

SUCCESSFUL BLACK WOMEN of Michigan State University

CONSTITUTION

This document contains the fundamental principles which govern this organization's operation. It is intended that this document be used to clarify the purpose and delineate the basic operating structure of this organization. Members and potential members shall use this document as a reference in order to gain a better understanding of what the organization is all about.

ARTICLE I

Name and Purpose

Section 1.

The name of this organization shall be the Successful Black Women of Michigan State University. For the sake of this document, the organization will from this point forward be referred to as SBWMSU.

Section 2.

The purpose of SBWMSU is to become one of the primary resources for African-American women students at Michigan State University and to build a foundation for them to succeed at the university and in all future endeavors. This organization strives to enhance its relationships with other student organizations by seeking to build alliances with other goal-oriented students.

ARTICLE II

Mission Statement

The goal of the SBWMSU is to assist in the academic success, retention, and graduation rates of its peers at Michigan State University. The organization promotes professional and personal development for its constituents. SBWMSU has an interest in undergraduate students, particularly freshmen women.

ARTICLE III

Membership

Section 1.

SBWMSU will comply with the university's Anti-Discrimination Policy and will not discriminate on the basis of race, creed, ethnic origin, sex, age, color, gender, gender identity, religion, height, veteran status, weight, political persuasion, sexual orientation, national origin, disability status, or marital status. Any Michigan State University student may become a member.

Section 2.

SBWMSU membership is comprised of MSU students with strong interests in fostering, quality mentoring relationships, and assisting with the development of their individual qualities that allow for academic, social and professional success.

Section 3.

Only Michigan State University students may become members. Prospective members must submit a completed application and pay the organization's membership dues, which are non-refundable, in order to retain membership. It is up to the discretion of the Executive Board to set membership dues on an annual basis.

Section 4.

Membership consists of those individuals who have submitted an application and payment of dues.

ARTICLE IV

Officers

Section 1.

The responsibilities and terms of the Executive Board for SBWMSU are as follows:

President

Duties will include but not be limited to:

- Maintaining full responsibility for everything done in the name of SBWMSU.
- Being present at all Executive Board and General Assembly meetings unless prior arrangements have been made.
- Being present at all approved designated events unless prior arrangements have been made.
- Chairing SBWMSU Executive Board meetings.
- Facilitating SBWMSU General Assembly meetings.
- Serving as a representative on behalf of SBWMSU.
- Completing monthly Activity Reports for advisor(s).
- Serving as a liaison between SBWMSU and other groups/individuals.
- Holding officers accountable for their positions as SBWMSU Executive Board members.

Vice President

Duties will include but not be limited to:

- Maintaining responsibility for everything done in the name of SBWMSU.
- Being present at all Executive Board and General Assembly meetings unless prior arrangements have been made.
- Being present at all approved designated events unless prior arrangements have been made.
- Coordinating all events external in nature, including but not limited to corporate presentations in conjunction with the president or other Executive Board members.
- Assisting the President with various tasks and projects as requested.

- Overseeing SBWMSU in the absence of the President.
- Making necessary revisions and amendments to SBWMSU constitution as instructed by the Executive Board.
- Overseeing all committees within the organization unless, by approval of the Executive Board, it is decided to delegate to other Executive Board or SBWMSU general members.

Treasurer

Duties will include but not be limited to:

- Maintaining responsibility for everything done in the name of the SBWMSU.
- Being present at all Executive Board and General Assembly meetings unless prior arrangements have been made.
- Being present at all approved designated events unless prior arrangements have been made.
- Keeping records and reconciling financial transactions on behalf of SBWMSU.
- Tracking account balances accurately.
- Collecting membership dues and its accompanying paperwork (Shared responsibility with Membership Chairperson.).
- Depositing and collecting funds on behalf of SBWMSU.
- Being the intake person for funds designated to SBWMSU.
- Budgeting organization funds.
- Producing financial reports as requested.
- Working with Executive Board members when planning events financial in nature.
- Keeping Executive Board informed of financial policies.

Secretary

Duties will include but not be limited to:

- Maintaining responsibility for everything done in the name of SBWMSU.
- Being present at all Executive Board and General Assembly meetings unless prior arrangements have been made.
- Being present at all approved designated events unless prior arrangements have been made.
- Reserving rooms for meetings and events.
- Recording General Assembly and Executive Board meeting proceedings (minutes).
- Keeping accurate records and files on half of the organization.
- Reporting minutes from proceeding meetings to General Assembly at general membership meetings and to Executive Board members at Executive Board meetings.
- Typing correspondences, university documents and forms on behalf of the organization.
- Registering SBWMSU as a registered student organization each year.
- Providing copies of Minutes to Advisor(s) and Executive Board members.

Marketing Chairperson

Duties will include but not be limited to:

- Maintaining responsibility for everything done in the name of SBWMSU.
- Being present at all Executive Board and General Assembly meetings unless prior arrangements have been made.
- Being present at all approved designated events unless prior arrangements have been

made.

- Looking for innovative ways to spotlight SBWMSU.
- Promoting all SBWMSU events.
- Creating and developing eye-catching promotional documents and tools.
- Being the liaison to resources for promoting SBW events (media, radio, television, facebook, email, twitter, etc.).
- Keeping an up-to-date list for media communications.
- Coordinating designs for the SBWMSU organization.
- Researching items and opportunities for keeping the name of SBWMSU highlighted in the community.

Membership Chairperson

Duties will include but not be limited to:

- Maintaining responsibility for everything done in the name of SBWMSU.
- Being present at all Executive Board and General Assembly meetings unless prior arrangements have been made.
- Being present at all approved designated events unless prior arrangements have been made.
- Collecting membership dues and its accompanying paperwork (Shared responsibility with Treasurer.).
- Monitoring the organization's membership.
- Developing membership expansion ideas and activities.
- Recruiting members to become a part of SBWMSU.
- Keeping records of members' demographics, birthdays, graduation dates, etc.
- Planning and implementing membership drives. Accurately keeping records on members as far as attendance at meetings, addresses, class standing, major/minors, expected date of graduation, etc. (These divisions are listed as a starting point are not meant to be the sole guideline.)
- Collecting all resumes for purposes of the annual Resume Book. These resumes will be accepted only after membership dues have been paid and verified by the Treasurer.

Fundraising Chairperson

Duties will include but not be limited to:

- Maintaining responsibility for everything done in the name of SBWMSU.
- Being present at all Executive Board and General Assembly meetings unless prior arrangements have been made.
- Being present at all approved designated events unless prior arrangements have been made.
- Constructing, organizing and overseeing fundraising events.
- Organizing a Fundraising Committee composed of general members.
- Keeping in contact with the Fundraising Committee so that they will be informed and up-to-date on all events.
- Holding meetings with the Fundraising Committee to discuss fundraising ideas.
- Announcing events and keeping the general membership informed.
- Keeping the Executive Board of SBWMSU informed of the Fundraising Committee's activity.
- Completing authorized paperwork for Fundraising Events.

- Incorporating community service events into the Fundraising Chairperson's role
- Organizing and overseeing community service activities.

Street Team Coordinator

Duties will include but not be limited to:

- Maintaining responsibility for everything done in the name of the SBWMSU.
- Being present at all Executive Board and General Assembly meetings unless prior arrangements have been made.
- Being present at all approved designated events unless prior arrangements have been made.
- Promoting all activities sponsored by SBWMSU.
- Developing innovative, distribution tools that are tailored to the target audience--freshmen women students.

Historian

Duties will include but not be limited to:

- Maintaining responsibility for everything done in the name of the SBWMSU.
- Being present at all Executive Board and General Assembly meetings unless prior arrangements have been made.
- Being present at all approved designated events unless prior arrangements have been made.
- Assembling and housing display poster boards and signs for events
- Maintaining historical documents and binders belonging to SBWMSU.
- Collecting and housing historical materials belonging to SBWMSU.

Parliamentarian

Duties will include but not be limited to:

- Maintaining responsibility for everything done in the name of the SBWMSU.
- Being present at all Executive Board and General Assembly meetings unless prior arrangements have been made.
- Being present at all approved designated events unless prior arrangements have been made.
- Making sure that meeting protocol is followed. (Robert's Rules of Order)

Outreach Coordinator

Duties will include but not be limited to:

- Maintaining responsibility for everything done in the name of the SBWMSU.
- Being present at all Executive Board and General Assembly meetings unless prior arrangements have been made.
- Being present at all approved designated events unless prior arrangements have been made.
- Being liaison on behalf of Successful Black Women of Michigan State University to community organizations requesting partnership.
- Being in contact with members interested in volunteer opportunities.
- Developing a list of volunteers.

ARTICLE V

Office Terms

The Executive Board of SBWMSU which includes the President, Vice-President, Treasurer, Secretary, Membership Chairperson, Marketing Chairperson, Historian, Parliamentarian, Street Team Coordinator, Outreach Coordinator and Fundraising Chairperson shall hold a seat in office for the duration of one academic school year. Executive Board members will meet weekly or biweekly for planning of all organization functions. Elections shall be held during the months of March and April of Spring Semester of each year. Officers may be re-elected in an election decision of majority rule. It shall be the responsibility of Executive Board members in office to pass on any relevant records or information to newly-elected Executive Board members for the organization. There will be approximately a one week transition period for the new Executive Board members after being elected.

ARTICLE VI

The Advisor(s)

SBWMSU shall have an advisor or co-advisors to the organization from the faculty and/or staff of Michigan State University. Stipulations and/or guidelines for the role of the advisor should be discussed and agreed upon by the Executive Board and the advisor and co-advisor.

ARTICLE VII

Electing New Executive Board Members

The nomination process is coordinated by the SBWMSU advisor(s). Each candidate must be a paid SBWMSU member, have a minimum cumulative G.P.A of a 2.0 and be a student of Michigan State University. A candidate must have an interest in running for a SBWMSU's Executive Board position and may only run for a maximum of two positions in an academic year.

Phase 1:

The Nomination Process:

- If a person is nominated then they must choose whether to accept or decline the nomination.
- If the nomination is accepted than that candidate must complete all requirements of the Election Process.
- Individuals may self-nominate.

Phase 2:

The Application Process:

- An application must be completed and submitted along with a current resume, unofficial transcripts and a reference.
- If a student is running for more than one position, they must complete an application for both positions.

Phase 3:

Applicant/Application Revision Process:

- Each candidate shall meet with the SBWMSU's advisor to review their qualifications for the position.
- Candidates will also have the opportunity to meet with the current Executive

- Board members to discuss the responsibility of each position.
- Each candidate who meets all of the above-stated requirements will be granted permission to run for the nominated position.

Phase 4:

The Election Process:

- Each candidate shall make one 2 minute speech/presentation prior to election for all positions they are running for.
- Must be dressed business casual.

The Voting Process:

- Members will use ballots for voting and instructions will be noted on ballots as well as reviewed during the Election meeting prior to voting.

ARTICLE VIII

Amendments to Constitution

Section 1.

Amendments may be proposed by paid members of SBWMSU.

Section 2.

All suggested amendments should be made in writing and sent directly to the Vice President with a copy to the Vice President and Secretary. The Executive Board and Advisor(s) will review the proposed amendment at the next Executive Board meeting.

Section 3.

The proposed amendment shall be announced at a General Assembly meeting, and following Robert's Rules of Order, put up for discussion and voted upon. The proposal shall become an amendment **only** with majority vote of the General Assembly.

ARTICLE IX

Approved Amendment

Section 1.

If SBWMSU should cease to exist and money is remaining in the organization account, the Executive Board, in consultation with its advisor(s) and in compliance with University policy and procedures that apply to this situation, is responsible for redistributing the funds according to the Executive Board recommendations and voting procedures.

ARTICLE X

Non-Discrimination Clause

Section 1.

This organization will not discriminate on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual

orientation, veteran status, or weight. Also, only MSU students may be officers and/or voting members.

CONCLUDING STATEMENTS:

This document should be reviewed annually by Executive Board members for revisions. All members will have access to this document.

Revised: September 2014