

BLACK STUDENT UNION EXECUTIVE BOARD

The Executive Board shall be the governing body of the Black Student Union and shall consist of the President, Vice President, Treasurer, Secretary, Director of Programming, Director of Community Outreach, and Director of Marketing and Public Relations.

The duties of the Executive Board officers are as follows:

1. The President shall
 1. preside at all regular and special meetings of the Black Student Union,
 2. chair the Advisory Board,
 3. be responsible for coordinating the functions of his/her officers, and maintain a continuum of policy throughout the organization and the structure of its committees,
 4. serve as ex-officio member of all committees and oversee their functions and their offices,
 5. coordinate the transition process for newly elected board members, with the assistance of the advisor,
 6. shall be the primary representative of the Black Student Union,
 7. collaborate with the advisor to refine and implement the strategic plan while ensuring the budget, team and priorities are aligned with the core mission of the organization,
 8. organize the annual summer and spring retreat for the executive board,
 9. cultivate a strong and transparent working relationship with the executive board and ensure open communication about the measurement of financial, programmatic, and impact performance against stated milestones and goals, and
 10. work closely with the University of Houston Black Alumni Association as well as the Black Leadership Network to bridge the gap between the associations and Black Student Union.
2. The Vice President shall
 1. assist in all duties of the President,
 2. assume the office and duties of President in lieu of an absence,
 3. perform any additional duties that are assigned by the President or designed in this constitution,
 4. maintain all membership recruitment and retention efforts,
 5. ensure the revision of the BSU Constitution & Bylaws as needed, and interpret the meaning of its contents,
 6. create and oversee the operations of the BSU Constitution & Bylaws Revision Committee,

7. and work with the President, Treasurer and Advisor to develop and implement a comprehensive development strategy to include sponsorship.
3. The Treasurer shall
 1. be responsible for all financial correspondence pertaining to the Black Student Union,
 2. maintain a working relationship with the Secretary,
 3. report monthly financial records to the General Assembly,
 4. represent the Black Student Union at funding request hearings,
 5. file the fund request form of fee-funded organizations such as Activities Funding Board, Council for Cultural Activities, etc. and serve as liaison to said organizations,
 6. coordinate the fundraising strategy of the organization,
 7. serve as the chair of the fundraising committee or assign a designee from said committee, and
 8. take the place of the Vice President and the President in the event of their absence.
4. The Secretary shall
 1. keep accurate and readily available records (agendas, topics, calendars, etc.) of all executive board and General Assembly meetings,
 2. maintain accurate attendance to the members at all Black Student Union General Assembly and Executive Board Meetings,
 3. notify all members of the Black Student Union meetings and event at least 24 hours in advance via email or other methods of correspondence,
 4. maintain the BSU Email Account,
 5. maintain records of Executive Board and member alumni information,
 6. preserve and update records of the Black Student Union history.,
 7. and keep an updated inventory of all BSU materials such as pens, programming materials, etc.
5. The Director of Programming shall
 1. serve as the facilitator and manager of all Black Student Union programming,
 2. serve as programmatic liaison to external partners, including representing BSU to UH academic departments, community organizations, and UH registered student organizations,
 3. formulate and complete evaluation records for each event (ex. pros and cons)
 4. serve as the chair of the programming committee or assign a designee from said committee.
6. The Director of Community Outreach shall
 1. coordinate volunteer opportunities for BSU executive board and general members,

2. responsible for leading BSU to complete a minimum of 50 volunteer hours each semester,
 3. reach out to key organizations (both on and off campus) that align with the mission statement to determine if there are ways they can work effectively with the Black Student Union and vice versa,
 4. identify opportunities and interest of student development for students such as internships, scholarships, on-campus jobs, etc., and
 5. serve as chair of the community service committee or assign a designee from said committee.
7. The Director of Marketing and Public Relations shall
 1. develop the marketing strategy and plan for successful promotion and outreach of BSU programs,
 2. be responsible for the professional and creative branding of the organization,
 3. utilize promotional and marketing tactics to increase visibility of BSU on campus and in the community,
 4. offer oversight and be responsible for posting regular updates on all social media content,
 5. maintain and develop photographs and other media of the Black Student Union activities,
 6. create and disseminate the Black Student Union newsletter with the assistance of the secretary,
 7. and serve as chair of the marketing committee or assign a designee from said committee.
8. The Internal Development Coordinator shall
 1. Assist the Director of Programming to facilitate in organizing event collaborations with other RSOs but also any UH administration offices
9. The External Development Coordinator shall
 1. Work closely with the president and secretary in facilitating any external UH collaborations, or bring in speakers

Qualifications for Candidacy

Candidates for Executive Board Officers must have a minimum cumulative grade point average of 2.50, with the exception of the President and Vice President, at the time of the application deadline. Other qualifications are as follows:

1. Candidates for President must:
 1. Have at least a 2.75 GPA at the time of the application,
 2. Be enrolled at the University of Houston for at least three (3) semesters prior to the semester of elections,

3. Have at least three (3) semesters of paid active membership in the Black Student Union,
 4. Have served or currently serving as a member of Executive Board.
2. Candidates for VicePresident must:
 1. Have at least a 2.7 GPA at the time of the application,
 2. Be enrolled at the University of Houston for at least two (2) semesters prior to the semester of elections,
 3. Have at least two (2) semesters of paid active membership in the Black Student Union,
 4. Have served or currently serving as a member of the Executive Board
3. Candidates for Secretary must:
 1. Have at least a 2.5 GPA at the time of the application,
 2. Be enrolled at the University of Houston for at least one (1) semester prior to the semester elections,
 3. Have at least one (1) semester as a paid active member in the Black Student Union.
4. Candidates for Treasurer must
 1. Have at least a 2.5 GPA at the time of the application,
 2. Be enrolled at the University of Houston for at least one (1) semester prior to the semester elections,
 3. Have at least one (1) semester of paid active membership in the Black Student Union.
5. Candidates for Director of Programming must
 1. Have at least a 2.5 GPA at the time of the application,
 2. Be enrolled at the University of Houston for at least one (1) semester prior to the semester elections,
 3. Have at least one (1) semester of paid active membership in the Black Student Union.
6. Candidates for Director of Community Outreach must
 1. Have at least a 2.5 GPA at the time of the application,
 2. Be enrolled at the University of Houston for at least one (1) semester prior to the semester elections,
 3. Have at least one (1) semester of paid active membership in the Black Student Union.
7. Candidates for Director of Marketing must
 1. Have at least a 2.55 GPA at the time of the application,
 2. Be enrolled at the University of Houston for at least one (1) semester prior to the semester elections,

3. Have at least one (1) semester of paid active membership in the Black Student Union.
8. Candidates for Internal Development Coordinator must
 1. Have at least a 2.5 GPA at the time of the application,
 2. Be enrolled at the University of Houston for at least one (1) semester prior to the semester elections,
 3. Have at least one (1) semester of paid active membership in the Black Student Union.
9. Candidates for External Development Coordinator must
 1. Have at least a 2.5 GPA at the time of the application,
 2. Be enrolled at the University of Houston for at least one (1) semester prior to the semester elections,
 3. Have at least one (1) semester of paid active membership in the Black Student Union.