Mission Statement

The Black Affairs Council (BAC) of the University of Georgia serves to assist the University in meeting the needs of the Black student body. BAC works to preserve, enhance, examine, and celebrate Black culture at the University of Georgia. To these aims the Black Affairs Council shall encourage cultural diversity, articulate the concerns of Black students, and cultivate relationships with other student organizations and the Athens-Clarke County community.

Preamble

We, the students of the University of Georgia, in order to assist the University in meeting the needs of the Black students to encourage cultural diversity on campus, to articulate the concerns of Black students, to be a champion for racial awareness and equality, to support other Black student organizations, to educate others about the African-American culture, to maintain a relationship with the Athens-Clarke County community, do hereby establish this constitution to serve as the governing document for the Black Affairs Council.

Article I: Name
The organization shall be known as the Black Affairs Council (BAC) at the University of Georgia.

Article II: Membership

Section 1: Membership is open to any student enrolled at the University of Georgia who will commit to the mission and goals of BAC.

Section 2: Membership will be classified as: Officers Committee, Executive Committee and General Body. A member must:
A) Have a current membership form on file with the Membership Relations Chair.
B) Serve on at least one of BAC committees, actively planning and attending committee meetings and functions.
C) Actively support BAC events and programs.
D) Have ownership of either a BAC t-shirt and/or a BAC membership card for that particular academic year.

Section 3: A member shall be considered active if a membership form is on file with the Membership relations Chair and the individual attends at least 50% of general body meetings for both the fall and spring semesters.
Section 4: The duties and expectations of active members shall be outlined in the by-laws.

Section 5: An individual will be deemed inactive and cannot vote if she/he does not fulfill the requirements listed under this article.

Section 6: Membership is welcomed to all who are committed or interested in our mission statement regardless of race, sex, religion, age, or nationality.

Section 7: Twenty-Five percent of active members are required to be present during a General Body meeting in order to conduct business.

Article III: The Executive Committee

Section 1: The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, Membership Relations, and Marketing and Public Relations.

Section 2: Executive powers shall be vested in the Executive Committee and authority shall rest with the president.

Section 3: The Executive Committee shall meet regularly each semester and meeting times will be determined at the beginning of each semester.

Section 4: Executive Committee members must have and maintain a 2.5 (4.0) cumulative GPA.

Section 5: The duties of the Executive Committee and of each individual officer shall be outlined in the by-laws.

Section 6: Anyone wishing to resign must follow the guidelines as listed under Article VII.

Section 7: The Executive Committee shall meet weekly.

Section 8: The Executive Committee shall be responsible for the execution of all resolutions, protocols, and policies of this constitution.

Section 9: The Executive Committee, as necessary, shall have the power to appoint ad hoc committees, representatives, or tasks forces of special interest/concerns of the Black Affairs Council.

Section 10: All Executive Officers of the Black Affairs Council shall be required to fulfill the duties and responsibilities of their office during the Summer Semester.

Article IV: Officer Committees

Section 1: The Officer Committees shall consist of all BAC standing committee chairpersons and their committees, including the Cultural and Social Programming committee, Scholastic Affairs
Committee, Political Action Committee, Historian, Freshman Advisory Board, and the Community Service Committee

Section 2: Anyone wishing to resign must follow the guidelines as listed under Article VII. Vacancies on the Officers Committees will be filled according to Article VII, section 4.

Section 3: All Officers of the Black Affairs Council shall be required to fulfill the duties and responsibilities of their office during the Summer Semester.

**Article V: Voting**

Section 1: Any written request, proposal, budget allocation, or constitutional changes must be submitted to the Executive Committee prior to the Executive Committee meeting. The Executive Committee retains the right to review any request made and will decide if the request will be brought forward to the General Body to be voted on.

Section 2: In executive meetings, executives shall cast their votes by the raising of hands, with the exception of the President. The President may vote only in the absence of an executive.

Section 3: Voting for Executive Committee elections can only occur via secret ballot at a General Body meeting.

Section 4: Voting for Officer Committee elections can only occur via secret ballot at a General Body meeting.

**Article VI: Election of Executives and Officers**

Section 1: Election for the Executive Committee and Officer Committees for the next academic year must occur two (2) weeks prior to the MSP transition Retreat.

Section 2: Only active members are able to vote for officers.

Section 3: Nominations for officers must occur during one general body meeting prior to the actual voting date. This procedure must occur if there are any vacancies.

Section 4: Votes shall be tallied by the Election Committee

Section 5: Executives and Officers shall be elected based on a majority vote by the General Body during elections.

Section 6: The term of the Executive-elect and Officer-elects must serve in their position begins with the last day of the semester in which they were elected and ends the final day of classes of the following spring semester.

Section 7: Executive-elects and Officer-elects must serve on an interim basis during the summer months between the last day of the spring semester and the first day of the fall semester.
Section 8: The Election Committee members shall be appointed by the Advisor and Executive Board prior to elections

Section 9: Election Committee members shall not have the right to vote in elections, except in instances where there is a tie.

Section 10: No member on the Election Committee shall be eligible to run for office.

Section 11: The Election Committee shall be responsible for reviewing all Nominees’ applications and resumes.

Section 12: The election committee shall be responsible for tallying all votes after elections and reporting the final results.

Article VII: Executive Committee Vacancies
Section 1: An Executive Committee member may resign by submitting a written request to the advisor and the president no later than 7 days prior to the resignation. If the president decides to resign, s/he must submit their request to the advisor at least 14 days prior to the resignation.

Section 2: In the event the President resigns, the Vice-President shall assume the position of the President on an interim basis. The Executive Committee will then decide to hold a special election for a new President or appoint the Vice-President as the new BAC President.

Section 3: The Executive Committee has 7 days to appoint someone to any vacancy on the Executive Committee, with the exception of the President. After 7 days, there must be a special election held for the general members to vote, following the voting guidelines as stated in Article V.

Section 4: After the resignation of an Officer Committee chair, Officer Committee vacancies shall be appointed by the Executive Committee.

Article VIII: Letters of Censure
Section 1: Any member of BAC shall be subject to a letter of censure after a careful review of an incident by the Executive Committee.

Section 2: Letters of censure shall be issued in the event that the mission of BAC is not upheld, misrepresented, or because of any other infractions.

Sections 3: One letter of censure shall be issued prior to disqualifications.

Section 4: A member shall be given one month to rectify all infractions outlined in the letter of censure.

Section 5: A letter of censure may be protested by petitioning to the Executive and Officer Committees for bias or fraudulent claims within the letter.
**Article IX: Amendments to the Constitution**

Section 1: A majority vote is required by active members to establish consideration for a constitutional amendment.

Section 2: Upon ratification by two-thirds majority of the voting members in attendance, the amendment shall become part of this constitution.

Section 3: Every three (3) years a constitutional review shall be required and any amendments mandated must be ratified by a majority.

**Article X: Amendment to the By-Laws**

Section 1: Active members may update the by-laws with the vote of a majority of the BAC membership.

**Article XI: Governing Authority**

Section 1: The governing authority for all Executive Committee meetings shall be Robert’s Rule of Order.

**Article XII: Disqualification**

Section 1: Executive Committee and Officer Committee of the Black Affairs Council shall be removed from office on impeachment for, and not excluded to, failure to uphold responsibilities and duties outlined in the constitution and By-Laws, and/or involved in any action that severely compromises the operation and integrity of the Black Affairs Council.

Section 2: A majority vote from the Executive Board and Officers Board will be required to impeach any official position.
The By-Laws of the Black Affairs Council

Article I: Duties and Responsibilities of the Executive Committee

Section 1. The Executive Committee shall maintain scheduled meetings during the fall school year as well as an initial retreat in the spring semester after elections for the fall planning and a retreat in the winter for spring planning. The Executive Committee shall also have the power to cancel any of these events due to conflicts with exams or any other unforeseen situations.

Section 2. The President shall:

Part 1. Preside over the Executive Committee Meetings and Officer Committee meetings.
Part 2. Serve as chief spokesperson for the group to the press, administration, and other student groups and to BAC.
Part 3. Assist other Executive Committee members on planning each meeting’s agenda.
Part 4. Establish a good rapport with campus and community leaders.
Part 5. Oversee the duties and responsibilities of other Executive Committee members and any other active BAC members.
Part 6. Appoint officers to complete the duties of other officers who due to unexpected absences are unable to complete those duties.
Part 7. Appoint official representatives to various bodies, committees, conferences etc. as requested by the University officials and other groups.
Part 8. Serve as an ex-officio member of each committee.
Part 9. Know and abide by the BAC Constitution.
Part 10. Prepare the President-elect for the office of the President’s responsibilities and duties.
Part 11. Hold a minimum of four office hours per week in either the BAC or MSP office.

Section 3. The Vice-President shall:

Part 1. Assume the duties and responsibilities of the President in case of absence or resignation.
Part 2. Ensure that each committee carries out obligations of the year.
Part 3. Work with committees in developing their programming calendar for the year.
Part 4. Ensure that monthly reports are turned in on time.
Part 5. Ensure that committee meetings are being held.
Part 6. Attend a minimum of one committee meeting per committee each semester.
Part 7. Attend Executive Committee and Officer Committee meetings.
Part 8. Know and abide by the BAC constitution.
Part 9. Prepare the Vice-President-elect for the office of the Vice-President’s responsibilities and duties.
Part 10. Hold a minimum of four office hours per week in either the BAC or MSP office.
Part 11. Have an officer report to present at the BAC General Body meetings.

Section 4. The Secretary shall:

Part 2. Types all official correspondences of the organization.
Part 3. Handle the print copying of the organization.
Part 4. Make sure the office is clean and in order
Part 5. Maintain a secretarial file of all BAC actions
Part 6. Mails and also reads all correspondence.
Part 7. Ensure that office hours are being kept.
Part 8. Shall keep accurate attendance of all BAC functions including programs, Executive Committee and General Body meetings.
Part 9. Attend Executive Committee and Officer Committee meetings.
Part 10. Prepare the Secretary-elect for the office of the Secretary’s responsibilities and duties.
Part 11. Hold a minimum of four office hours per week in either the BAC or MSP office.
Part 12. Maintain accurate minutes of all corresponding meetings.
Part 13. Know and abide by the BAC constitution.

Section 5. The Treasurer shall:
Part 1. Serve on the Executive Committee
Part 2. Be responsible for organizing the budgetary data and procedure for the next academic year.
Part 3. Make a financial status report at each Executive Committee and General Body meeting.
Part 4. Keep an accurate, up-to-date file of expenditures and credits.
Part 5. Know financial procedures of Student Activities and MSP.
Part 6. Forward check requests and purchase requisitions to MSP.
Part 7. Submit a written monthly financial report to the President and to the organization’s advisor.
Part 8. Meet monthly with organization’s advisor.
Part 9. Attend Executive Committee and Officer Committee meetings.
Part 10. Develop financial programs and workshops.
Part 12. Know and abide by the BAC Constitution.
Part 13. Prepare the Treasurer-elect for the office of the Treasurer’s responsibilities and duties.
Part 14. Hold a minimum of four office hours per week in either the BAC or MSP office.
Part 15. Shall hold individual meetings with each committee chair to discuss budgetary logistics

Section 6. The Advertising and Public Relations Committee Chair shall:
Part 1. Establish goals for the year.
Part 2. Develop Public Relations campaigns for the programs.
Part 3. Disseminate information about BAC and its programs.
Part 5. Report to the President.
Part 6. Hold regular committee meetings
Part 7. Attend Executive Committee and Officer Committee meetings.
Part 8. Know and abide by the BAC Constitution.
Part 9. Prepare the Public Relations Committee Chair-elect for the office of the
Public Relations Chair’s responsibilities and duties.
Part 10. Hold a minimum of four office hours per week in either the BAC or MSP office.
Part 11. Have an officer report to present at the BAC General Body meetings.
Part 12. Maintain the organization of the website.
Part 13. Responsible for the creation of all promotional material.

Section 7. The Cultural & Social Programming Committee Chair shall:
Part 1. Establish goals for the year.
Part 2. Hold a minimum of two cultural and social events per semester.
Part 3. Coordinate receptions as needed for programs.
Part 5. Report to the Vice-President.
Part 6. Hold regular committee meetings (a minimum of four per semester)
Part 7. Attend Officer Committee and General Body meetings.
Part 8. Know and abide by the BAC Constitution.
Part 9. Prepare the Cultural and Social Committee Chair-elect for the Cultural & Social Programming Committee Chair’s responsibilities and duties.
Part 10. Hold a minimum of two office hours per week in either the BAC or MSP office.
Part 11. Have an officer report to present at the BAC General Body meetings.

Section 8. The Community Service Committee Chair shall:
Part 1. Establish goals for the year.
Part 2. Hold a minimum of two community programs per semester.
Part 3. Establish a working relationship with the community.
Part 5. Report to the Vice-President.
Part 6. Hold regular committee meetings (a minimum of four per semester)
Part 7. Attend Officer Committee and General Body meetings.
Part 8. Know and abide by the BAC Constitution.
Part 9. Prepare the Community Service Committee Chair-elect for the office of the Community Service Committee Chair's responsibilities and duties.
Part 10. Hold a minimum of two office hours per week in either the BAC or MSP office.
Part 11. Have an officer report to present at the BAC General Body meetings.

Section 9. The Political Action Committee Chair shall:
Part 1. Establish goals for the year.
Part 2. Develop a minimum of two events to promote racial harmony among Black students.
Part 3. Respond to articles written in various newspapers.
Part 5. Report to the Vice-President.
Part 6. Hold regular committee meetings (a minimum of four per semester).
Part 7. Attend Officer Committee and General Body meetings.
Part 8. Know and abide by the BAC Constitution.
Part 9. Prepare the Political Action Committee Chair-elect for the office of the Political Action Committee Chair’s responsibilities and duties.
Part 10. Hold a minimum of two office hours per week in either the BAC or MSP office.
Part 11. Have an officer report to present at the BAC General Body meetings.
Part 12. Report to campus events and activities promoting advocacy (ex. Open Mic with Mike)
Part 13. Coordinate efforts to act on behalf of students that need organizational support in cases where individuals are discriminated against, etc.
Part 14. Initiate and maintain collaborative efforts with NAACP on political matters.

Section 10. The Historian shall:
Part 1. Keep track of records of events from previous years.
Part 2. Organize records from previous years.
Part 3. Create a scrapbook of each year’s organization.
Part 4. Attend Officer Committee and General Body meetings.
Part 5. Report to the Vice-President.
Part 6. Know and abide by the BAC Constitution.
Part 7. Prepare the Historian elect for the office of the Historian’s responsibilities and duties.
Part 8. Hold a minimum of two office hours per week in either the BAC or MSP office.
Part 9. Work closely with Secretary to obtain information that should be archived.
Part 10. Work closely with the Public Relations chair to post historical events on BAC website.

Section 11. The Membership Relations Committee Chair shall:
Part 1. Serve on the Executive Committee
Part 2. Organize the membership application process.
Part 3. Maintain an accurate roster full of active members.
Part 5. Organize at least two membership appreciation events each semester.
Part 6. Plan a minimum of two programs that are related to the development of leadership skills such as networking, dress for success, etiquette, etc.
Part 7. Recruit new members in coordination with Freshman Advisory Board.
Part 8. Ensure that BAC is represented at the UGA Student Activities Fair.
Part 9. Create membership packet
Part 10. Work closely with Treasurer to collect membership dues.
Part 11. Attend Executive Committee and Officer Committee meetings.
Part 12 Know and abide by the BAC Constitution.
Part 13. Shall be the liaison between all Committee Chairs and other organizations in matters of Co-Sponsorship
Part 14. Prepare the Membership relations chair-elect for the office of the Membership Relation’s responsibilities
Part 15. Hold a minimum of two office hours per week in either the BAC or MSP office.

Section 12. The Scholastic Affairs Committee Chair shall:
Part 1. Attend Officer Committee meetings.
Part 3. Recruit tutors and coordinate tutorial and study groups
Part 4. Report to the Vice-President.
Part 5. Plan a minimum of two programs that enhance the academic success of students such as study skills, time management, study abroad, degree programs, etc.
Part 6. Collaborate with other organizations/departments for programming efforts.
Part 7. Report on activities during Executive Committee and General Body meetings.
Part 8. Know and abide by the BAC Constitution.
Part 9. Prepare the Scholastic Affairs chair-elect for the office of the Scholastic affairs chair’s responsibilities and duties.
Part 10. Hold a minimum of two office hours per week in either the BAC or MSP office.

Section 13. The Freshman Advisory Board Advisor Chair shall:
Part 1. Create and implement a selection process for freshman representatives of BAC (aka FAB members.)
Part 2. Attend Officer Committee meetings.
Part 3. Attend bi-monthly General Body meetings
Part 4. Lead FAB meetings.
Part 5. Guide FAB members in their programmatic and leadership efforts and ensure that they are aligned with the missions and goals of BAC.
Part 6. Create two FAB Freshman-only events per academic year.
Part 7. Report on FAB opinions and suggestions during Executive Committee and General Body meetings.
Part 8. Report to the Vice-President.
Part 9. Know and abide by the BAC Constitution.
Part 10. Prepare the FAB Committee Chair-elect for the office of the FAB Committee Chair-elect’s responsibilities and duties.
Part 11. Hold a minimum of two office hours per week in either the BAC or MSP office.