

THE BYLAWS
Of the
BIG XII COUNCIL ON BLACK STUDENT GOVERNMENT

BYLAW I- NAME OF ORGANIZATION AND MEMBER INSTITUTIONS

SECTION B1: ANNUAL CONFERENCE

- B1.1 The rotation for the Annual Conference is as follows: The University of Missouri (Columbia); The University of Oklahoma (Norman); The Kansas State University (Manhattan); the University of Colorado (Boulder); The Iowa State University (Ames); The University of Nebraska (Lincoln); The Oklahoma State University; The University of Kansas (Lawrence); and The University of Texas at Austin.
- B1.2 If there is a Member Institution that is inactive or wishes not to host the Conference, then all active Member Institutions will be able to bid for the Annual Conference.
- B1.3 There will be \$1,000.00 Conference seed money set aside for the host Member Institution.
- B1.4 The \$1,000.00 Conference seed money must be returned.
- B1.5 The cost of the registration for the Annual Big XII Conference on Black Student Government shall be:
- A. \$100 for conference delegates
 - B. \$110 for conference members
 - C. \$120 for non-conference members
 - D. \$120 for school advisors.
- B1.6 A \$5 activity fee from each participant's registration cost will be given directly to the Council.
- B1.7 The \$5 activity fee will be utilized to fund each of the following Non-Big XII awards; Outstanding Non Big XII Council of the Year, Outstanding Non Big XII Freshman of the Year, Outstanding Non Big XII Sophomore of the Year, Outstanding Non Big XII Junior of the Year, Outstanding Non Big XII Senior of the Year.
- B1.8 In the event that there are no applicants for the aforementioned scholarships, or there is an excess of funds exceeding the total amount of the scholarships, the activity fee shall help fund activities, programs, and other support as the Council shall see fit.

- B1.9 The six (6) voting delegates from the member institutions and the executive board of the Council be given complimentary access to all Conference activities with the exception of registration fees.

BYLAW II- MISSION STATEMENT AND GOALS/OBJECTIVES

SECTION B1: GOALS AND OBJECTIVES

- B1.1 Member Institutions must provide programs that are in accordance with the Mission Statement and Goals/Objectives of Big XII Council on Black Student Government.
- B1.2 The Member Institutions School reports should include the measures being taken to fulfill the Big XII Council on Black Student Governments Mission Statement and Goals/Objectives.
- B1.3 The Goals/Objectives must be reviewed annually at the Transition meeting as provided by Article IV, Section 3.2.

BYLAW III- GOVERNANCE

SECTION B1: ALIGNMENT

- B1.1 The Big XII Council on Black Student Government will set forth public policy and administer the public policy and affairs of the Member Institutions.
- B1.2 The Big XII Council on Black Student Government will control the actions and behavior of the Member Institutions.
- B1.3 The Big XII Council on Black Student Government will exercise political authority.

BYLAW IV- MEMBERSHIP AND GENERAL ORGANIZATION

SECTION B1: GENERAL ORGANIZATION

- B1.1 The Annual Fall, Transitional, and Spring Council meetings shall be mandated by the Council meeting rotation schedule as set according to active member institutions.
- B1.2 The host Member Institution of the Conference is responsible for making accommodations for the Conference Council Meeting.

BYLAW V- ORGANIZATIONAL OFFICERS

SECTION B1: DUTIES OF THE CHAIRPERSON

- B1.1 Shall uphold all parts of the Constitution, Bylaws, and House Rules
- B1.2 Shall be the Chief Executive Officer of the Big XII Council on Black Student Government.
- B1.3 Shall serve as the official spokesperson for the Big XII Council on Black Student Government.
- B1.4 Shall execute all areas of the Constitution, Bylaws, and House Rules.
- B1.5 Shall call to order and preside over all Council meetings.
- B1.6 Shall announce all business as it pertains to the Council.
- B1.7 Shall put all questions to vote.
- B1.8 Shall state all motions.
- B1.9 Shall perform other duties and represent the organization in such a manner as his/her office may require.

SECTION B2: DUTIES OF THE VICE-CHAIRPERSON

- B2.1 Shall uphold all parts of the Constitution, Bylaws, and House Rules
- B2.2 Shall act in the absence of the Chairperson.
- B2.3 Shall assume the chairperson position in cases of the chairperson's death, resignations, disabilities, or removal from office.
- B2.4 Shall have jurisdiction over all standing and ad hoc committees.
- B2.5 Shall serve as chairperson of the Constitution Committee as provided by Article XI, Section 1.1.
- B2.6 Shall receive and review all legislation.
- B2.7 Shall have additional duties and powers as assigned by the organization.

SECTION B3: DUTIES OF THE EXECUTIVE SECRETARY

- B3.1 Shall uphold all parts of the Constitution, Bylaws, and House Rules.

- B3.2 Shall conduct all correspondence of the organization.
- B3.3 Shall record all minutes and procedures of the organization's activities.
- B3.4 Shall submit an appropriate copy of the minutes to each member institution within three (3) weeks of the last Council meeting.
- B3.5 Shall maintain a current and complete copy of the Constitution, Bylaws, House Rules, Legislation, and Reports.
- B3.6 Shall Serve as Chairperson of the Public Relations Committee as provided in Article XI, Section 1.4.
- B3.7 Shall have additional duties as assigned by the organization.

SECTION B4: DUITES OF THE TREASURER

- B4.1 Shall uphold all parts of the Constitution, Bylaws, and House Rules.
- B4.2 Shall receive and hold all monies of the organization.
- B4.3 Shall disburse all monies as the organization may direct.
- B4.4 Shall report in full all business pertaining to monies as the organization should request.
- B4.5 Shall train the Assistant Treasurer all matters pertaining to the financial matters of the organization.
- B4.6 Shall submit, along with the Assistant Treasurer, monthly reports to the Chairperson, Vice-Chairperson, Executive Secretary, Member Institutions, and the Council Advisor.
- B4.7 Shall process all checks within a 7-day period.
- B4.8 Shall send off all financial statements for outstanding debts.
- B4.9 Shall maintain an accurate ledger of all financial matters of the organization.
- B4.10 Shall conduct all organizational audits.
- B4.11 Shall serve as chairperson of the Finance Committee as provided in Article XI, Section 1.2
- B4.12 Shall have additional duties as assigned by the organization.

SECTION B5: DUTIES OF THE ASSISTANT TREASURER

- B5.1 Shall uphold all parts of the Constitution, Bylaws, and House Rules.
- B5.2 Shall maintain an accurate ledger of all financial matters of the organization.
- B5.3 Shall submit with the Treasurer monthly reports to the chairperson, Vice-Chairperson, executive secretary, Member Institutions, and Council Advisor.
- B5.4 Shall succeed the Treasurer in cases of the Treasurer's death, disability, resignation, or removal from office.
- B5.5 Shall assume the Treasurer position at the end of the one-year term. Unless in matters of impeachment or resignation as provided in Article VI, Section 1.2.
- B5.6 Shall have additional duties as assigned by the organization.

SECTION B6: DUTIES OF THE PARLIAMENTARIAN

- B6.1 Shall uphold all parts of the Constitution, Bylaws, and House Rules.
- B6.2 Shall maintain order of all council meetings.
- B6.3 Shall serve as timekeeper during business meetings.
- B6.4 Shall rule on all questions of parliamentary procedure.
- B6.5 Shall have in possession at all organizational meetings a copy of Robert's Rules of Order, which will be provided by the organization.
- B6.6 Shall have additional duties as assigned by the organization.

SECTION B7: DUTIES OF THE GENERAL COUNSEL

- B7.1 Shall uphold all parts of the Constitution.
- B7.2 Shall offer legal advice on legal issues affecting the organization.
- B7.3 Work in conjunction with the Treasurer when performing audits.
- B7.4 Shall serve notice on any institution, business, or individual that has violated the organization.
- B7.5 Shall have additional duties as assigned by the organization.

SECTION B8: DUTIES OF THE STANDING COMMITTEE CHAIRPERSONS

- B8.1 Shall uphold all parts of the Constitution, Bylaws, and House Rules.
- B8.2 Shall call to order and preside over respective standing committee meetings as provided by Article XI.
- B8.3 Shall present all legislation in the respective committees.
- B8.4 Shall have additional duties as assigned by the organization.

SECTION B9: DUTIES OF THE MEMBER INSTITUTION DELEGATES

- B9.1 Shall uphold all parts of the Constitution, Bylaws, and House Rules.
- B9.2 Shall serve upon the respective organizational committees.
- B9.3 Shall vote in committee on issues pertaining to the organization.
- B9.4 Shall relay information from the organization to respective member institutions.
- B9.5 Shall help complete Member Institution's school reports.
- B9.6 Shall handle respective Member Institution registration for the annual conference.
- B9.7 Shall have additional duties as assigned by the organization.

SECTION B10: DUTIES OF THE BIG XII CONFERENCE COORDINATOR

- B10.1 Shall uphold all parts of the Constitution, Bylaws, and House Rules.
- B10.2 Shall serve as the Chief Operating Officer of the Annual Conference.
- B10.3 Shall report in full all activities of the Conference for organizational approval.
- B10.4 Shall present pre-conference and post-conference reports to the organization.
- B10.5 The Big XII Council every year will have a Big XII Conference feedback meeting during the Spring Transitional meeting that shall be comprised of the outgoing conference host planning committee, the incoming conference planning committee host of the next years', and the conference planning committee host for the year after. The meeting will begin Friday morning and will end Friday night after the informal introductory meeting of the Spring Transitional.
- B10.6 Shall have additional duties as assigned by the organization.

SECTION B11: DUTIES OF THE COUNCIL ADVISOR

- B11.1 Shall uphold all parts of the Constitution, Bylaws, and House Rules.
- B11.2 Shall assist the organization through recommendations on organizational business.
- B11.3 Shall serve as corporate liaison for corporate sponsorship.
- B11.4 Shall have an account of all organizational business and activities.
- B11.5 Shall have additional duties as assigned by the organizational.

BYLAW VI- IMPEACHMENT AND RESIGNATION PROCEDURES

SECTION B1: IMPEACHMENT AND RESIGNATION

- B1.1 In the event that an executive officer is not present at any two of the four following scheduled planning meetings: Fall Transitional, Fall Planning, Big XII Conference, and Spring Transitional during their term, without just reasoning or valid proxy, forfeit their right to Judicial Review and the proceedings can be brought to a vote by the General Council.
- B1.2 At the second missed meeting, the representative school shall have the right to speak on the behalf of the individual in question.
- B1.3 In the event that the votes tally to a two-thirds majority of the member institutions present and the individual is voted to be removed from office, then they shall be relieved of all duties and denied all privileges of that office and the vote will stand.
- B1.4 In the event that the votes tally to a two-thirds majority vote of the member institutions present and there is a vote against the removal, they shall be reinstated into their position and will re-gain all rights and privileges associated with said office.
- B1.5 The order of succession is as follows: the Chairperson, the Vice-Chairperson, the Executive Secretary, the Treasurer, the Parliamentarian, the Assistant Treasurer, the Judiciary Committee Chairperson, the Constitution Committee Chairperson, the Finance Committee Chairperson, the Political Awareness Committee Chairperson, the Public Relations Committee Chairperson.

BYLAW VII- ELECTION PROCEDURES

SECTION B1: ELECTION PROCEDURES

B1.1 In order for a delegate to be elected or appointed to an organizational post he/she must have been present at a minimum of two meetings and must be in good standing at their respective institutions before and during their term.

SECTION B2: SELECTION PROCEDURES/WEBMASTER

- B2.1 The council shall not restrict invitations, and shall accept suggestions for candidates that are not council members.
- B2.2 Candidates will submit work samples to the council via the Website Liaison to determine who is most qualified to fulfill this position.
- B2.3 Candidate chosen will receive a stipend of \$200.00 per year for the duration of their services, to be paid as two (2) \$100.00 installments, 15 working days after both the Fall Planning and Spring Council meetings.
- B2.4 The candidate chosen must give 30 days notice before resigning from their duties.

BYLAW VIII- VOTING PROCEDURES

SECTION B1: VOTING PROCEDURES

- B1.1 It is at the organization's discretion on using Robert's Rules of Order at the organizational meetings.
- B1.2 The organization can conduct business (except voting) without using Robert's Rules of Order provided that there is a general consensus of the voting Member Institutions.

BYLAW IX- DUES

SECTION B1: DUES

- B1.1 Annual Dues are to be collected at the Annual Fall Planning Council Meeting.
- B1.2 Member Institutions that have dues payments which are delinquent by at least on year will submit in writing reason(s) for non-payment; and, after it has been recommended to the Finance Committee as provided in Article XI, Section 1.2; and, the Finance Committee has made recommendation for probationary status; and, upon a simple a majority vote of the general body; the Member Institution will be placed on probationary status. Any Member Institution placed one

probationary status will:

- A. Forfeit all voting privileges at the organizational meetings.
- B. Be ineligible to submit or receive any awards or honors at the conference.
- C. Be ineligible to run for any organizational office during that period.

B1.3 After the probationary period of one year, the delinquent institution shall be placed on inactive status whereby the institution is still a Member of the organization, however, with no rights or privileges.

B1.4 To be reinstated with full rights and privileges, the member institution must pay all dues incurred over the period of time.

BYLAW X- FUNDRAISER

SECTION B1: FUNDRAISER

B1.1 Funds from the annual fundraiser must be turned at the Big XII Conference.

B1.2 Funds should be sent to the Big XII Council on Black Student Government Treasurer.

BYLAW XI- STANDING COMMITTEES

SECTION B1: CONSTITUTION COMMITTEE

B1.1 Shall maintain, review, and revise the Constitution, Bylaws, and House Rules.

B1.2 Shall obtain the authority to make minor changes as long as the spirit of the article is not changed.

B1.3 Shall be contingent upon the approval of the Chair of the Big XII Council, pending the Council's approval.

B1.4 Shall review all legislation.

B1.5 Shall decide all related Constitutional matters for the organization.

B1.6 Shall work in conjunction with the General Counsel, and Parliamentarian.

B1.7 All naming rights for scholarships for the Big XII Conference shall be submitted to the constitution committee for consideration.

B1.8 Shall have additional duties as assigned by the organization.

SECTION B2: FINANCE COMMITTEE

- B2.1 Shall present an annual operating budget.
- B2.2 Shall plan and prepare long range financial opportunities.
- B2.3 Shall plan and conduct fundraisers.
- B2.4 Shall research grants and market opportunities.
- B2.5 Shall acquire corporate and alumni sponsorship.
- B2.6 Shall have additional duties as assigned by the organization.

SECTION B3: POLITICAL AWARENESS COMMITTEE

- B3.1 Shall conduct regional voter registration drives.
- B3.2 Shall render political endorsements.
- B3.3 Shall deal with campus, regional, and national political issues.
- B3.4 Shall provide the organization's political agenda.
- B3.5 Shall have duties as assigned by the organization.

SECTION B4: PUBLIC RELATIONS COMMITTEE

- B4.1 Shall create policy on recruitment and retention.
- B4.2 Shall provide the communication mediums for the organization.
- B4.3 Shall handle all awards application and honors for the Annual Conference.
- B4.4 Shall highlight the entity of the Big XII Conference with greater regard than that of its member Institutions.
- B4.5 Shall compose the Big XII Report, to be issued before the Conference, after the Fall meeting, and then a final revised copy at the Spring meeting.
- B4.6 Shall have duties as assigned by the organization.

BYLAW XII- AD HOC COMMITTEE

SECTION B1: AD HOC COMMITTEE

- B1.1 Shall handle all matters of grievance the within the organization.

B1.2 Shall be comprised of the Chairperson, Vice-Chairperson, Executive Secretary, and the president's of the respective Member Institutions.

B1.3 Shall have duties as assigned by the organization.

BYLAW XIV- CONSTITUTIONAL AMENDMENTS

SECTION B1: CONSTITUTIONAL AMENDMENTS

B1.1 Constitutional amendments must be old business before they can be voted on.