

Black Student Association at Rice University 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-11 for this definition.
2. Officers
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Community Service Coordinator
 - e. Social Consciousness Coordinator
 - f. Soul Night Coordinator
 - g. Art Director
 - h. Secretary
 - i. Webmaster
 - j. Career Advisor
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 dues and determine what the dues money will fund.
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.
 - i. When representing the organization the President will refrain from personal views not approved of or supported by the general membership.
 - e. Shall publicize all of the organization's events through e-mails, listservs, flyers, and other means of advertisement to the school and the community.
 - f. Shall work with the college representatives and make sure that they keep the colleges informed about the organization's events throughout the year.
 - 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.
3. Vice President
- a. Shall carry out the duties of the President in his/her absence.
 - b. Shall be responsible for coordinating all ad hoc committees.
 - c. Shall plan study breaks and other various social events throughout the year in order to bring students across campus together for fellowship
 - d. Must plan a specific number of social events as decided by the officers at the beginning of each semester.
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. Career Advisor
- a. Shall provide information for members about career opportunities, such as summer internships, summer jobs and full-time positions at a variety of companies.
 - b. Shall provide information for members about career-building opportunities on campus, such as resume-building workshops and interviewing practice.
 - c. Acts as a liaison between Career Services and the organization.
 - d. 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).
6. Community Service, Social Consciousness, and Soul Night Coordinators
- a. Each coordinator 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. Community Service Coordinator
 - 1. Shall promote outside community activities concerning the Black community.
 - e. Social Consciousness Coordinator

1. Shall put together events that improve the social climate for Blacks at Rice University, in the community, nationally, and/or internationally.
 2. Shall plan events in the month of February in order to celebrate Black History month.
- f. Soul Night Coordinator(s)
1. Shall put together the annual cultural show for the organization by:
 - a. Reserving the rooms necessary for the performance
 - b. Acquiring funding for the event
 - c. Organizing the acts that are performing
 - d. Providing food/refreshments for at least one of the performances.
 - e. Performing any other tasks that may be necessary.
7. Art Director
- a. May have a creative team/committee to help with artistic tasks.
 - b. Assists with designs and advertising for things such as flyers, library banners, and t-shirts.
 - c. Photographs BSA related events; displays photos in a scrapbook, as well as on Facebook, Flickr, 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.
8. 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.
9. Webmaster
- a. Shall maintain and update the organization's listserv and website.
10. College Representatives
- a. Shall inform their respective colleges about the organization's events through flyers and, if necessary, attendance at college cabinets and announcements during lunch.

11. Membership

- a. Shall consist of Rice students in good standing (with at least a 1.67 GPA, according to the University), faculty, staff, and alumni whose dues have been received by the treasurer.
- b. Shall have voting privileges only when in good standing.
 - i. A member is considered in good standing if all dues have been paid and all requisite forms have been turned in to the secretary.
- c. Shall be entitled to all rights and benefits secured by this organization.
- d. Sponsors may be non-voting members who do not pay dues and cannot hold office.

12. 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. Elections shall be performed as soon as possible following Soul Night; terms for positions are approximately one year starting from the date of election.
2. 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 petitions
 - 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.
3. Candidates for all officer positions must have membership for at least one semester and present to the Election Committee a petition which consists of:
 - a. A signed statement expressing the intention to run for a stated position in the election.
 - b. A completed form, consisting of questions approved of and dispersed by the Election Committee.
4. The Election Committee shall decide the due date of the petition as long as it is in compliance with Article V.1.
5. Copies of the candidate forms will be distributed to all voting-eligible members of the Black Student Association. Candidates are allowed to vote for themselves. Voting members must sign in to receive a ballot.
6. Ballots shall be completed by filling out a form on the day of elections. If a member absolutely cannot be there, they may submit their vote prior to the actual voting day to a member of the Election Committee via e-mail.

7. All potential advisors, before given invitation, must be discussed and approved of by the officers.

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 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 3/4 vote at a general body meeting with at least a majority of the membership present.
5. Before going into effect, the amendment must be ratified by the Student Association Senate.