**The Black United Body Constitution**

Established 1971

**ARTICLE I:             NAME**

The name of this organization shall be the Black United Body, hereinafter referred to as "B.U.B”.

**ARTICLE II:            PURPOSE**

The purpose of B.U.B is to celebrate, educate and promote the black culture on and off campus. Additionally, B.U.B will promote retention and academic success for Black and African American Students. We are dedicated to diversity and cultural awareness by promoting open dialogue between Black students and the entire Bentley community. We will spread awareness through social events, educational gatherings, collaboration with other organizations on campus and meetings with Staff and Faculty on campus.

**ARTICLE III:** **MEMBERSHIP**

Section A:     Eligibility

Membership in B.U.B will be available to all students at Bentley University. In order to be considered a member, one must attend at least one general body meeting and one additional event each semester.

Section B:     Restrictions

No individual shall be denied membership to B.U.B on the basis of race, gender, sexual orientation, age, religion, national or ethnic origin, handicap, or disability. B.U.B shall not discriminate against any member.

Section C:     Permission to Vote

Only Members who have no more than two unexcused absences shall be permitted to vote.

**ARTICLE IV:           EXECUTIVE BOARD**

Section A:     Purpose and Authority

The Executive Board shall be the governing body of B.U.B. The Executive Board shall be responsible for establishing and carrying out the policies, events, and activities of B.U.B, and for the allocation of all B.U.B funds. The Executive Board shall also be responsible for selecting an advisor to B.U.B in the event of a vacancy.

Section B:     Composition

There shall be six (6) Executive Board positions: President, Vice President, Secretary, Treasurer, Public Relations Chair, and Fashion Show Director and Assistant Director. B.U.B. will also have joint committees under the Executive Board consisting of an operations committee which will report to the Vice President, Public Relations Committee that will report to the Public Relations Chair and a Fashion Show Committee that will report to the Fashion Show Chair. The advisor shall serve as an ex-officio (non-voting) member of the Executive Board.

Section C:     Qualifications

Executive Board members must represent B.U.B at all times and have the organizations interest in mind at all times. They must not have more than two (2) unexcused absences from meetings and events. Officers must meet all qualifications set forth by Bentley University for status as a student organization officer and must maintain a GPA of 2.0 or higher.

Section D:     Meetings of the Executive Board

The quorum for meetings of the Executive Board shall be no less than two-thirds (2/3) of the Executive Board, exclusive of the advisor. Meetings of the Executive Board shall ordinarily be open to observation by all committee members of B.U.B. When discussing confidential matters, the Executive Board may call executive meetings and limit attendance to itself and individuals which it chooses to invite, provided that twenty-four (24) hours notice is given.  More than 3 unexcused tardies to required meetings is equivalent to one unexcused absence. In the event that a member has more than two unexplained absences, the then President has the authority to take necessary action.

Section E:     Duties

1. The President shall:
   1. Preside over all meetings
   2. Act on behalf of the B.U.B when matters require immediate attention
   3. Have the power to interpret and carry out provisions of the Constitution
   4. Meet bi-monthly with Advisor
   5. Attends external meetings to represent B.U.B
   6. Works with VP to come up with meeting agenda
   7. Oversees Annual Fashion Show
   8. Oversee members of E-board
2. The Vice President shall:
   1. Preside over meetings in the absence of the President
   2. Assist the President with his/her responsibilities
   3. Act on behalf of the B.U.B when matters require immediate attention and the President is absent.
   4. Works with President to create meeting Agenda
   5. Inputs and records events through the EMS event booking system
   6. Oversee the Operations committee.
3. The Secretary shall:
   1. Organize an e-mail list of all members
   2. Contact members prior to the meetings
   3. Take attendance at all meetings
   4. Record and disperse the minutes of all meetings
   5. Keep a record of events
   6. Send out e-mail communications to members for various events
   7. Invite all attendees to meetings and events
4. The Treasurer shall:
   1. Have authority to conduct and execute financial matters with the approval of the Executive Board.
   2. Perform and record all transactions.
   3. Abide by all regulations set forth by AIA
   4. Keep records of funds and assets of B.U.B
      1. Keeps receipts
      2. Submits budgets
5. The Public Relations Officer shall:
   1. Maintain the B.U.B. web pages
      1. Facebook
      2. Instagram
      3. Twitter
      4. Other social media mediums
   2. Maintain the B.U.B. scrapbook
   3. Coordinate club promotional activities
   4. Maintains relationships with other organizations and communicates with other campus organizations
   5. Promotes events
      1. Create Posters and flyers
      2. Set up day and time to put up flyers
6. The Fashion Show Director shall:
   1. Oversee every aspect of the event from its conception to the final presentation
   2. Choose, interview, and oversee fashion show committee members
   3. Lead fashion show committee meetings
   4. Keep the shows on track with scheduled outline
   5. Communicate with B.U.B President
   6. Create a budget for the show with the treasurer and the president
7. The Executive Board may delegate authority, upon consensus, to voting executive board and committee members.

**ARTICLE V:            ELECTION OF EXECUTIVE BOARD MEMBERS**

Section A:     Time of Election

Elections shall take place approximately a month before the end of every semester.

Section B:     Advertisement of Elections

Elections shall be announced and advertised to all members of B.U.B, no less than 14 days prior to the time of election.

Section C:     Proxy votes

Signed, sealed votes or nominations by proxy are permitted. Electronic voting is also permitted.

Section D:     Voting Body

The voting body shall consist of all members of B.U.B, present in person or by proxy at the time of election. E-Board members will confirm the appointees.

Section E:     Voting Procedures

1. Nominations:  Nominations may be made by those qualified to vote under Article III.  Nominations to each office shall be taken one meeting prior to election of the respective office.
2. Voting:  Voting shall be by secret ballot. The advisor and a non-running member at large will count the votes.

Section F:      Vacancy of Office

The Executive Board may authorize special elections to fill vacancies of the Executive Board.  In the event that an Executive board member resigns or is relieved of their position, a special election if necessary can be enforced.

Section G:     Duration of Term

The duration of office shall extend to the next regular election, resignation, or removal from office.

**ARTICLE VI:           B.U.B FINANCES**

Section A:     Financial Records

The financial records of the B.U.B shall be available to any the E-Board, Advisor, members or certain organizations upon request.

Section B:     Allocations and Internal Audit (AIA)

All expenditures shall be in accordance with the policies set forth by the Allocations and Internal Audit board.

**ARTICLE VII:         MEETINGS**

Section A:     Frequency

Meetings shall be held at least bimonthly for the executive board. Of these two (2) required meetings, B.U.B. committee is required to at least attend one (1).

Section B:     Announcement

Meeting times, dates, and locations shall be made available upon request.

Section C:     Voting

All decisions shall be made by a majority (two thirds [⅔]) vote.  Votes are restricted to committee and executive board members either present at the time of the vote or by proxy.

**ARTICLE VIII:                    ADHERENCE TO REGULATIONS**

B.U.B shall adhere to all policies of Bentley University, Student Programs and Engagement (SP&E) and to all applicable federal, state, and local laws.  This constitution, amendments to it, and the by-laws of this organization shall be subject to review by SP&E to insure that they are in accordance with the aforementioned rules and regulations.

**ARTICLE IX:           CONSTITUTION AMENDMENT PROCEDURE**

The Constitution of B.U.B may be amended, repealed, or replaced in part or in whole by a two-thirds (2/3) vote at a B.U.B. meeting with ordinary restrictions on voting privileges prevailing.

Section A:     Provisions

Amendments must be presented not less than seven days prior to the vote.

Section B:     Enactment of Changes

Changes to this constitution shall come into effect upon approval of the amended constitution by the SP&E.

Section C:     Documentation of Changes

The President of B.U.B. shall attach to this constitution a statement that reads, “I, President of the B.U.B., certify that the attached constitution is a valid and correct copy of the constitution approved by both the membership of this body and the Association of Bentley Activities.”  The President will affix his/her signature and date to this statement, and will provide a copy of the constitution and statement to the Association of Bentley Activities.

**Article X:                AGENCY CLAUSE**

B.U.B is not an agent of the Bentley University or SP&E and its views and actions do not necessarily represent those of Bentley University or SP&E.