

❖ **BLACK & BOLD**

- Our name includes and empowers all people within this group who are at different stages of their journey of self-discovery and embracing identities.

● **Preamble**

- Black & Bold is an organization that works to provide a positive space for growth, self-exploration, support and safety for IU students who identify as being both of Black and/or African Diaspora descent and as part of the LGBTQ+ community. The group is open to both undergraduate and graduate students enrolled at IU Bloomington. Black and Bold strives for visibility and intentional presence and participation in the IU and Bloomington communities through social, cultural, and educational activities, co-sponsored with other larger entities on campus interested in the same philosophies.

○ **Focus**

■ **Social**

- limited to members
- Self-care
- focus on Black queer peoples and their needs (“our times”)
- Self-exploration
- Creating safe spaces
- Identity
- Events include Gay Prom, A Ball, Speakers, Movie viewing and partnerships with IU Cinema, and partnerships with organizations around campus

■ **Education**

- a space of support for personal and professional growth through self-discovery and self-development and self-advocacy
- LGBTQ+ sex education
- Relationship guidance
- bridge the real and perceived gaps between the LGBTQ+ community and Black students;
- bridge the real and perceived gaps between the larger Black and African Diaspora community and the LGBTQ+ community;
- share the message of full inclusivity and diversity within the IU and Bloomington communities;

- Examples
 - Faculty, staff, alumni and/or official IU community partner
 - No dues
- **Article II: University Compliance**
 - This organization shall comply with all Indiana University regulations, and local, state and federal laws
- **Executive Officers**
 - **Co-conveners:** (One oversees social focuses and the other oversees education focused things.) (a co-position that requires both but each have separate responsibilities that may or may not overlap)
 - **duties will be as follows:**
 - Preside over all executive and membership meetings
 - Represent organization and its members at all times
 - Oversee the actions and duties of all other officers
 - Prepares and files any report required
 - Appoints committee chair people
 - Maintains contact with organization adviser
 - Maintains contact with affiliated university department or community partner
 - Serves as a spokesperson for the organization
 - Serves as a secondary signatory on financial accounts
 - Assists all executive officers
 - Provides follow-up to organizational tasks
 - Organizes executive board retreats
 - Coordinates executive board officer transitions
 - Represents organization at official functions
 - Remains fair and impartial during organization decision making processes
 - Provides encouragement and motivation to fellow officers and organization members
 - Supervising officers and/or committees
 - Calling general and Executive meetings
 - Keeping advisor current on organization activities
 - Setting organization goals (short and long term)

- **Chief Financial Officer (CFO):**
 - **The CFO's duties will be as follows:**
 - Keep financial records updated and accurate
 - Create a bank account
 - File proper forms with the IRS/INDOR
 - Balance organization checkbook
 - Write checks and deposit funds in the account
 - Pays organization bills
 - Collects organization dues
 - Prepares an annual budget
 - Prepares all budget requests for funds
 - Prepares and submits financial reports to the members
 - Maintains a financial history of the organization
 - Provides advisor with summary of financial records at the end of the academic year
 - Developing and maintaining organization budget
 - Maintaining records of organization spending
 - **Checks and balances:**
 - Two members of the B&B Executive Board (Secretary and Treasurer – preferred) and Advisor will be responsible to sign off having verified that the funds collected or received match to all receipts at each related event or purchase.
 - Each officer must be sign off having checked the balance comparing funds collected and/or received vs. funds used for purchases for events to assure that there is a proper balance.
 - The Advisor must also sign off that the two E-Board members have acknowledged.

- **Secretary**
 - The Secretary's duties will be as follows:
 - Keep accurate history and records of organization activities and meetings
 - Developing meeting agendas -Taking & distributing meeting minutes
 - Write and distribute meeting minutes for each meeting
 - Here is a skeletal outline of a basic agenda:
 - Attendance

- Review of last week's minutes
 - Announcements/Correspondence
 - Executive Board/Committee Reports
 - Old Business
 - New Business
 - Responsibility Sign-Up
 - Comments, Questions, Concerns
 - Time to Socialize
 - Keep records of communications and correspondences
 - Maintaining lists of organization members
 - Completing required University paperwork
- **Outreach Coordinators (two offices, preferred one Grad and one Undergrad):**
- Social Focused
 - Inward focused (education)
 - The duties of the events coordinator will be as follows:
 - Reserve event space
 - Plan and order food, as needed
 - Co-Facilitate event planning
 - Recruit volunteers to work Events
 - Create and maintain committees for events
 - Create partnerships with other organizations for event
 - this is the role that will also be the liaison between us and other organizations on campus - Union Board, other LGBTQ+ orgs, anything Diversity related - unless they then appoint folks (approved by the e-board) to serve as those liaisons.
- Other things to clarify
- What other requirements are you looking for in officers?
 - Each executive board member should possess at least minimal knowledge of resources offered in the Bloomington/ IU Campus for Black and/or LGBTQ+ as well as how to provide support for black and LGBTQ+ individuals.
 - Experience regarding position
 - Aware of how they represent themselves outside of organizational events and gatherings on professional and social levels

- Required to take detailed notes about position in google docs accessible by all e-board members and advisor
- How long do officers serve?
 - Officers serve for the academic year
 - Two terms max per position
- When do they take office?
 - May after being elected in April and finishing training from officer who previously held the same position
- When do they turn over their office?
 - April/ May after fully training the incoming officer about their position
- How are officer vacancies filled?
 - Special elections will be held during the fall for vacant positions.
- How do officers resign?
 - Officers can resign by a written statement given to the President and advisor within two weeks prior to leaving position.
- Will executive officer meetings be held?
 - How often? Who calls these meetings? How are decisions made at these meetings?
 - A minimum of two e-board meetings a month call by co-conveners. Decisions are made by a complete consensus (Quaker style)
- How are officers elected or selected? How may a vacant office be filled?
 - Through election including the general body members after an interview/application process conducted by the executive board
 - Vacancies are filled by executive board consensus in the interest of time
- What is the procedure for removing a person from office?
 - Officer Removal Reasons:
 - Failure to Meet Position Requirements
 - Unexcused absences or repeated failure to complete the responsibilities laid out in Article II of this constitution will

be subject to the following consequences:

- For the first offense, the member will be required to meet with the advisor to discuss the reason for their inability to fulfill their responsibilities.
- For the second offense, the member will be placed on probationary status for no less than four weeks, during which time the member's commitment to the organization will be under review by the remainder of the Executive Board.
- If the board member's level of commitment is found to be unsatisfactory for any reason, including but not limited to additional unexcused absences, the executive board member will be recommended for removal to the advisor. The advisor will make a decision within a week after conferring with the board member.
- Officer Removal process:
 - If an executive board member's conduct meets the requirements for removal as outlined in this constitution, the board shall proceed in the following ways:
 - The board will confer and conduct an open vote regarding the member's removal from office.
 - Two-thirds of the board, excluding the member under review, must vote for the recommendation of removal. The member's removal must be affirmed by the current advisor.
 - If less than two-thirds of the board votes to recommend removal, the member will remain on probation for a period of four weeks, at which time the member will resume non-probationary status.

- Member removal reasons and process
 - Any member found to not support the goals and mission of Black & BOLD shall be referred to the Executive Board to discuss if the general body member's level of commitment is found to be unsatisfactory, unsafe, or unsupportive.
 - If a general body member's conduct meets the requirements for removal as outlined in this constitution, the board shall proceed in the following ways:
 - The board will confer and conduct an open vote regarding the member's removal from the group.
 - Two-thirds of the board, excluding the member under review, must vote for the recommendation of removal. The member's removal must be affirmed by the current advisor.
 - If less than two-thirds of the board votes to recommend removal, the member will remain on probation for a period of four weeks, at which time the member will resume non-probationary status.
- Partner in Solidarity removal reasons and process
 - Any Partner in Solidarity found to not support the goals and mission of Black & BOLD shall be referred to the Executive Board to discuss if the Partner in Solidarity's level of commitment is found to be unsatisfactory, unsafe, or unsupportive.
 - If a Partner in Solidarity's conduct meets the requirements for removal as outlined in this constitution, the board shall proceed in the following ways:

The board will confer and conduct an open vote regarding the Partner in Solidarity's removal from the group.

- Two-thirds of the board, excluding the member under review, must vote for the recommendation of removal. The Partner in Solidarity's removal must be affirmed by the current advisor.
- If less than two-thirds of the board votes to recommend removal, the Partner in Solidarity will remain on probation for a period of four weeks, at which time the member will resume non-probationary status.

- **Article IV: Advisor**

- What are the responsibilities and duties of the advisor?
 - Be actively involved
 - attendance at meetings
 - member of the group/identifies within the boundaries of organization
 - Re-registering the organization each year
- How is an advisor selected by your organization?
 - An advisor can ask or be asked to be a part of the organization and the e-board must come to consensus whether or not they will be the Advisor
- For how long must an advisor serve?
 - 2 years minimum service
- Replacement of an advisor
 - If the E-Board feels that an Advisor is not positively serving as a support, leader, advocate and professional representative of Black & BOLD, any E-Board member can make a recommendation for removal to the other E-Board members.
 - This recommendation must be presented to the Advisor
 - Replacement/impeachment decision made by current e-board as follows:
 - If impeachment is recommended before the end of an Advisor's term, then the process below must be followed to remove the Advisor:
 - The board will confer and conduct an open vote regarding the advisor's removal.
 - Two-thirds of the board, must vote for the recommendation of removal.
 - If less than two-thirds of the board votes to recommend removal, the Advisor will remain on probation for a period of four weeks, until at which time the E-Board will revisit the Advisor's service.

- If it is still found that the Advisor's association is not desirable, another vote will determine their removal
- If it is found that the Advisor has corrected their issues, they will resume with a non-probationary status.
- If it is the recommendation is that an Advisor not continue their service for another 2 year period, a replacement who fits requirements and will uphold the mission of Black & BOLD must be identified and available to take over immediately following the removal/impeachment vote.
- The new Advisor is also required to communicate with the outgoing adviser before the initiation of transition, if possible.

● Article V: Meetings

- Are there regular membership meetings?
 - all meetings should be open and be held consistently and enough times to develop an effective level of support
 - general body-at least 1 a month, in an evening, central location, set time
- How are they advertised?
 - Through organization email list
 - Through organization social media
 - Flyers around campus, etc.
- Who has the authority to call meetings?
 - Co-conveners
 - Advisor
- Who sets the agenda for meetings?
 - Co-conveners set the agenda and convey that information to the Secretary who gathers info and makes agendas available for meeting
 - Advisor can also call a meeting
 - Here is a skeletal outline of a basic agenda:
 - Attendance
 - Review of last week's minutes
 - Announcements/Correspondence
 - Executive Board/Committee Reports
 - Old Business
 - New Business
 - Responsibility Sign-Up

- Comments, Questions, Concerns
 - Time to Socialize
 - What rules of order are followed?
 - if after a certain amount of time and consensus is not found within two meetings the adviser finalizes decisions
 - How are emergency or special meetings called?
 - Who has the authority to call these meetings?
 - all communications go to co-conveners and they hold authority to execute meeting
 - Advisor can also call a meeting
 - How are members notified of these emergency/special meetings?
 - Email
 - **EBoard Meetings 2 times a month**
 - Meetings will be in person and via zoom
 - At least one meeting each month must be in person
 - Note about Zoom meetings:
 - Please, be **visually present as well as audibly present**. We need to have full participation if we are not going to meet in person. Zoom is a substitute/alternative for in person and since it can simulate full interaction, we will use it that way. Let us see your face, and hear your voice.
 - **General Body Meeting**
 - It is important that we remain active in the community by having general body meetings each month, even if they are short and few people show up.
- **Article VI: Elections**
 - When and how frequently are elections held?
 - Elections held once every academic year, in Spring semester.
 - How are people nominated to run for an office?
 - Prospective executive board members positions will be announced via organization communication (email, newsletter, etc.) as well as announced through our partners' newsletters (NMBCC, LGBTQ+, 21CS, etc.)
 - informed of upcoming vacancies by April 1st of each academic year.
 - Nominations can be sent to the main email for the organization
 - application process(screening for requirements), (possible informal letter of recommendation)

- Candidates may also canvas for their specific desired position (i.e. speech, posters, flyers etc.)
- Is voting by secret ballot or open show of hands?
 - Secret ballot during a designated Election Day meeting.
- What percentage of members must be present and voting for a candidate to be elected?
 - five members including the co-conveners and all of the general population
- By what means and how far in advance will membership be notified of an upcoming election?
 - Social media, email, flyer, etc.
 - Interested candidates shall send written notifications to advisor stating the position they desires to run for by the last Thursday in April.

Article VII: Communication

- **GroupMe**
 - General Body
 - use for posting events, articles, things of interest;
 - general body members can send to any EBoard member for posting events and articles.
 - General body members can post personal requests like - need a ride to Indy
 - EBoard
 - Votes
 - Quorum of 4/7 votes to proceed on **any** question, issue, need, request
 - not necessarily a majority vote as sometimes quorums need to happen “on the spot” and the majority may not be available and 4 is easier to get responses from
 - Vote must be via official poll if done via GroupMe
 - If in person (during a meeting), verbal vote that is recorded in meeting notes
 - Callout for requests
 - Last minute needs
- **Email** (how and why use email) Email allows for a full layout and view of the information needing to be shared, versus using a text-like platform such as GroupMe. In the spirit of fostering professional development, let’s shift our thinking of how email is (and will be) used.
 - BLKNBOLD@indiana.edu

- Used for
 - formal communication from the group to partners and businesses who's services we will use,
 - communicating follow-up information related to tasks, programs, projects, etc.
- blacknboldshared@gmail.com Password (shared with EBoard)
 - Use for Google Docs (moved from Box account - see below)
 - Shared calendar
 - Add events
 - Deadlines for tasks
 - Send invites to EBoard members
 - Should not be sending or receiving email there, this is a workgroup account
- Box and Shared documents
 - Moving to Google docs
 - blacknboldshared@gmail.com
 - All EBoard members will have password and access
 - Keep organized by using folders for projects or documents
 - Make sure documents are shared or have open access since only EBoard members will have password
 - Password changed after the new EBoard is elected in April
-

● Article VIII: Non-Hazing

(This section MUST be written exactly as follows if included):

- Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.
- **Article VIII: Dues & Budgets**
 - Are dues charged by the organization for membership? If so, how is the amount determined?
 - No dues
- **Article X: Finances**
 - Who is in charge of financial affairs?
 - This would be the responsibility of the Chief Financial Officer (CFO). They will explain all of our financial options and we can make decisions from there.

- What happens to the remaining money if the group dissolves?
 - Donated to LGBTQ+ center to start a fund/scholarship for students who identify as Black and LGBTQ+ and/or utilized to add Black/ Queer Literature to the LGBTQ+ center library
- **Checks and balances:**
 - Two members of the B&B Executive Board (Secretary and Treasurer – preferred) and Advisor will be responsible to sign off having verified that the funds collected or received match to all receipts at each related event or purchase.
 - Each officer must sign off having checked the balance comparing funds collected and/or received vs. funds used for purchases for events to assure that there is a proper balance.
 - The Advisor must also sign off that the two E-Board members have acknowledged.
- **Budget Creation** - Below are examples of possible sources of income and examples of expenses to serve as ideas around creating and using a budget.
 - Sources of income include:
 - Student Organization funds
 - Donations
 - Grants
 - Fundraisers
 - Types of expenses include:
 - Supplies
 - Entertainment
 - Printing
 - Swag (t-shirts, buttons, flags, flyers, etc.)
- **Article XI: Personal Gain Clause**
 - (This section MUST be written exactly as follows if included):
 - This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation from for-profit companies if acting as a representative of a student organization.
- **Article XII: Amendments**
 - How will all eligible voting members be notified of proposed amendments?
 - Before an amendment can be voted on, it must be proposed to general body and the executive board which then will be presented

to the general body meeting for a vote and if it reaches a majority vote then the executive board will vote and if consensus is reached to amend the constitution, then it will be.

- Through email
- What vote is required to ratify an amendment (e.g. 2/3 or 3/4 of total or present members)?
 - Majority vote in general population
 - Consensus in executive board