

**THE BLACK STUDENT UNION AT CSUDH**  
Constitution and Bylaws

**PREAMBLE**

The Black Student Union is an organization at California State University, Dominguez Hills that seeks to develop, increase and perpetuate Black Student awareness in all areas applicable.

**ARTICLE I**  
**NAME**

**Section I:** The official title of this organization shall be *The Black Student Union*. Hereafter referred to as the BSU.

**Section II:** The colors of the Black Student Union shall be black, green, red, and gold.

**ARTICLE II**  
**PURPOSE**

The purpose of the Black Student Union is to establish a cohesive union amongst black students, faculty, other black organizations, as well as the community to facilitate educational opportunities. The BSU will promote and increase black student enrollment at CSUDH via outreach at various high schools and throughout the community. The BSU promotes education pertaining to the plight of Black Students. The BSU exists to enhance cultural awareness, political awareness, social events, and to provide support for the students and the community. It will strive to create responsible and determined students. The BSU also aspires to promote close affiliation with other Black Student Unions at their respective universities, which in turn will provide black students the opportunity to grow politically, socially, culturally, and professionally.

**ARTICLE III**  
**MEMBERSHIP AND PRIVILAGES**

**Section I: Membership Roster/Applications**

The IVP shall hold the official membership roster and will hold all membership applications.

**Section II: Discrimination Policy**

The Black Student Union targets black student membership, but will **NOT** deny membership to any student based on issues of gender, race, creed, or religion. Furthermore, all persons whether graduate or undergraduate students, faculty or staff may become a member of the BSU. Membership will stay open to the entire population of CSU, Dominguez Hills.

**Section III: Initiation**

One may become a member of the BSU by submitting an official BSU application expressing a desire to be involved with the BSU and having paid such fees and dues applicable, in order for him/her to become an active member.

#### **Section IV: Types of Membership**

##### **A. Active Membership**

1. Members must be in good standing with CSU, Dominguez Hills and the BSU.
2. Have his/her dues paid up for the current semester. (\$20)

##### **B. Inactive Membership**

1. Members who in the eyes of the BSU is not in good standing.
2. Has not been registered with the BSU for that semester.
3. Has not paid their dues (he/she may still participate in the general meetings, but holds no voting rights nor is able to receive any rewards of any kind offered to active or honorary members of the BSU). Inactive members may not renew their membership until such matter is cleared where they meet the level of active or honorary membership.

##### **C. Honorary Membership**

1. Honorary members are those who in the eyes of the BSU have shown exceptional enthusiasm, interest, and participation in the operation of the BSU and in its various activities.
2. Have been recommended and confirmed by the general body of the BSU and voted on as an honorary member.
3. Be in good standing with CSU, Dominguez Hills and the BSU.
4. Honorary members are not required to pay dues, but do not have voting rights.

#### **Section V: Membership Dues**

- A.** All students wishing to become an active member must pay the amount that is decided by the Executive Board per semester, which then enables them to receive active membership in the BSU.
- B.** Each member of the Executive Board will be required to pay an additional 50% of the membership dues to ensure the BSU will have the proper funding for the semester.
- C.** Dues shall be an encouragement for students to attend and participate in events.
- D.** It shall serve as a way of funding for the BSU.
- E.** All incoming members shall receive a copy of the BSU Bylaws and the official BSU calendar as part of their membership packet. (Upon receiving a copy of the membership packet, all members shall be responsible for knowing and adhering to the Constitution and Bylaws).

#### **Section VI: Membership Benefits**

Members that are active and in good standing with the BSU are able to:

- A.** Vote in any general assembly meeting.
- B.** To be recognized in assembly.
- C.** Hold a BSU office or committee position.
- D.** Members can take advantage of any and all discounts at events sponsored by the BSU as well as any applicable outside vendor supporting the BSU.

### **Section VII: Membership Responsibilities**

All members of the BSU shall be held responsible for:

- A. Keeping in good attendance at meetings.
- B. Keeping membership active.
- C. For adhering to BSU Bylaws.
- D. For adhering to the University Policy and Bylaws first and foremost.
- E. Attending at least 5 events each semester.

### **Section VIII: Membership Resignation and Inactive Status**

- A. Any member desiring to resign his/her membership shall do so by coordinating with the ourstorian, completing a withdrawal form, which will then be submitted to the Executive Board.
- B. Any member not adhering to the terms of the BSU Constitution and Bylaws surrenders his/her active membership, and will be put on the inactive membership list.
- C. Any member can be put in an inactive status by a three fourths vote of the general assembly (must have due cause).
- D. The Executive Board may, with a majority vote, reinstate a member to active membership on matters other than simply delinquent dues.
- E. No refunds of membership dues.

## **ARTICLE IV** **VOTING RIGHTS**

### **SECTION I: Active Voters**

Voting on BSU issues will only be done by ACTIVE MEMBERS present at a general assembly (you must have been present when the issue was tabled in order to vote).

### **SECTION II: Submitting a Vote**

Members can only register one vote per issue, there are no proxies, no casting of absentee ballots. Voting must be done in person.

## **ARTICLE V** **THE EXECUTIVE BOARD**

### **Section I: President**

The President of the Black Student Union develops, maintains, and implements the mission and vision of the Black Student Union with strategy, intent, and clarity. The President directly manages and supports the external and internal Vice President, and Finance Officer, while also providing general support for the entire board. The President is responsible for the health, well-being, and development of the Black community on campus politically, economically, socially, and academically. The President is responsible for ensuring the organization gets things done.

The President responsibilities include, but are not limited to:

- Facilitation of BSU Board meetings
- Development of General Body Meetings
- Representation of BSU in meetings with administration, staff, faculty, and supporters.
- Ensuring compliance to the constitution of BSU
- Calling emergency community meetings and townhalls
- Maintenance of integrity, character, and proper representation of BSU
- Ensure the cohesion of the BSU Executive Board
- Ensure that BSU budget is balanced or positive at all times
- Provide support to Vice Presidents
- Attend ABC Central Committee Meetings
- Development and coaching of Board Members

\*Finance component

## **Section II: Internal Vice President**

The Internal Vice President (IVP) assists the President in the areas of staff development, visioning, strategic planning, troubleshooting, and developing effective organizational systems. In addition, the Internal Vice President initiates, maintains, and develops the Black Leadership Council, its function, its meetings, and the fulfillment of its purpose. The IVP assists the President in developing board comfortability, cohesion, and culture. Lastly, the IVP manages the Retention Director, Ourstorian, Communications Director, and Leadership Development Director.

The IVP responsibilities include, but are not limited to:

- Establishing, developing, and maintaining Black Leadership Council
- Planning of Black Leadership Council Meetings
- Coordinating a community calendar
- Document and track the progress of stated annual BSU goals
- Coordinating the evaluation of BSU Executives, Caucus, and interns
- Managing BSU intern program

- Coordinate board 1:1's

### **Section III: External Vice President**

The External Vice President (EVP) cultivates the external relationships, alliances, and perception of the Black Student Union. The EVP manages the BCP Director and ABC Rep/Membership Development Coordinator. The EVP is the keystone of political education on campus and informs the campus community of events directly impacting the Black community, on campus, nationally, and globally, in efforts to counteract complacency within the Black student community. The EVP must understand and assess the needs of Black students and address them through necessary and creative methods. The EVP develops the BSU's political strategy in collaboration the President.

The EVP responsibilities include, but are not limited to:

- Implementing and hosting two political education seminars (Fall and winter)
- Hosting Annual Black Political Debate
- Planning Actions and Demonstrations with the President
- Implementing Annual ABC Campaign on campus

### **Section IV: Parliamentarian**

- A.** Shall be responsible for maintaining a respectful atmosphere during all BSU functions, or appointing a member to do so, at the approval of the BSU.
- B.** Shall be responsible for maintaining the focus of all BSU meetings, or appointing a member to do so, at the approval of the BSU.
- C.** Shall be responsible for advising and training all members on conduct of Robert's Rules of Order and Constitution.
- D.** Shall keep an updated copy of Robert's Rules on person at all meetings.
- E.** Shall be responsible for resolving all disputes as it pertains to conduct of the meetings.
- F.** Shall be a voting member of the Executive Committee and the general assembly.

### **Section V: Finance Director**

The Financial Director (FD) shall work directly with the President to ensure BSU's financial progress, stability, and independence. The FD will develop financial strategies, metrics tied to that strategy, and create a system of financial management for the organization. The Finance Director shall oversee fundraisers, grant applications, and all other forms of monetary acquisition. The FD shall maintain accurate records of all accounts and prevent insolvency. The Finance director reports directly to the President and receive additional guidance, support, and instruction from the Chief Financial Officer for the Afrikan Black Coalition. The responsibilities of the Finance Director include, but are not limited to:

- Grant Writing

- Fundraisers
- Maintaining accurate records for the organization
- Fulfilling all payment obligations on time
- Annual Finance Reports
- Ensuring all BSU member expenses are properly reimbursed
- Assist in developing budget proposals for events
- Coordinate BSU annual budget in collaboration with the IVP and President

### **Section VI: Ourstorian (combine)**

The ourstorian researches, gathers, and maintains an accurate historical picture of the Black Student Union on campus. The ourstorian serves as a constant reminder that our story is valid enough to record and pass on. The Ourstorian reports directly to the Black Student Union's Internal Vice President and will receive additional support, oversight, and assistance from the the Afrikan Black Coalition's Office of the Communications. The Ourstorian is responsible for record keeping, minute taking, and the transmission of institutional knowledge. The responsibilities of the Ourstorian include, but are not limited to:

- Act as recorder of all BSU Executive Board and General Body Meetings
- Maintenance of an accurate file of agendas, attendance, and minutes.
- Historical reporting of Black achievements at every General Body Meeting
- Maintaining community traditions
- Keep written and pictorial records of BSU events and activities.
- Conduct historical research to present the history of the campus Black Student Union
- Produce an annual BSU Scrapbook

### **Section VII: Communications Director**

The Communications Director (CD) oversees all external and internal communications including but not limited to news media, online visibility, social media presence, historical research and record keeping and publishing. The Communications Director is responsible for the development of BSU's communications infrastructure and delivery. The Communications Director reports directly to the Black Student Union's External Vice

President and will receive additional support, oversight, and assistance from the Afrikan Black Coalition's Office of the Communications.

The responsibilities of the Communications Director include, but are not limited to:

- Liaising between BSU and news media entities
- Managing BSU Email Newsletter
- Maintenance of BSU Website
- Facilitate the production of all publicity materials (i.e. flyers, ads, posters, etc)
- Manage all BSU Social Media accounts
- Coordinating and implementing a publicity plan whose purpose is to create a positive public image for the BSU.

### **Section VIII: Black Community Programs Director**

The Black Community Programs Director (BCPD) organizes the delivery of needed resources and programs to the Afrikan/Black community beyond the academy. The BCP Director work with the BCP Director of the Afrikan Black Coalition to research, analyze, and implement solutions to the problems that the Black/Afrikan Community. The BCP Director works with the ABC Central Committee to develop college access programs, systems, and strategies that are effective. The BCP Director reports to the External Vice President and shall manage a staff of its own.

The responsibilities of the BCP Director include, but are not limited to:

- Coordinating access programs with California High schools
- Host Annual High school conference
- Work with relevant campus affiliates to coordinate effective campus visits
- Liaison between ABC/BSU and local community organizations

### **Section VIII: Retention Director**

The Retention Director(RD) develops programs, practices, policies, and campaigns to support the academic success of Black students on campus. The Retention Director works with the Black Student Union Board and Black Leadership Council, as well as relevant campus entities to streamline access to information necessary for retention. In addition, the Retention Director hosts programming that is culturally relevant as a means to improve the Black student experience. The Retention Director reports directly to the Internal Vice President, and receives additional support from the Office of the Executive Director.

The responsibilities of the Retention Director include, but are not limited to:

- Hosting Retention based programming on campus
- Researching and reporting the status of Black Students academic retention on campus
- Supporting Black Students on/near Academic Probation
- Developing, testing, and evaluating retention strategies employed by the Black Student Union
- Working with relevant campus entities to implement retention campus wide retention strategies for Black Students.

### **Section X: Membership Development Coordinator**

The Membership Development Coordinator (MDC) is responsible for the recruitment, engagement, and development of the Black Student Union's Membership. The Membership development coordinator organizes membership recruitment campaigns, records and analyzes membership engagement, and recommends adjustments to increase membership participation. In addition, the Membership Development Coordinator arranges for the BSU's participation in the annual Afrikan Black Coalition Conference. The Membership Development Coordinator reports directly to the External Director and will receive additional guidance and support from the ABC Office of the Executive Director.

The responsibilities of the MDC include, but are not limited to:

- Running annual membership Campaign
- Arranging transportation, registration, and lodging for annual ABC Conference
- Preparing reports on membership engagement
- Lifting member morale and participation in BSU events, programs, meetings, and initiatives

### **Section XI: Leadership Development Director**

The Leadership Development Director (LDD) shall work under the supervision of the Internal Vice President to train Black student leaders in our four primary areas of leadership training: grassroots organizing, professionalism and management, Black consciousness, and self-improvement. The LDD will be responsible for logistical planning for ABC's annual leadership programs. The LDD will constantly conduct research to improve the quality of leadership of the Black Student Union. Lastly, the LDD will work

under the supervision, guidance, and assistance of the ABC Leadership Development Director.

## ARTICLE VI COMMITTEES

### **Section I: Standing Committees**

There shall be six (6) Standing Committees within the BSU. As it is stated in the duties and requirements, each committee will be chaired by an Executive Board Officer.

- Each committee will be responsible for scheduling meetings, which allow for time to coordinate tasks and developing projects, which fall under their area.
- a. **Housing** organizes events and programs that will cater to the needs of the students living in housing. The IVP will chair this committee and appoint a co-chair as needed.
- b. **Community Outreach** develops and maintains a visible presence in the community. The BCPD will chair this committee and appoint a co-chair as needed.
- c. **Campus Activities** organizes programs on campus that will carry out the purpose of the BSU. The EVP will chair this committee and appoint a co-chair as needed.
- d. **Communications** develops a positive communication line among Black students and staff and other Black organizations. The Communications Director will chair this committee and appoint a co-chair as needed.
- e. **Advertising** ensures promotion of the BSU and its programs through the internet, newspaper, and other effective means of mass advertisement. The Communications Director will chair this committee and appoint a co-chair as needed.
- f. **Fundraising** creates ways of accruing the finances for the functioning of the BSU. The FD will chair this committee and appoint a co-chair as needed.

### **Section II: Ad Hoc Committees**

Ad Hoc Committees shall be defined as a Committee in the eyes of the President and Executive Board as a Committee with a specific purpose and with time duration.

## ARTICLE VII ELECTIONS

### **Section I: Vacancies**

Mid year vacancies will be filled with an appointment from the President and a vote from the Executive Board.

### **Section II: Election Process**

A. Elections will be administered by an Elections Committee consisting of the Executive board, three (3) members determined by the general assembly, and an Elections Commissioner. The Elections Commissioner will be determined by the general assembly and does not have a vote for nominations or elections.

**B.** Officers will be elected during the Spring Semester and will take office at the end of that semester. The election process shall last for a period of one week, nominations and voting will take place on the same week.

**C.** Any member may run and become an Executive Officer (with the exception of President, IVP, and EVP) if they have been a member in good standing of the BSU for one full semester and have a cumulative 2.3 grade point average with CSU Dominguez Hills.

**D.** To be nominated as President, IVP, and EVP a member must be in good standing with the BSU, served a full year (including summer activities) on the Executive Board, and have a cumulative 2.3 grade point average with CSU Dominguez Hills.

### **Section III: Campaigning**

**A.** Campaigning may begin immediately after nomination, and shall last until the last day of elections.

**B.** Each candidate must present a formal presentation.

**C.** No defamatory statements shall be tolerated.

### **Section IV: Voting Process**

**A.** Only paid members may vote.

**B.** Voting shall be done by secret ballot.

**C.** A predetermined member of the current Executive Board along with the Elections Commissioner will count the ballots. The counting officer may not vote.

**D.** In case of a tie, the Elections Commissioner shall break the tie.

## **ARTICLE VIII** **CONDUCT OF BUSINESS**

### **Section I: Roberts Rule of Order**

All official meetings shall fall under Roberts Rules of Order. Any meeting that does not follow Roberts Rule of Order shall be unofficial and no proper action may take place nor is considered valid.

### **Section II: Notice of Meetings**

1. All notices of meetings must be sent Two weeks (14 days including week ends) in advance. Except in cases of Emergencies where it shall fall under an Emergency Meeting. Any person duly notified in advance of a meeting and has no true reason/excuse of not attending and has not attempted to contact either the Chair of such committee or an Executive member of BSU shall have the potential to be reviewed and under investigation by the Executive Board for further action.
2. All Emergency meetings shall be any meeting with no advance two (2) week notice. In these instances, no person may be punished for not attending such meeting with a valuable reason.

### **Section III: Executive Order**

An executive order is issued by the President when there is a situation in which the union's capacity to function effectively is compromised. The compromise may result in the removal of member of the Executive Board or a change in policy. The President must have just cause, and there must be majority consent of the rest of the officers.

#### **Section IV: Procedural Process**

- A. All matters of the BSU are to be done using a democratic process.
- B. No person can take it upon him/herself to represent, commit the union to anything without getting permission from the General Assembly.
- C. All committees will report to the General Assembly before any commitments are made, except in extreme emergencies (which are subject to scrutiny by the general assembly).
- D. No one member, except chair or designee, can make public statements for the BSU without the consent of the General Assembly.
- E. No meeting can involve voting issues without having 1/3 of the active members present, and 2/3 officers present unless otherwise approved by the Executive Board.
- F. No person shall infringe on the rights of others.
- G. All motions must come from active members.

#### **Section V: Chain of Command**

- A. To hold an Executive Board Meeting, a minimum of 2/3 officers must be present to constitute a quorum.
- B. In the absence of the President both general meetings and Executive Committee meetings shall be chaired by officers in this set order:
  - a. IVP
  - b. EVP
  - c. Parliamentarian

### **ARTICLE IX**

#### **REMOVAL OF OFFICERS AND COMMITTEE MEMBERS**

##### **Section I: Resignation**

All Voluntary resignations must be submitted with a written letter signed and reviewed by the Executive Board to receive honorable resignation.

##### **Section II: Procedures for Impeachment**

- A. Any officer under impeachment must go before the Executive Board.
- B. Members of the Executive Board are subject to removal if they commit three (3) or more acts that prove to be threatening to the operation of the BSU.
- C. The Executive Board is the only committee with such powers to impeach a member of the BSU.
- D. Any action taken by the Executive Board must have just cause.

### **ARTICLE X** **AMENDMENTS**

##### **Section I:**

- A. Amendments may be suggested by any active member of BSU during the General Organization Meeting.
- B. Delays on voting for amendments will only occur when deemed necessary by the Parliamentarian.

**C.** The Executive Board shall have the authority to remove any amendment with a majority vote and change/edit any newly voted on amendment but still keeping the purpose of the amendment in mind with a majority vote.