



United Black Student Unions of California

CONSTITUTION AND BY-LAWS

ARTICLE I

SECTION I – NAME

The name of this organization shall be the United Black Student Unions of California (UBSUC).

SECTION II – COMPOSITION

The UBSUC shall be composed of three Regions; Northern, Central, and Southern. The organization will not operate as UBSUC with fewer than two participating regions.

ARTICLE II

SECTION I – PURPOSE AND OBJECTIVES

It is the intention of the United Black Student Unions of California to promote the development of cooperative efforts among their schools and communities; to perpetuate the opportunities for self, school, and community improvement; and, to become a nation-wide organization.

SECTION II - FUNCTION

The United Black Student Unions of California shall seek to accomplish its purpose by hearing speakers, attending workshops to discuss educational, political, and social concerns and to provide scholarships for members seeking post-secondary education.

ARTICLE III

TYPES OF MEMBERSHIPS

SECTION I – FULL MEMBERSHIP

Membership shall be open to high school clubs whose purpose and objectives are in agreement with the constitution and by-laws of the United Black Student Unions of California.

ARTICLE IV

STUDENT OFFICERS

SECTION I – COMPOSITION

The officers of the United Black Student Unions of California shall be President, First Vice President, Second Vice President, Secretary, Treasurer, Parliamentarian, and Sergeant-at-arms.

In the event there is no officer from a participating region, the state Advisory Board will appoint a delegate. The appointment will be based on the recommendation from the region.

SECTION II – TENURE

The term of the state officers shall be one (1) year and the student must be enrolled in a secondary school in the state of California during the term of office, according to Article III, Section I.

*

SECTION III – QUALIFICATION OF OFFICERS AND REGIONAL DELEGATES

The officers shall have a minimum accumulative 2.5 GPA, verified by an official transcript and approved by the elections committee.

SECTION IV – DUTIES OF OFFICERS

A. President

1. Preside at State Leadership Convention
2. Attend regional meetings to conduct business of the state-wide UBSUC, under the direction of the Advisory Board.

B. First Vice President

1. Shall preside in the absence of the President.
2. Maintain current state roster.
3. Member of the convention committee.

C. Second Vice President

1. Perform duties as directed by the President, subject to the approval of the Advisory Board.
2. Assist the secretary in publishing the newsletter.

D. Secretary

1. Record minutes at state convention and all Executive Board meetings.
2. Duplicate and mail all convention minutes to chapters.
3. Work with secretary of the Advisory Board.
4. Publish newsletter in conjunction with executive board along with the second vice president.

E. Treasurer

1. Compile and present the financial report from the previous convention, under the direction of the Advisory Board.
2. Distribute annual financial report to advisory board members.
3. A member of the credentials committee.
4. Present the credentials report.

F. Sergeant-at-Arms

1. Process any concerns of the members of the organization, and maintain order in accordance with Robert's Rules of Order.
2. Assist the parliamentarian with elections.

G. Parliamentarian

1. Insure that the general sessions are conducted in accordance with Robert's Rules of Order.
2. Member of elections committee.

ARTICLE V UBSUC ASSEMBLY – ANNUAL CONVENTION

SECTION I – AUTHORITY, TIME, AND PLACE OF MEETING

The annual convention shall meet during the month of March or April, subject to approval by the Advisory Board and the host school(s) in the region where the convention will convene. The convention site rotates through the three (3) regions.

SECTION II – VOTING ELIGIBILITY

A. All credentials must be in order and ratified by the Credentials Committee before any member will be able to vote in any general session in accordance with the By-laws, Article I.

B. Each member whose credentials are in order, will have ten (10) votes per office.

ARTICLE VI ADVISORY BOARD

SECTION I – FUNCTION

The advisory board shall have full authority over the affairs of the United Black Student Unions of California and shall perform the function of UBSUC during the interim between meetings. Such authority shall not include that of rescinding or modifying any official action taken by UBSUC.

SECTION II – COMPOSITION OF STATE ADVISORY BOARD

Composition will be eighteen (21) members – *seven (7)* advisory board members per region. Advisory Board members will be responsible for conducting both regional and state business. A state auditor shall serve in an ex-officio capacity to The Board.

The offices of the Advisory Board shall consist of: President, First Vice President, Administrative Assistant, Secretary, Treasurer, Parliamentarian, Sergeant-at-arms, Youth Coordinator, Historian, Public Relations Chairperson, Convention Coordinator, Scholarship Chairperson, Educational Chairperson, and Fund Raising Chairperson. Advisory board members may hold one (1) or more offices.

SECTION III – TENURE

The term of advisory board members in any office shall be three (3) years. The maximum number of terms shall be three (3) terms. If an exception to either provision is to be made, a vote must be taken by the State Advisory Board.

The term of regional advisors shall be three (3) years.

SECTION IV – ELECTION OF ADVISORY BOARD MEMBERS

A. Election shall be held to fill vacancies to the Advisory Board only in the event of resignation of any current Advisory Board member.

1. In the event of a resignation the Region will nominate a slate of new officers. Nominations will be brought forward to Advisory Board at the end of fiscal year (June).
2. The State Advisory Board will vote on nominees at end of the fiscal year (June) or

Beginning of new business year, August or September whichever is deemed most appropriate.

3. The New member will be recognized and seated at same meeting where member is duly elected.
- B. Advisory members shall be appointed to an advisory office *at* the end of each term by the President, subject to the approval of the Advisory Board.
 - C. Regional advisors shall be nominated by their region every three years, as approved by the Advisory Board.

ARTICLE VII EXECUTIVE BOARD

SECTION I – COMPOSITION

This board shall consist of the state officers and the Advisory Board.

SECTION II – PURPOSE

The Executive Board shall make recommendations and assist in the establishing policy.

ARTICLE VIII COMMITTEES

SECTION I – STANDING COMMITTEES

- A. Election Committee
Responsible for elections and membership and credentials.
- B. Scholarship Committee
Handles all scholarships applications. Chooses scholarship recipients.
- C. Education Committee
Provides educational program information. Oversees publication of the newsletter.
- D. Fund Raising Committee
Writes and finds grants for the organization.
- E. Public Relations Committee
Responsible for promoting the organization, dissemination of information to the news media, coordination of the media at the convention site.
- F. Leadership Convention Committee
Responsible for developing and maintaining a convention handbook. Oversees the host region sponsoring the convention.
- G. Recruitment Committee
Responsible for recruiting new member schools in each region, northern, central and southern. A report will be made at each State Advisory and Executive Board meeting.

SECTION II – COMPOSITION

Composition shall be established at a general meeting of the Executive Board. An effort shall be made to maintain regional balance on all committees.

SECTION III – SPECIAL COMMITTEES

Shall be established by Executive Board as needed.

ARTICLE IX RULES OF ORDER

SECTION I – SOURCE

Robert’s Rules of Order Revised

ARTICLE X AMENDMENT

SECTION I – PROCEDURE

- A. Proposed amendments to the constitution and by-laws shall be made by the executive board and presented at the state convention.
- B. Amendments shall be approved by a two-thirds (2/3) vote of the credentialed schools present.

ARTICLE XI RATIFICATION

This Constitution and By-laws shall ratified at the 2006 United Black Student Unions of California Leadership Convention.

ARTICLE XII BUDGET

- A. The Budget for UBSUC Operating Account shall be presented and approved by the Executive Board at the Spring meeting.

This shall include a report of expenses for the current year and a projected Budget for the following year.
- B. Any expenditure over a petty cash limit of \$100.00 shall require pre-approval by the State Advisory Board.

Ratified: State Convention 2006, San Jose



United Black Student Unions of California

BY-LAWS

ARTICLE I MEMBERSHIP, FEES AND EXPULSION

SECTION I

The qualifications for membership are defined in the Constitution.

SECTION II

Application for membership and payment of membership fees shall be made to the United Black Student Unions of California.

SECTION III

A member school shall give a concise account of their qualifications as may be desired by the Election Committee.

SECTION IV

The amount of annual membership payable to the advisory board treasurer of the United Black Student Unions of California shall be full membership.

Fees paid shall be effective for the full membership year.

SECTION V

Membership fees shall be due and received on December 15th (in the year of the Convention) after which time a late fee will be assessed.

ARTICLE II

SECTION I

- A. Election of officers shall be held each year under the supervision of the existing United Black Student Unions of California president. Election shall be by a plurality vote of all active member schools present and voting according to the provisions of the Constitution, at a duly called meeting of the United Black Student Unions of California Convention.
- B. An Election Committee shall be appointed by the advisory board to coordinate elections.
- C. Regions must submit slate of officers thirty (30) days prior to convention. Slate may not be altered after submission.

ARTICLE III ADVISORY BOARD

SECTION I

The advisory board shall have full authority over the affairs of the United Black Student Unions of California and shall perform the functions of UBSUC during the interim between meetings of UBSUC. Such authority shall not include that of rescinding or modifying any official action taken by UBSUC.

SECTION II

The Advisory Board shall not incur any debt of liability exceeding the net assets of the United Black Student Unions of California.

SECTION III

Any regular member of the advisory board who misses (3) consecutive state advisory board meetings shall forfeit his/her advisory board seat. The Advisory Board shall meet four (4) times per year including a convention site meeting. In the event an Advisory Board member is removed for this purpose, the Advisory Board will appoint an interim Advisory Board member until such time as the next regular scheduled election takes place.

ARTICLE IV EXECUTIVE BOARD

SECTION I

Any regular member of the executive board who misses three (3) consecutive Executive Board meetings without just cause by these regular or special meetings shall forfeit his/her executive seat.

SECTION II

The Executive Board shall meet twice a year.

ARTICLE V REMOVAL OF OFFICERS

SECTION I

The removal of any officer(s) [student or adult] may be requested by majority vote of the Executive Board. Written notification of requested removal shall be mailed prior to vote to remove.

ARTICLE VI VACANCIES

SECTION I

Any vacancy occurring amongst student offices, other than the president shall be filled Through majority vote of the Executive Board. A letter confirming the appointment shall be mailed.

Ratified: State Convention 2006, San Jose