



BLACK STUDENT UNION CONSTITUTION & BYLAWS

ORGANIZATION NAME & LOCATION

The organization shall be named the Black Student Union at UH and hereafter be referred to as “BSU”. The organization shall be seated at the University of Houston—in Houston, Texas.

MISSION AND PURPOSE

The Black Student Union at the University of Houston is an umbrella organization that fosters success through the social and educational support of the Africana community. BSU strives to unite our leaders by cultivating cultural awareness. Our programs serve as a catalyst for personal and professional development.

OVERVIEW

The purpose of the constitution and bylaws is to provide general guidelines about BSU policies and procedures. The policies of BSU are established by the BSU team and approved by the Advisor. The BSU team consists of the executive board and its respective committees. With the exception of the voluntary at-will position policy, these guidelines are subject to modification, amendment or revocation by BSU at any time, without advance notice.

BSU will provide every team member with a copy of the bylaws during orientation. The highest standards of personal and professional ethics and behavior are expected of the BSU Executive Board. Further, BSU expects each executive officer to display good judgment, diplomacy and courtesy in their professional relationships with members of BSU’s committees, membership, staff, and the general public.

BLACK STUDENT UNION PRINCIPLES

- **Unity:** We strive to establish and maintain unity amongst the University of Houston community
- **Leadership:** We strive to develop active leaders through professional development
- **Student Engagement:** We strive to enhance student engagement through social and educational programming
- **Cultural Consciousness:** We strive to foster Africana cultural awareness
- **Community Camaraderie:** We strive to initiate and maintain successful community relationships

MEMBERSHIP INFRASTRUCTURE

Membership in this organization will not be based on discrimination based on race, handicap, age, gender, color, creed, religion, political persuasion, sexual orientation or national origin.

The Executive Board shall consist of the President, Vice President, Treasurer, Secretary, Programming Director, Marketing Director, Community Outreach Director, and Historian.

All BSU Team positions are At-Will Positions, meaning that individuals may be terminated from their position within BSU at will. Team Members may vacate their position in BSU at will.

The Black Student Union shall be convened and presided over by the President.

Although this team has separate functions, they all serve a purpose of advancing the influence, academic excellence, and standard of the black student population.

EXECUTIVE BOARD POSITIONS

The selection of the Executive Board begins with the selection of the President and then the selection of the remaining BSU Team. A committee shall be formed to conduct an interview process to select the new President. The committee shall consist of the current non-returning President, BSU Faculty/Staff Advisor(s) and other past BSU members at the discretion of the current President. The role and scope of the BSU Faculty/Staff Advisor(s) is to provide guidance and supervision of the process, but in no way have the final say in the selection process. The final decision is held responsible by the current non-returning President only.

It is not endorsed for a President to return for a second term, but to lead in other advisory roles. In the instance of a President wishing to return for a second and final term, a selection committee will be formed. The committee shall consist of the current BSU Advisor(s), current Executive Board Members, and current Committee Members.

Once a President has been selected, he/she may begin the interview process for the remainder of the BSU Team positions.

Executive Board Membership for the Black Student Union is \$50.00 an academic school year. Dues are collected June 1st after a member is elected to office and are non-refundable. Dues are collected to support proposed projects such as: other educational / training programs, workshops, materials and supplies, and administrative costs. Dues may also be used for members to travel to area, regional and national workshops. Executive Board terms begin one week after the official announcement of the winning positions for an entire academic school year.

PRESIDENT

The President of the Black Student Union is responsible for working collaboratively with the BSU Team in leading the transformation of the Black Student Union from its current stage to a more mature organization capable of delivering on its long term vision. Specifically, he/she will ensure that BSU's fiscal, operations, fundraising, marketing, human resource, technology, and programmatic strategies are effectively implemented across all segments of the organization. This position reports directly to the organization's Advisor and works closely with the Vice President on all collaborative and managerial tasks. Specific Board Member responsibilities include:

Leadership, Governance, and Oversight

- Facilitate all meetings.
- Serves as the direct and transparent oversight of the Marketing Director, Programming Director, and Community Outreach Director offering executive direction.
- Collaborate with the Advisor and Vice President and the board to refine and implement the strategic plan while ensuring that the budget, team and priorities are aligned with BSU's core mission.
- Provide inspirational leadership and direction to all executives, and ensure the continued development and management of a professional and efficient organization; establish effective decision-making processes that will enable BSU to achieve its long- and short-term goals and objectives.

- Cultivate a strong and transparent working relationship with the Board and ensure open communication about the measurement of financial, programmatic, and impact performance against stated milestones and goals.
- Must obtain three general sponsors for the BSU during the academic school year. These sponsors are due by the middle of spring semester. See sponsorship packet for more information.
- In partnership with the Advisor and Vice President, help build a diverse and inclusive Board representative of the community that is highly engaged and willing to leverage and secure resources.
- Ensure that the flow of funds permits BSU to make continuous progress towards the achievement of its mission and that those funds are allocated properly to reflect present needs and future potential as well as approve all final budgets submitted by the Marketing Chair and Programming Director (with the assistance of the Vice President).
- Assist the Vice President in organizing the end of the year BSU orientation
- Represent the Black Student Union at both on and off campus functions such as not but limited to out of state conferences, business meetings, off campus networking events, on campus networking events, and other registered student organization events.
- Evaluate the success the progress of the organization with the assistance of the Vice President and Advisor at the end of each semester and academic school year.

VICE PRESIDENT

The Vice President serves as a key leadership team member and an active participant in making strategic decisions affecting the Black Student Union. The Vice President assists the President in the management and delegation of all Black Student Union activities as well as represents the organization to the University of Houston campus and Greater Houston area and is responsible for financial and operational success of the organization.

Board Member responsibilities include:

Leadership, Governance, and Oversight

- Facilitate Executive Board meetings and special appearances if the President is not available.
- Serves as the direct and transparent oversight of the Treasurer, Secretary, and Historian positions offering and Executive direction.
- Actively work with the President and Advisor to develop and implement a comprehensive development strategy to include corporate and foundation grants and or sponsorship.
- Represent the Black Student Union at both on and off campus functions such as not but limited to out of state conferences, business meetings, off campus networking events, on campus networking events, and other registered student organization events.
- Plans, develops and enforces policies and objectives for the organization to ensure it maintains its values and meets established goals.
- Oversee the financial status of the organization including developing long and short range financial plans, monitoring the budget and ensuring sound financial controls are in place; set financial priorities accurately to ensure the organization is operating in a manner that supports the needs of the program and staff.
- Ensure that funds permit BSU to make continuous progress towards the achievement of its mission and that those funds are allocated properly to reflect present needs and future potential as well as approve all final budgets submitted by the Marketing Chair and Programming Director (with the assistance of the President and Treasurer).

- Only individual, besides the Treasurer, who can accept physical cash, write receipts, and make invoices for the organization.
- Assist the President in creating, communicating, and implementing the organization's vision, mission, and overall direction of the organization.
- Must obtain three general sponsors for the Black Student Union during the academic school year. These sponsors are due by the middle of spring semester.
- Lead, guide, direct, and evaluate the work of other Executive Board Members with the assistance of the President and Advisor.
- Assess the progress of the organization with the assistance of the President and Advisor at the end of each semester and academic school year.
- Perform other responsibilities as assigned by the President or the Advisor.

TREASURER

The Treasurer serves as an overseer of all aspects of financial management to safeguard the organization's finances. He or she acts as a source of information for the Directors and other committee members (clarifying financial implications of proposals, confirming legal requirements, outlining the current financial status, and retrieving relevant documentation). This position directly reports to the Vice President. Board Member responsibilities include:

Leadership, Governance, and Oversight

- Facilitate Executive Board meetings and special appearances if the President or Vice President is not available.
- Serve as the liaison with designated staff about financial matters.
- Must obtain three general sponsors for the Black Student Union during the academic school year. These sponsors are due by the middle of spring semester. See sponsorship packet for more information.
- Ensure that appropriate financial systems and controls are in place.
- Ensure that record-keeping and accounts meet the conditions of funders or statutory bodies.
- Ensure financial compliance with the BSU Handbook.
- Advise on the organization's fundraising strategy.
- Prepares biweekly Financial Board Report and submits to Secretary prior to Executive Board meetings for full board review.
- Monitor all donor/sponsorship information.
- Manage bank accounts.
- Set up appropriate systems for book-keeping, payments and petty cash.
- Ensure everyone handling money keeps proper records and documentation.
- Develop and approve the annual budget of the Marketing Director and Programming Director (with the assistance of the President and Vice President) as well as comparing the actual revenues and expenses incurred against the budget.

SECRETARY

The Secretary is responsible for the organization, filing system, and inventory of the Black Student Union. The Secretary is in charge of fostering communication and diligence through proper management and utilization of important records such as meeting minutes and the organization's bylaws. This position will report directly to the Vice President, but be under the guidance of the President and Vice President. Specific Board Member responsibilities include:

Leadership, Governance, and Oversight

- Create and disseminate all meeting minutes two days before the scheduled meeting. Meeting minutes must be completed and disseminated to the Executive Board one week after a scheduled meeting.
- Give proper notice of any meetings and timely distribution of materials such as agendas and meeting minutes.
- Should be knowledgeable of the organization's records and related materials, providing advice and resources to the board on topics such as governance issues.
- Responsible for maintaining accurate documentation and meeting any legal requirements such as annual filing deadlines.
- Must obtain three general sponsors for the Black Student Union during the academic school year. These sponsors are due by the middle of spring semester. See sponsorship packet for more information. Responsible for presenting correspondence information to the BSU Executive Board during scheduled meetings and ensuring correspondence is directed to the appropriate Executive Board member.
- Responsible for all hospitality correspondence such as 'thank you notes'.
- Responsible for keeping General Members updated on all BSU events and meetings.
- Responsible for the creation and dissemination of the Black Student Union biweekly newsletter.
- Responsible for reviewing and updating documents as necessary and ensuring all documents are safely stored and readily accessible.
- Keep website calendar updated with all relative BSU, campus, and community events.
- Ensures that official records are maintained of members of the organization and Board.
- Regularly attends Executive Board Meetings and important related meetings.
- Attend community and campus events to represent BSU.
- Keeps an updated inventory of all BSU materials such as pens, programming materials, etc.

PROGRAMMING DIRECTOR

The Programming Director for the Black Student Union at UH is responsible for facilitating, delegating, and manifesting all programs for the Black Student Union according to the programming rubric outlined on page 17. This position will report directly to the President but be under the guidance of the President and Vice President, with a close working relationship with the Treasurer and Marketing Director. Specific Board Member responsibilities include:

Leadership, Governance, and Oversight

- Serve as the facilitator and manager of all Black Student Union programming.
- Outline a budget for the programs for the organization's top three officers due December 1 and June 1 and ensure the organization adheres to the budget.
- Direct and manage all contacts for BSU programming.
- Develop and effectively manage program timelines to ensure timely completion of program deliverables.
- Monitor the effectiveness and results of the program and plan adjustments.

- Serve as programmatic liaison to external partners, including representing BSU to UH academic departments, community organizations, and UH registered student organizations.
- Regularly attends Executive Board Meetings and important related meetings.
- Must obtain three general sponsors for the Black Student Union during the academic school year. These sponsors are due by the middle of spring semester. See sponsorship packet for more information.
- Attend community and campus events to represent BSU.

MARKETING DIRECTOR

The Marketing Director is responsible for the professional and creative branding of the organization. Focusing on the practical application and management of the organization's marketing operations, the Marketing Director manages the organization's entire marketing activities and therefore handles formulating, directing and coordinating marketing strategies to influence students to choose BSU over our competitors. This position reports directly to the President but works closely with the President and Vice President for guidance. Specific Board Member responsibilities include:

Leadership, Governance, and Oversight

- Instill a marketing led ethos throughout the organization.
- Develop the marketing strategy and plan, updated each semester depending on the program, for successful promotion and outreach of BSU programs.
- Approve all creative images and videos used for marketing purposes.
- Responsible for market research; the study of the organization's competitors so as to develop superior products and employ efficient marketing techniques. Companies conduct market research using questionnaires, face-to-face interviews or analyzing the buying habits of consumers.
- Must obtain three general sponsors for BSU during the academic school year. These sponsors are due by the middle of the spring semester. See sponsorship packet for more information.
- Responsible for the development of the BSU brand; consisting of visuals, such as a logo, and sometimes sounds, such as music used in a television or radio advertisement, a brand is the image that comes to mind when customers think of company.
- Offer oversight on website content and design.
- Offer oversight on ALL social media content.
- Coordinate yearly Executive Board photos by deadline.
- Coordinate partnership with either a student or company for flyer design as well coordinate all flyer content.
- Coordinate the provision of marketing materials such as t-shirts, buttons, stickers, etc. as well as approve all marketing material design and content.
- Outline a budget for all marketing materials for the organization's top three officers due December 1 and June 1 and ensure the organization adheres to the budget.

COMMUNITY OUTREACH DIRECTOR

This position requires a lot of research and knowledge of not just campus, but community events and activities. The Community Outreach Director is not only in charge of coordinating community service opportunities; this position develops BSU'S external alliances in the greater Houston community by providing networking, event, and developmental opportunities for BSU members. This position reports directly to the President, but works closely

with the President and Vice President for guidance and dissemination of information. Specific Board Member responsibilities include:

Leadership, Governance, and Oversight

- Coordinate volunteer opportunities for BSU Executive Board and General Members.
- Responsible for leading BSU to complete 100 volunteer hours each semester.
- Facilitator and liaison between the chosen philanthropy organization and Executive Board. This individual must attend meetings hosted by the philanthropy organization on a consistent basis to ensure proper representation of BSU.
- Must obtain three general sponsors for the Black Student Union during the academic school year. These sponsors are due by the middle of spring semester. See sponsorship packet for more information.
- Knowledge of the University of Houston and Greater Houston community and the various organizations located here – plus the ability to see logical connections.
- Reach out to key organizations (both on and off campus) that align with the BSU mission statement to determine if there are ways they can work effectively with the Black Student Union and vice versa
- Identify opportunities and interest of student development for students such as internships, scholarships, on campus jobs, etc.
- Identifies professionals that can support and nourish the community outreach program.
- Develops budget for community outreach initiatives and programs. This budget must be submitted to the President, Vice President, and Treasurer no later than December 1 and June 1.
- Plan one signature Black Student Union community outreach event or volunteer opportunity.

HISTORIAN

The duty of the Historian is to trace historical development in a particular field, such as social, cultural, political, or diplomatic history of the organization as well as taking photos for all BSU programs. This position reports directly to the Vice President. Specific Board Member Duties include:

Leadership, Governance, and Oversight

- Taking professional photography at all BSU related events and outings
- Conduct historical research as a basis for the identification, conservation, and reconstruction of historic places and materials.
- Develop a scrapbook for each academic year.
- Educate the General Membership on BSU's history.
- Must obtain three general sponsors for the Black Student Union during the academic school year. These sponsors are due by the middle of spring semester. See sponsorship packet for more information.

If a vacancy occurs in the BSU Team and cannot be filled by a current General Member, then the remaining BSU Team will publicize the vacancy and interview applicants, and nominate an individual to fill the position or undergo the Presidents appointment powers.

COMMITTEE MEMBERSHIP

The majority of BSU work is done by Standing Committees and not in the Executive Board Meetings. The two committees that function under the direction and authority of the Executive Board are the Programming and Marketing Committee. These committees serve to support the Executive Board and specialize in certain aspects of management of the organization to increase efficiency of the implementation of the BSU mission statement. Ideal committee members possess these traits:

All Committee Members are required to participate in the BSU Orientation that takes place at the end of each Spring Semester. As this event is required, Committee Members must undergo extensive training to fully understand the mission and purpose of BSU. Along with understanding the mission, Committee Members will be educated on the history of the organization, proper marketing skills for the organization, as well as training on organization position functions and structure.

Committee Members are also subject to fines listed on page 15. Please refer to this section of the Handbook for more details. Committee Membership for BSU is \$40.00 an academic school year regardless if you are a new Committee Member or not. Dues are due June 1st after a member is elected to office. If a Committee Member is impeached or decides to resign, it is to be noted, their \$40.00 fee is nonrefundable. The \$40.00 dues collected may be used to support proposed projects; other educational and/or training programs/workshops; materials and supplies as required for programming; and administrative costs. Dues may also be used for members to travel to area, regional and national workshops. BSU Team Membership terms begin one week after the official announcement of the winning positions for an entire academic school year.

Active Committee Membership consists of one who pays their \$40.00 Committee Membership dues by the designated due date, completes the BSU Orientation and who attends meetings regularly and actively participates in the planning, execution, and/or evaluation of the organization's programs and community outreach.

PROGRAMMING COMMITTEE

The Programming Committee is comprised of students who are most familiar with the approaches and operations of the organization's programs. This committee should seek to create programs that will manifest the 5 principles of the organization, enhance the social life of students on campus, and serve as a mechanism to teach students about their culture. This committee will report directly to the Programming Director, but be under the guidance of the President and Vice President, with a close working relationship with the Treasurer and Marketing Director. The ideal PC will consist of individuals over these specific tasks/individual roles:

- Membership Programming: Focuses on programming and incentives that increase and retain General Membership.
- Regular Monthly/Semester Programming: Focuses on general programming for BSU.
- Annuals Programming: Focuses on the planning and implementation of BSU's annual events

The overall structure and meeting dates/times for this committee are under the executive Authority of the Programming Director. Due to the possibility of not receiving enough applicants or change in the culture of the organization/committee, there is no set amount of individuals or committee member roles. However, it is required that the committee meet at least once a month and present a report of their committee work to the Secretary at least once a month for it to be read over during an Executive Board meeting.

MARKETING COMMITTEE

The Marketing Committee will report directly to the Marketing Director, but be under the guidance of the President and Vice President. This committee should seek to promote media content consistent with fundamental BSU goals which keeping African-American students actively engaged in both their campus, academic, and Greater Houston communities and continue the furtherance of cultural understanding as well as monitor local and national media outlets. The ideal MC will consist of individuals over these specific tasks/individual roles:

- Campus Communication Expert: Ensures the physical campus presence of BSU is significant. From posting flyers on campus, to handing flyers out at events/programs on campus, to making sure BSU is wearing their appropriate paraphernalia to certain functions, this individual guarantees the visual presence of BSU is up to standard.
- Social Media Expert: Posts content for all of social media outlets and ensuring the Executive Board is utilizing their social media accounts as well.
- Web Design: Updates our website and is in charge of its content.

The overall structure and meeting dates/times for this committee are under the executive Authority of the Programming Director. Due to the possibility of not receiving enough applicants or change in the culture of the organization/committee, there is no set amount of individuals or committee member roles. However, it is required that the committee meet at least once a month and present a report of their committee work to the Secretary at least once a month for it to be read over during an Executive Board meeting.

FUNDRAISING COMMITTEE

The Fundraising Committee will report directly to the Treasurer, but be under the guidance of mainly the Vice President, with a close working relationship with the President, Programming Committee and Marketing Committee. This committee should seek to obtain funds for all BSU operations. The ideal FC will consist of individuals over these specific tasks/individual roles:

- Sponsorships: Ensures companies/businesses in the Houston community support BSU monetarily.
- Fundraising: Plans logistics for fundraising opportunities both on and off campus

The overall structure and meeting dates/times for this committee are under the executive authority of the Treasurer. Due to the possibility of not receiving enough applicants or change in the culture of the organization/committee, there is no set amount of individuals or committee member roles. However, it is required that the committee meet at least once a month and present a report of their committee work to the Secretary at least once a month for it to be read over during an Executive Board meeting.

MEETINGS

The President and Vice President shall meet bi-weekly during the fall and spring semesters. Summer meetings shall be tentative at the convenience of the Executive Board.

The Executive Board shall meet regularly with the BSU Faculty/Staff Advisor(s). The term “regularly” shall be determined by the BSU Faculty/Staff Advisor.

All Committees shall meet at least once a month or on an agreed timeframe during the fall and spring semesters. Summer meetings shall be tentative at the convenience of the Committee Directors.

All BSU Programs are mandatory for the entire BSU Team. If any of the Team Members are unable to attend these meetings, notify the President at least 3 days prior to the program.

All BSU Team Members shall meet once a year for a mandatory retreat. Times for the retreat shall be set up by the BSU Advisor and BSU Team.

BYLAWS

ACADEMIC PERFORMANCE REQUIREMENTS

The University of Houston academic records of the BSU Team will be reviewed at the end of each academic semester by the BSU Advisor.

Any BSU Team Member who falls below the 2.7 for the President and Vice President and 2.5 GPA for the remainder of the team during the school year will be removed from their position in the BSU Team. There will not be a refund of dues to the individual.

The appointment or application and interview process for a successor will only begin once the individual has vacated office.

PROGRAM REQUIREMENTS

All programs of BSU are mandatory for BSU Team Members. Failure to attend one of the following:

All executive board members will start with zero points.	
Any Executive Board Member who attends a meeting without their weekly report	-1 point
Unexcused tardy to the executive board meetings	-1 point
Individuals who are out of the designated dress code for a specific BSU program	-2 point
Unexcused absence from the executive board meeting	-3 points
Unexcused absence from any required BSU program	-3 points
Being on time and prepared with weekly report	+1 point
Recruiting a committee member	+1 point
Have weekly report sent 48 hours before meeting	+1 point
Host monthly committee meeting	+2 points
Publicize for an event at least 5 times in one day	+2 points
Wearing BSU paraphernalia at a non-BSU events, with proof	+2 points
Once an executive board member gets -10 points/5 unexcused tardies/3 unexcused absences, they cannot have any more points deducted or they will be relieved of their position.	

Tardies and absences count toward all prescheduled events (Executive Board Meetings, BSU Programs, Community Service, etc) and any event determined by the President and Vice President. Fining begins on the first Executive Board Meeting of the academic school year. All fines are due by the next called meeting. If an Executive Board Member does not pay his fine at the next Executive Board Meeting, he or she is deemed inactive until the fine has been paid. If a fee (a bill of unpaid fines) is incurred at the *final meeting of the semester*, the Executive Board member has seven days to pay the fee to the Treasurer with an *added \$15.00* to their fee. A fee that is not paid will make the Executive Board member inactive and unable to run for any Executive Board member office until that fee has been paid in full.

It is the responsibility of the Executive Board Member to present a legitimate excuse, in writing, to the President and Vice President two days prior to an absence and/or tardy to *be considered excused*. The legitimacy of the excuse will be decided by the consensus of the President and Vice President. *Proof of absence* must be submitted to the President and Vice President at the next designated Executive Board meeting (whether regular or

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specially called), the Executive Board Member will receive one warning from the President and Vice President if proof of absence is never submitted.

DISCIPLINARY PROCEDURES

In situations when a BSU Team Member is unable to meet the minimum requirements of his/her position and/or is interfering with the proper functioning of the organization, the following procedure will take place:

1. The Executive Board (with the absence of the Executive Board Member in question) will meet with the Advisor to talk about the alleged issue/situation and discuss whether disciplinary actions are needed.
2. If disciplinary action is agreed on, the President will meet with the Member in question and bring forth the alleged issues. This is the opportunity for the alleged to explain his/her side.
3. The President will bring back the information from the alleged Committee Chair/Vice President to the Executive Cabinet and discuss whether sanctions are required.
4. If it is found that sanctions are necessary, the Executive Cabinet will discuss and create fair conditions that must be met by the Committee Vice President to resolve the issue. These conditions will be presented to them by the President in written form and be signed by both parties. If the conditions are not met on the agreed timeframe, the Committee Chair/Vice President will be forced to vacate the position.

INACTIVE TEAM MEMBERSHIP

Any BSU team member who receives two warnings from the President and Vice President regarding tardies, unexcused absences, does not pay their fines, or lack of upholding the duties of their position shall or who voluntarily resigns from their position shall:

- Be revoked of voting privileges
- Cannot attend any meetings (regular or special called)
- Cannot represent the organization in any BSU hosted program or at any other campus or Houston community events

PRESIDENT DISCIPLINARY PROCEDURE

In situations that which the President is unable to meet the minimum requirements of his/her position and/or are interfering with the proper functioning of the organizations, the procedure to take place will be the same as the Committee Chair & Vice President Disciplinary Procedure with the following differences:

1. The President will be absent from the Executive Cabinet meetings.
2. The Advisor will take on the role to address the alleged issue and present the conditions necessary.

PRESIDENT REMOVAL PROCEDURE

In situations that the President is unable to meet the minimum requirements of his/her position and/or are interfering with the proper functioning of the organization, the procedure to take place will be a two stage disciplinary action of being written up. These conditions will be presented to the President in written form and be signed by all members of the Executive Cabinet. If the conditions are not met on the agreed timeframe, the President will be forced to vacate the position by the Advisor. In the instance of a request of removal by the Board, written proposal must be presented to the Advisor and Vice Presidents. A 2/3 majority vote of the Board, excluding

the President. Advisor and/or Graduate Assistant must oversee voting process. Advisor and Graduate Assistant(s) may not cast a vote

FISCAL POLICY AND PROCEDURES

The Treasurer and Vice President shall serve as the two main fiscal agents of the organization to collect revenue and disburse funds. However, the President should be notified and approve of all fiscal activities in conjunction with the Treasurer and Vice President of the organization.

If a BSU Team Member uses their personal funds to purchase any BSU equipment or materials, they must complete a reimbursement form with all receipts used to purchase the materials and give it to the Treasurer within one week of making the purchases. Any person who turns in a form without receipts or an incomplete form will not receive reimbursement for their purchase.

ANTI-HAZING CLAUSE

This organization will not initiate, participate in, or be witness to any act that inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s).

NON-DISCRIMINATION CLAUSE

As a Registered Student Organization at the University of Houston we adhere to the University of Houston's Non-Discrimination Policy. The University of Houston is an Affirmative Action/Equal Opportunity institution. The university provides equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, genetic information, disability, or veteran status except where such distinction is required by law. Additionally, the System prohibits discrimination on the basis of sexual orientation, gender identity or gender expression.

