THE CONSTITUTION OF THE BLACK STUDENT UNION AT THE UNIVERSITY OF SOUTH FLORIDA
2008 REVISED EDITION

Preamble

We, the students of the Black Student Union at the University of South Florida, in order to promote a closer relationship within the University student body and University community, to improve the intellectual, social, and cultural environment among all the races hereby ordain and establish this Constitution of the Black Student Union.
I. Name of Organization
The name of this organization shall be the Black Student Union at the University of South Florida- Tampa Chapter. Also referred to as the BSU.

II. PURPOSE OF THE BLACK STUDENT UNION

The purpose of the Black Student Union is to promote racial/ethnic interaction between and among the different ethnic groups at the University of South Florida. Through promoting relations between Black students and other students by providing cultural and social forums and activities, we hope to improve the relations between the different ethnic groups by knocking down the wall of ignorance and building a bridge of understanding.

MISSION STATEMENT
- “To incite political awareness and activism, increase cultural awareness and promote positive social interaction for Black students and all students at the University of South Florida.”

VISION STATEMENT
Founded in 1972 (1969)
- To provide a welcoming community for Black students and all students of the African Diaspora at the University of South Florida.

III. MEMBERSHIP

The total membership of the Black Student Union at the University of South Florida shall be open to all registered students of the University of South Florida. No fees are required to obtain membership into this organization; however registration on OASIS as a member of the Black Student Union is required at the beginning of every academic school year. Membership cannot be denied to anyone on the basis of race, sex, religion, creed, national origin, age, political persuasion, sexual orientation, nor economic status. Members must be on and active in at least one of the standing committees.

Membership shall be classified as (1) Active Membership or (2) Inactive membership.

Active Membership

Active membership is defined as a member of the Black Student Union who is registered on OASIS as a member of the Black Student Union, attends and participates in at least 50% of meetings and/or activities per semester. Members must be active on at least one of the standing committees. An active member is one who
participates in the planning and/or implementation of programs of the committee each semester. An active member shall be a voting member as well.

**Inactive Membership**

Inactive membership is defined as a member who is registered as a member of the Black Student Union on OASIS, yet who fails to attend and participate in at least 50% of the meetings and/or activities per semester. An inactive member is one who is not active on a standing committee of the Black Student Union. An inactive member shall be a non-voting member as well.

**IV. ROBERT'S RULE OF ORDER**

All Black Student Union meetings will be conducted by Parliamentarian Procedure as recognized by Robert's Rule of Order.

**V. QUORUM STATEMENT**

Quorum shall be defined as 50% + 1 of the voting Black Student Union members. A 50% + 1 of quorum are required for any actions approved by the body and/or executive. If quorum is not attained, official business shall be conducted with all six elected executive board members in attendance.

*** Quorum – minimum number of officers and members of a constituted body necessary for the valid transaction of business. Example: If there are 16 executive board members, there needs to be 9 executive board members in attendance to meet quorum and vote. Otherwise, all of the six elected executive board positions must be in attendance to carry out voting for actions on behalf of the Black Student Union.

**V. THE EXECUTIVE BOARD**

The Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, Parliamentarian, Historian, and the Chairpersons of any and all standing committees.

All Executive Board members must maintain a minimum of three office hours a week, except Secretary who will hold 5 hours per week while the building where the office is located.

All members of the Executive Board shall uphold the constitution

**Duties of the officers**
The President

Shall uphold the Black Student Union’s Constitution.

After gaining the consensus of the Black Student Union, the President shall be responsible for recommending students for appointed positions to the University-wide Councils, Committees and Boards to the Student Government President and the University President.

Shall act as the primary University liaison and shall be responsible for assuring representation of the Black Student Union at various functions.

Shall preside over the Executive Board and general body meetings.

Reserves the right to call an emergency Executive Board meeting in the case of urgent business affecting the Black Student Union’s well-being, whether it is financial, social, political, etc.

Shall nominate persons to fill vacancies in the Black Student Union executive board subject to approval by 2/3 of the Black Student Union.

Shall keep in contact with the Advisor on a regular basis.

Shall co-sign all expenditures from the Black Student Union budget along with the Treasurer.

Shall be present in the meetings at all times.

Shall be responsible for recommending the removal of any Executive Board member from office. Actual removal will require 2/3 of quorum.

The Vice President

Shall assume the duties of the President in his/her absence.

Shall be over all standing committees and committee chairs.

Shall be directly responsible for organizing and implementing strategic concerns of committees.

Shall serve as the liaison between the committee’s heads and the general body members.

Shall have bi-weekly meetings with each committee/committee chair.
Shall be responsible for starting meetings in President’s absence.

Shall work closely with the president at all times.

**The Secretary**

Shall be the only Executive Board member required to hold 5 office hours per week.

Shall be responsible for recording and keeping minutes of all general and Executive Board meetings. Minutes shall be typed and kept on file in the office one week after said meeting.

Shall maintain an accurate attendance of all members.

Shall be responsible for all incoming correspondence, presenting it to the executive board and filing said correspondence in the designated folders general body.

Shall update all office files.

Shall be responsible for presenting copies of the minutes to the general body at the general body meetings.

Shall have agenda for every meeting distributed to the executive board and one should be on display for the members and filed the next meeting.

Shall keep track of all committee reports.

Shall be responsible for having and maintaining a sign-in sheet before every general body meeting for general attendance and committee sign-up sheet.

**The Treasurer**

Shall be committed with the responsibility of keeping all financial records for the organization.

Shall keep detailed records and receipts in the book.

Shall be responsible for projecting a budget for the year. Will give a budget report at every Executive Board meeting, which will be distributed at the executive board meetings and to be given during the Committee Reports. Must have budget report on display at every general body meeting. Budget report to include ALL financial business of the Black Student Union which includes BSU Credit Union checking account and Student Government account.
Shall keep a record book of all the names of members who have been given receipts for disbursements received cash or other monetary prizes from the Black Student Union.

Shall be responsible for signing all expenditures from the Black Student Union budget along with the President.

Shall work closely with the President and Fundraising chair.

**The Parliamentarian**

Shall have a thorough knowledge of Robert’s Rules of Order and how to implement it effectively.

Shall be responsible for assuring the Robert’s Rules of Order is being followed at all general and Executive Board meetings.

Shall see that all elections are also conducted by Robert’s Rule of Order.

Shall facilitate order at all general body and executive board meetings.

Shall facilitate election process by providing election rules, schedule of election process (which includes interviews, application submissions, position descriptions and other necessary election business) and preside over the speech and voting process at the General Body meeting along with the current elected Executive Board members, under the approval by the Executive Board.

**The Historian**

Shall be responsible for keeping a record of the organization’s history, purpose, and goals. In addition, must take pictures of, and document various events in writing.

Shall also be responsible for display boards, BSU Info Booth/ Tables and academic year scrapbook.

Can have a committee but must follow standing committee guidelines which includes but is not limited to providing a committee report at every Executive Board meeting and holding a weekly committee meeting.

Shall be responsible for reading any announcements at the General Body meetings.

Shall work closely with The Voice Chair, Social Events chair and Fundraising chair because:
- The Voice requires photos of the BSU Executive Board, general body and BSU events.
- BSU social events require proper documentation for the BSU scrapbook.
- Fundraising chair to raise money for scrapbook materials that cannot be entirely provided through the Black Student Union’s Student Government account.

VI. PURPOSE OF THE ADVISOR

To advise, counsel, and serve as a resource person to the Black Student Union and to assist the Black Student Union in achieving its stated purpose. The advisor must be a USF staff member or faculty.

VII. DUTIES OF THE ADVISOR * to be decided by Executive Board

1. To assist officers and members in becoming acquainted with the Constitution of the Black Student Union.

2. To be present at scheduled meetings, social events, and activities, whenever possible.

3. To advise students in the planning of Black Student Union’s functions and activities.

4. To promote academic achievement among the Black Student Union members.

5. To provide guidance and leadership to the members of the Black Student Union.

VIII. STANDING COMMITTEES/EXECUTIVE STAFF

Academic/ Education Chair

Shall be responsible for planning at least 2 Academic/ education seminars per semester.

Shall plan 4 projects yearly (i.e. Study Halls, Zora Neal Hurston Festival, etc.)

Shall coordinate the Honors Program for BSU’s graduating seniors

Shall work closely with the Fundraising chair to raise funds for kente cloth, graduation stoles
Shall be over all scholarships (i.e. Tyvi Smalls Scholarship, Miss Uhuru and Pharaoh’s Legacy scholarship) and co-ordinate along with the Social Events chairperson, the Tyvi T. Smalls Scholarship Awards Ceremony and/ or Ball.

Athletics and Health Coordinator (make a committee chair)
To coordinate the BSU intramural teams, both co-ed and gender-specific.

To keep the executive Board, as well as the general body aware of the Intramural schedule during their committee report.

Keep BSU informed as to Campus fitness classes, competitions, resources (nutritional, mental, emotional and mental) and other athletic-related events.

Shall work closely with the Community Service chair to brainstorm ideas of community service combined with physical activity.

Keep BSU abreast of current Health issues, especially those facing the Black community specifically.

Ambassador

Shall serve as a liaison between the university community and surrounding communities.

Shall serve as a BSU representative for the Office of Multicultural Activities and keep an accurate record of all points obtained and register BSU for diversity workshops and retreats.

Shall work closely with Political Action chair on various issues

Shall attend NAACP meetings and events, along with Political Actions Chair, as a representative of BSU

COBOL: Also known as the Coalition of Black Organizational Leaders; this organization brings together the leaders of Black organizations on campus to discuss issues effecting the Black community and to act as a support system by way of keeping a joint calendar of events, publicizing opportunities for co-sponsorship and hosting monthly meetings with the various organizations

Shall preside over COBOL meetings and establish a bond between organizations.

Shall plan a Leadership Mixer once per semester.

Shall create and facilitate an insightful community project to implement with fellow COBOL members (i.e. money saving courses at the University Area Community Center (UACC), domestic violence workshops, child abuse awareness campaign, etc.)

Shall host, along with the Fundraising chair, at least one fundraising event to raise money for the COBOL community project.
Community Service

Shall be responsible for implementing and publicizing, along with the Public Relations chair, various community service events.
Shall be the organizer, along with the Ambassador chair, of a mentoring program within the Tampa Bay community.
Shall be responsible for at least 5 community service projects with the following criteria:
   1) One project must be planned with the Ambassador and must focus on one issue in the Tampa Bay Black community.
   2) One project must be specifically designed by the Community Service chair (i.e. Fun in the Sun 2008)

Florida African American Student Association (FAASA)

Shall be the liaison between the USF-Tampa chapter of the Black Student Union and the Florida African-American Student Association (FAASA) as well as other FAASA chapter schools.

Shall be responsible for educating the Executive Board and General Body members of BSU about FAASA and keeping them aware of the various conventions and conferences held throughout the year; this includes awareness of FAASA elections and eligibility of General Body members for nomination.

Shall work closely with the Fundraising chair to host at least 4 fundraisers to help finance the various FAASA conventions and conferences.

Shall work closely with the Black Student Union Advisor to communicate ideas and organize FAASA conference.

Shall keep in close contact with the Region IV director and report back any updates to the Executive Board in a committee report every Sunday.

Fundraising Chair

Shall work closely with all committee chairpersons.

Shall host at least one fundraising event per month which must be separate from specific committee fundraising events (i.e. A FAASA fundraiser does not count towards the one fundraiser per month quota).

Shall have at least 2 Bull Market Fundraisers per semester.
Shall keep the Executive Board updated on Fundraising budget and activities in committee report every Sunday.

Shall work closely with the Treasurer

**Miss Uhuru/ Pharaoh’s Legacy Coordinator CORRECT WITH MS. UHURU GUIDELINES**

Shall maintain at least a 2.5 GPA at the University of South Florida, which will be verified by the BSU President and Vice President

Shall be in attendance at all of Black Student Union’s events and meetings

Must be classified as a USF student attending the USF Tampa Bay Campus for the entire academic year of title holding.

Shall increase knowledge about BSU, its Diaspora and current issues by working closely with the Ambassador chair and Community Service chair

Shall be required to attend COBOL meetings.

Required to wear Miss Uhuru/ Pharaoh’s Legacy crown at all major BSU events

Shall consult with President and Vice President before making any type of decision on behalf of Miss Uhuru Title

Shall be the coordinator of the following year’s pageant/showcase and will be required to report updates in committee report every Sunday

**Political Actions Chair**

Shall educate the Black Student Union of local, state, national and worldwide political issues (local, state, national and worldwide)

Shall coordinate at least one Political Seminar per semester.

Shall coordinate at least one mandatory co-sponsored event per semester with the NAACP USF and/or Local Alumnae Chapter.

Shall work closely with the Ambassador Chairperson.

Shall attend at least 2 USF Student Government Senate meetings per month and report updates to the Executive Board and General Body
Shall serve as a BSU representative, along with the Ambassador at NAACP meetings and functions.
Public Relations

Shall be responsible for publicity of the Black Student Union’s general body meetings and events.

Shall be responsible for creating or contracting an individual for web design and weekly upkeep of the website

Shall have knowledge of various software programs for advertising and publication (i.e. Microsoft Publisher, Photoshop, etc.)

Shall serve as coordinator for the Flyer Distribution Team with the following schedule:
1) Wednesdays: Flyer Posting around campus for GB Meeting
2) Thursdays: GB flyers are passed out.

Shall work closely with the Fundraising Chair and other chairpersons in need of publication assistance

Social Events

Shall coordinate various social events to increase interaction between the Black Student Union members.

Must coordinate or assist in coordinating all social events; this includes but is not limited to Homecoming, BSU Week, BSU Family Reunion Weekend, Black Love, Kwanzaa, End of the Year Banquet, etc.

Shall work closely with the Public Relations, Fundraising and Athletics/Health Awareness chairpersons

Shall assist in the implementation and coordination of all co-sponsorships with other organizations which include student, faculty and outside companies.

Step Master

Shall be the coordinator of various performances by the Black Student Union Step Team
Shall work closely with the Community Service chair to produce at least 3 community service events per semester

Shall work closely with the Fundraising chair to raise funds for Step Team necessities (i.e. uniforms, traveling costs, etc.)

Shall update the Executive Board of upcoming performances and budget requests in a committee report submitted every Sunday

The Voice Chair

Shall act as the editor-in-chief for the Voice magazine and monthly publication of the Panther

Shall have some knowledge of software used for publication (i.e. Microsoft Publisher, Adobe PageMaker, etc.)

Shall work closely with all chairpersons to write stories and reviews of activities from each sector of BSU

Shall submit a committee report every Sunday outlining the themes and topics of the upcoming editions

Shall be combined and assimilated to section VIII.

IX. EXECUTIVE BOARD MEETINGS

REQUIREMENTS OF ALL EXECUTIVE BOARD MEMBERS
All Executive Board Members must come to the weekly Executive meetings equipped with the following materials:
1) A writing utensil (pen, pencil, etc.)
2) A notebook or laptop to take additional notes
3) A planner with monthly calendar and weekly calendar
4) 3 Copies of Committee Reports (will be distributed to the President, Vice President and Secretary)
5) Organized Binder assimilated by the past Executive Board

Meeting Attire is subject to change upon the current E-Board’s vote; however, business casual is mandatory when a guest speaker is in attendance.

The Agenda outline is subject to change upon the current E-Board’s vote

Executive Board Meeting must follow the guidelines of Robert’s Rules of Order

X. GENERAL BODY MEETINGS
Shall be held on a weekly basis

Shall include a typed agenda handed out to General Body Members

Shall have an agenda process subject to change upon the current Executive Board’s vote

XII. ELECTIONS

General elections shall be held at a date determined by the Black Student Union’s Executive Board at their first meeting of each spring semester.

General elections shall be for the offices of:
- President
- Vice-President
- Secretary
- Treasurer
- Parliamentarian
- Historian

Even though Miss Uhuru/ Pharaoh’s Legacy coordinators are not elected positions, he/she is also a part of the Executive Board.

Executive staff shall be appointed by the President and Vice President. The staff consists of the following:

1) Academics/ Education Chair
2) Ambassador
3) Athletics/ Health Awareness Chair
4) Community Service Chair
5) FAASA Chair
6) Fundraising Chair
7) Ms. Uhuru/ Pharaoh’s Legacy Chair
8) Political Actions Chair
9) Public Relations Chair
10) Social Events Chair
11) Step Master
12) The Voice/Panther Chair

XII. CRITERIA TO SEEK AN ELECTED OFFICE

1. Shall have a minimum of one full academic year left at USF (Fall/Spring).
2. Must be in good academic standing as defined by the University and have at least a 2.0 G.P.A. on a 4.0 scale.
3. Must have completed 12 semester hours by the time of office.
4. Must be an active member of the Black Student Union.

The Executive staff’s criteria shall be the same.
The term of office for elected and appointed officers shall be the third Thursday in April through the third Thursday in April of the following year.

Once an officer is elected, he/she is limited to 2 years in that particular office.

XIII. OFFICE REMOVAL CLAUSE

Any Black Student Union officer or appointed person may be removed from office as a result of:

Malfeasance-Wrongdoing of a public official, or
Misfeasance-Improper and unlawful execution of an act that is in itself lawful and proper.

The person(s) requesting the removal must submit a written statement outlining the grievances to the advisor. If the person then decides to proceed, the advisor will appoint a jurisprudence committee within one week, who will investigate that matter and report back to the general body within one week.

After the standard committee submits its recommendation, a discussion and vote will follow. The person shall be removed by a 2/3 vote of quorum. The replacement for an officer will be voted upon by a 50% +1 vote and installed at the next meeting.

An officer shall also be removed from office if the Officer is found in gross negligence of their duties and have been advised of the impairment and sufficient progress has not been made in a reasonable given period of time.

XIV. AMENDMENT PROCEDURE

An amendment to the Black Student Union’s constitution may be made by any member.

The amendment shall be read at the meeting at which it will be introduced. Discussion will be entertained and final legislative action may be taken at the next general Black Student Union meeting.

The amendment must be approved by a 2/3 vote of quorum and once passed shall be sent to the Student Activities Review Board. Upon review the amendment is effective immediately.

XV. ANTI-HAZING CLAUSE

"This organization prohibits its members, both individually and collectively from committing any acts of hazing as defined herein:
‘Hazing’ means any action or situation which recklessy or intentionally endangers the mental or physical health or safely of student for the purpose of initiation or admission into or affiliation with this organization. Such terms shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance or any forced activity which could adversely affect the mental or physical health, the safety or dignity of the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health, or dignity of the individual. For the purpose of this section, any activity as described above upon which the initiation or shall be presumed to be a ‘forced activity’ the willingness of an individual to participate in such activity notwithstanding.”

*All notes and amendments are subject to change based on revisions made by the current Black Student Union Executive Board.*