

# Constitution of Brother 2 Brother CWU

Club Name: Brother 2 Brother	Date: October 29, 2015
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## ARTICLE I- Name

Brother 2 Brother CWU Chapter

## ARTICLE II – Purpose

Brother 2 Brother is a dynamic organization established specifically to assist our participants to excel academically, socially, culturally, professionally, and in the community. B2B is primarily comprised of male students who strive for academic excellence and make a commitment to plan and implement programs that benefit their community at large. We encourage our participants to embrace leadership by being positive examples for each other through a strong commitment to academic achievement, brotherhood, and community service.

The goals of B2B are for all men at Central Washington University to take full advantage of their academic years and to better understand and practice their full responsibilities, rights, and privileges as citizens of this country. Additionally, B2B works in the community with younger males in need of guidance and direction. One of our objectives is that all B2B members will be role models for each other as well as other males in the community. It is our hope that members are well prepared to enter the work force as professionals and be among the best competing for a meaningful place in their communities and in our society. To achieve these goals and objectives, B2B will provide educational and cultural activities for its members and others.

In order to achieve these goals, Brother 2 Brother shall:

- ▶ Provide weekly study sessions and developmental seminars for students of all ages.
- ▶ Hold weekly business meetings.
- ▶ Host social, cultural and religious activities.

- ▶ Work with various non-profit service agencies

### **Core values:**

#### **Accountability**

- ▶ Responsibility to someone or some activity.

#### **Proactive Leadership**

- ▶ The essence of being proactive versus reactive as leaders. We need some “right now” leaders who are about the business of taking care of business.

#### **Self-Discipline**

- ▶ Learning to take responsibility for controlling your own self and conduct.

#### **Intellectual Development**

- ▶ Conditioning your brain to be more and more capable of understanding, analyzing and evaluating concepts to help you make sense of the world around you and your life.

## **ARTICLE III- Membership**

### **Membership Eligibility**

#### **Section 1**

Brother 2 Brother is open to all men enrolled at Central Washington University. No person shall be excluded from individual membership, embracing and adhering to the mission, goals and core values of Brother 2 Brother, or from any program or activity of this chapter, because of age, race, color, creed, national or ethnic origin, sexual orientation, or physical or mental disability, so long as the individual, by the member's own effort, is able to participate in Brother 2 Brother.

After the completion of one academic year as a member of Brother 2 Brother, individual members are required to have a 3.0 GPA after one academic year of membership.

## **Member Responsibilities**

### **Section 2**

A recognized member of Brother 2 Brother must satisfy the following criteria:

- a) Attend class regularly.
- b) Attend B2B meetings and events regularly.
- c) Meet with a B2B advisor at least twice a month to discuss academic progress.
- d) Assist in the recruitment and maintenance of new students and members in B2B.
- e) After one academic year of membership, maintain at least a 3.0 cumulative GPA.

## **Member Rights**

### **Section 3**

All active individual members shall be entitled to all rights and privileges of B2B, and all individual members shall share in its responsibilities. These rights include academic support from B2B advisors and other members and participation in meetings and activities that are open to the general membership of B2B.

## **ARTICLE IV- Meeting**

### **Regular Meetings**

#### **Section 1**

Regular meetings of Brother 2 Brother, which shall include any business meeting of active members, shall be held weekly, at a time and location agreed upon by the executive board and general membership.

### **Special Meetings**

#### **Section 2**

Special meetings of Brother 2 Brother may be called by a majority vote of the active individual members present and voting at any

regular meeting at which a quorum is present, or by the executive board or Brother 2 Brother President.

## **Executive Board Meetings**

### **Section 3**

Meetings of the executive board shall be held to the discretion of the executive board, or as provided in the Addendum if one is provided.

## **Notice**

### **Section 4**

- A. A meeting agenda shall be made available to the general membership and executive board of Brother 2 Brother at least 24 hours before a meeting is called to order.
- B. A meeting agenda shall contain the business items that will be discussed and/or voted upon during the meeting.
- C. Notice shall be required for regular business meetings and be included in a meeting agenda. Notice of any change in the date, time or place of any regular meeting shall be given by electronic transmission such as email, personal delivery or other reasonable means at least 24 hours in advance of such meeting to all individual members of Brother 2 Brother.

## **ARTICLE V- Executive Board**

### **The Executive Board of B2B shall be:**

#### **Section 1**

- I. President
- II. Vice President
- III. Chief of Staff
- IV. Personal Development Officer
- V. Academic Development Officer
- VI. Service Learning Officer
- VII. Public Relations Officer
- VIII. Financial Development Officer
- IX. Spiritual and Social Development Officer
- X. Information Technology Officer

## **Vacancy in Office**

### Section 2

Any vacancy in an office shall be filled by a special election held at the next business meeting following the announcement of the vacancy.

## **ARTICLE VI – Officers/Duties**

### **Officers**

#### Section 1

The officers of Brother 2 Brother shall be president, vice president, a chief of staff, a personal development officer, an academic development officer, a service learning officers, a public relations officer, a financial development officer, a spiritual/social development officer, and an information technology officer.

### **President**

#### Section 2

The president is the chief executive officer of this chapter of Brother 2 Brother and is responsible in fulfilling the mission of this chapter. The president presides over the meetings of this chapter and the chapter executive board, has the power to appoint all committees, and has general supervision of the operation of this chapter. The president shall be responsible for the development of the strategic plan. The president shall set all meeting agendas, and transmit to this club for its approval or disapproval all ideas and plans proposed which may affect this club or its individual members.

### **Vice President**

#### Section 3

The vice president is the second ranking chapter officer. The vice president shall serve as the senator for Brother 2 Brother in club senate and report to the executive board and general membership. Serve as the link between our club/organization, other clubs and organizations, the University administration, and the Student Government. In the case that the president is absence, the vice president shall assume of the duties of the president. If the presidency is vacant, the vice president shall assume the duties of the president until a new president is elected.

## **Chief of Staff**

### Section 4

The Chief of Staff is responsible for club records and correspondence. The club secretary has custody of the chapter's charter, constitution, and addendum and all other records and documents of this chapter; accurately record the meetings and activities of this chapter and of the executive board; maintains an accurate and complete roster of individual members of this chapter, including the address and status of each individual member and transmits the same to the successor in office.

## **Personal Development Officer**

### Section 5

The personal development officer is responsible for the professionalism and leadership development of individual members. The personal development officer shall advise and oversee the personal development plan of individual members. The personal development officer chairs the personal development committee. The personal development officer shall serve as liaison to the Center for Leadership and Community Engagement, and look out for leadership building opportunities for Brother 2 Brother members to participate in.

## **Academic Development Officer**

### Section 6

The academic development officer is responsible for planning, organizing, and directing chapter programs that support the academic success of individual members. The academic development officer chairs the academic development committee.

## **Service Learning Officer**

### Section 7

The service learning officer is responsible for seeking out community service opportunities for Brother 2 Brother. The service learning officer also chairs the service learning committee.

## **Public Relations Officer**

### Section 8

The public relations officer is responsible for developing and directing a publicity program that informs individual members and the general public about Brother 2 Brother. The public relations officer chairs the public relations committee.

## **Financial Development Officer**

### Section 9

The financial development officer is responsible for is responsible for club financial policies, procedures, and controls. The financial officer receives and disburses, with the approval of this club, all club funds and keeps an accurate account of all transactions. The financial officer shall make financial reports this this club and to the executive board quarterly and upon request. The financial development officer is responsible for the development of all fundraising plans, including an annual fundraising plan by the 3<sup>rd</sup> week of fall quarter, and the Fall West Coast Leadership fundraising plan, and fundraising plan for the SAAB/Brother 2 Brother annual national leadership conference. The financial development officer chairs the financial development committee.

## **Spiritual and Social Development Officer**

### Section 10

The spiritual and social development officer is responsible for the spiritual, religious, and social activities and events of this club that are open to all faiths. The spiritual and social development officer is the chair of the spiritual and social development committee.

## **Information Technology Officer**

### Section 11

The information technology officer is responsible for the technological support of this club including, but not limited to, the development, maintenance, and security of the chapter website and all chapter social media accounts. The information technology officer is responsible for working with the two advisors to report institutional data and analytics to the executive board and general members by the 6<sup>th</sup> week of fall quarter on retention rates and cumulative GPA analytics for men and men of color.

## **Additional Duties**

### Section 12

In addition to the duties stated in this constitution, each of the officers of this club shall have such duties and responsibilities as may be provided in the Bylaws set by this club.

## ARTICLE VII- Elections

A. Officers that shall be selected by a member vote are:

- I. President
- II. Vice President
- III. Chief of Staff
- IV. Personal Development Officer
- V. Academic Development Officer
- VI. Service Learning Officer
- VII. Public Relations Officer
- VIII. Financial Development Officer
- IX. Spiritual and Social Development Officer
- X. Information Technology Officer

### **Term of Office:**

The term for each officer shall last for one academic year. No individual will be able to serve as an officer for more than three years, regardless of the position in which they served.

- B. A general election of the officers of B2B shall be held during the last meeting of every academic year.
- C. Nominations for all positions shall be made by an active participating member. Nominations shall be open for a general election of officers at least one regular meeting prior to the general election date. Nominations for officers shall remain open until voting for the new executive board begins.
- D. Nominees must present to the general membership of Brother 2 Brother, prior to elections, stating the intent to run, background that qualifies them for the position, and answer questions that are provided by the general members present during the nomination.
- E. The runner-up for the position of personal development officer, academic development officer, service learning officer, public relations officer, financial development officer, and spiritual officer shall be appointed as a co-officers of the attempted position, upon the individual's acceptance of the co-officer position.

## ARTICLE VIII- Funds



Allocation of club funds must be approved by a majority vote of at least 51% of sitting members and executive officers of Brother 2 Brother.

## **ARTICLE IX- Committees/Divisions**

### **Standing**

#### **Section 1**

The standing committees of B2B shall be the personal development, academic, service learning, public relations, financial development, and spiritual committees.

- A. Standing committees shall be established by the ratification of this constitution.
- B. All members in good academic standing shall have the opportunity to become a voting member on the committee.
- C. Committee appointments shall be made by the executive board.
- D. Members must present an interest in joining a committee.

### **Personal Development Committee**

The personal development committee shall have charge in encouraging members to take part in leadership opportunities within Brother 2 Brother, and throughout the campus community. The committee shall be responsible for organizing student-centered programs that focus on professional and personal development.

Programs the committee is responsible for:

- Business attire/dress and etiquette
- “Brother-to-Brother” rap sessions
- Resume Building Workshop
- Career Exploration Sessions
- Personal Development Plans

### **Academic Development Committee**

The academic committee is responsible for providing programs that promote academic success:

- Weekly study sessions
- Chapter Cumulative GPA goal
- GPA Challenge (RHS)
- Get to know Teachers
- Tutoring
- Attend scholarly lectures
- Pursue Scholarships

- Connections to counselor's office to utilize services
- Book Club

### **Service Learning Committee**

The service learning committee shall support the community service prospects of Brother 2 Brother. This committee is responsible for Brother 2 Brother's involvement in:

- Seeking out service opportunities in the community
- Adopt a Family for Thanksgiving
- Adopt a Family for Christmas
- Regular volunteering opportunities at Homeless Shelter or Food Bank
- Sponsoring an annual clean-up day in the community
- Martin Luther King Jr. Annual Celebration
- Cesar Chavez annual Celebration
- CLCE and CDSJ Programs & Activities

### **Public Relations Committee**

The public relations committee shall arrange the preparation and dissemination of news releases regarding Brother 2 Brother's activities and educational programs and shall also promote opportunities for community participation in Brother 2 Brother outreach programs.

Core responsibilities:

- Recruiting New Members
- Developing Brochures/Fliers
- SAAB Application for all members
- Marketing B2B to the University and Community
- Social media interaction
- Marketing chapter events/activities

### **Financial Development Committee**

The financial development committee is responsible for hosting workshops and opportunities that promote the following:

- Managing Money
- Investment Opportunities
- Developing a Personal Budget
- Becoming an Entrepreneur

- Developing a Business Plan

### **Spiritual and Social Development Committee**

The spiritual and social development committee shall be responsible for all social functions including team building activities, and planning regular social and diversity appreciation events. The committee shall also be responsible for providing a way for members to attend church together.

### **Information Technology Committee**

The Information Technology committee shall be responsible for reviewing and collaborating on all technological needs of Brother 2 Brother. This committee shall be responsible for the management and security of the website, email account, and the social media accounts for Brother 2 Brother.

## **ARTICLE X- Affiliations**

### **Affiliations and Use of Funds**

#### **Section 1**

Upon receiving a charter from Student African American Brotherhood (SAAB National), and so long as this chapter be a member of SAAB National, entitled to all the rights and powers, and subject to all the duties and requirements, of member chapters as may be stated from time to time in

Brother 2 Brother is a chapter of the Student African American Brotherhood (SAAB National), a 501 (C) 3 Non Profit Corporation based out of the University of Toledo. SAAB focuses on increasing the number of African American and Latino men that graduate from college by creating a positive peer community based on a spirit of caring. SAAB operates through student run chapters with professional advising and mentorship to assist young men to excel academically, socially, culturally, spiritually and in the community.

### **Chapter (non-individual) Affiliate Fees**

#### **Section 2**

- One-time Chapter Start Up Cost: \$5,000.00
- Recurring Annual Institutional Fee: \$1,000.00
- (optional) Start-up visit: \$2000.00

## ARTICLE XI- Advisor/Instructor

1. The appointment of an advisor must be approved by a majority vote of the general membership of Brother 2 Brother.
2. Brother 2 Brother's chapter advisors should be individuals who enjoy working with students and are passionate about addressing the many challenges facing males of color. Their primary function is to assist in the development and sustainability of the structure and membership of the chapter. Included in that responsibility are the identification of student members and structuring of the chapter with primary officers and committees as outlined in the 3-month planning module of the SAAB National Headquarters.
3. The responsibilities of the advisor to Brother 2 Brother includes, but is not limited to:
  - a. Attend all B2B-related meeting to include Executive Board and General Body meetings on a regular basis.
  - b. Meet with the chapter's Executive Board on a regular basis and provide guidance and proper leadership to keep the chapter on track and in compliance with national and institutional expectations.
  - c. Assist with the officer transition for the chapter critical student leaders on a regular/annual basis to ensure compliance with SAAB's national expectations and requirements.
  - d. Organize and provide guidance for the executive board for the chapter.
  - e. Attend either a regional and/or national conference with the chapter when possible.
  - f. Ensure that the chapter submit all forms and fees to the institution/school and SAAB National Headquarters as required and expected.
  - g. Facilitate educational programs and workshops for the chapter leaders and general membership.

- h. Assist the chapter leadership to identify facilitators for educational workshops.
- i. Coordinate with the SAAB National Headquarters on a regular basis to report on the chapter's status and to receive regular updates and news pertinent to the chapter.
- j. Understanding and adhering to policies adopted by Central Washington University and the Associated Students of Central Washington University pertaining to student clubs and organizations.
- k. Report all violations of University policies to the Director of Student Activities.

## **ARTICLE XII- Membership Dues**

### **Membership Dues**

#### Section 1

No dues shall be required to become a general member or an officer of Brother 2 Brother.

## **ARTICLE XIII- Ratification**

### **Ratification**

#### Section 1

This constitution must be ratified by 2/3 of the individual voting membership present at a duly announced meeting.

## **ARTICLE XIV- Amendments**

### **How Amended**

#### Section 1

This constitution may be amended only by a majority of the votes cast at a regular meeting or a special meeting of the voting membership of this chapter of Brother 2 Brother.

## **Notice**

### Section 2

Notice of any proposed amendments to be submitted to the voting membership of this chapter shall be sent to each voting member at least one week before the meeting. Any such proposal shall also be presented to the voting members at the meeting before the vote is taken on the proposed amendments. No amendments to the proposed amendment may be made during the meeting in which voting takes place.

## **Conflicting Proposals**

### Section 3

In the event of two or more chapter constitution amendment proposals presented to the same meeting of members, which the executive board determines to be in conflict with each other, only the proposal receiving the highest majority of votes cast shall be adopted.

## **ARTICLE XV – By-laws**

### **By-Laws**

#### Section 1

By-Laws shall be established to include the rules and duties of Brother 2 Brother members, committees, task forces, boards, initiatives, and committees.

### **Policy Manual**

#### Section 2

A manual shall be established listing all motion and policy decisions made by Brother 2 Brother or committees empowered to do so.