

# Black Student Organization

(BSO)

Constitution and By-Laws

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The Constitution of the Black Student Organization of the  
University of Nevada, Las Vegas

**Article I. Name**

Section I. Name

- i. The Organization shall be known as the Black Student Organization (BSO) of the University of Nevada, Las Vegas. All logos, images, and symbols are the sole property of the Black Student Organization and may not be used without the consent of the Executive Board. Herein, the Black Student Organization shall be referred to as Organization.

**Article II. Purpose**

Section I. To create an environment that respects and appreciates the African-American community at UNLV.

Section II. To serve as a vehicle that service for the UNLV & Las Vegas Communities and encourages more African-Americans to attend college.

Section III. To increase the African-American presence on campus through events and programs designed to support students' academic and social needs.

Section IV. To educate, celebrate, and support African-American students in their pursuit of obtaining an undergraduate degree.

**Article III. Membership & Meetings**

Section I. Membership shall be comprised of any full-time or part-time undergraduate students attending the University of Nevada, Las Vegas.

Section II. Membership in the Black Student Organization shall not be based on race, gender, age, nationality, sexual orientation, disability or religious conviction.

Section III. In order to become an official member, one must apply to the Organization and pay dues in full.

Section IV. Membership dues shall be twenty-five dollars (\$25) per year.

Section V. Upon full payment of dues, members shall have access to all official membership privileges.

Section VI. Official membership privileges shall be determined by the Executive Board.

Section VII. Events and General Assembly meetings shall be held during the academic year at the discretion of the Executive Board.

## Article IV. Executive Board, and Advisor(s):

Section I. The Executive Board shall consists of:

- i. President
- ii. Vice President
- iii. Operations Director
- iv. Membership Director(s)
- v. Financial Director
- vi. Marketing Director
- vii. Historian
- viii. Executive Assistant
- ix. Community Involvement Director
- x. Former President
- xi. Faculty Advisor(s)
- xii. Graduate Advisor(s)

a. The Executive Board officers elected during full-term elections shall serve a term of one academic year. A term of one academic year includes fall and spring semesters. The Executive Board officers elected during mid-term elections shall serve a term of one academic semester. A term of one academic semester is the semester directly following mid-term elections. The Executive Board officers shall serve no more than four academic semesters. In order to serve on the Executive Board, officers must be full-time or part-time undergraduate students attending the University of Nevada, Las Vegas. In order to serve on the Executive Board, officers must pay dues in full. Executive Board members must maintain a cumulative 2.50 or greater G.P.A.

b. The Executive Board meetings shall be held at least once a month. The times and locations of the Executive Board meetings shall be determined by the Executive Board per academic semester. Emergency meetings may be held at the discretion of the Executive Board and/or the Advisor(s).

c. The President shall be responsible for making agendas that include a review of new business, old business, committee reports (if applicable) and roundtable discussion for the Executive Board meetings. It is the responsibility of the Executive Board to keep one another abreast of any position updates.

- Section II. The President shall be the Chief Executive Officer of the Organization. He/She shall chair all meetings of the Executive Board and General Assembly. He/She shall create meeting agendas and ensure meetings are on-time. He/She will serve as an ex-officio member of all standing committees. The President shall also be the chief spokesperson for the Organization. He/She shall represent the Organization in relations with other professional and educational organizations, foundations, and businesses. He/She will maintain all email accounts and serve as the primary contact with outside groups. The President shall not hold another presidential position within any other UNLV student organization.
- Section III. The Vice President shall assist the President in the execution of his/her duties. In the event of the absence of the President, the Vice President shall assume the power to perform all of his/her duties. In order to properly execute the responsibilities of his/her position, the President and Vice President shall be empowered to create committees to assist in the completion of projects and/or tasks under their jurisdiction. He/She shall aide in maintaining email accounts. It is the Vice President's responsibility to complete and submit the Registered Student Organization application. The Registered Student Organization application is due annually in the fall semester.
- Section IV. The Operations Director shall be the chief operations officer of the Organization. The Operations Director shall be responsible for website development, liability waivers, food waivers, community requests, room equipment, and room reservations. He/She is charged with applying for university and community awards. He/She is charged with applying for funding requests.
- Section V. The Membership Director shall be chief membership officer of the Organization. He/She shall record attendance at Organization events/meetings, maintain all Organization correspondence and organize membership information. The Membership Director shall focus on recruiting new members and shall report to the President and Vice President. He/She shall distribute membership packets (i.e. T-shirts).
- Section VI. The Financial Director shall be the chief financial officer of the Organization. The Financial Director shall be responsible for the receipt and distribution of funds of the Organization as approved by the Executive Board. He/She must ensure that the Organization has a valid bank account at all times. The Financial Director is responsible for tracking all bank account transactions, including receipts, depositing, and recording of all monies. The Financial Director is responsible for the submission of the monthly fiscal reports to the Executive Board. In addition, the Financial Director shall also be responsible for coordinating fundraising activities including the receipt, depositing, and recording of all monies. The Financial Director will create a budget for all planned events with the input of the Executive Board based on existing account balances and sources of funding.
- Section VII. The Historian shall be the chief officer of all BSO media. He/She shall organize, upload photos and submit posts to designated social media accounts within 48 hours of event. He/She shall collect and archive event print collateral (event handouts, flyers, etc.) and record attendance at events. The Historian shall assist the Marketing Director and the Street Team (Marketing Committee). He/She shall be responsible with content creation for the Organization's social media accounts and website.

- Section VIII. The Executive Assistant shall assist with all organizational duties of the Organization. The Executive Assistant shall be responsible for recording, maintaining, and distributing the minutes of all Executive Board meetings, as well as any special business meetings. He/She shall report to the President and Vice President. He/She shall serve as the contact between Executive Board officers, reminding officers of Executive Board and General Assembly meetings. He/She shall manage the calendar, keep the Organization updated about upcoming meetings. He/She shall attend outside meetings as needed (e.g. International Council Meeting, Black History Month committee).
- Section IX. The Marketing Director shall be the chief marketing officer of the Organization. He/She shall produce and distribute Organization advertisements. He/She shall develop and order promotional items (i.e. pens, T-shirts, etc.). He/She shall assist the Historian with content creation for the Organization's social media accounts and website.
- Section X. Community Involvement Director shall be the chief community service officer of the Organization. He/She shall coordinate community service activities for members, as well as maintain a record of community service events and hours. He/She shall coordinate the Organization's donations, maintain records of donations, and maintain a record of collaboration efforts with non-profit organizations.
- Section XI. The Former President will serve as a liaison for the next semester and/or year, if available. He/She shall be an honorary member of the Executive Board.
- Section XII. Faculty Advisor(s) shall be a full-time employee of the University of Nevada, Las Vegas. He/She may be selected or replaced by a majority vote (50% +1) of the Executive Board officers. Advisor(s) shall serve as a source of information and encouragement. Faculty Advisor(s) shall ensure that the Organization is operating within the guidelines of the University of Nevada, Las Vegas. Faculty Advisor(s) are non-voting members of the Executive Board.
- Section XIII. Graduate Advisor(s) shall be a full or part-time graduate student of the University of Nevada, Las Vegas. Graduate Advisor(s) may be selected or replaced with a majority vote (50% +1) of the Executive Board officers. Graduate Advisor(s) shall serve as a source of information and encouragement. Graduate Advisor(s) shall ensure that the Organization is operating within the guidelines of the University of Nevada, Las Vegas. Graduate Advisor(s) are non-voting members of the Executive Board.

## **Article V. Committees**

- Section II. The Standing Committees shall be: Street Team Committee, Go Getter Committee, Event Squad Committee, and the Do the Right Thing Committee.
- a. The Standing Committees shall be chaired by a designated Executive Board officer. The Organization's Marketing Director shall be the chair of the Street Team Committee. The Organization's Community Involvement Director shall be the chair of the Do the Right Thing Committee. The Organization's Membership Director(s) shall be the chair of the Go Getter Committee. The Organization's Operation Director shall be the chair of the Event Squad Committee.

Section III. The Street Team Committee (Marketing Committee) shall distribute information and marketing collateral that advertises the mission and programs of the Organization. This committee shall assist in the creation of materials to promote special events. Additionally, it is the responsibility of the Street Team to create innovative ways of recruiting and maintaining new members, and participation in organizational fairs, i.e. Involvement Fair. The Street Team shall maintain the BSO scrapbooks and submit group photos, written articles, agendas and minutes to the archives at the end of their commitment. This duty is to be done in conjunction with the Marketing Director. The Street Team shall help the Marketing Director(s) maintain social media accounts/newsfeeds (Instagram, YouTube, Twitter, and Facebook).

Section IV. The Do the Right Thing Committee (Community Involvement Committee) shall be responsible for coordinating activities that provide members' community service opportunities. This committee shall serve as the liaison between BSO and all external volunteer organizations. This committee shall be responsible for carrying out at least two (2) community service activities per academic semester. The Do the Right Thing Committee shall work collaboratively with the Community Service Director.

Section V. The Go Getter Committee (Membership Committee) shall be responsible for recruitment and distribution of membership packets. Members shall also be responsible for maintaining a welcoming environment for those interested in BSO. Members shall also collaborate with the Street Team and their responsibilities.

Section VI. The Event Squad Committee (Event Planning Committee) is responsible for the security of all necessary materials, services and reviews all contracts in conjunction with the Operations Director, and schedule set-up/clean up duties. The committee shall serve on Black History Month (BHM) committee, if applicable. The Event Committee shall assist the Do the Right Thing Committee in planning at least two (2) community service events per academic semester.

## **Article VI. Executive Board/Chair/Co-Chair Duties and Responsibilities**

Section I. The Executive Board shall consist of the Organization's Executive Board officers.

Section II. The Executive Board is the chief policy-making body. When the General Assembly is not in session, the Executive Board shall have full authority to act on the behalf of the Organization, except as otherwise specified in the Constitution and/or By-laws. The Executive Board shall be responsible for establishing legal, financial, and administrative policy subjects to review by the General Assembly. The Executive Board shall also have the authority to review all proposed amendments to the Constitution and By-laws, to create ad-hoc committees, and make appointments in the event of vacancies.

Section III. The Executive Board shall have the right to serve as standing Committee Chairs at the start of each academic semester. If an Executive Board position is vacant, the Committee Chair position is vacant until elections are held. In addition, the Executive Board also has the ability to establish ad-hoc committees with a majority vote (50% +1) of the Executive Board officers.

Section IV. Committee Chairs shall ensure that the committee is meeting all of its objectives and goals. The Committee Chair is empowered to call additional committee meetings at times and locations deemed necessary.

- Section V. The Committee Chair shall coordinate with other committees as necessary to ensure their goals are being met. Additionally, the Committee Chair shall also present information and progress to the Executive Board at Executive Board meetings, along with funding requests and concerns.
- Section VI. The Executive Board officers shall appoint the Committee Co-Chair of each standing committee by a majority vote (50% +1) of the Executive Board officers and shall serve a term of one academic year.
- Section VII. Committee Co-Chairs shall assist the Committee Chair in his/her duties, preside over meetings, and present to the Executive Board whenever the Chair is unavailable.
- Section VIII. When unable to attend a regularly scheduled Executive Board meeting, members of the Executive Board and Committees shall notify the President prior to the designated meeting. This shall be given to the President with as much notice as possible.
- Section IX. Any Executive Board officer who misses three Executive Board meetings in an academic semester without justifiable cause will be asked to resign voluntarily or be impeached by majority vote (50% +1) of the Executive Board.
- Section X. Abandonment of any duties by an officer/committee member shall be punishable at the discretion of the Executive Board.
- Section XI. Upon termination, resignation, or impeachment, the officer/committee member must surrender all Organization resources and/or information to the Executive Board including, but not limited to binders, disks, contacts, logos and etc. by the following Executive Board meeting.

## **Article VII. Presidential Succession**

- Section I. In the event the President can no longer serve his/her term, the Vice-President for the Organization shall succeed to the presidency and serve the remainder of the President's term. Another member of the Executive Board will fill the Executive Vice President position with a majority vote (50% +1) of the standing Executive Board.
- Section II. In the event the Vice President cannot or is unwilling to succeed the presidency, an Executive Board officer shall serve the remainder of the President's term with a majority vote (50% +1) of the standing Executive Board.

## **Article VIII. Nominations and Elections**

- Section I. The election of Executive Board officers shall be held at the final General Assembly meeting of each term. Elections for full-term positions shall be held before summer break. Elections for mid-term positions shall be held before winter break.
- Section II. The Organization will hold two forms of elections: full-term and mid-term. The Executive Board officers elected during full-term elections shall serve a term of one academic year. A term of one academic year implies the upcoming fall and spring semesters. The Executive Board officers elected during mid-term elections shall serve a term of one academic semester. A term of one academic semester implies the semester directly following mid-term elections.



Section III. Elections shall be performed according to protocol.

a. President will take nominations from the floor, the nomination process must be closed and the motion seconded. The nominated candidates will be allowed to vote if they are eligible voting members.

b. Each nominated candidate must express their reason running for a specific Executive Board position by participating in a Q&A. There shall be time allocated for each candidate to answer the questions of the standing Executive Board officers and the General Assembly.

c. At the last General Assembly Meeting, all Executive Board officers shall be elected by a majority vote of eligible voting members of the Organization in attendance. All candidates running must be available to serve the given term.

d. Voting shall be done by secret ballot.

Section IV. The Organization's Faculty Advisor(s) shall serve as Inspector(s) of the Election. The Organization Advisor(s) will receive and count the ballots for election of Executive Board officers. In the event of a tie, the Organization's Faculty Advisor(s) and Graduate Advisor(s) shall make the final appointment.

Section V. The elected Executive Board officers shall be inducted at the final event/meeting of the academic semester.

Section VI. The elected Executive Board officers shall begin their term accordingly. Elected officers for full-term positions shall begin their term after May. Elected officers for mid-term positions shall begin their term in January.

## **Article IX. Discipline, Vacancies or Removal from Office**

Section I. All Executive Board officers must adhere to the Organization's code of conduct.

a. Fails to submit notice of intended absence or tardiness from Executive or General Assembly meetings to the President in a timely fashion based on circumstances.

b. Fails to adequately perform the duties and responsibilities of his or her office.

c. Fails to adhere to the University conduct codes, or behaves in a disorderly manner at BSO event, meeting or forum (e.g. Social Media).

d. If an executive officer's GPA falls below the 2.50 Executive Board requirement.

Section II. All infractions must be submitted to the Faculty advisor for review with the offender. The Faculty advisor reserves the right to discuss violations of the code of conduct at his/her discretion. Failure to meet with the Faculty advisor will result in bringing the matter to a vote for dismissal by the Executive Board.

Section III. All infractions will be proposed to and reviewed by the Executive Board. Justifiable cause must be given for each infraction. Each infraction will be decided by majority vote of the Executive Board (50% + 1), and the president shall deliver the final decision. In the event the president receives the infraction the Executive Board will decide.

Section III. All infractions will be recorded within the meeting minutes.

Section IX. Any vacancies arising shall be filled accordingly:

1. In the event of an abrupt vacancy, the President, during an Executive Board meeting will conduct a vote to appoint an individual who is a member, into the unfilled position to complete the remainder of the semester that was vacated by the previous position holder. For the appointment to be successful, the candidate must receive a half plus one vote (half of those in attendance for the meeting, plus one). After the semester is completed, the individual may run for the position during the midterm or regular election if they seek to continue to hold the position after the vacant semester is completed.

2. In the event of a mid-semester vacancy, midterm elections (in November) will be held following the same guidelines and stipulations of a regular election.

## **Article X. Amendments**

Section I. Amendments to these By-laws shall be submitted after the new Executive Board takes office. All proposed amendments must be ratified by a majority vote (50% +1) of the Executive Board. Once approved, amendments shall be effective immediately.

## **Article XI. Dissolution**

Section I. Although it is intended that the state of this Organization to exist is continuous, in the event of dissolution, all assets of the Organization shall be distributed only to a student organization(s) with the same or similar purpose(s) that qualify for a non-profit status.

## **Article XII. Amendment History**

ESTABLISHED FEBRUARY 2007

Kristi Rodriguez, Josh Peace, Samuel Smith, Robiannce Lewis, Leonardo Wells, Charles Simpson and Jania Braggs.

Amended July 2009

Audrey Davis, Brandice Lane, Krishelle Gaines, Amber Hogan, Shanice Stevens, Jania Braggs, Ciara Owens, Shayla Washington and Emil Jones.

Amended June 2011

Devron Brown, Lasheea Chenoweth, Nicolas Mathews, Tavarius Bolden, Cristofer Hayes, and Ryan Henson.

Amended November 2012

Michael Curtis, Mariah Campbell, Candace Watkins.

Amended October 2013

Brionna Hudson, Michael Curtis, Breeanna Tatum, Chanelle Martin, Imani Patterson.

Amended December 2013

Breeanna Tatum, Jasmine Harris, Imani Patterson, Stephanie Castille, Dejha Brown.

Amended March 2014

Breeanna Tatum, Jasmine Harris, Imani Patterson, Stephanie Castille, Dejha Brown.

Amended January 2015

Imani Patterson, Michael Curtis, Stephanie Castille, Dejha Brown, Breeanna Tatum.

Amended December 2015

Imani Patterson, Linsey Shorters, William Nichols Jr., Josh Cunningham