

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.

SECTION III – GOVERNANCE

The overarching governing authority of the UBSUC is vested in the Adult Advisory Board and operationalized by the state Advisory Executive Officer Committee (AEOC). The AEOC consists of the State Advisory Board President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Sergeant-at-Arms, and Parliamentarian.

ARTICLE II

SECTION I – PURPOSE AND OBJECTIVES

It is the intention of the UBSUC to promote the development of cooperative efforts among their schools and communities; to perpetuate the opportunities for self, school, and community improvement through health, entrepreneurship, social justice, technology, career, and innovative strategies to enhance the African American community.

SECTION II - FUNCTION

The UBSUC shall seek to accomplish its purpose by convening conferences, forming partnerships, providing speakers, attending workshops, discussing educational, political, and social concerns and providing scholarships for members seeking post-secondary education.

ARTICLE III TYPES OF MEMBERSHIPS

SECTION I – FULL MEMBERSHIP

Membership shall be open to high school students and high school sanctioned organizations whose purpose and objectives are in agreement with the constitution and by-laws of the UBSUC.

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ARTICLE IV STUDENT OFFICERS

SECTION I – COMPOSITION

The officers of the UBSUC shall be President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Parliamentarian, and Sergeant-at-Arms.

In the event there is no officer from a participating region, the state Executive 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 beginning with installation at the state convention. The student must be enrolled in a secondary school in the state of California during the term of office, and be an active member of the school's BSU according to Article III, Section I.

SECTION III – QUALIFICATION OF OFFICERS AND REGIONAL DELEGATES

All candidates for state office must also hold the same regional office. 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 YOUTH EXECUTIVE OFFICERS

- A. President
 1. Preside at annual State Leadership Convention
 2. Attend regional meetings to conduct business of the state-wide UBSUC, under the direction of the Executive Board
 3. Work under the adult board president as a mentee
 4. Co-Chairperson of Recruitment Committee
 5. Serves as a ex-officio on all committees
 6. Ensures committees are formed, functioning, and regulated
 7. Assist the youth officers in each region in fulfilling their duties
- B. 1st Vice President
 1. Shall preside in the absence of the President.
 2. Work under the adult board first vice president as a mentee
 3. Maintain current state roster and executive board roster
 4. Member of the convention committee
 5. Co-Chairperson of Public Relations Committee
- C. 2nd Vice President
 1. Perform duties as directed by the President, subject to the approval of the Executive Board
 2. Work under the adult board second vice president as a mentee
 3. Assist the secretary with minutes and information for the website
 4. Co-Chairperson of Education Committee

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D. Secretary

1. Record minutes at state convention and all Executive Board meetings.
2. Communicate all convention minutes to regions
3. Work with secretary of the Executive Board as a mentee
4. Ensure website information is current, along with the second vice president

E. Treasurer

1. Compile and present the financial report from the previous convention, under the direction of the Executive Board
2. Work with the Treasurer of the Executive Board as a mentee
3. Distribute annual financial reports to the Youth Executive Board
4. A member of the Credentials Committee.
5. Present the credentials report
6. Co-Chairperson of Fundraising Committee

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. Work under the Sergeant-at-Arms of the Executive Board as a mentee
3. Assist the parliamentarian with elections
4. Member of Public Relations Committee

G. Parliamentarian

1. Ensure that the general sessions are conducted in accordance with Robert's Rules of Order.
2. Work under the Parliamentarian of the Executive Board as a mentee
3. Co-Chairperson 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 delegation will be able to vote in any general session in accordance with the By-laws, Article I.
- B. Each member club, whose credentials are in order, will have ten (10) votes per office.

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ARTICLE VI REGIONAL ADULT ADVISORY BOARD

SECTION I – FUNCTION

The UBSUC shall consist of three regions each having its own Regional Advisory Board. The regional adult advisory boards shall govern the affairs of the respective regions of the UBSUC, and shall perform the functions of their regions in accordance with the statewide UBSUC mission and purpose. Any Regional Constitution and By-Laws shall be in alignment with the UBSUC State Constitution and By-Laws.

SECTION II – COMPOSITION OF REGIONAL ADVISORY BOARD

Composition will be seven (7) advisory board members per region. Advisory Board members will be responsible for conducting both regional and state business. Board members elected to regional boards will also become members of the State Adult Advisory Board. 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.

(*Be affiliated: Must be able to demonstrate established current and/or former affiliation in a leadership capacity)

The offices of the Regional Advisory Board shall consist of: President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Parliamentarian and Sergeant-at-Arms.

SECTION III – TENURE

The term of regional 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 Adult Advisory Board.

SECTION IV – ELECTION OF ADVISORY BOARD MEMBERS

- A. Election shall be held to fill vacancies to the Regional Adult Advisory Board in the event of term expiration, resignation or removal of any current Regional Adult Advisory Board at the regional conference.
 - a. In the event of a vacancy the Region will nominate a new interim officer(s). Nominations will be brought forward to Regional Adult Advisory Board at the regional conference.
 - b. The Regional Adult Advisory Board will vote on nominees at end of the regional conference prior to the state convention.
 - c. The new member will be recognized and seated at same meeting where member is duly elected.

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ARTICLE VII STATE ADULT ADVISORY BOARD

SECTION I – FUNCTION

The Adult Advisory Board has full authority to govern and oversee all operations of the UBSUC. This board shall authorize all official business of the UBSUC and convene the annual statewide UBSUC convention. The State Adult Advisory Board Members shall act as mentors to the youth officers holding the equivalent position.

SECTION II – COMPOSITION

The composition of the State Adult Advisory Board shall be 21 members: seven (7) advisory board officers per region generated from the three regional advisory boards. The officers of the State Adult Advisory board shall be President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Parliamentarian and Sergeant-at-Arms. All State Adult Advisory Board 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. Any exception to these provisions must be voted by the seated Advisory board.

(*Must be able to demonstrate established current and/or former affiliation in a leadership capacity.)

SECTION III – TENURE

The term of State Adult Advisory Board members shall be three (3) years. The maximum number of terms shall be three terms in any particular office. General election shall be held to fill vacancies to the State Adult Advisory board at the conclusion of the three year term. If a resignation occurs or a removal is warranted, an interim appointment will be made. A removal process may occur when an officer violates one of the conditions outlined in Section 4 of the UBSUC Policy and Procedures

SECTION IV – ELECTION OF THE STATE ADULT ADVISORY BOARD OFFICERS AS AEOC

The President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Parliamentarian and Sergeant-at -Arms of the State Adult Advisory Board shall be elected every three years from the pool of 21 Regional Board Officers. This election will occur every third year at the June Executive Board meeting. These seven officers will also constitute the AEOC of the UBSUC organization and are designated by the Adult Advisory Board to manage the daily operation of the UBSUC in the interim between formal board meetings.

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ARTICLE VIII EXECUTIVE BOARD

SECTION I – FUNCTION

The Executive Board is responsible for ensuring the UBSUC meets its stated purpose and goals. The Executive Board meets a minimum of three times per year.

SECTION II – COMPOSITION

The Executive Board composition is 28 members. The board is comprised of the 21 State Adult Advisory Board members and the seven elected state Youth Board Officers.

ARTICLE IX UBSUC LEADERSHIP COORDINATION

SECTION I – COMPOSITION

The UBSUC leadership is comprised of the Executive Board (28 members), the State Adult Advisory Board (21 members) and the elected Youth Board (7 members).

The Executive Board consists of the State Adult Advisory Board and the seven elected student officers. The Executive Board meets a minimum of twice per year.

The AEOC is the leadership Committee of the Executive Board and is tasked with the daily operation of the UBSUC. The AEOC is comprised of seven elected adult state officers: President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Sergeant-at-Arms, and Parliamentarian. The AEOC officers must have served one full year on a Regional Board prior to election.

Adult Advisory Board

The Adult Advisory Board has full authority to govern and oversee all operations of UBSUC. It is comprised of seven adult regional officers elected from each region totaling 21 members. All adult advisory board members must have exhibited leadership skills with teens, be affiliated with a school or BSU club, and have attended a regional conference and a state convention. If an exception to any provision is to be made, a vote must be taken of the State Adult Advisory Board.

Interim State Advisory Board Members

If any state Adult Advisory board office remains or becomes vacant at the conclusion of the June State Adult Advisory Board election, the State President can appoint qualified regional advisors to fill said positions on an interim basis. The interim officer will serve until the next regularly scheduled election and exercise all rights and privileges as outlined in the UBSUC Policies and Procedures.

Members-At-Large State Advisory Board Members

In the event an interim officer cannot be found among existing Regional officers, the president may appoint a member-at-large from the general ranks of UBSUC club advisors. This Member-at-Large appointment will be based on the recommendation from the State

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Adult Advisory Board and three names will be submitted to the state president. The Member-at-Large officer must be re-appointed annually until the next regularly scheduled general election at which time the Members-At-Large may stand for election to the same or to a different office.

SECTION II – DUTIES OF ADULT ADVISORY BOARD OFFICERS

A. President

1. Call and preside at state board meetings to conduct business of the statewide UBSUC
2. Work with youth President of the State Student Board as a mentor
3. Co-Chairperson of Recruitment Committee
4. Serves as an ex-officio on all committees
5. Ensures committees are formed, functioning, and regulated
6. Assist the adult officers in each region in fulfilling their duties
7. Act as spokesperson for the statewide UBSUC organization
8. Directs, presides, and oversees the daily business and affairs of the statewide UBSUC

B. 1st Vice President

1. Shall preside in the absence of the President
2. Work with youth 1st Vice President of the State Student Board as a mentor
3. Maintain current state roster and executive board roster
4. Member of the convention committee
5. Co-Chairperson of Public Relations Committee

C. 2nd Vice President

1. Perform duties as directed by the President, subject to the approval of the Executive Board
2. Work with youth 2nd Vice President of the State Student Board as a mentor
3. Assist the secretary with minutes and information for the website
4. Co-Chairperson of Education Committee and Youth Coordination committee

D. Secretary

1. Record minutes at state convention and all Executive Board meetings
2. Work with youth Secretary of the State Student Board as a mentor
3. Communicate all convention minutes to regions
4. Ensure website information is current, along with the second vice president
5. Co-Chairperson of the Education Committee

E. Treasurer

1. Compile and present the financial report from the previous convention, under the direction of the Executive Board
2. Work with youth Treasurer of the State Student Board as a mentor
3. Distribute annual financial reports to the Executive Board
4. Present the credentials report
5. Co-Chairperson of Fundraising Committee

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- 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. Work with youth Sergeant-at-Arms of the State Student Board as a mentor
 3. Assist the Parliamentarian with elections
 4. Member of Public Relations Committee
- G. Parliamentarian
 1. Ensure that the general sessions are conducted in accordance with Robert's Rules of Order
 2. Work with youth Parliamentarian of the State Student Board as a mentor
 3. Co-Chairperson of elections committee

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.
- H. Youth Coordination Committee
Responsible for assisting students officers in their roles, providing leadership training and assisting in their coordination of UBSUC state initiatives.

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SECTION II – COMPOSITION

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

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

- i. A quorum, for voting purposes, shall be a simple majority of the Executive Board.

ARTICLE X AMENDMENT

SECTION I – PROCEDURE

- A. Proposed amendments will be presented by regional advisory boards to the State Adult Advisory Board for consideration. If agreed, the amendment goes forward to the Executive Board for approval.
- B. Before an approval vote, The Executive Board will present considered changes to the body as information at the state convention. Vote will be by state Executive Board.

ARTICLE XI RATIFICATION

Changes to the Constitution and By-laws shall be voted and/or ratified at the next UBSUC State Executive Board meeting following the convention at which changes were submitted as information.

ARTICLE XII BUDGET

The State Adult Advisory Board shall have full fiscal authority over affairs of the UBSUC as outlined in Section 3 Fiscal Operations of the Policies and Procedures. The Advisory Board shall not incur any debt or liability exceeding the net assets of the UBSUC.

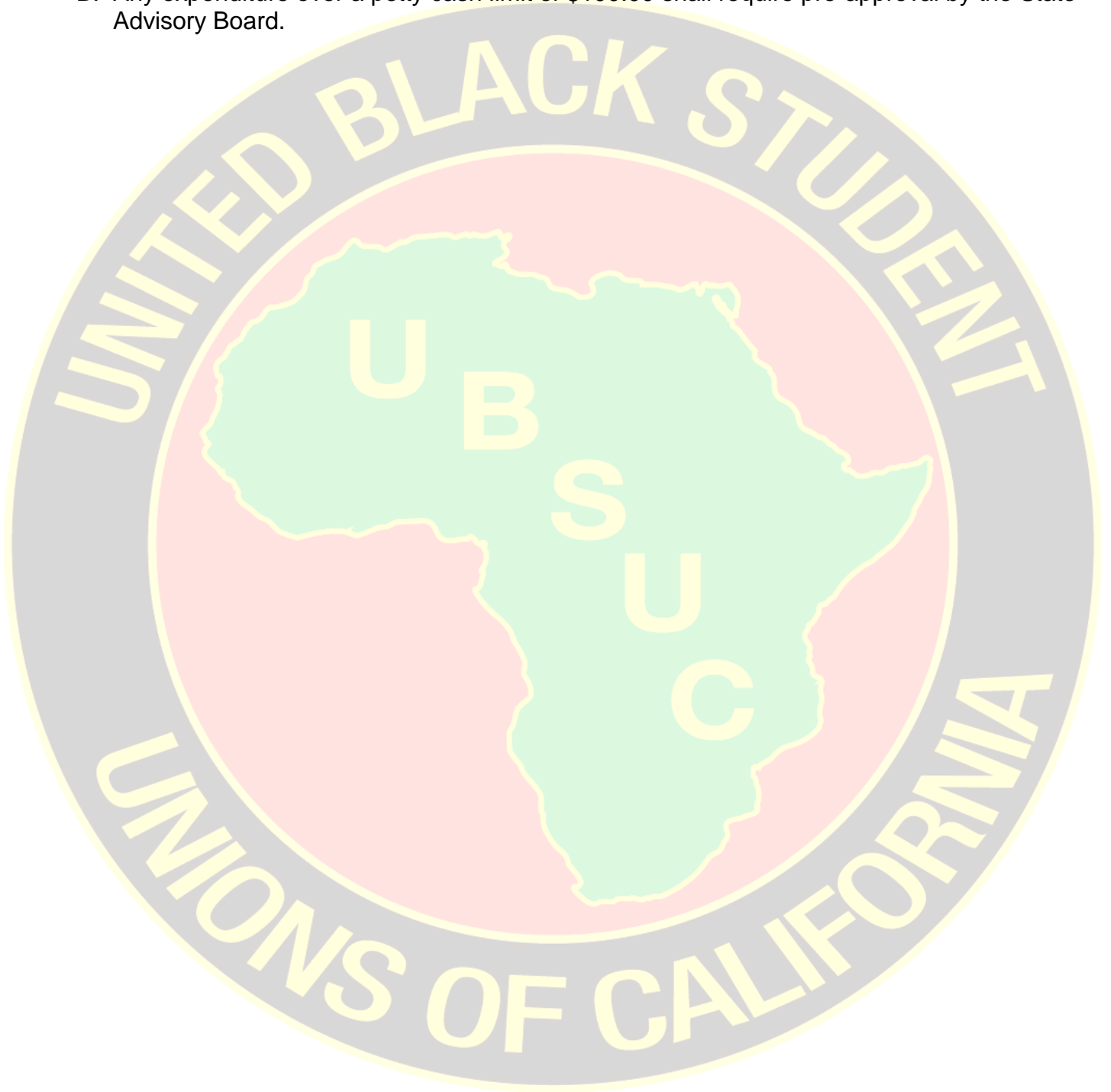
- A. The Budget for UBSUC Operating Account shall be presented and approved by the Executive Board at the spring meeting.

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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.



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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 UBSUC.

SECTION III

A member school club or sanctioned high school organization 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 UBSUC 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 – Student Officer Elections

- A. Election of student officers shall be held each year under the supervision of the existing UBSUC President. Election shall be by a plurality vote of all active member clubs or high school sanctioned organizations, eligible to vote, according to the provisions of the Constitution, at a duly called meeting of the UBSUC 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.

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ARTICLE III REGIONAL ADVISORY BOARD

SECTION I

Any regular member of the advisory board who misses three (3) consecutive state advisory board meetings shall forfeit his/her advisory board seat. 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.

SECTION II

The Regional Advisory Board shall meet a minimum of twice a year.

SECTION III

The Regional Advisory Board shall plan a minimum of one regional leadership conference per academic year. Under extreme circumstances, a region may request an exemption from the Executive Board, to excuse hold the annual conference for the year of the request.

SECTION IV

The State Adult Advisory Board shall not incur any debt of liability exceeding the net assets of the UBSUC.

ARTICLE IV STATE 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 at a minimum twice a year.

SECTION III

The Advisory Boards shall not incur any debt of liability exceeding the net assets of the UBSUC.

ARTICLE V REMOVAL OF STUDENT OFFICERS

SECTION I

The removal of any student officer 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 STUDENT OFFICER VACANCIES

SECTION I

Any vacancy occurring amongst student advisory board, shall be filled through majority vote of the existing student officers.