

# **LBSU CONSTITUTION**

## **ARTICLE I: Name**

The name of this organization shall be the Lander University Black Student Union.

## **ARTICLE II: Preamble**

The Black Student Union serves the purpose of organizing to represent the interests of the Black undergraduate students at Lander University. We are primarily an organization that communicates the needs and concerns of Black Students to the administration and general university community, as well as to provide the university with programming and information relevant to the Black experience to raise cultural awareness and promote cultural diversity. We will work among ourselves and with other organizations at Lander University to develop programs in the interest of Black students. We aim to enrich student life at the university culturally, intellectually, and socially; to ensure full ongoing administrative commitment to fair and equitable policies; and to strengthen and support the bonds of community between Black Lander students and the Greenwood County community.

The purpose of LBSU is to promote, celebrate, explain, and sponsor Black culture by:

- Helping students strive for academic excellence.
- Promote positive images of African Americans and help students become an integral part of a college community.
- Promoting a clear and safe environment for Black students to assimilate into college life
- Establishing clear and present awareness of intersectionality for minorities, faculty, and staff
- Combat systems of institutional and individual systems, symbols and acts of racism and disadvantage.
- Promoting political, social, and cultural awareness and healthy intellectual relationships between all people, regardless of race, gender, sexual orientation, religion, or national origin.
- Promote community outreach and diversity on Lander's campuses.
- Promoting the Lander University's goals and prospects for future leaders on LU's campus.

## **ARTICLE III: Membership**

Section 1: Membership in the LBSU at Lander University shall be open to any and all students, faculty, and staff at Lander University, regardless of sex, race, ethnicity, gender, sexual orientation, or religion.

Active membership shall be determined by:

- GPA requirement of 2.5
- Enrolled in a minimum of twelve hours during the current semester
- Persons officially connected with the university.

Section 2: Membership Responsibilities

- Attend at least 50% of the scheduled meetings per semester.
- Attend at least two (2) LUBSU-Sponsored events per semester.
- Actively participate in a LUBSU committee
- Pay the membership dues requirement (see Membership Dues)

### **A. Membership Dues:**

- I. **ALL** students joining LBSU **MUST** pay the annual membership dues in the amount of twenty (20) dollars.

II. **ALL** Members must renew their membership dues every academic year they if they wish to stay active.

Section 2: Any member may be removed from membership for violation of the purposes of the organization by a two-thirds vote of the membership. All members must be notified of this pending action at least one week prior to the removal decision. Written charges by a member are to be presented to the Executive Committee who will notify the member in question with sufficient opportunity given for the member to answer charges at a meeting of the membership. Voting for removal from membership is to be done by secret ballot. The member in question must be notified immediately of the outcome of the vote.

Section 3: It shall be stated as part of the policy of the LBSU at Lander University that membership and membership privileges must be open to all students without regard to race, color, religion, ancestry, national origin, marital status, sexual orientation, age, disability, veteran status, or any other classification protected by law, so that all members of the community are treated at all times with dignity and respect. Membership and participation in the organization must also be open without regard to gender, unless exempt under Title IX.

Section 4: With membership in the Club shall come full floor and voting privileges on any and all items of Club business, including resolutions, items of legislation, bylaws, and elections.

#### **ARTICLE IV: Executive Board**

Section 1: The Executive Board shall consist of a President, Vice President, Secretary, and Treasurer and a counsel. The officers shall be responsible for all administrative duties of the Club.

#### **ARTICLE V: Duties of the Executive Board**

##### **Section 2: President**

**The duties and responsibilities of the LBSU President include, but are not limited to:**

1. Ensuring that LBSU is successful in reaching its goals;
2. Attending all General Body and Executive Board Meetings;
3. Conducting the Executive Board and General Body meetings according to Robert's Rules of Conduct;
4. Preparing the agenda (unless other members of the Executive board are asked to assist);
5. Cultivating relationships with other organizations on campus for partnerships and sharing of program information;
6. Authenticating by signature all acts, orders and proceedings of the General Assembly;
7. Promoting a positive work environment for all members;
8. Keeping a copy of the LBSU Constitution and Bylaws and suggesting edits as needed;
9. Holding other members of the Executive Board accountable for their actions

##### **Section 3: Vice President**

**The duties and responsibilities of the LBSU Vice President include, but are not limited to:**

1. Ensuring that LBSU is successful in reaching its goals;
2. Appointing members of Cabinet;
3. Working with committee chairs to ensure committees are carrying out their responsibility to the organization;
4. Attending 75% of LBSU committee meetings;

5. Acting on the behalf of the President when needed;
6. Attending all General Body and Executive Board Meetings;
7. Maintaining contact with other local organizations.
8. Cultivating relationships with other organizations on campus for partnerships and sharing of program information;
9. Promoting a positive work environment for all members;
10. Holding other members of the Executive Board accountable for their actions and responsibilities;
11. Being the secondary representative LBSU, unless another officer is elected to do so at a specific event;
12. And recruiting new members.

#### Section 4: Secretary

**The duties and responsibilities of the LBSU Secretary include, but are not limited to:**

1. Ensuring that LBSU is successful in reaching its goals;
2. Recording the minutes at ALL meetings;
3. Keeping accurate records and files of anything pertaining to LBSU (ex: list of active members, attendance at meetings, constitution and bylaws, etc.);
4. Booking rooms and preparing agendas for meetings;
5. Sending emails related to LBSU business (meetings, minutes, etc.) to all members;
6. Maintaining the L+BSU calendar and ensuring that it is distributed to the members;
7. And recruiting new members.

#### SECTION 5: Treasurer

**The duties and responsibilities of the LBSU Treasurer include, but are not limited to:**

1. Ensuring that LBSU is successful in reaching its goals;
2. Maintaining all financial records of the LBSU;
3. Implementing and maintaining budget for LBSU;
4. Approving all budgets and reports and confirming that both the treasurer and the President's signature are present on all financial documents;
5. Updating the Executive Board with LBSU's financial status at the beginning and end of each semester and after any major fundraisers;
6. Representing LBSU at funding board meetings along with the President and Vice-President during the event of requesting funds;
7. Coordinating fundraising initiatives with the Fundraising Chair;
8. And recruiting new members.

#### SECTION 6: Public Relations Officer

**The duties and responsibilities of the Public Relations Officer include, but are not limited to:**

1. Work with the Student Life Office to develop processes and strategies to maximize student involvement and applicants for leadership positions.
2. Attend and participate in at least 80% of regularly scheduled LBSU meetings
3. Lobby when necessary and appropriate.
4. Assist with Student Life Office and campus events, as practical.
5. Publicize all LBSU events.
6. Develop flyers, posters and other promotional materials for all LBSU sponsored events and activities.
7. Assist in the coordination of student news among the administration, staff, the LBSU Executive Council and student body.
8. Coordinate public (off campus) release of information with the Student Activities Office.

## SECTION 7: Communications Director

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

1. Leads the Communications Team
2. Actively promote student understanding of, and participation in, the LBSU.
3. Serve as the LBSU's media relations coordinator.
4. Inform campus and local media concerning the LBSU's events, news, decisions, and policy.
5. Facilitate the Directors' programming and outreach.
6. Coordinate, develop, and maintain the LBSU's social media presence.
7. Form a working relationship with the Office of Student's Activities.
8. Manage the LBSU brand.

## SECTION 8: Program Coordinator

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

1. Advise the President about activities that enhance diversity in the campus environment.
2. Plan and implement diversity education activities including, but not limited to, workshops, speakers, and social events to be coordinated by the LBSU.
3. Work with Student Life, Housing Office, and Public Relations to increase campus and community participation in diversity-related activities.
4. Promote effective planning between departments and divisions of the College.
5. Promoting accountability by providing firm leadership with regular reports that track the progress of the organization.
6. Sponsoring of programming for all members of the College
7. Creating professional development opportunities
8. Recognizing faculty and staff that have demonstrated a commitment to diversity
9. Publicizing information about diversity related events within the college and throughout the campus
10. Encouraging a wide spectrum of diversity within the College

## Article V: The Senators

The Senators should consist of the chairs of the committees formed by the Executive Board as deemed necessary for the success of LBSU. Senate Members should consist of **members who have served one full term on the executive board.**

## SECTION I: The Senate

**The duties and responsibilities of the Senate include, but are not limited to:**

1. Represent student body of said constituencies.
  - Attend all meetings as called by the President
  - Enforce
  - Brief the Campus Advisor on Student Senate minutes, agenda, and suggestion boxes.
  - Be familiar with the LBSU Constitution and By-laws.
  - Provide written and oral school reports at full Senate meetings.
  - Keep a good working relationship with other Senators.
2. Be an active and enthusiastic member of Senate by:
  - Be actively involved in the Presidential Committee.
  - Be actively involved in the College Affairs, Student Affairs, or Internal Affairs.
  - Read the minutes and agenda and be prepared to discuss and vote on pertinent issues.
  - Voluntarily work in the LBSU when requested by the Executive Board.
3. Represent the interests of the LBSU at all times with responsibility, respect, and pride!

4. Speak to fellow students and bring forth concerns, ideas, and possible solutions to make LBSU the best possible educational organization.

## ARTICLE VI Elections

- In order to be eligible to run for an Executive Board position, one must have had ACTIVE membership in LBSU for one semester.

Section 1: Candidates for Executive Board positions must have good academic standing with the University at the time of the application deadline.

Section 2: The Executive council and committee shall be elected by the members of the LBSU to serve a term of two academic years for President and Vice President and a year for every subsequent role. Annual elections shall be two weeks before Spring examinations. The officers shall be elected by means of a ballot (or verbal vote depending upon preference). The term of office for all officers shall begin the following Fall semester and end the Spring semester of the second year of office.

Section 3: LBSU members must apply in order to run for an Executive Board position. Only ACTIVE MEMBERS shall be eligible to run for an Executive Board position. Applications will be available the first Monday in March, and will be due by the second Friday in March.

Section 4: Voting shall take place after the close of nominations for each office. Officers shall be elected by majority vote of those LBSU members present, provided quorum is met. (See Section VIII.)

Section 5: Vacancies occurring in any of the elected offices shall be officially filled at the next regular LBSU meeting following the occurrence of such a vacancy or vacancies. The order of succession shall be followed in the filling of any vacant office during any unexpired term. If an officer declines to succeed to a vacant office, then an election shall be held to fill the office for the remainder of the unexpired term. The election procedure for filling the unexpired term of a vacant office shall be the same as for the normal procedure for elections.

Section 6: If the need arise **the Campus Advisor and the President will be permitted to decide which candidates should be appointed to any position.**

Section 7: The President and Vice President will serve a term of **Two academic years, after their two terms are up, the President and Vice President may not serve on the Executive Committee, however, they may serve on the Senate for a term of two years.** The Public Relations Officers, Program Coordinators, Communications Director, Secretary, and Treasurer positions **will be vacated every academic year, but they may petition to be re-elected to the Campus Advisor, Vice President and President.**

## ARTICLE VII: Appointments

Section 1: The President shall appoint, with the approval of the Executive Committee, such positions as may contribute to the successful operation of LBSU.

## ARTICLE VIII: Removal from office

Section 1: Any officer may be removed from office for failure to perform his/her prescribed duties by a two-thirds vote of the membership, provided that all members are notified of this pending action at least one week prior to the removal decision. Removal from office can occur either for failure to carry out the responsibilities of that office, or for actions which violate the purposes of the organization. Written charges by a member are to be presented to the Executive Committee who will notify the officer in question with sufficient opportunity given for the officer to answer charges at a meeting of the membership.

## ARTICLE IX: Meetings

Section 1: General membership meetings shall be held two Thursday's a month with additional meeting called by the president as needed. Notice of additional meetings must be given to all club members in the timeliest manner possible, usually not less than one week. The official means of notifying members shall be agreed upon at the first meeting held after the election of a new academic year.

Section 2: The Executive Committee shall meet when called by the President.

Section 3: Quorum shall be defined fifty percent plus one of the total) of the LBSU membership. Quorum is needed for official votes to take place.

## ARTICLE X: Funding

Section 1: Dues shall be charged for membership in the LBSU. The number of dues charged for each year/semester shall be determined at the first meeting of the Fall Semester. Yearly membership shall expire on the last day of the Spring Semester (including summer session) after the semester in which dues are paid. Membership dues can be paid during any semester and shall be collected by the Treasurer.

Section 2: The LBSU, as it deems necessary, undertake fundraisers for its own purposes. All fundraising shall be conducted in accordance with University policies.

## ARTICLE XI: Amendments

Section 1: Amendments to this constitution shall be adopted by the two-third vote of the executive council

## ARTICLE XII: Jurisdiction

Section 1: The LBSU is subject, as a recognized/registered student organization, to the rules, regulations, and policies of Lander University and the laws of the State of South Carolina. The rules, regulations, and policies of the Lander University shall hold precedence over all rules, regulations, and policies applying to Lander University, including those of national organizations with which the LBSU is associated.

## ARTICLE XIII: Dissolution Clause

Section 1: This Student Organization will be dissolved by a two-thirds majority of quorum votes to do so, or when the Student Organization fails to complete the University required recognition process for two consecutive semesters. In the event of the Student Organization's dissolution, all Student Organization financial assets become property of the Student Government Association and shall be added to allocations designated for recognized student organizations. All additional assets become property of the Department of Student & Campus Life.

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