

Black Women of Western Constitution

Date Created: March 28, 2016

Date Revised: December 11, 2020

MISSION STATEMENT

Black Women of Western (BWOW) is dedicated to helping young women, who self-identify as women of color, successfully navigate through the college experience as Western Kentucky University (WKU) Students. BWOW aims to foster a sense of belonging, promote engagement (both inside and outside the classroom), encourage accountability, and articulate the benefits of a higher education and the expectations and values that are expected of a WKU student.

ARTICLE I. NAME, GOALS, & PURPOSE

Section 1: Name – The name of this organization shall be Black Women of Western (BWOW)

Section 2: Goals

- Introduce women, who self-identify as students of color, to opportunities for involvement and inclusion into campus traditions and activities such as, but limited to, the Black Student Association, Student Government Association, Campus Activities Board, Residence Hall Association, Greek Life, Recreational Sports, Athletics, and Registered Student Organizations
- Educate students on various academic offices and resources such as, but not limited to, the Academic Advising & Retention Center, Center for Career and Professional Development, Student Accessibility Resource Center, Blackboard, The Learning Centers, Study Abroad, Leadership and Volunteerism, Counseling and Testing Center, and the WKU Libraries to assist participants in developing effective skill sets needed to be successful academically
- Provide effective leadership opportunities, which will enhance the overall engagement of this population on-campus and in the Bowling Green Community
- To maximize the experiences of women of color on the WKU campus through mentorship, sisterhood, service learning, social capital, and professional growth

Section 3: Purpose

- Develop awareness on campus resources to encourage women of color to engage on the WKU campus and in the Bowling Green Community
- Provide a semi-structured mentoring program to assist in the retention for women of color at WKU.
- Enhance leadership qualities and communication skills of the Black Women of Western Organization at WKU.
- Develop and support BWOW members and provide personal and professional opportunities for members

ARTICLE II. MEMBERSHIP

Section 1: Eligibility

- Students must be enrolled as a WKU student
- Students must be in good academic standing
- Members must be willing to represent Western Kentucky University and Black Women of Western in a positive manner and adhere to the organization's constitution
- Must be willing to assist at the University and in the Bowling Green community

Section 2: Dues

- Dues shall be \$5.00 per month

ARTICLE III: EXECUTIVE BOARD (E-BOARD) MEMBERS

Section 1: E-Board – Constitutional Officers of this organization shall be President, Vice-President, Operations Chair, Program Co-Chair, and Social Media Chair. Attend monthly Info Exchange events put on by the Student Activities Office. Officers must maintain at least a 2.25 overall GPA.

Section 2: Eligibility – Should have an overall GPA of a 2.25 and be in good academic standing to join the board and remain on the board through their term.

Section 3: Election – Nominations for officers will be accepted the third week of November. Voting will take place prior to Finals Week.

Section 4: Term – The officers shall serve for one year and their term of office shall begin at the beginning of the spring semester (January-December).

Section 5: Responsibility – Management of this organization shall be place on the E-Board Members to be responsible for the entire membership to uphold these bylaws.

Section 6: Attendance – E-Board members are expected to attend all events and meetings unless they have an excused absence. Any team member with more than 2 unexcused absences will be removed from their position.

Section 7: Point System (Attendance) – 6 Points Possible Total. When an E-board member is going to be late/miss a meeting or an event, the Advising Committee and President need to be notified ASAP.

- ½ Point: More than 10 minutes late to a meeting with no notice
- 2 Points: Missed E-board meeting with no notice
- 2 Points: Missed event with no notice.

ARTICLE IV: OFFICERS

Section 1: President – It shall be the duty of the President to:

- Call and preside at all meetings
- Plan, organize, and facilitate the business of BWOW meetings
- Sign official paperwork relating to the organization
- Meet monthly with E-Board Members
- Appoint a minute meeting taker in the absence of the Operations chair
- Meet with BWOW Advisor(s) to share progress of organization
- Be a resource for E-Board Members & General Body Members
- Help recruit new members to BWOW
- Promote & Publicize all events
- Attend all meetings
- All duties as assigned

Section 2: Vice President – It shall be the duty of the Vice President to:

- Preside in the absence of the President
- Work with the Advisor to organize retreats/trainings at least once per semester
- Recruit new members and track contact information for all members
- Succeed President in case of a vacancy during term(s) of office
- Responsible for budget and financial reports
- Help recruit new members to BWOW
- Promote & Publicize all events
- Attend all meetings
- All duties as assigned

Section 4: Operations – It shall be the duty of the Operations to:

- Take minutes during all BWOW monthly E-Board meetings
- Send meeting minutes to the E-Board members immediately after the meeting
- Responsible for booking rooms for all events and meetings (E-Board & General Body)
- Create and maintain the BWOW Programming Calendar
- Keep track of attendance at events and meetings (use QR code)
- Help recruit new members to BWOW
- Promote & Publicize all events
- Attend all meetings
- All duties as assigned

Section 5: Program Co-Chair – It shall be the duty of the Program Chair to:

- Responsible for maintaining the event planner for all events
- Responsible for all community service programs

- Develop community service partnerships
- Secure at least 2-3 (10 hours or more) community service projects for the organization per semester
- Help recruit new members to BWOW
- Promote & Publicize all events
- Attend all meetings
- All duties as assigned

Section 6: Social Media Chair – It shall be the duty of the Social Media Chair to:

- Utilize Hoot Suite to post about BWOW on a daily basis
- Take photos at events and post on the BWOW social media sources
- Create and distribute surveys to improve our programs and events
- Develop the BWOW Brand
- Ensure the BWOW swag is being distributed at events and meetings
- Advertising and other business as it relates to the planning and carrying out of events
- Help recruit new members to BWOW
- Attend all meetings
- All duties as assigned

ARTICLE V: COMMITTEES

Section 1: Special Committees

- Committee shall be created for special events (i.e. Homecoming, Discover Fest, etc.)

ARTICLE VI: MEETINGS

Section 1: Meetings

- Meetings of the organization shall be held at least twice a month (or weekly, or biweekly, depending on the needs of the organization) during the academic year

Section 2: Special Meetings

- The President with the approval of the Advising Committee may call Special meetings.

Section 3: Quorum

- A quorum shall consist of a majority of members present.

ARTICLE VII: ADVISOR

Section 1: Duties – The responsibilities of the Advising Committee shall be to:

- Maintain an awareness of the activities and programs sponsored by BWOW
- Meet on a regular basis with the leaders of the student organization to discuss upcoming meeting agendas, long range plans, goals, and problems of the organization

- Attend General Body meetings and E-Board meetings as often as the advisor's schedule allows
- Assist in the orientation of new officers
- Explain and clarify campus policy and procedures that apply to BWOW
- Serve as the liaison between the Student Activities Office and BWOW
- Provide advice in the area of meeting facilitation, group building, goal setting, and program planning
- Monitor expenditures to maintain an accurate and up-to-date account sheet
- Counsel organization members of those factors that constitute unacceptable behavior of the part of the organization members, and the possible consequences of said behavior

ARTICLE VIII: REMOVAL FROM OFFICE

Section 1: Impeachment

- Any officer may be removed from office for failure to perform his/her prescribed duties by a two-thirds vote of the membership, provided that all members are notified of this pending action at least one week prior to the removal decision
- Removal from office can occur either for failure to carry out the responsibilities of that office, or for actions which violate the purposes of the organization
- Written charges by a member are to be presented to the Executive Committee who will notify the officer in question with sufficient opportunity given for the officer to answer charges at a meeting of the membership

ARTICLE IX: NOMINATIONS AND ELECTIONS

Section 1: Responsibilities

- Officers are nominated by members of BWOW and elected by a majority vote
- Officers shall be elected for a term of one year or until new officers are elected
- Elections shall be held during the end of the fall semester of each academic year
- Election shall take place the second to last meeting in November and installed two weeks thereafter
- Only active members shall be allowed to vote
- Voting shall be by secret ballot unless there is only one candidate for an office in which case election may be by hand or voice vote
- Officers shall be elected by a majority of those members voting in the election
- If no candidate receives a majority vote on the first ballot, a revote will occur with the President casting a vote

ARTICLE X: VACANCIES

Section 1: Vacancies

- In the event of the vacancy of the office of President, the duties will be carried out by the Vice-President
- The office of Vice-President will be offered to the Secretary and/or Treasurer. If neither officer wishes to fill the Vice Presidency an election for the position will be held
- If an existing officer does accept the Vice Presidency an election will be held for the vacant position.

Section 2: Appointments

- In the event of the vacancy of any other offices, the President will appoint a temporary officer and an election will be held.

ARTICLE XI: PROGRAMMING

Section 1: Programming Procedures – The fall calendar should be planned in the previous spring term so that it allows for a full range of events for the fall semester. The spring calendar should be planned at the end of the fall semester.

BLACK
WOMEN
of
WESTERN