

**HAMILTON HIGH
SCHOOL
BSU
CONSTITUTION**

2022-2023

ALEXANDER HAMILTON SENIOR HIGH SCHOOL

BLACK STUDENT UNION

2022-23 CONSTITUTION

Mission Statement: BSU is not just another club. Through our informative discussions we seek to enlighten our members; through our weekly meetings we seek to teach self-discipline and responsibility, and through our annual Black History Month program, we seek to empower and advocate the improvement of every race, but especially African Americans. BSU is guided by the principles of scholarship, leadership, and service.

I. BSU Purposes

1. The purposes of the Black Student Union are:
 - a. To provide a training ground for developing leadership.
 - b. To provide a medium for Black student expression.
 - c. To promote the general welfare of the school by promoting scholarship, improving student-student and student-faculty relationships, and developing and maintaining good school spirit.
 - d. To develop an attitude of service and community involvement.

II. Black Student Union Leadership

A. Offices

1. President
2. 1st Vice-President
3. 2nd Vice-President
4. Secretary
5. Treasurer
6. Financial Secretary
7. Historian
8. Parliamentarian
9. Sergeant at Arms
10. Social Media Coordinator

B. Duties of Office

1. President

- a. The President shall preside over general meeting.
- b. The President and executive board shall set the agenda for the general meeting and grade level meetings.
- c. Serve as liaison between BSU and the Administration
- d. Serve as liaison between faculty advisor and BSU
- e. Serve as spokesperson for BSU in all organizational functions and collaborations with other organizations.

2. 1st Vice President

- a. The 1st Vice President shall serve as President and fulfill all duties thereof in the absence of the President.
- b. The 1st Vice President shall oversee all the committees.

3. 2nd Vice President

- a. The 2nd Vice President shall serve along with the 1st Vice President all duties of the President in their absence.
- b. The 2nd Vice President will help plan and lead the weekly meetings, including the selection of topics, guest speakers, etc.
- c. The 2nd Vice President shall oversee the grade level reps.

4. Secretary

- a. The Secretary shall keep notes on the general meeting and the Executive Board meeting.
- b. The Secretary shall submit a copy of the minutes of the Executive Board meeting to the ASB.
- c. The Secretary shall keep notes on all other meetings in which he/she attends.
- d. The Secretary shall maintain all records of BSU activities.
- e. The Secretary shall make sure the original BSU Constitution and Handbook is kept electronically and stored in the classroom/office of the faculty advisor.

5. Treasurer

- a. The Treasurer shall keep records of all BSU finances including balance and all transactions.
- b. The Treasurer shall assist the faculty advisor in keeping BSU account balance with the student body.

6. Financial Secretary
 - a. The Financial Secretary shall serve as assistant to the Treasurer.
 - b. The Financial Secretary shall assist the faculty advisor and Fundraising Committee Chairperson in the collection of funds from all activities.
 - c. The Financial Secretary along with the Treasurer, Fundraising Committee Chairperson, and faculty advisor shall have a checks and balances system to account for all funds.

7. Historian
 - a. The Historian shall keep photographs, programs, and all memorabilia from each BSU activity.
 - b. The Historian shall produce a display board, DVD, or other promotional item documenting the year of BSU activities.

8. Parliamentarian
 - a. The Parliamentarian shall make sure the Executive Board as well as general meetings are on task and are completed according to schedule.
 - b. The Parliamentarian shall coordinate the election process as well as the addition of any new members.

9. Sergeant at Arms
 - a. The Sergeant at Arms shall make sure the Executive Board as well as general meetings are conducted in order.
 - b. The Sergeant at Arms shall assist the Parliamentarian in the election and recruitment process.

10. Social Media Coordinator
 - a. The Social Media Coordinator updates all BSU information onto our Instagram and other platforms.
 - b. The Social Media Coordinator will be responsible for sending important information to all BSU executive board and general members as the request of the advisor, and executive board.

C. Officer Requirements

1. Membership in the Black Student Union
2. Past experience in the Black Student Union
3. Minimum 2.5 grade point average

4. Good citizenship/discipline record
5. Seniors shall have priority in becoming BSU officers.
6. Officers shall be installed during the last five weeks of each school year to begin their term for the following school year.

D. Selection of President

1. The BSU president shall be appointed by the faculty advisor after submitting application documents and interviewing before the executive board and then by the faculty advisor.
2. In the event that there is more than one worthy candidate:
 - a. The president shall be elected by majority vote of the Executive Board.

E. Selection of other officers

1. The other officers shall be appointed by the faculty advisor.
2. In the event that there is more than one worthy candidate:
 - a. The officer shall be interviewed by selected board members and elected by majority vote of the Executive Board.

F. Executive Board

1. There shall be a BSU Executive Board consisting of:
 - a. The BSU officers
 - b. The Grade Level Representatives (9-11)
 - c. The Chairpersons of each committee
 - d. Designated liaison positions if necessary

G. Selection of Grade Level Representatives and Committee Chairs

1. Grade Level Representatives shall be selected based on an interview conducted by the Parliamentarian and the recommendation of the 2nd Vice President.
 - a. Each grade level (9-11) shall have two representatives.
 - b. Grade level representatives serve as the voice of their respective grade levels in the Executive Board, and they will lead grade level meetings and any field trips or activities specifically for that grade level.
2. Committee Chairpersons shall be appointed by the faculty advisor at the recommendation of the 1st Vice President.
3. In the event there is more than one worthy candidate, the chair shall be elected by majority vote of members of the respective committees.

H. Removal of officers

1. BSU officers shall be removed from office for:
 - a. Failure to perform duties of office
 - b. Failing to maintain requirements of holding office
 - c. Conduct that misrepresents, disrespects, or brings shame to BSU.
2. The faculty advisor and the BSU Executive Board shall determine whether or not an officer has failed to perform the duties of office.
 - a. The Executive Board shall vote with the majority deciding the outcome.
 - b. If there is a tie the faculty advisor shall make final decision.

III. **Black Student Union Membership**

- A. BSU membership is available to every student at Hamilton High School regardless of race or ethnicity.
- B. In the event BSU membership must be divided for meeting purposes, the division shall be based on grade level.
 1. The Grade Level Representatives will be responsible for leading the meetings.
- C. Meetings
 1. The general BSU meeting will be held each Wednesday during lunch.
 - a. The Executive Board shall meet every Tuesday.
 - b. The committee chairs shall decide the meeting day and time for their committee meetings and notify the secretary.
 - c. It is the committee chairs responsibility to notify their committee of meeting day and time.
 2. The secretary shall keep a record of all BSU meetings and important documents as well as discussions.
 3. The meetings are informal in nature. No Parliamentary procedure is used.
 - a. The Grade Level Representatives shall facilitate their meetings.
 - b. The agenda for each meeting shall be set by the President and executive board.
 - c. One of the Representatives will take notes at each meeting.
 - d. The Grade Level Representatives will share these notes at the Executive Board Meeting.

D. Committees

1. The standing committees in BSU are:
 - a. Black History Program Committee
 - b. Community Service Committee
 - c. Fundraising Committee
 - d. Scholarship Committee
 - e. Social Activities Committee

E. Committee Functions

1. Black History Program Committee
 - a. The function of the Black History Program Committee shall be to organize, produce, and direct the annual Black History Program.
 - b. The function of the Black History Program Committee shall also be to promote the annual Black History Program throughout the month of February by coordinating activities with other committees.
2. Community Service Committee
 - a. The function of the Community Service Committee shall be to organize activities which give back to the community around Hamilton High School and the city as a whole.
 - b. The function of the Community Service Committee shall also be to participate in programs such as Walk-a-Thons that raise funds for worthy causes.
3. Fundraising Committee
 - a. The function of the Fundraising Committee shall be to raise funds for all BSU activities including field trips, social activities, projects, and the scholarship.
 - b. The function of the Fundraising Committee shall also be to raise funds to benefit other organizations either on or off campus.
4. Scholarship Committee
 - a. The function of the Scholarship Committee is to organize and oversee the application and distribution of the BSU Legacy Scholarship.
 - b. This committee will determine timelines, conduct interviews, and determine the recipients of the scholarship to be awarded at Senior Awards Night each spring.

5. Social Activities Committee
 - a. The function of the Social Activities Committee shall be to organize activities (on and off campus) that promote fellowship and togetherness among BSU members.
 - b. The Social Activity Committee shall organize the annual end of school year celebration of the Black Student Union.

F. Committee Chairpersons

1. Each committee shall have one chairperson.
 - a. Each committee chairperson shall have a seat on the BSU Executive Board.
 - b. Each committee chairperson shall schedule regular meeting days and times with the faculty advisor.
 - c. Each committee chairperson shall report to the Executive Board the progress of their respective committees.
 - d. Committee chairpersons may be removed from the position for failure to perform duties as stated in Section II.H.

G. UBSUC Liaison

1. The UBSUC (United Black Student Unions of California), Liaison shall be a Hamilton BSU member who holds, or has held any position on the UBSUC Youth Advisory Board.
2. The UBSUC Liaison will report to the Hamilton BSU Executive Board any news, information, or updates from the UBSUC.

H. VIPS Liaison

1. The UCLA VIPS Liaison shall be a member of the UCLA VIPS program.
2. The VIPS Liaison will report to the executive board any news or information from the UCLA program that will benefit the entire board and/or the BSU as a whole.

IV. Black Student Union Constitution

- A. The BSU Constitution is written in accordance with the Associated Student Body policies and procedures for clubs and organizations.
- B. The BSU Constitution shall be the authoritative document concerning all BSU matters.

- C. The original BSU Constitution was written by the faculty advisor and submitted to the Executive Board for approval.

- D. If there is any conflict that arises with the ASB policies concerning clubs and organizations, the ASB policies shall be followed.

- E. The Executive Board shall publish a revised Constitution annually.
 - 1. Any suggestions for revisions to the Constitution shall be submitted by September 1 of each year.

 - 2. The Executive Board shall vote to accept or reject submissions with $\frac{3}{4}$ majority required to revise.

 - 3. The faculty advisor must approve of the submission before it is sent to vote.

 - 4. The annual revised Constitution shall be published no later than the ASB club application deadline.

 - 5. The signature of each member of the Executive Board along with that of the faculty advisor is required before the Constitution is published.

 - 6. The faculty advisor shall have veto power concerning all BSU Constitution revisions.

- F. Reporting to ASB
 - 1. The Black Student Union shall make its affairs known to the ASB by submitting written minutes of the Executive Board meeting to the ASB.
 - a. It is the responsibility of the Secretary to submit a copy of the minutes of the Executive Board meeting to the ASB.

- G. Faculty Sponsors
 - 1. This Constitution allows for the joint participation of faculty members with BSU committees on projects and events.

By signing below, the following Executive Board members approve of this Black Student Union Constitution.

_____ Date

_____, President

_____, 1st Vice President

_____, 2nd Vice President

_____, Secretary

_____, Treasurer

_____, Financial Secretary

_____, Historian

_____, Parliamentarian

_____, Sergeant at Arms

_____, Social Media Coordinator

_____, BHP Director

_____, BHP Director

_____, BHP Director

_____, 11th Grade Representative

_____, 11th Grade Representative

_____, 10th Grade Representative

_____, 10th Grade Representative

_____, 9th Grade Representative

_____, 9th Grade Representative

_____, Community Service Committee

Chairperson

_____, Fundraising Committee Chairperson

_____, Social Activities Committee Chairperson

_____, Scholarship Committee Chairperson

_____, UBSUC Liaison

_____, VIPS Liaison

_____, Faculty Advisor