

Black Student Union Articles

Article I: Executive & Administrative Officers

Section I:

- A. The executive officers of the Black Student Union shall be president, vice president, secretary, treasurer, public relations chair, educational chair, social chair, and sergeant-at-arms.*
- B. Officers serve for one school year (fall and spring semesters).*
- C. An officer cannot serve in the same position for more than two consecutive terms (two school years, such as 2002-2003).*

Section II: Officer Duties

- A. The **president** shall serve as administrative head of BSU; preside over the duties and activities of BSU; conduct all scheduled and emergency meetings of BSU; have the authority and responsibility to articulate the duties of BSU in the affairs of the community at large with the sanction of BSU; be an intellectual motivator and political force in the African-American community; periodically submit general/administrative reports and executive orders to BSU; meet with the BSU adviser once a week to update him/her of the Union's progress; attend monthly Collegiate Club Council Meetings on an alternating basis with other BSU officers (when other officers cannot attend this meeting); and assume any BSU officer's position upon voluntary/involuntary dismissal of that officer.*
- B. The **vice president** shall preside over meetings in the absence of the president and function as such in the voluntary/involuntary dismissal of the president; shall serve as an ex-officio member to all committees except the publicity committee; shall receive all minutes and letters written by committees and given updates as to their progress; shall attend monthly Collegiate Club Council meetings on an alternating basis with other BSU officers; make regular reports to the president on the development and attitude of the organization; and work closely with the president on various projects as needed.*
- C. The **treasurer** shall keep an accurate account of all financial matters of BSU; give a report of the BSU finances on the **first meeting of every month**; shall have a file of all requisitions and receipts pertaining to the organization and keep a written ledger of all financial transactions; attend monthly Collegiate Club Council*

meetings on an alternating basis with other BSU officer; shall serve as BSU representative on CCC's Allocation committee; shall be the standing signature on all requisitions, requests for disbursement of funds and contracts along with the adviser's signature (president's signature can be in lieu of the treasurers).

- D.** *The **secretary** shall record the minutes and important information at every meeting; have a typed report of minutes from the previous meetings at each regularly scheduled meeting; receive and record all written communications and correspondence of BSU; shall attend monthly CCC meetings on an alternating basis with other BSU officers; be responsible for having flyers and materials approved by the Office of Student Activities before distribution or posting by BSU (10 copies are given to OSA); and shall serve as co-chair of the publicity committee.*
- E.** *The **social chairperson** shall plan and schedule social activities and events for BSU; set a tentative calendar of social events for the school year; work closely with the public relations chair to disseminate information about BSU social events; oversee a working committee to assist with planning BSU events; organize a committee to help with set up and clean up after BSU social events; and alternate attendance at CCC meetings with other BSU officers.*
- F.** *The **educational chairperson** shall plan and schedule educational programs and events for BSU; set a tentative calendar of events for the school year; work closely with BSU president and adviser to sponsor workshops and forums that are reflective of experiences relevant to minority students; be responsible for set up activities needed for educational forums; coordinate volunteer activities so the club can earn community service credit; and alternate attendance at CCC meetings with other BSU officers.*
- G.** *The **public relations** chairperson shall publicize and promote all activities that BSU sponsors; develop flyers and materials for BSU; serve as spokesperson for BSU and disseminate information about BSU and promote the club as well; follow guidelines set forth by the Office of Student Activities and the college to make sure that information is correctly distributed for BSU activities and events; bring all original PR material to BSU adviser to approval before any materials are distributed for BSU events; alternate attendance at all CCC meetings with other BSU officers.*

H. *The sergeant-at-arms maintains order at meetings, social functions and enforce the rules and regulations of BSU; make sure all appropriate activity forms are approved and signed by the appropriate parties; will attend monthly CCC meetings on an alternating basis with other BSU officers; establish a working relationship with Campus Police and make sure appropriate security is in place for events as needed; and assist the BSU president with special projects as needed.*

Article II: Club Adviser of the BSU

Section I:

A. *The club adviser of BSU shall be employed by Joliet Junior College and shall be appointed by the BSU body.*

Section II:

The club adviser shall be delegated to the following duties: advise, guide, and direct BSU; confer with the elected officers or BSU on financial affairs (sign all requisitions and approve all financial expenditures) and programs (sign all activity forms sponsored by BSU).

Article III: Election Procedures

Section I:

The election procedure of officers is as follows and in order:

- 1. The person must be nominated and seconded by any two members of BSU.*
- 2. The person must accept nomination to run for office.*
- 3. The person must stand in front of the BSU body on a given date and give brief statements as to why he/she wants the office and answer any questions the body may have to ask.*
- 4. The person on a given date will be voted on a majority win scale.*

Section II:

All officers of the BSU must be in good academic standing (2.0 GPA).

Section III:

Elections will be held on the last meeting in the month of April for the president and vice president.

Elections for the remaining members will be held in the second week of September at Main Street.

Section IV:

Midterm evaluation for executive board members will be held at the first meeting in January.

Article IV: Qualifications for Membership

Section I: Qualifications for membership are as follows:

- A.** *A nominee for membership must be represented by an already standing member.*
- B.** *In order to become and maintain an active member status you must attend at least TWO meetings out of each month and to participate in various BSU activities throughout the year.*

Article V: Privileges of Membership

Section I: *Privileges for membership are as follows:*

- A.** *A member has the right to vote on any voting situation.*
- B.** *A member can be nominated for office.*
- C.** *A member can introduce any person or persons wanting to become members of the BSU.*

Article VI: Meetings

General meetings will be held every Wednesday during the school semester (except when otherwise stated) following the first scheduled meeting.

Executive board meetings will be held at the beginning and ending of every month (unless advised otherwise).

BSU meetings will be conducted in an orderly fashion.

Article VII: Ratification and Revision of the Constitution

This Constitution may be amended by two-thirds vote of the membership. Ratification of the amendments must be within two weeks after the amendment has been proposed.

The Constitution must obtain a two-third vote of the membership to be placed in effect each consecutive year.

The Constitution is to be revised in the summer/fall by that executive board.

This Constitution was adapted by the BSU Board members 9/17/02.

Article VIII: Impeachment of an Officer

This amendment deals with the involuntary dismissal of any officer who has been brought up on one if not all three charges presented. Furthermore, a petition has to be signed by the executive board members of BSU. The impeachment process goes as follows:

I. *The officer being impeached is brought up on one of the following:*
1, Not fulfilling the duties clearly outlined to an officer in the union's constitution on several occasions.

1A. You will be brought up on the above charge if you do not, within 24 hours prior to the meeting, give notice to the club adviser or president.

1B. You will be brought up on the above charge if you miss more than four meetings per semester.

2. Getting involved with an illegal or disruptive acts which pose an embarrassment to JJC and primarily the BSU (ie. fighting, stealing, illegal propaganda, disorderly conduct at a meeting, etc...)

3. Not keeping the academic requirement needed to be an officer of the BSU.

II. *Once a petition has been presented the officer then will be asked for his/her resignation. If a resignation is given then that person can never be an officer of the union again but can keep his/her membership.*

III. *If no resignation is given then the officer goes through a one day hearing with counselors serving as the remaining board of the union and club adviser (or an impartial person serving as moderator) overseeing the process.*

IV. *If the officer is found guilty of the charges that were presented then he/she will be stripped of all officer privileges and membership rights and can never be an officer or member of BSU again.*

V. *To ensure due process of the officer being impeached, all information is to be kept confidential.*