

## **Black Scholars Union Organization**

### **Preamble**

#### **Statement of Purpose**

The purpose of the Black Scholars Union (BSU) is twofold: 1) to educate the Los Angeles Valley College (LAVC) community and its surrounding area about issues that affect Blacks both in the United States and in the black diaspora; and 2) to serve as a support and social networking group for black students on LAVC's campus. The BSU will also provide service to the college community, work in collaboration with other student groups and support nearby black communities through different service projects throughout the school year. The members of the BSU gain invaluable leadership experience and knowledge as a result of their involvement with the BSU. Furthermore, all members will continue to uphold the high standards of the BSU and reinforce its reputation as an influential force in service to the student body at LAVC.

The primary mission of the BSU is to:

- ☐ Empower Black men and women to achieve academic success at LAVC. ☐ Build character and develop toward enabling a strong sense of man/womanhood. ☐ Develop methods and provide means for building a sense of brother/sisterhood and a membership network to increase academic self-esteem of Black men and women. ☐ Emphasize academic, social and character support for LAVC Black students throughout their college experience.
- ☐ Develop an interdisciplinary mentorship network of faculty/staff/administrators and

students to facilitate Black student graduations.

### Program Goals

- ☐ Improve LAVC's Black student retention rate.
- ☐ Increase LAVC's Black student graduation rate.
- ☐ Make graduate school/professional program education a viable choice for LAVC's Black students.

- ☐ Instill a sense of pride in being a member of a LAVC Black student program. ☐

Bolster a sense of group unity and academic mindedness in support of graduation efforts.

- ☐ Instill an overall commitment to achieve academic success.
- ☐ Provide students with monthly workshops ranging from financial awareness, character enhancement, interpersonal relationship management, all designed to facilitate successful matriculation into life after college.
- ☐ Provide professional development and leadership training opportunities.

### **Article I - Official Name**

#### Organization Name

The official name of this organization shall be Black Scholars Union, at Los Angeles Valley College

### **Article II – Authority**

Section 1: *This organization is a recognized student organization at Los Angeles Valley College and adheres to all campus policies as set forth in the Clubs and Organizations Manual.*

### **Article III – Membership**

#### Section 1: Student Access

*Any person currently enrolled as a student at LAVC and fulfilling the membership requirements of the organization may be a member. **Membership in the organization shall be open to all those regularly enrolled at Los Angeles Valley College.***

#### Section 2: Non-Discrimination Statement

*In accordance with state law and the regulations of the California Community Colleges, no organization shall discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability.*

#### Section 3: Eligibility

*Eligibility for membership or appointed or elected student officer position shall not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender identity, marital status, citizenship, sexual orientation or disability.*

#### Section 4: Membership Requirements

Each member shall have the following responsibilities and obligations:

Attend a minimum of 51% of all regular scheduled meetings and all official functions of the Black Scholars Union organization.

Contribute in meetings, and/or show a willingness to present and discuss any and all relevant business pertaining to the Black Scholars Union organization.

Support the mission and objectives of the Black Scholars Union organization. Participate in the activities of the Black Scholars Union organization.

An active member in good standing is considered to be one who attends a minimum of 51% of all meetings per semester and maintains the code of conduct standards referred to in section 7 of Article III.

Members must be current with payment of dues (if dues are required).

An inactive member is considered to be one who attends less than 51% of all meetings per semester.

Alumni member status: Any Black Scholars Union organization member who has graduated from LAVC, may continue to hold membership if they choose. LAVC graduates who were not members of the Black Scholars Union organization when attending LAVC are eligible to join the Black Scholars Union under alumni status.

## Section 5: Privileges of Membership

Nominating, being a candidate for office, voting, and holding officer privileges shall be restricted to current LAVC students that are *active* members.

## Section 6: Hazing

*This organization shall prohibit all members and officers from engaging in hazing or committing any act that injures, degrades or disgraces any fellow students.*

## Section 7: Code of Conduct

*This organization shall comply with...*

## **Article IV - Officers and Faculty/Staff Advisors**

### Section 1: Official Positions

This organization shall have the following official positions: President, Vice President, Treasurer, Secretary and Director of Public Relations, Historian.

### Section 2: Powers and Duties of Officers

#### *President*

Present the mission and goals of the organization to membership.

Facilitate the creation and development of ongoing programs for current and

future Black Scholars Union activities.

Conduct and facilitate all Black Scholars Union meetings.

Represent Black Scholars Union at campus and community events.

Keep Faculty/Staff Advisor and Black Scholars Union Faculty/Staff Advisory Board apprised of all organization activity.

Represent the student organization at all Black Scholars Union Faculty/Staff Advisory Board meetings.

Supervise and assist, when required, all elected board members in their assigned projects.

Routinely consult with the chairperson of Black Scholars Union Advisory Board.

*Vice-President:*

Assist the President as needed.

Responsible for organizing membership recruitment efforts.

Keep ongoing records of all Black Scholars Union activities.

Assist President (if requested) in preparation of agenda for organization meetings.

Serve as co-host at events when requested by the President.

Create and maintain a current roster of organization membership.

Organize methods for advertisement of the program and program events (in conjunction with Public Relations Director), to the campus community and the outside community at large.

*Secretary:*

Prepare the calendar of events for the year subject to membership discussion. Record attendance and meeting minutes at all meetings.

Prepare previous meeting minutes for distribution and approval by organization membership by the next scheduled meeting.

Update the members (in writing) of any upcoming scheduled events.

*Treasurer*

Organize all fundraiser events.

Assist elected board members with financial related matters; provide financial updates to Black Scholars Union President and Faculty/Staff Advisor when requested.

Keep record of all organization expenditures.

Endorse all expenditures with the prior approval of the President and Faculty/Staff Advisor.

#### Director of Public Relations:

Responsible for handling the development and distribution of announcements and advertisement materials.

Assist with outreach to potential community sponsors in support of Black Scholars Union.

Assist in the development and preparation of organization events and outreach projects.

Has primary responsibility for developing advertising strategy and media coordination activity.

#### Section 3: Officer Qualifications

No member may hold an executive board or committee chair position unless they are active members in good standing. All executive board and committee chairs must be enrolled LAVC students. Pursuant to Coded Memorandum AA-2012-05: Minimum Qualifications for Student Office Holders, the president, vice-president, and treasurer are required to meet the following minimum requirements:

*Minimum Academic Qualification- The president, vice-president, and treasurer must be matriculated and enrolled at Los Angeles Valley College with a minimum overall 2.5 grade point average each term (term is defined as Fall and Spring semester). The student must be in good standing and must not be on probation of any kind.*



*Incumbent Unit Load- Students in the role of president, vice-president, and treasurer are required to earn six (6) semester units per term while holding office.*

*Incumbent Maximum Allowable Units- Students in the role of president, vice president, and treasurer are allowed to earn a maximum of 15 semester units. Students holding more than this number of units will no longer be eligible.*

#### Section 4: Terms

The term of each Executive Board Officer is one academic year. In the event of a resignation or ineligibility of an officer, the member elected by a special election will finish the set term of the vacant seat. Each Executive Board Officer position will be limited to two terms (Fall and Spring Semester).

#### Section 5: Advisor

The University Advisor shall be an Ex Officio member without voting privileges. Faculty or staff advisor(s) will be chosen at the first meeting of each academic year.

##### University Advisor Roles and Responsibilities:

The College Faculty/Staff Advisor will be required to sign all campus documents.

The Advisor shall be consulted on any matters coming before the

organization and on matters associated to disbursement, allocation, or deposit of Black Scholars Union organization funds.

The Advisor will be responsible to ensure that Black Scholars Union members adhere to all regulations and requirements outlined by the college and the Black Scholars Union mission and goal objectives as set forth in the Preamble/Statement of Purpose section of this document.

The Advisor will be responsible to ensure that the Black Scholars Union officers and organization membership adhere to all university policy and requirements as outlined in LAVC's Code of Conduct listed in this document.

The University Advisor may be selected by the Executive Board upon the recommendation from Black Scholars Union Advisory Board. The Black Scholars Union Advisory Board is composed of volunteer mentors from LAVC Faculty and Staff and functions only in an advisory capacity to the Black Scholars Union Executive Board and organization members. The Black Scholars Union Executive Board President will be included as a

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voting member on the Black Scholars Union Advisory Board, as the representative of the Black Scholars Union Organization.

## **Article V- Discipline of Members**

Section 1: *All complaints alleging violations of the Student Conduct Code, ...* Section

2: *Action can be taken against a recognized student club or organization that ...*

## **Article VI- Elections**

### Section 1: Time of Elections

Elections will take place in the month of May, each Spring semester. The elected officers will assume office as soon as the Spring semester has come to an end.

### Section 2: Election Procedures

- A. Method of Nomination: Nominations will be accepted in writing or verbally (then put in written form) from the meeting floor prior to the date of elections. The Black Scholars Union will determine the day for elections during an organization meeting held sometime during the last month in the Spring semester.
- B. Method of Voting: Votes shall be cast by secret ballot or a show of hands, whichever is chosen by the group at the time of voting.
- C. Majority Specifications: The candidate receiving a majority vote (50% + 1 of the present active membership) will be declared the winner.
- D. Run-Off Election Procedure:

In case of a tie a run-off election will be held between the tied candidates.

### Section 3: Special Election Procedures

Should a vacancy in any office occur it can be filled by a Black Scholars Union member who expresses interest in the position and receives a majority vote from the voting membership in a special election meeting. Special election meetings will be determined by the current executive board members.

#### Section 4: Recall Election

A petition of 2/3 of the total number of members shall be cause for a recall election. The offense must be submitted in writing by an organization member. A recall election shall be held at the next regular meeting after presentation of the recall petition. Recall will require a favorable vote of 2/3 of the total voting membership.

#### Section 5: Vacancy of the President

If the position of the President becomes vacant as a result of resignation, ineligibility, or recall the Vice-President shall assume the office of President to complete the current term.

Vacancies in any other elected office shall be filled by an election held at the next regular meeting where the vacancy is announced, and nominations may also be made from the floor at the time of the election. The President may appoint an interim officer to fill the vacancy until the election is held.

### **Article VII- Meetings**

#### Section 1: Logistics

The day and time of regular meetings shall be determined by the membership, when a majority of the memberships are present, during the beginning of each semester term.

## Section 2: Frequency

The frequency of organization meetings shall be determined by the membership, when a majority of the members are present, during the beginning of each semester term.

## Section 3: Special Meetings

If a special meeting is required it can be called at the discretion of the President or Vice President, as necessary. It is suggested, but not requires, consulting with the Advisor before calling a special meeting. The members will be contacted by email and/or phone call no later than 5 days before the special election meeting.

## Section 4: Quorum

A Quorum for regular and special meetings shall require a minimum of 50% of the active membership to be present.

## Section 5: Voting Requirements

In order to vote a member must be in good standing as outlined in Article III, Section 4 (listed under active member criteria).

## Section 6: Rules of Procedure

The rules of procedure for this organization shall be Robert's Rules of Order, Newly Revised.

## **Article VIII- Standing and Ad Hoc Committees**

### **Section 1: Standing Committees**

The organization shall have the following standing committees: PR, Volunteer/Service, Events, Fundraising, Culture, Outreach/Recruitment.

### **Section 2: Duties**

#### **1. PR Committee**

- a) In charge of any advertising/dissemination of information regarding the organization, planned events, etc., to the university community.

#### **2. Volunteer/Service Committee**

- a) In charge of identifying philanthropic activities and events.

#### **3. Events**

- a) In charge of event planning for Black Scholars Union functions.

#### **4. Fundraising**

- a. In charge of raising money for the Black Scholars Union.

#### **5. Cultural Awareness**

- a. Researching and planning culturally relevant activities**

#### **6. Outreach/Recruitment**

- a. Tabling, High School visits, etc

### Section 3: Establishment

The President (or Vice-President in the absence of the president or when designated by the president) shall have the authority to establish ad hoc committees, as needed, to carry out the work of the organization. Standing committees shall be divided between the members of the organization and assignment of duties will be given as needed by the President or Vice-President. Each committee will be chaired by one of the members within the group if the committee is large enough to require a chairperson. Ideally, a member should commit to only one committee.

### Section 4: Appointment

The President shall appoint the chairperson and members of all committees.

## **Article IX- Finance**

### Section 1: Account

*This organization, pursuant to its charter obligation, shall maintain an agency account with the AS for the official conducting of college business.*

### Section 2: Usage

*All monies of this organization that are deposited in and disbursed from this account must follow the procedures outlined by the Associated Students, Inc.*

### Section 3: Dispersal of Funds

*Should this organization become inactive, including the failure to apply for college recognition annually, the agency account will be handled in accordance with the procedures of AS*

### Section 4: Fiscal Year

The fiscal year of this organization shall be July 1- June 30 (This is the fiscal year for the State of California and the Associated Students, Inc.).

### Section 5: Dues

There will be no dues required in this organization.

## **Article X- Amendments**

### Section 1: Submission of Amendments

Proposed constitutional amendments shall be presented to the organization, in writing, one meeting before it may be voted on.



## Section 2: Approval of Amendments

Approval by 2/3 of the voting members present at a regular meeting shall pass a proposed change. This change shall be put into effect immediately unless otherwise stipulated in the amendment.

## **Article XI- Ratification**

### Section 1: Procedure for Ratification

*Upon ratification by a 2/3 vote of the membership, approval from the ICC and Associated Students, Inc., this constitution shall become the official governing document of this organization.*

Submitted by:

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