



Constitution of Brotherhood of Successful Scholars

Purpose and Mission

Brotherhood of Successful Scholars is an academic retention organization at Indiana State University targeted to help African American and Latino males, although we are inclusive to anyone, succeed during their collegiate years. Brotherhood of Successful Scholars also helps men through our five core values Academic Success, Personal Development, Spiritual, Mentoring, and Community Engagement. With these values, we hope to build a brotherhood and prepare tomorrow's leaders by leading today. ‘

Article I: Membership

A. Non-Discrimination Language

“except as protected by federal or legislative act, this organization shall not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, age, marital status, disability, or status as a Vietnam era or disabled veteran in the conduct of its activities or the selection of its members”

B. State of limitations of membership, if any (maximum or minimum limits). A group or organization cannot qualify as a student group or organization unless all of its officers and a majority of its members are currently enrolled and in good standing at ISU.

Article II: Executive Board

A. Officers

1. President

- a. The President will oversee the organization. This role includes recruitment of new members and keeping the organization informed on the campus events and the politics of Indiana State University.
- b. Attend regular Student Government Association meetings and have communication with the Director of the African American Cultural Center and the Dean of Students.
- c. The President will be an eye to the campus and promote positive reinforcement and will be responsible for enforcing rules, maintain order and resolving conflict among members in order for meetings to run smoothly. The President serves as a mediator to prevent one minded thinking to promote equality in the group.
 - i. Other tasks will include bringing new information to the E-board and general body meetings about the ISU community and creating weekly agendas.

2. Vice President

- a. The primary role of the Vice President will be academic and retention efforts.
 - i. The Vice President will serve as chair for the academic committee. As the academic chair the vice president will set up events that enrich personal development toward academic success at Indiana State University.
 - ii. The Vice President holds study tables to increase student success. These study tables create a sense of brotherhood and commitment by holding each member accountable for his academics.
 - iii. The Vice President monitors members GPAs by having them complete Bi-weekly progress reports. These progress reports foster communication and interaction between the member and his instructors.
- b. The Vice President will assist the president in overseeing the organization and have direct communication with the president.

3. Secretary

- a. The secretary will be responsible for taking details notes and minutes during both the E-board meetings and General Body meetings. After each meeting the Secretary will send out the minutes taken to all the members of the organization and at the beginning of each meeting the secretary will make sure that the minutes for the previous meeting are complete and approved by all members.
- b. The Secretary will also be responsible for taking roll call and monitoring attendance at all Brotherhood of Successful Scholars meetings and events. If a member has missed more than two (2) meetings in a row the secretary will be responsible for contacting the member.
- c. This position is also responsible for making any room reservations for events.
- d. All notifications will be sent through the Secretary. Members should send all communication to the secretary who will then send out the information to the rest of the members.
- e. The secretary will also be responsible for the creation of the Calling Tree and making sure members have contact information for other members.

4. Treasurer

- a. The treasurer will be responsible for collecting dues and making sure that each member has paid their dues each semester.
- b. This position will serve as chair for the financial committee and coordinate all fundraising and grant request proposals.

- i.* The treasurer will also be responsible for budgeting activities and allotting funds for events. All requests for funds must be made through the treasurer. The treasurer will create monthly reports of the BOSS account.

5. Parliamentarian

- a. One of the responsibilities of the Parliamentarian is to maintain and foster healthy communication.
- b. The parliamentarian is responsible for creating policies, procedures and forms to improve election, event planning, and to update / revise the constitution.
- c. The parliamentarian should be trained and an expert in Robert's Rules of Order and present to the organization and complete trainings for other members.

B. Committee Chairs

1. Professional Development Chair

- a. This position will be responsible for enhancing professionalism in each member. Some ways this may be accomplished in through career development, graduate school preparation, and professional networking. This chair will be responsible for scheduling and planning teachable moments during the general body meetings. This chair will also be responsible for creating programs that promote development in members and the ISU student Body. The Chair will also be responsible for providing mentorship opportunities between senior BOSS members and new BOSS members. The Chair will also be responsible for professional conferences and presentation. This position will be informed about leadership initiatives on campus and provide those opportunities to the members.

2. Community Service Chair

- b. This Chair will create a committee and providing opportunities for community service in the community of Terre Haute. The Community Service Chairman is responsible for promoting, planning and executing events and projects related to serving the community and the ISU campus. This person will also be responsible for the mentoring in the community schools and working with younger students. The Chair will be responsible for making sure that all members have met the requirements for volunteering with an organization. The community chair will plan 3 community service events each semester. One of which will be a campus wide event or collaboration event with another student organization. This chair will have regular meetings with the Center for Community Engagement and is informed on information from this office. In addition the chair will provide a list of

opportunities that members may become involved with in the community and with other student organizations.

3. Social Chair

- a. This position will plan 4 social events each semester. This may include a bowling night, game night, movie night, or bible study. This position will also be responsible for the lunches / Dinners with other BOSS members. The primary role of this position is to provide and foster community among the members of BOSS. This position will collaborate with other social student organizations to plan events. In addition the chair will stay informed on the different social events on campus and report those events to other members. This position will also attend meetings for the president's council and be a representative at these meetings as well.

4. Public Relations

- a. The public relations chair will be responsible for developing the web page and taking videos and pictures for all events. The public relations chair will create all flyers for all events. This person should have knowledge in publisher and In-Design to create these flyers and other publications. Other duties include creating a newsletter and maintaining social media websites (Facebook, Twitter, Etc.)

Article II: University Compliance

A. Expression of adherence to University policies and regulations

1. To remain in good standing with Indiana State University *“This organization shall comply with all policies and regulations of Indiana State University, as well as with all local, state, and federal laws.”*

Article III: Statement of not-for-profit status

A. Organization's not-for-profit status:

1. Brotherhood of Successful Scholars provides volunteer services to Indiana State University and the Terre Haute community through community service, mentoring. Therefore, *“This is a not-for-profit organization”*.

Article IV: Advisor

- A. Provide guidance to men of the student organization and help the members to become the adults they aim to be. The graduate assistant will work with the administration of Indiana state university and assist the student organization to become stronger and grow in membership. The graduate assistant will provide tools and resources for the members of the student organization and work directly with the president to allow the vision the group to be brought to action. Some of the other requirements of the position will be to assist in academic reporting of grades and coordination of academic and developmental programs.

Article V: Meetings

A. General Meetings

1. Brotherhood of Successful Scholars holds weekly meetings every Monday in the Charles E. Brown African American Cultural Center.
 - a. 310 N. 8th Street
Terre Haute, Indiana 47809

B. Committee Meetings

1. Executive Board is responsible for forming committees when necessary. A Committee's will schedule its own meetings and needs to report to the board on a periodic or ongoing basis, minutes are required. If the committee's conclusion requires some form of action from the board, a vote shall follow the committee's report and is made part of the board minutes.

C. Advertisement

1. Meetings are advertised from our account on the ISU Tree House, a way for all organizations on campus to stay connected. We put meeting time and places, events, and service projects. Also, we post flyers around campus for advertisement.

D. Special Meetings

1. The Advisor and President have the authority to call meetings. Emergency or special meetings are called by contacting members on ISU Tree House powered by Org Sync. The Secretary also has a calling tree to stay in contact with all the members so the organization will use this information.

E. Agenda

1. The Secretary will record attendance and set the agenda for the meetings. All information that will be on the agenda for our following meeting will be due every Friday after the start of our first official meeting.

Article VI: Democratic Procedures

A. Elections

1. Officers and chairmen shall be elected annually on the 2nd Monday of April and will serve a one term. The time between elections shall serve as one term.
2. Organizational officers and chairmen will be selected by a nomination and election process. On the 1st Monday of April members who choose to run for office will announce the office position and why the position was chosen over the others. The members will nominate two candidates who will debate on Election Day. In the event less than three members run for an office, the candidate(s) will automatically be chosen to give a short speech about what will be done during that term.
3. Voting is done by ballot (paper or electronic). All officers and voting members need to be present on Election Day for the vote to be valid. The voting and election of a candidate will be on the same day.

4. Members shall be notified and reminded about elections during regular meetings and throughout the month of March
5. An executive vote is needed to remove an officer from office.

B. Policy making

1. Policies are subject to change as problems arise. Policies changes will happen by way of general consent. (yeas and nays)
2. All officers and voting members need to be present for the consent to be valid.
3. If at any time objections are made with reasonable promptness, a ballot vote will ballot vote will be required.
4. Any member wanting to recommend policy changes should speak with the current parliamentarian. The parliamentarian will then speak with the Vice President and President about the changes then propose the changes to the officers and chairmen were it will be voted on.

Article VII: Non-Hazing

- A. *“Hazing is strictly prohibited in connection with the activities of this organization. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may abuse, degrade, or intimidate the person as a condition of association with the organization, regardless of the person’s consent or lack of consent.”*

Article VIII: Dues and Budget

A. Dues

1. Each member is required to pay \$5 per semester for dues. Members will give dues to the treasurer. Members who do not pay dues will not be allowed to participate in attending conferences or other incentives the organization receive.
2. Dues are due upon membership
3. Dues are charged by the organization for membership and the funds will go towards expenses not covered by Indiana State University.
4. The Treasurer will oversee the budget and will announce the budget at the last meeting of every month.

Article IX: Finances

- A. The Treasurer will oversee all financial transactions and keep records of those transactions.
- B. Agency Account: Brotherhood of Successful Scholars has an agency account with Indiana State University. The organization’s index number is **SOSAAB56304**
- C. If the organization becomes inactive, members will be refunded the membership.

Article X: Indemnification Clause

- A. Indemnify of the University with regard to the group’s activities on- or off- campus.

Article XI: Ratification

A. Any member wanting to ratify the constitution should speak with the current parliamentarian. The parliamentarian will then speak with the Vice President and President about the changes then propose the changes to the officers and chairmen.