer maintains the financial records of the Black Student Union and monitors all monetary activities.

Subsection B: The Treasurer shall collect any contributions, disburse funds appropriately, and maintain a set of books covering the organization's financial operations and assets, and issue receipts to members for contributions. The Executive Board must approve all financial decisions executed by the Treasurer.

Subsection C: Each quarter, the Treasurer shall prepare a financial statement concerning the

BSU's receipts and disbursements to present to the Executive Board.

Subsection D: The Treasurer shall keep account of all transactions of the organization. These books must be available and open to inspection and examination by any member during regular meeting schedules.

Subsection E: Funds deposited in the BSU bank account shall be withdrawn by checks co-signed by the President and the Treasurer. In the event the President, Treasurer, or both are unavailable, one or two other authorized Executive Board officers may be assigned for the checks.

Section 4: *Executive Secretary*

Subsection A: There shall be a Secretary who is assigned to record minutes for all meetings pertaining to the Black Student Union and is responsible for external communications and room reservations.

Subsection B: The Secretary works especially under the President and Vice President, carrying out any delegated duties.

Subsection C: The Secretary shall be responsible for recording attendance at each Executive Board and General Body meetings.

Subsection D: The Secretary shall prepare and type the official minutes of each and every meeting and disburse them to all the members in attendance at each Executive Board Meeting.

Subsection E: The Secretary must keep updated records of all administrative contacts with DePaul University, the DePaul community, and with people and organizations outside of DePaul University.

Subsection F: The Secretary assists the President in establishing meetings with other businesses, organizations, etc.

Section 5: *Director(s) of Community Affairs and Activism*

Subsection A: There shall be two Directors of Community Affairs and Activism and they shall be responsible for the Black Student Union's community service activities and service projects.

Subsection B: Per the community service requirements outlined in Article VII, the Directors of Community Affairs and Activism shall receive and keep each officer updated on their community service hours completed throughout the quarter.

Subsection C: The Directors of Community Affairs and Activism shall advise and assist other students and other student organizations with DePaul University's community service projects, where appropriate.

Subsection D: The Directors of Community Affairs and Activism must be aware of issues concerning the Chicagoland areas, especially in black neighborhoods.

Subsection E: The Directors of Community Affairs and Activism are responsible for development and implementation of "Shadow Days at DePaul" at least once every quarter.

Subsection F: The Directors of Community Affairs and Activism are direct liaisons between the BSU and neighboring communities.

Subsection G: The Directors of Community Affairs and Activism will be the chair of the Old School-New School committee.

Section 6: *Director(s) of Public Relations*

Subsection A: There shall be two Directors of Public Relations and they shall be the primary liaisons between the Black Student Union and the media, including but not limited to newspapers, television, social media and magazines.

Subsection B: The Directors of Public Relations will be responsible for all promotion and publicity concerning BSU sponsored and co-sponsored events.

Subsection C: When deemed necessary by the Executive Board, the Directors of Public Relations will issue the official BSU statements to the press, DePaul University community, Chicago communities, and various student organizations in written form with approval of the President.

Subsection D: The Directors of Public Relations are responsible for creating and distributing all materials for mass promotion and awareness, including flyers, banners and posters primarily concerning DePaul University's two campuses.

Subsection E: The Directors of Public Relations will advise, assist, and coordinate marketing for the BSU where appropriate.

Subsection F: The Directors of Public Relations shall work directly with the Director of Community Affairs and Activism to help promote the BSU and all its activities in the promotion of community service-oriented programs.

Subsection G: The Directors of Public Relations shall assist the Membership & Outreach Coordinator in the creation of promotional tables and signing up new members and volunteers.

Subsection H: The Directors of Public Relations shall update electronic outlets of meetings, events and announcement via the internet and any other applicable source.

Subsection I: One Director of Public Relations will be the chair of a Public Relations/Marketing committee.

Section 7: *Membership & Outreach Coordinator*

Subsection A: The Membership & Outreach Coordinator shall encourage and promote membership in organizations targeted towards students of African descent.

Subsection B: The Membership & Outreach Coordinator shall be responsible for creating a committee comprised of the four different class standings (ex. Freshman, Sophomore, Junior, Senior). This committee will do direct outreach in their respective class.

Subsection C: The Membership & Outreach Coordinator shall create the membership packet for all due paying members.

Subsection D: The Membership & Outreach Coordinator shall set up promotional tables at least once a quarter with the assistance of the Director of Public Relations.

Subsection E: The Membership & Outreach Coordinator shall work with the President and solicit help from the Executive Board when necessary to create an incoming Executive Board packet.

Subsection F: The Membership & Outreach Coordinator shall be responsible for maintaining an updated copy of all membership records.

Subsection G: The Membership & Outreach Coordinator shall assist the President in handling all possible terminations and elections.

Section 8: *Historian*

Subsection A: The Historian shall serve as the official photographer for all events, meetings, and functions of the Black Student Union.

Subsection B: The Historian shall oversee the archives of all of BSU's activities and other documents of historical significance as deemed by the Historian and General Body.

Subsection C: The Historian shall maintain a summary of all BSU events for the academic year.

Subsection D: The Historian shall maintain and upkeep the BSU website and other electronic media pertaining to records of the BSU.

Subsection E: The Historian shall oversee and chair the Black History Month committee.

Section 9: *Director of Advocacy*

Subsection A: The Director of Advocacy shall go to other organization's meetings to foster stronger relationships and create a stronger network for the Black Student Union to connect with.

Subsection B: The Director of Advocacy shall record incidences of discrimination against students and submit an official report to the Office of Institutional Diversity and Equity.

Subsection C: The Director of Advocacy shall meet with staff at Office of Institute Diversity and Equity to discuss reports of discrimination and manner in which the reports will be handled.

Subsection D: The Director of Advocacy shall work with Director of Social Events to coordinate events and programs with other organizations.

Section 10: *Director of Social Events*

Subsection A: The Director of Social Events shall schedule and organize all Black Student Union social activities.

Subsection B: The Director of Social Events shall work with a social committee or appoint committees necessary for any social function.

Subsection C: The Director of Social Events shall suggest new events and work with the Directors of Public Relations to keep members informed of related events on campus.

Subsection D: The Director of Social Events shall be responsible for all Soul'Fo Mondays scheduled throughout the year.

Section 11: *Fundraising Chair*

Subsection A: The Fundraising Chair is responsible for chairing the Fundraising Committee.

Subsection B: The Fundraising Committee is responsible for planning, coordinating, and implementing all fundraising activities in support of the Black Student Union

Subsection C: The Fundraising Chair shall annually solicit sponsors for specific events or activities, (e.g., Old School New School, Shadow Days)

Subsection D: The Fundraising Chair shall handle or oversee all interaction with donors/sponsors: obtaining funds or in-kind services, depositing checks with the Treasurer, thanking donors/sponsors in writing, and acknowledging (or assuring that the Executive Board acknowledges) the donor/sponsors in all proper venues.

Section 12: *Advisor(s)*

Subsection A: The advisor(s) should assist the group in developing realistic goals, strategic planning, and training for the academic year.

Subsection B: The advisor(s) should be aware of all plans and activities of the group and inform the group of institutional policies that may affect these plans.

Subsection C: The advisor(s) should be available to organization officers/members and regularly meet with the organization.

Subsection D: It is the sole responsibility for the advisor(s) and the incoming president to plan a retreat for the newly elected E-board.

Subsection E: The advisor(s) must communicate with the executive board any potential collaborative events and a two-thirds vote in favor of the event must occur before the event is solidified.

Subsection F: The Executive Board holds the right to not use the advisor's advice.

ARTICLE IV: NEW POSITIONS

Section 1: *Creating New Positions*

Subsection A: The President has the right to create or remove any positions on the Executive Board and approval of the position by a simple two-thirds majority of the Executive Board.

Section 2: *Filling Newly Created Positions*

Subsection A: Upon creation of a new Executive Board position, a majority vote of the current Executive Board shall decide whether to fill said position through appointment or elections.

Subsection B: Consideration for an appointed position shall be based on interviews open to all dues paying BSU members. Members shall be notified at least one week prior to the interviews and shall be filled by majority vote of the Executive Board.

Subsection C: In the event that a simple majority vote by the Executive Board cannot be obtained the President has the right to appoint any unfilled positions on the Executive Board.

ARTICLE V: MOTIONS

Section 1: *Motions*

Subsection A: Members of the Executive Board have the ability to make a motion, if there is a second, there will be a vote on that particular motion, with a two-thirds majority of the present quorum the motion shall pass.

Subsection B: A quorum will be met if two-thirds of voting members are present.

ARTICLE VI: EXECUTIVE BOARD ATTENDANCE

Section 1: *Excused Absence*

Subsection A: Planned absences from meetings of the Executive Board are preferred policy of the Executive Board.

Subsection B: If a member of the Executive Board plans on being absent from an Executive Board meeting, that member must notify either the President or the Vice President at least 24-hours in advance.

Subsection C: Whether an absence is deemed excused or unexcused is under the discretion of the President. If the President deems the absence excused, the member will be granted a pardon for that meeting.

Subsection D: Attendance to General Body meetings is mandatory as well. However, if a member does not have the ability to attend all General Body meetings because of a planned conflict, that member must notify the President and the Executive Board in writing, of the conflict.

Subsection E: Even though an excused absence doesn't not count towards the "Three-Strike Policy" defined below, a member of the Executive Board must attend three-fourths majority of all events and meetings each quarter.

Subsection F: In the event that a member of the Executive Board does not meet the required attendance, the "Three-Strike Policy" described in Subsection D of Section 2 of Article 4 will occur.

Section 2: *Unexcused Absence*

Subsection A: There shall be a "Three-Strike Policy" for unexcused absences applied to the entire academic year.

Subsection B: Upon a member of the Executive Board's first unexcused absence, the President will issue a typed, written warning.

Subsection C: Upon a member of the Executive Board's second unexcused absence, that member shall have a hearing with the President and be placed on probation as prescribed by the Executive Board.

Subsection D: Upon a member of the Executive Board's third unexcused absence, that member shall have a hearing with the Executive Board and Advisors and present a statement on retaining the position. After the hearing with the whole Executive Board, they shall vote on retaining that particular member or removal from the Executive Board, in which a vacancy shall occur.

Section 3: *Timeliness*

Subsection A: If an Executive Board member is late to an Executive Board Meeting, there could be a half absence added to the "Three Strike Policy." Ex. For every half-hour missed of the meeting, there will be a half absence added. Ex. If late to a meeting by 10 minutes, those 10 minutes will be counted on a rolling basis.

Subsection B: All Executive Board members are required to respond to all text communication by end of day and email communication within 24 hours of the sent time.

Section 4: *Recording of Attendance*

Subsection A: The Secretary shall record attendance at every meeting and maintain attendance records of the Executive board in the minutes.

Subsection B: When the Secretary determines a member has violated the "Three-Strike Policy" as described in Section 2 of Article 6, the Executive Secretary must notify the

President immediately.

ARTICLE VII: MEETINGS

Section 1: *Schedule of Executive Board & General Body*

Subsection A: Executive Board and General Body Meetings should alternate on Wednesday's of each week. The meeting day can be changed with a simple majority two-thirds vote by the Executive Board.

Subsection B: There will be a strict no technology use expect by the President, Vice President, and Secretary. The only exception will be for note taking.

Subsection C: These amendments shall be ratified in the fall of 2020 and this clause itself shall be abrogated upon the ratification of these amendments.

ARTICLE VIII: COMMUNITY SERVICE

Section 1: *Requirements*

Subsection A: Each individual member of the Executive Board is required to complete a total of 2.5 hours of community service per academic quarter. These hours do not include the service activity coordinated by the Directors of Community Affairs and Activism for the entire Executive Board.

Subsection B: Officers should submit their service hours to the Director of Community Affairs and Activism who will continuously update officers of their hours.

ARTICLE VIII: IMPEACHMENT PROCESSES

Section 1: *Grounds for the Impeachment*

Subsection A: Grounds for Impeachment of an Executive Board officer are as follows:

Subsection B: Unethical or incompetent behavior, and/or failure to faithfully execute the required duties of the particular office, and/or

Subsection C: Failure to attend the required number of Executive Board meetings and/or general body meetings without notifying the Executive Board, and/or

Subsection D: Refusal to pay any debts owed to the BSU or pay any debts incurred on the BSU by this particular officer, and/or causing general embarrassment to the BSU that directly conflicts with the organization's purpose as stated in Article II, Section 1, and/or disclosure of any activities or discussion that take place in an Executive Board meeting closed to the public.

Section 2: *Process*

Subsection A: Every elected officer to the BSU Executive Board may be subject to impeachment if the Executive Board receives a petition containing the signatures of one-fourth of the total dues paying members requesting such or two-thirds of the Executive Board votes for removal.

Subsection B: If an officer is impeached, the President should lead a panel formed to oversee the impeachment hearings. In the event the President is the individual who the BSU seeks to

impeach, then the next highest-ranking officer (in this scenario the Vice-President) shall lead the panel.

Subsection C: Twenty-four hours after an impeachment petition has been filed, the individual in question shall be presented with a written copy of the charges against them and the names of those persons filing the charges at least one week before the Executive Board is to hear the matter at a preliminary hearing.

Subsection D: The individual concerned shall have the opportunity to speak before the general body in an official capacity at the preliminary hearing before the general body votes whether or not to ask for the individual's resignation.

Subsection E: If at the conclusion of the preliminary hearing, the Executive Board recants the impeachment allegations, then there will not be an official impeachment trial, and the individual will be cleared of all charges.

Subsection F: In the event that at the conclusion of the preliminary hearing the Executive Board reaffirms the impeachment charges, then the Executive Board should request the individual concerned submit their resignation.

Subsection G: If the individual refuses to resign, that person shall be informed that the impeachment trial will occur a week from the day of the preliminary hearing.

Subsection H: The accused shall have the right to answer any charges before a vote is taken and shall have the right to counsel. No matter what the circumstances are, the accused gets to defend oneself, period.

Subsection I: After the trial has taken place, the General Body will vote on impeachment. The impeachment must pass by a two-thirds vote, or otherwise all charges are dropped.

Subsection J: In the event of impeachment of an Executive Board officer, all regulations required for filling a vacancy are applicable to Article III, Section 2.

Section 3: *Automatic Expulsion*

Subsection A: Any Executive board member may be automatically expelled from the organization in the

event of: Failure to maintain a GPA of 2.5 or if the member is no longer a DePaul student.

Subsection B: Automatic expulsion may be appealed to the Executive Board.

Subsection C: At any time before a position is refilled, a collection of 25 signatures from the Black Student Union General Body dues paying members shall overturn the expulsion.

ARTICLE VIII: AMENDMENT PROCESS

Section 1: *Amendments*

Subsection A: Amendments proposed by individual members of The Black Student Union must be presented in writing to all of the Executive Board. Amendments must be presented to the President 48 hours prior to the vote of approval.

Subsection B: Amendments proposed must be presented in writing to all members of the Executive Board. The amendment must be circulated to all members 24 hours before the meeting for a vote to be held.

Subsection C: Amendments shall require a two-thirds majority to be approved.

Subsection D: The allowance of two amendments per academic year

Section 2: *Ratification*

Unless specified in motion of approval, all amendments shall take effect immediately upon ratification.