

**The Black Organizations Council of  
Virginia Polytechnic Institute and State University**

**Preamble**

We, as organizations of Virginia Polytechnic Institute and State University, who are concerned with the growth of unity among all people, feel a need for a university organization to unite the black community and its functional organizations.

**Article I—Name**

**Section I**

The name of this organization shall be the Black Organizations Council (BOC) of Virginia Polytechnic Institute and State University.

**Article II—Objectives**

**Section I**

The objectives of the Black Organizations Council shall be as following:

1. To serve as a liaison between the administration, campus organizations, and the marginalized/underrepresented black community.
2. To provide a forum for an exchange of ideas and distribution of information.
3. To promote the black organizations individually and collectively.
4. To promote and protect the interests of the members of the black community who are not members of the black organizations that shall be represented by the Black Organizations Council.
5. To coordinate and oversee the events which require the participation of all of the black organizations that shall be represented by the Black Organizations Council.
6. To support the development of campus camaraderie within the university community.

**Article III—Officers**

**Section I**

The officers of the Black Organizations Council shall consist of the:

1. President
2. Vice President
3. Treasurer
4. Community Engagement Ambassador (CEA)
5. Media/Marketing Chair
6. Historian
7. Events Chair
8. Philanthropy

9. Fundraising Chair
10. Advisor

## **Section II**

All officers must have and maintain a minimum 2.0 cumulative grade point average and be in good academic standing with Virginia Polytechnic Institute and State University to be elected and to maintain one's office with the exception of the President. All candidates for the office of the President must have a minimum 2.3 cumulative grade point average to be eligible to assume office and must have a minimum 2.3 cumulative grade point average to maintain office.

## **Section III**

The Executive Board of the Black Organizations Council shall be elected as follows:

1. One-half of the election results shall be based on the plurality of vote by the membership of organizations present at the General Body Meeting during the month of March. Each organization present shall have one vote.
2. One-half of the election results shall be based on the plurality of vote of the current Executive Board.
3. In the case of a tie the Advisor shall decide based on the credentials of the application and interview.
4. No write-ins are permitted. All persons considered for the Executive Board must submit a written application by the provided deadline.

## **Section IV**

Any Virginia Polytechnic Institute and State University student may pursue an office in the Black Organizations Council; however, an undergraduate must fill the office of the President. Application and election dates must be publicized campus wide. The election date shall take place in the month of March. All of the officers shall be known collectively as the Executive Board.

## **Section V**

The newly elected Executive Board shall take office and assume responsibility along with the current Executive Board beginning with the executive meeting immediately after the election, and shall serve until their successors are properly installed in office.

## **Section VI**

Member organizations can nominate one candidate for each position on the Executive Board. Candidates running for a position on the Executive Board should be a member of a Black Organizations Council organization, prepare and present a speech stating their reasons for running and what they hope to accomplish as an Executive Officer. Candidates are also subject to a debate two weeks prior to elections unless running unopposed.

## **Section VII**

Should a vacancy occur in the office of President, the Vice President shall fill the remaining term.

## **Section VIII**

Should a resignation occur in any elected position, two weeks' notice with a letter of resignation should be submitted.

## **Section IX**

Should a vacancy occur in any remaining elected position(s), special elections or appointment by the current President will occur to fill the vacant position following the procedure stated in Section VI with respect to Section VII.

## **Section X**

Any Executive Officer who willfully neglects his/her assigned duties may be impeached or removed from office by 2/3 vote of the BOC executive board membership. This will not take place until:

- A. Charges have been filed stating reason for impeachment and submitted to the BOC Executive Board
- B. BOC Executive Board members must find that the charges are valid before continuing with the impeachment process and removing the accused officer from office.
- C. Three formal warnings have been given with detailed descriptions of the accusations resulting in impeachment. These warnings must be signed and approved by the Chair, the Advisor and one other Executive Board member.

## **Section XI**

### Duties of Officers

All members of the Executive Council have the responsibility to attend all BOC functions (both co-sponsored and solely sponsored by BOC). If this responsibility is not met, appropriate actions will be taken against the accused officer(s) which may later result in Impeachment.

### **Clause 1—President**

- A. Responsible for creating meeting times, events and appointing committees
- B. Responsible for approval for all disbursement of funds through the treasurer
- C. Acting as spokesperson for the organization
- D. Preparing the annual budget in correspondence with the budget board representative
- E.  Holds the duty of serving on the Commission of Student Affairs, or University Council Board, and Order of the Gavel honorary society

- F. Responsible for handling all Executive Board and Constituent Fines
- G. Responsible for planning and facilitating all weekly Executive Board and monthly Representative/Constituent meetings
- H. Meets weekly with BOC's Advisor
- I. Candidates for President must have served on BOC's executive board previously

**Clause 2—Vice President**

- A. Responsible for assisting the president
- B. Acting as president in the absence of the president
- C. Attending all BOC events
- D. Responsible for chairing over the committee chairs
- E. Meets weekly with BOC's advisor
- F. Holds the duty of serving on the Commission of Student Affairs, or University Council as a proxy of the President

**Clause 3—Treasurer**

- A. Responsible for knowing the account balance and sharing this with the rest of the executive board at every meeting
- B. Responsible for paying any bills
- C. Responsible for preparing BOC's Annual Funding Request
- D. Making all deposits and keeping track of money earned through fundraisers
- E. Serve as BOC's Budget Board Representative
- F. Must insure that all deposits are made according to the funds handling procedures

**Clause 4—Community Engagement Ambassador/Liaison (CAE)**

- A. Responsible for taking detailed meeting minutes at every meeting and then sending the typed minutes over the listserv within 48 hours
- B. Responsible reading the previous meeting minutes at meetings, sending thank you notes, and meeting reminders
- C. Responsible for making sure all Constituent organizations' and community concerns are brought to BOC and heard.
- D. Responsible for increasing the foundations of fellowship and networking within the black community by serving as the liaison between the community and BOC/campus administration

**Clause 5—Historian**

- A. Responsible for taking pictures at all BOC functions
- B. Keep a file of all the pictures from events updated on computer
- C. Bring organization promotional items and marketing materials for all events
- D. Needs to update BOC's scrapbook periodically
- E. Work in depth with the Media Marketing chair

**Clause 6 –Media Chair/Marketing Chair**

- A. Responsible for having all flyers for events completed at least two weeks before the event is to take place

- B. Responsible for distributing flyers, reserving and decorating display cases, and advertisements via social media, in person booths, etc.
- C. Responsible for keeping the BOC website, GobblerConnect, and other social media accounts as well as the weekly community broadcast message updated regularly.
- D. Works in depth with the Historian

**Clause 7-Events Chair**

- A. Works in depth with the President appointed Events Chair Committee

**Clause 8- Philanthropy**

- A. Responsible for planning and coordinating community service and volunteer work for BOC and its member organizations such as Blood Drive, Food Drives, food stands, the Big Event, etc.

**Clause 9- Fundraising Chair**

- A. Responsible for planning and coordinating fundraisers to meet necessary goals according to the budgeted events.
- B. Must work closely with the treasurer to make sure deposits are made according to the Funds Handling Procedures

**Clause 10-Faculty Advisor**

- A. Shall advise the organization on its actions.
- B. Shall be appointed by the university under the auspices of the Vice-President of Student Affairs and therefore, shall serve as an expert on university policies and procedures.
- C. Shall be a member of the Virginia Polytechnic Institute and State University faculty, staff, or administration.
- D. Shall be solely responsible for the review and verification of GPA requirements for all nominees prior to elections, and for all officers throughout the year.

**Article IV—Meetings**

**Section I**

Business meetings will generally be held on specific days announced at the beginning of the semester with the consent of the general body. For the 2020-2021 academic school year, meetings will take place weekly on Tuesdays from 7:00-8:00pm in the Intercultural Engagement Center (IEC) Conference Rm inside Squires Student Center.

In the event of an

**Section II**

The chairpersons of committees shall determine the time and place for committee meetings.

**Section III**

Meetings shall be conducted according to Robert's Rules of Order and Parliamentary Procedures.

#### **Section IV**

The Executive Board may decide on special meetings for issues such as the reading of the constitution, review of parliamentary procedures, and expenditure reviews.

#### **Section V**

The election of officers for each year will take place at a General Body Meeting in the spring of the preceding year during the month of March.

#### **Section VI**

Black Organizations Council General Body Meetings shall be open to the public. This must occur at least once per semester.

### **Article V—Committees**

#### **Section I**

There shall be two types of committees, standing and ad hoc.

#### **Section II**

The standing committee shall be the Executive Board.

#### **Section III**

The ad hoc committees shall be those established by the President, who may appoint all committees.

#### **Section IV**

##### **Duties and Structure of the Standing Committee**

##### **Clause 1—Executive Board**

- A. Composed of all elected officers of this organization.
- B. Shall have the authority to act on behalf of the organization during emergencies when action is necessary between meetings. All actions must be reported at the next General Body Meeting.

### **Article VI—Parliamentary Procedure**

The rules contained in the current edition of Robert's Rules of Order and Parliamentary procedures shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

### **Article VII—Amendments**

Amendments may be proposed for approval by the general body once each semester at a predetermined General Body Meeting. These amendments will be voted on and accepted with a 2/3-majority vote of those present. All amendments and changes to the Constitution are to be substituted to the Executive Board. A copy of the amended Constitution must be submitted to the membership at the General Body Meeting immediately following ratification of the document by the Commission on Student Affairs.

## **Article VIII—University Policies**

This organization shall abide by all applicable policies contained in University Policies for Student Life. This organization shall abide by all applicable policies pertaining to University Chartered Student Organizations.

## **Article IX—Bylaws**

### **Section I**

#### **Dues**

The amount of annual dues of the Black Organizations Council shall be periodically reviewed and determined by the Executive Committee and shall be subject to  $\frac{2}{3}$  approval of the voting members. A fee of \$20 per year in organizational dues will apply to each organization under BOC and will be collected at the second or third Presidents meeting. At the end of the semester, 10 percent of all monies will be allocated to an educational and/or charitable purpose with the  $\frac{2}{3}$  majority approval vote.

### **Section II**

#### **Fines**

At least one representative for each organization needs to be in attendance at each BOC Constituent/Presidents. The exceptions will be made for people who contact the President or Vice President stating why they will not be able to attend or send a representative and the date of the Presidents Meeting they will be missing within 48 hours of the next upcoming meeting. The consequences for unexcused absences are as follows:

- A. First Offense- \$10
- B. Second Offense- \$20
- C. Third and Final Offense- \$30, your organization loses their vote in BOC legislation, and your organization will not receive room reservations for the academic year until fines are paid in full.
- D. If late to a Constituent/Presidents Meeting, (greater than 5 minutes past the set meeting time) an organization is subject to a \$2 fine.

These fines will be collective over the course of one academic year and will reset at the fall of the next academic year.

### **Section III**

#### **Membership**

##### **Clause 1**

Membership is open to all students of Virginia Polytechnic Institute and State University.

##### **Clause 2**

No qualified person shall be excluded from membership on the basis of race, age, sex, handicap, national origin, sexual orientation, religious affiliation, or political persuasion. **[Do not harm clause - waiting for legal language]**

**Clause 3**

All registered undergraduate, graduate, and faculty organizations of Virginia Polytechnic Institute and State University showing or sharing a common interest shall be granted membership into the Black Organizations Council upon submitting a letter of interest, mission statement, and receiving 2/3 majority vote of the present membership.

**Clause 4**

An entrance fee of \$20 will be charged to the account of newly voted organizations into BOC (This substitutes for the annual dues of the organization on the first year of membership of that organization into BOC).

**Clause 5**

The Black Organizations Council shall not be responsible for payment of debts and/or obligations and/or activities of any member organization, its associate organizations, or its members.

**Clause 6**

Existing Voting Membership of the Black Organizational Council are as follows:

Alpha Kappa Alpha Sorority, Inc.

Alpha Phi Alpha Fraternity, Inc.

African Student Association (ASA)

Association of Black Psychologists at Virginia Tech (ABPsi)

Black Graduate Student Organization (BGSO)

Black Organizations Council Executive Board

Black Student Alliance (BSA)

Caribbean Student Association (Caribso)

Delta Sigma Theta Sorority, Inc.

Enlightened Gospel Choir (EGC)

Kappa Alpha Psi Fraternity, Inc.

National Association for the Advancement of Colored People (NAACP)

National Association of Black Accountants (NABA)

National Pan-Hellenic Council (NPHC)

National Society of Black Engineers (NSBE)

Minorities in Agriculture Natural Resources and Related Sciences (MANNRS)

Phi Beta Sigma Fraternity, Inc.

Sigma Gamma Rho Sorority, Inc.

Zeta Phi Beta Sorority, Inc.

Student African American Brotherhood (SAAB)

Student African American Sisterhood (SAAS)

VT Athletics communications liaison \*\*

VT Alumni Relations communications liaison \*\*

VT Majority Population communications liaison \*\*



## **Clause 8**

### **Calendars**

Calendars need to be submitted to the Executive Board at least 4 weeks before reading day fall semester and spring semester for the next school year. Dates can then be sent on a rolling basis to be added to the BOC Community Calendar. The calendar shall operate on a first-come first-served basis and there shall not be any more than two (2) events happening simultaneously on a given date. It is the responsibility of Constituent Presidents to plan accordingly.

Fines will be assessed to the organization if dates are not being turned in and your organization will not receive room reservations for the following semester.

BOC has the authority to sign off on room reservations to prevent more than two organizations having a program on the same day.

## **Clause 9**

### **Meetings**

Executive Board meetings will be scheduled at the first official Executive Board meeting of the year according to convenience of the Executive Board's schedule.

The 2018-2019 E-Board will meet weekly on Mondays from 8-9pm in the Intercultural Engagement Conference Rm inside Squires Student Center.

- A. Constituent/Presidents Meetings will be held at least times per semester with  $\frac{2}{3}$  Executive Board vote on the dates for the meetings.
  - a. The meetings will take place the first Wednesday of every month from 7-8pm in the Intercultural Engagement Center.

## **Clause 10**

### **BOC Wide-Events**

There will be two meetings per month concerning events; two events can be social; (the events will be determined by the BOC body with a 2/3-majority approval).