



United Black Student Unions of California

Policies and Procedures

(A Training Manual)

The United Black Student Unions of California was established to promote the development of cooperative efforts among schools and communities and to perpetuate opportunities for self, school and community improvement. This document supersedes all policy documents and outlines the policies and procedures to which advisors, regions, officers and boards must adhere in the furtherance of UBSUC goals and objectives.

The overarching governing authority of the UBSUC is vested in the Advisory and Executive Boards and operationalized by the state Advisory Executive Officer Committee (AEOC), which works the day-to-day on the Advisory Board's behalf. The regions have the autonomy to work in the best interest of their respective regions while maintaining adherence to the UBSUC Constitution and By-Laws.

Note: Changes to Constitution or By-Laws occur at the state convention. Proposals must first be presented and fully vetted at the regional and Advisory Board levels prior to presentation at convention. Proposed changes to Policies and Procedures must be fully vetted and presented to the AEOC for consideration or revision

I MEMBERSHIP AND RECRUITMENT

POLICY

Each region will recruit new schools into UBSUC membership. Schools and approved organizations whose purpose and objectives are in agreement with the Constitution and By-Laws can be considered for membership. Each Region will develop and present plans to enhance the membership of the UBSUC.

PROCEDURES

With the approval of the State Advisory Board, Regions, and BSU member clubs will:

1. Contact neighboring schools within the region via email, U.S. mail, text, social media, and in-person to help develop and support their BSU and to encourage them to UBSUC membership.
2. Refer new and prospective schools to the state UBSUC website for history, Constitution, advisor's packet, and general information about the organization.
3. Present quarterly recruitment reports to the AEOC. State officers may ask to preview flyers, posters, or other developed documents before distribution to ensure allegiance with state UBSUC policy, purpose, and objectives.
4. Welcome and recognize new schools at both the regional and state conventions. These schools will be issued a copy of the Constitution, By-Laws, Creed, Policies, Procedures and Rules to which each entity must agree to adhere.

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II ELECTION AND TENURE OF STUDENT AND ADULT OFFICERS

POLICY

The UBSUC is led by a qualified contingent of State and Regional Officers as described in the Constitution. State Advisory Board Officers volunteer their service and must concurrently hold offices on their regional boards.

Student officers must maintain a minimum 2.5 grade point average and be active members of their school BSU. Student Officers serve a one-year term and are elected at the state convention.

All adult officers must have exhibited leadership skills with teens, be affiliated with a school or BSU club and have attended a regional and a state convention. In addition, AEOC officers must have served one full year on a regional board. Advisory Board candidates must present a petition outlining their qualifications, experience, and affiliation. Adult officers will be up for election at the end of each three year term. The election cycle will be every third year in June. Election of adult officers will be by majority vote of the Advisory Board.

Interim Advisory Board Officers

If any Advisory Board office remains or becomes vacant at the conclusion of the June election, the state President may appoint qualified UBSUC members to fill said positions on an interim basis. The interim officers will come from the pool of regional board officers and will exercise full voting privileges as a board member. The interim officers will serve in the position until the next regularly scheduled general election. The Interim may run for the same office or another office at the conclusion of the term to which he or she was appointed according to the following rule.

Interim Term-of-Office Rule

If the Interim vacancy occurs and appointee serves half or less than half of the unexpired term, the appointee may stand for election to the same office for three more terms. If the appointee serves one half plus one day or more of the unexpired term, the appointee may stand for election to the same office for two more terms. A term is three years. The maximum number of terms in the same office is three.

Members at Large

In the event an office cannot be filled by election or by appointment from the pool of regional board officers, the state president may appoint a Member-at-Large to fill an important vacant position. This appointment will be for one year and must be renewed annually until the next general election is held. The Member-at-Large will be appointed from the ranks of the UBSUC advisors and will not be eligible to vote in any of the Advisory Board actions, decision or motions. The Advisory Board will suggest three names from which the President will make the temporary appointment.



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PROCEDURES

ELECTION AND TENURE OF STUDENT AND ADULT OFFICERS

Student Officers

1. Student officer GPA will be verified by the school advisor prior to nomination for office. Student must be an active member of the BSU. The region's slate of student officer candidates must be submitted to the state AEOC thirty days prior to the convention and remain unchanged after submission.
2. Student officer elections will be held each year at state convention. Newly elected student officers will assume office at end of state convention and will preside during the regional and state convention in the ensuing year. Outgoing officers may be consulted as *officers emeritus* in their regions between March and June following the convention.

Adult Officers

1. Adult Officers elections shall be held each June to fill vacancies to the state Advisory Board as terms end or in the event of resignation or removal as outlined in the Constitution.

Adults wishing to be considered for election must submit a petition BY MAY 31st showing experience, qualifications, and affiliation with a registered BSU club or organization.

Affiliation is defined as past or present service as a school BSU club advisor/co-advisor or service as a District, County Office of Education or State Department of Education employee. Advisor must have verifiable experience working with teens in a leadership building capacity. Exceptions can be made by the Advisory Board for community advocates with particular expertise related to UBSUC purpose and objectives.

2. The June elections will fill vacant positions on the AEOC and other officer positions. Regional board officers will be presented for ratification at the June Advisory Board meeting. Regions will mirror and follow the same procedures as the state for election of regional officers and filling of vacancies. Regional Board elections will be held at Regional Conferences or as close to that event as possible.
3. The Advisory Board Officers will be officially seated at the June meeting immediately following the election. The first Vice President or designee will conduct the installation of officers. All duties, full transitions and account name changes will occur within twenty (20) days following elections. Elected and appointed officers will submit signed acknowledgement and promise to adhere to the Constitution, By-Laws Policies, and Procedures within twenty (20) days of election.
4. The term of office for State Advisory Board members shall be three years. The maximum number of terms elected to one office shall be three. The term of Regional Officers shall

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mirror that of the State. All board members volunteer their service to UBSUC in an unpaid capacity.

5. Advisory positions that remain unfilled following the June election will be filled by interim officers or Member-at-Large. The President will appoint interim officers after first seeking consensus from the state AOEC. Interim officers and Member-at-Large will be ratified at next full Advisory Board meeting in the fall.
6. Fingerprinting is required to work with or around students in California. Advisors and Board members must complete/ have completed the Livescan or other qualified fingerprinting process in their districts. Notifications are returned to the district with which the officer is affiliated. Community members are also held to the district's parent and/or volunteer policies.

III FISCAL OPERATIONS

POLICY

The Advisory Board shall have full fiscal authority over the affairs of the United Black Student Unions of California. The full Advisory Board shall consider any proposed changes to the fiscal policy during their quarterly advisory board meetings. The Advisory Board shall not incur any debt or liability exceeding the net assets of the UBSUC.

PROCEDURES

1. The day-to-day fiscal operations of the UBSUC will be administered by the treasurer and overseen by the state Advisory Executive Officer Committee (AEOC). Each decision must be in keeping with the Constitution, By-Laws, policies and procedures of the organization. The AEOC, working on behalf of the full advisory board, shall report and account for all fiscal undertakings to the full Executive Board.
2. The budget for the UBSUC shall be approved by the Executive board each fiscal year.
3. All transactions, fiscal commitments, expenditures or withdrawals will adhere to the Fiscal UBSUC Banking Procedure.
4. Two signatures (president and treasurer) are required for any withdrawal of funds totaling 100 dollars or more from a state or regional account. Quarterly reports are required and must be submitted to the Advisory Board twice a year, June 1 and December 15 of every year. Reports will be considered late ten days after the due date. The State Treasurer will then pull the report.
5. All financial solicitations, grant proposals or fundraising initiatives undertaken by the state or regional organizations must be approved by the State Advisory Board or the AEOC acting on behalf of the full Advisory Board.



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6. The adult Advisory Board president speaks for the organization. Only the president can enter into a contract with an institution or organization. Regional level contracts undertaken in the name of UBSUC must have the explicit approval of the State Advisory Board and signature of the state and regional president.
7. Any expenditure of petty cash over 100 dollars requires pre-approval by the state or regional president after consultation with related advisory board.

IV VACANCY AND REMOVAL FROM OFFICE

POLICY

A vacancy occurs when an officer completes a three-year term or submits a resignation. A removal may occur when an officer is unable to or does not fulfill his or her duties and responsibilities within any given ninety day period. An officer is also subject to removal for missing three consecutive meetings of the regional board or three consecutive meetings of the state Advisory Board.

A majority of the AEOC/Regional board must vote affirmatively for a removal request to be sent forward to the Advisory Board. The request letter is submitted by the respective president. A majority of the Advisory Board must declare the position vacant after review and concurrence with a submitted request for removal. Advisory Board members have the right to grant removal for violation of any of the following:

- A. Missing three consecutive board meetings
- B. Criminal activities
- C. Intentional and purposeful violation of UBSUC Policies, Constitution and By-laws
- D. Flagrant and deliberate neglect of duties and responsibilities
- E. Embezzlement
- F. Physical, verbal, or mental abuse of member, student, or adult.

PROCEDURES Vacancy and Removal from Office

1. An attempt must be made to remedy the situation prior to submission of a request to remove. Clear and present criminal activity is an exception to this stipulation.
2. Any request for removal must be accompanied by documentation describing the violation and attempts made to remedy.
3. The Advisory Board will investigate, consider, then vote to uphold or deny the submitted request. This will occur at the next regularly scheduled board meeting.

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V UBSUC RULES AND CONSEQUENCES

POLICY

Delegations are reminded that they represent their BSU, the State UBSUC and their African American heritage at all times. Any delegations that do not adhere to the Constitution, By-laws, Rules and Policies of the UBSUC can automatically be suspended and placed on probation by the Executive Board.

PROCEDURES

1. Each advisor will review UBSUC Rules and Regulations with their school delegations. There shall be one advisor or chaperone for every eight student delegates at state conventions.
2. No alcoholic beverages, drugs, or cigarettes or the like are permitted at UBSUC events.
3. Delegates must adhere to the dress policy at all UBSUC events. Convention attire requirements are as follows: Friday includes casual attire emphasizing regional or school T-shirts; Business attire is required on Saturday and Sunday. No hats, half-shirts, biker pants, tank tops or shorts.
4. Formal attire is required at the Saturday evening scholarship banquet. Suits or jackets for men and no backless or strapless dresses for ladies. Shawls must be worn with T strap dresses.

ADVISORS WILL MONITOR ATTIRE BEFORE ESCORTING STUDENTS INTO THE GENERAL ASSEMBLY. STUDENTS NOT PROPERLY ATTIRED WILL NOT BE PERMITTED INTO THE ASSEMBLY.

5. All delegates must attend all scheduled functions. No delegates are to be in their rooms during convention time. Delegates must comply with requests from any advisor or security personnel. Advisors are ultimately responsible for all the students from their respective schools.
6. Name badges and wrist bands must be worn at all times. No outside guests are allowed to visit the UBSUC convention. Designated visitors will be expressly invited by the AEO and will be escorted to their access areas of the convention.
7. In general, the California Board of Education, district and school rules are in place while students are attending conference, convention, roundtables, field trips or other sanctioned UBSUC activities. Violations of UBSUC or general school rules may be reported back to school administration for review, guidance, or possible disciplinary action. Schools in egregious violation of UBSUC rules may be suspended from the UBSUC by action of the Advisory or Executive Boards.

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DEFINITION OF TERMS

Advisor: A person designated by the school to oversee and administer the activities of the BSU club at the high school.

Advisory Board: A designated group of 21 adult officers derived from the seven officers from each region. This board has the responsibility to govern and oversee all operations of the UBSUC.

Affiliation: A board member must be affiliated with a school and be knowledgeable about school regulations. This knowledge is acquired through service as past or present school BSU advisor or co advisor, or service as a school district, County Office of Education or State Department of Education employee. Affiliation can extend to community advocates who possess specific expertise related to the UBSUC purpose and objectives.

Executive Board: A group of 28 officers, 21 Advisory Board Officers and 7 elected state student officers. This board is responsible for ensuring the UBSUC meets its stated purpose and goals.

AEOC: The Advisory Executive Officers Committee (AEOC) consists of the state Advisory Board President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Sergeant-at-Arms and Parliamentarian. The AEOC is tasked with the daily operation of the UBSUC and oversight of the policies and procedures governing said operations. The AEOC meets ten times per year, in-between Advisory Board meetings. Decisions made by the AEOC must comply with the rules and regulations of the organization and must be reported to and approved by the Advisory Board.

Delegates: Individuals identified by the BSU to serve and represent the school club at the annual state UBSUC convention. Students serve in the delegate assembly called to elect student officers. Delegates are bound by the Constitution and By-Laws as well as the rules and regulations of the state UBSUC.

Member-at-Large: An individual may be appointed from the ranks of the UBSUC advisors to fill an important position that remains unfilled following elections and appointments of interim officers.

Interim Officers: An individual appointed from the pool of regional board members governing the northern, central or southern regions. The Interim officer shall be appointed for the duration of the unexpired term and are eligible for Advisory Board voting.