

Organizational Charter

Article I: Purpose

Our purpose is the unification of individuals who relate directly to the concerns of Black people. The primary goal being to protect the interest of Black students from the institutional inequities at the Harvard Business School.

Our objectives are to increase Black enrollment while ensuring completion of the M.B.A. Program and to provide additional opportunities for employment to members.

Article II: Membership

Section A Rights

Every member has the right to vote in all elections, serve as an officer and participate in all activities of the Union. Any member may petition for a special election on any issue or action of the officers provided the petition is supported by at least twenty percent (20%) of the existing membership.

All members are entitled to copies of financial statements for the previous fiscal year, the annual budget for the current fiscal year and the organization charter including the current organization chart. All members are entitled to any financial information concerning the Union.

Section B Duties

All members are required to pay dues. Participation is encouraged on a voluntary basis for first year students who wish to become directly involved in the activities of the Union.

All second year students (other than elected officers) will be assigned to operating committees based on individual preference and organizational priority in the spring of their first year. Individual participation will be voluntary for each committee however each member is encouraged to participate.

Section C Selection

Membership shall be by invitation only. Individuals, who identify with the organizational purpose and objectives, are invited in the Union based on their personal experiences and cultural background. Invitations, which are recommended by the Admissions Committee, require two thirds approval by the Executive Committee.

Individuals, who desire membership into the Union, may petition the Admissions Committee for entry into the organization. All recommendations to the Executive Committee require a majority vote of the participating committee members.

Section D Meetings

There shall be three organizational meetings in the fiscal year, which will begin on the first of March and end on the last day in February. The meetings shall occur during the middle of the month for October, January and April. All members are encouraged to attend each meeting of the Union membership.

Article III: Officers

Section A Duties and Responsibilities

Part I President

The President is the official representative of the Union in all

matters with responsibility for the overall coordination of the Union. The President chairs the Executive Committee and all organizational meetings.

Part 2 Vice President

The Vice President is primarily responsible for all committee operations. The Vice President shall monitor and control all funding for the various activities of the Union to ensure compliance with the annual budget.

Part 3 Treasurer

The Treasurer is responsible for maintaining the financial records of the Union, control over all cash and the collection of all funds belonging to the Union. The Treasurer shall prepare quarterly financial statements of the Union for presentation to the membership.

Part 4 Secretary

The Secretary is responsible for maintaining membership records, minutes of Executive Committee meetings and organization meetings. The Secretary shall provide the membership with a monthly calender of events. The Secretary shall be responsible for internal communication among the membership.

Section B Executive Committee

All elected officers and chairpersons shall belong to the Executive Committee of the Union with equal voting rights.

Part 1 Authority

The Executive Committee is authorized to establish those policies and procedures necessary for compliance with the objectives

of the Union provided such policies and procedures are not contrary to the policies of this Charter.

The Executive Committee is specifically authorized to approve the annual budget, provide special funding and establish temporary committees. All temporary committee operations will automatically terminate at the end of the fiscal year. All split decisions of the Executive Committee will be subject to a membership vote.

Part 2 Responsibility

The Executive Committee shall be responsible for providing membership invitations, monitoring all elections and planning each organizational meeting. The Presidential appointment of chairpersons for each operating committee shall be subject to approval by the remaining members of the Executive Committee.

Part 3 Disbursements

All cash disbursements shall be done through a checking account requiring the signatures of two officers. It is required that all routine disbursements be processed by the Treasurer in accordance with the budgetary procedures of the Union.

Section C Procedures

Part 1 Elections

Regular elections shall be held in February with nominations occurring at the January organizational meeting. Special elections shall be held for all vacancies among the officers of the Union after nominations have been made at an organizational meeting.

All elections will be conducted through the mail under the control of the Executive Committee. Nominations will be accepted

at the appropriate organizational meeting. All officers shall be elected by a majority of votes cast with disclosure of the actual results to the membership.

Student identification numbers (five digits) shall be used to control ballots and assure proper tally.

Part 2 Removal

Any officers or chairperson may be removed by the remaining members of the Executive Committee for non-performance of duties or unacceptable behavior provided such action is unanimous. A temporary replacement shall be appointed by the Executive Committee to carry out the duties and responsibilities of the officer. However, the temporary replacement will not have voting right on the Executive Committee.

Article IV: Committees

Section A Formation

The Union shall establish five regular permanent committees to carry out its objectives. Committee operations shall consist of those activities included in this charter. However participation in other related matters is not restricted, but will be at the discretion of the Executive Committee.

Section B Duties and Responsibilities

Part 1 Admission

The Admission Committee shall be responsible for increasing minority enrollment at the Harvard Business School, through the formulation of an admission strategy, as well as their subsequent participation in the Union.

The Admission Committee shall recommend individuals for membership to the Union in accordance with membership selection policies. Accordingly the committee will be responsible for the distribution of invitations from the Executive Committee.

Part 2 Education

The Education Committee shall be responsible for ensuring that each member successfully complete the first year of the MBA program through course review programs and supplemental materials. The Committee will provide an orientation meeting for incoming students and assist them in their preparation for first year examinations.

Part 3 Social

The Social Committee shall be responsible for improving the quality of life among its members in the business school environment as well as the solidarity of the membership through informal gatherings.

Part 4 Employment

The Employment Committee shall be responsible for improving employment opportunities for summer and permanent positions through recruiting seminars and the publication of a resume book of the membership.

Part 5 Career Day

The Career Day Committee shall be responsible for the planning, cooperation, coordination and participation of the membership in Career Day activities.

Section C Appointments

All chairpersons shall be elected in the regular election along

with the officers of the Union Committee. The election of Co-Chair persons shall be prohibited for operating committees.

Section D Budgeting

Every spring the chairperson of each operating committee will submit their fiscal budget for the ensuing year to the Executive Committee for approval and adjustments. Thereafter all disbursements shall be handled by the Vice President and the Treasurer to assure compliance with the budget. All committees are encouraged to use the zero-base budget concept.

Article V: Alumni Relations

All formal communication with the alumni shall be handled by the President of the Union. Each committee may establish and maintain communications with the appropriate A.A.S.U. alumni members as potential contacts for admission applicants and employment opportunities.

Article VI: University Relations

The President shall establish and maintain communication with the black students and their associations at the University and in the Boston area. All formal communication with other black students at the University shall be handled by the President.

Article VII: Reporting

Section A Activity

Part 1 Quarterly

In each year during the academic year (September-May) the chairperson of each committee shall submit, within fifteen (15) days after

organizational meetings, a schedule of events and activities for the next fiscal quarter to the Secretary. The schedules will be used for planning all activities of the Unions.

Part 2 Monthly

Each month all adjustments to the quarterly schedules which affect the next months will be forwarded to the Secretary at least ten days before the end of the current month. Monthly calenders by the Secretary shall be mailed no later than five days before the end of the current month.

Section B Financial

Part 1 Quarterly Financial Statement

The Treasurer shall prepare before each organizational meeting a balance sheet of the quarter ended, a cash flow statement for the quarter ended and an income statement for the quarter ended. All quarterly statements shall be prepared by the Treasurer who serves in the quarter being reported upon.

Part 2 Annual Financial Statements

Before the end of the academic year, the newly elected Treasurer shall prepare financial statements (as noted above) for the previous fiscal year. The statement shall be made available to the entire membership.

Article VIII: Amendments

Amendments to this Charter shall be made with support from two thirds of votes cast in an election provided fifty percent (50%) of the membership participate in the election. Election for amendments shall be held upon petition by at least twenty five percent (25%) of the membership.

