

Constitution & Bylaws
HU Elite Models

Article I

The name of this organization will be Howard University ELITE Models.

Exceeding
Limitations
Internally
To
Externally

Members of this organization are subordinating to rules and regulations of OSA Howard University. ELITE Models stand to break the barriers of the perception of models in the industry today. Slim waists and elongated legs have been stereotypical features that have become the norm of how a model is “supposed” to appear. Our organization strives to give every individual, whether a size 2 or 12, 4’9” or 6’10”, the opportunity to flourish, exhibiting self confidence with the objective to inspire others. Through academia and community service, ELITE executes professionalism while impacting not only the Howard community, but also the DC metropolitan area.

Article II

The Howard University ELITE Models purpose is to advocate the idea of self expression, confidence & inner beauty. We want to encourage an appreciation for the arts through performance to the public and mentoring through community service. With our dedication and leadership, we will support and uplift the Howard University community and the public.

Article III

Howard University ELITE Models was founded on January 24, 2015 by Montrose Waite and Justin Leonard on Howard University’s campus.

Article IV/V

Alumni Advisory Board:

The Alumni Advisory Board serves as an off-campus leadership team that provides operational and administrative advice. This board will also aid in settling unresolved disputes amongst campus leadership, overseeing annual intake, and facilitating annual advisory board meetings.

The advisory board must consist of an uneven number of Alumni Elite members (including both Founders) capped at 5 members at a time, excluding Founders, who have served in leadership while active in the on-campus organization and have remained active in the organization's growth after their Howard experience. Members of this board must also be interviewed and voted in unanimously by its standing members.

To be considered for the Alumni Advisory Board, prospective members will need to undergo a review of leadership procedure in which current members of the advisory board will review the work of the prospective member in their position in the organization as a whole.

This advisory board will take part in an annual leadership meeting where the Executive Board on campus will present the plan for operation, finances, culture, productivity and overall standing of the organization and its agenda for the year.

Advisory board members will be responsible for hosting leadership training workshops with on-campus members bringing in industry professionals and real world experience on how to lead an organization and maneuvering in the industry in general.

Term Length: 2 years fixed then positions are open for replacements.

Founders will serve as Chair of the Alumni Advisory Board. The duties of the Chairs are to have final say if ever the Board cannot come to a unified conclusion.

The Founding Advisory Board members are:

Justin Leonard
Raaziq Brown
Jaclyn Chandler
Craig Kirby Jr.

Montrose Waite
Chidimma Achebe
Russell Schiller

Descriptions of Executive Board Positions/ CORE:

President/Head Visionary: Responsible for providing structure, guidance, organization, and delegation of tasks to work towards the organization's mission and inter-semester goals. Serves as head of all visions for ELITE as far as community service, production, and modeling. The President is to stay in communication with the AAB.

Vice President: Provide direct guidance and support to the President; leading the event coordination, marketing, and social strategies of the organization. The Vice President is to stay in communication with the AAB.

Internal Secretary: Responsible for organization, structure and documentation of events, meetings, client information, model information, meeting minutes, etc for all events involving current members.

External Secretary: Responsible for organization, structure and documentation of events, meetings, client information, model information, meeting minutes, etc for all events involving external relations and on campus involvement.

Treasurer: Responsible for all finances pertaining to fundraising and management of funds delegated to/from the organization. Any financial transactions made with org funding must be documented and filed for records

Descriptions of Leadership Positions:

Head of Staff: Serves as the first point of contact for all Heads of each department; primary overseer of staff duties and obligations.

Head of Creative Direction: Responsible for aiding in logistics of the CORE's vision for the year, works diligently to create concepts that uplift the organization through service and publications.

Head of Makeup: Responsible for overseeing all of the makeup looks performed on models and for the development of all makeup artists.

Head of Hairstyling: Responsible for overseeing all of the hairstyles performed on models and for the development of all of the hairstylists.

Head of Styling: Responsible for overseeing all of the wardrobe looks performed on models and for the development of all of the wardrobe stylists.

Head of Graphic Design: Responsible for overseeing all graphic content created on the organization's behalf.

Head of Cinematography: Executes the professionalism in all photographs being captured of the organization through service and performance, responsible for translating the Head Visionary's vision into how the camera will capture it to create striking images on screen.

Head of Production: Oversees all logistics of ELITE Models events; this includes photoshoots, and showcases. Manages team for all lighting, music, stage hands, and set designs.

Head Of Modeling: Serves as the first point of contact for all modeling operations in the organizations; primary overseer of model duties and obligations.

- Model Coaches: Second point of contact for all modeling operations, specific roles delegated by head of modeling, responsibilities include but are not limited to, hosting events, leading model clinics, holding private practices, and maintaining the integrity of the organization be pursued by aspiring models.

Liaison/Mental Health Chair: Chief communicator between the general body and the Core. The liaison translates concerns circulating within the general body to the Core to help facilitate a better family environment amongst the organization and help ensure that everyone is on one accord.

- HR Team: Help manage tasks to mediate grievances amongst members, tasks delegated by Liaison.

Head of Fundraising: Oversees the collecting of funds for all ELITE Models events; this includes small and large scale, on and off campus events.

- Fundraising Committee: aid in the curation and execution in budgeting for an event, responsibilities delegated by head.

Head of Event Planning: Oversees all planning of ELITE Models events; this includes small and large scale, on and off campus events.

- Event Planning Committee: aid in the curation and networking involved in planning an event, responsibilities delegated by head.

Community Service Chair: Creates all ideas for community service for the organization

- Community Service Committee: aid in the curation and networking involved in community service events, responsibilities delegated by head.

Head of Social Media: Responsible for maintaining ELITE's presence via our social media platforms i.e; Instagram, TikTok, Twitter, Engage.

- Marketing Manager: Responsible for managing marketing, advertising and promotional staff and activities.
- Social Media Committee: Delegated responsibilities to the different social media platforms, responsibilities delegated by head.

Article VI

Advisor: Prof. Mikki Taylor

Faculty or staff member of Howard University who understands the vision of ELITE Models & who supports the mission of ELITE models to inspire and impact the African American community.

Article VII

Membership

Section A:

To become an official member of the HU ELITE Modeling, organization applicants must undergo an auditioning sequence consisting of,

An application, detailing your interest and dedication to becoming a member of this organization. Showcasing any skills that may aid in the selection process,

- for staff, that may include a portfolio of prior work
- for models, that may be photos or videos of quality modeling experience to date.

(Models Only) First Walking Audition, where models will demonstrate their runway walks to the Executive Board & the models to the best of their abilities & receive critiques.

(Models Only) Callbacks (if the applicant receives one via email), which will give the applicants a chance to demonstrate how they have taken direction & critique during the First Audition to show what they have learned.

Lastly, The Final Interview, which consists of a series of questions that allow the Executive Board & models to better understand who the applicant is & if they demonstrate the characteristics of being a Role Model by Day & Model by Night. (Ie: What does community service mean to you? & how have you exemplified that throughout your career?, What does leadership mean to you? & how do you show this in your everyday life?, etc.)

Section B:

Membership is open to validated Howard students who have at least a 2.8 GPA.

- GPA's are evaluated at the beginning of the Academic Year, and re-evaluated in spring semester. If you don't meet the minimum GPA in the beginning of the year then org probation will be enacted, failure to improve by the next semester, may result in revoked membership.

Full membership entails participation in shows, photoshoots, community service, and the online portfolio.

To be eligible to join the HU ELITE Modeling organization students must adhere to the following:

- Be a full-time student.
- Have a minimum cumulative University grade point average of 2.80. The Office of Student Activities certifies scholastic standing of prospective members.
- Have no current or delinquent conduct infractions on file with Administration.
- Participate in a minimum of 5 (five) community service hours per semester (either sponsored by the Office of Student Activities or coordinated by the organization itself)

Article VIII/IX

Elections for E-Board Positions

Elections for the Howard University Elite Models E-Board will be held once each year. Members who wish to be a part of the E-board must be an Active member of the organization.

Organization members will privately express interest in an Executive Board position to the individual holding the position at the time. This will then be reported and noted at the following E-Board meeting. All interest-candidates will be interviewed by the CORE E-Board members (Co-Presidents & Secretary for notes) and a decision will be made, on the spot, whether they can enter the ballot for their position or not. A vote will be taken amongst the organization with the CORE E-Board Members holding $\frac{1}{3}$ of the weight, the remaining E-Board members holding another $\frac{1}{3}$ of the weight, and the final $\frac{1}{3}$ being held by the rest of the general body.

Article X

Nominations

All members of this organization (E-Board and General Body) may nominate an intern for a position on the executive board. To be eligible for nomination one must be an active member of a minimum of one semester. Shadowers must be present at all meetings, including meetings held for the executive board. There, they should take notes and will be given the opportunity to watch and gain hands-on experience of the shadowed position. Interns must also keep in contact with the board member and be available to meet and assist with responsibilities of the position.

Article XI

Finances

Dues will be collected from all members of Howard University Elite Models at the beginning of each year. Dues as well as funds provided by fundraising events will contribute to basic supplies for the organization (ie. shirts for all members.) Dues will amount to \$75/year for new members-- \$50/ year for continuing active members.

Any financial transactions made with org funding must be documented and filed for records.

Article XII

Meetings

General body meetings will occur once each month. Executive board meetings will be held twice each month. All members of the executive board and all members are required to attend the general body meetings in order to receive vital information/announcements concerning upcoming events. Only CORE E-Board members are allowed to call a general body meeting.

Article XIII

Amendment of the Constitution and Bylaws

Changes will be brought up in the Executive Board meetings and voted on a $\frac{2}{3}$ majority. However in the event of major amendments of the constitution, the AAB must be informed to approve all official changes. All amendments must be forwarded to the office of student activities for final approval.

Article XIV

- Proposal ideas
- Review of proposals
- Closing Parliamentary Procedures

Parliamentary procedures will be conducted by the executive board. These meetings will be held for approximately 30-60 minutes. These meetings will go as followed:

Remarks

Robert's rules of order, revised, will govern in all matters not provided for in the constitution and bylaws

Article XVI

Ratification

At least $\frac{2}{3}$ of the general body members must be present at a meeting to vote. The decision will be made on a $\frac{2}{3}$ majority of votes.

Article XVII

Re-Production of ELITE Logo

Members are not permitted to produce merchandise, digital reproductions, or items of any kind using the "ELITE" or "EM" Logo unless given authorization from the Core. Members of the Core are the only organizational body permitted to design, reproduce, fabricate, purchase and sell "ELITE" or "EM" branded items and merchandise.

Article XVIII

Resell of ELITE Merchandise

Members are not permitted to resell or make profit from "ELITE" or "EM" branded merchandise and items. The monetary profits and exchanges of "ELITE" and/ or "EM" merchandise and items are to be directly deposited into organization banking accounts. Members are not permitted to accept profits or exchanges from "ELITE" and/ or "EM" merchandise into personal banking accounts.

Article XXIV

Dismissal of Core and E-Board Members

In the event that a Core member/ E-Board Member is deemed inadequate to no longer serve in their Core Position the following is the protocol for removing a serving member from their Core/ E-Board Position:

1. The current CORE must inform the AAB of their concerns regarding the inadequate CORE member before moving forward with expressing concerns to the Office of Student Life & Activities in order to possibly alleviate concerns and assist in solutions.
2. If the current Core sees that a member is unfit to serve in their E-Board position they must first bring their concerns to the Office of Student Life & Activities. To proceed forward with the process of removing a Core/ E-Board Member the contents within Robert's Rule of Order must be followed.
3. Next, The person who is at risk of losing their position in Core first needs to be notified by the current Core as well as Student Affairs that their position is being re-evaluated.
4. The current Core must notify their advisor along with the Alumni Advisory Board that there is going to be a re-evaluation of a member holding their current Core/ E-Board position.
5. The Core/ E-Board Member at risk of losing their position as well as the testifying Core must be allowed due process facilitated by the Office of Student Life & Activities. In addition to this, the advisor of the organization must be notified of all jury meetings that take place during the carrying out of due process. Both sides are permitted to carry out the entirety of their due process.
6. In order for the final decision to be carried out on removing a serving Core/ E-Board Member there must be a vote held amongst the current Core in the presence of the office of Student Life & Activities. In addition to this, after reviewing the vote of the current Core and the conclusion of due process, the office of Student Life & Activities will accept or deny the request for a Core/ E-Board Member to be removed from their position.
7. Upon a final decision being made, the serving member losing their position in Core/ E-Board must be officially notified by Student Life & Activities that they are being removed from their position.
8. After this process, the current Core members are allowed to conduct an "Accelerated Recruitment" in which they work to replace the open position for Core abiding to the protocols for election stated within the current constitution.

Article XXV

Disciplinary Action Clause

1. Purpose:

The purpose of this disciplinary action clause is to establish a framework for addressing misconduct or violations of the rules and regulations within the constitution of the Howard University ELITE Models organization. It ensures fairness, transparency, and accountability in handling disciplinary matters.

2. Disciplinary Authority:

CORE shall have the responsibility to investigate, hear, and decide on disciplinary cases in accordance with the provisions outlined in this clause. In the case that a CORE member is under investigation for an infraction of this clause, the Advisor will work in accordance with the remaining leadership and Student Life, if deemed necessary.

3. Grounds for Disciplinary Action:

Disciplinary action may be initiated against any member of ELITE who engages in conduct that is in violation of the constitution, policies, or guidelines established by ELITE. Such conduct may include, but is not limited to:

- a. Breach of organizational rules and regulations.
- b. Misuse or damage of organization property.
- c. Disruptive or harmful behavior towards other members.
- d. Failure to comply with the decisions or directives of the organization.
- e. Any act that brings discredit or harm to the organization.

4. Disciplinary Procedures:

- a. Complaint and Investigation:
 - i. Any member of the college organization may file a complaint against another member by submitting a written complaint to the disciplinary authority.

ii. The disciplinary authority shall conduct a thorough investigation to gather evidence and interview relevant parties involved in the complaint.

b. Notice and Hearing:

i. If, upon investigation, the disciplinary authority finds sufficient evidence to proceed with disciplinary action, the accused member shall be provided with a written notice specifying the allegations and the proposed disciplinary measures.

ii. The accused member shall be given a reasonable opportunity to respond to the allegations and present their case before the disciplinary authority.

iii. The accused member may also bring witnesses or legal representation, if desired, to support their defense.

c. Decision and Disciplinary Measures:

i. After considering all relevant evidence and hearing both sides, the disciplinary authority shall make a fair and impartial decision.

ii. The disciplinary measures may include, but are not limited to, warning, probation, suspension, expulsion, or any other appropriate action deemed necessary by the disciplinary authority.

iii. The decision shall be communicated in writing to the accused member, along with the rationale behind the decision.

iiii. The disciplinary measures will act in a three strike system as follows:

- Strike one - A written warning
- Strike two - An interventional meeting with the disciplinary authority, removal from leadership positions, and suspension from the organization
- Strike three- Removal from the organization

5. Appeal Process:

- a. The accused member shall have the right to appeal the decision of the disciplinary authority. The appeal should be made in writing within a specified time frame, as outlined in the organization's bylaws.
- b. The appeal shall be reviewed by an appellate body or committee designated by the organization. This body shall conduct a fair and impartial review of the case and may uphold, modify, or reverse the decision of the disciplinary authority.
- c. The decision of the appellate body shall be final and binding.

6. Confidentiality and Privacy:

Disciplinary proceedings shall be conducted with due regard to the privacy and confidentiality of all parties involved. Information related to the disciplinary action should only be shared on a need-to-know basis and kept strictly confidential.

7. Record-Keeping:

Records of all disciplinary proceedings, including complaints, investigations, decisions, and disciplinary measures, shall be maintained in a secure and confidential manner by the disciplinary authority. These records shall be used for reference purposes and to ensure consistency in the application of disciplinary actions.

8. Non-Discrimination:

Disciplinary actions shall be administered without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or any other protected characteristic.

Robert's Rules of Order, often simply referred to as Robert's Rules, is a manual of parliamentary procedure by U.S. Army officer Henry Martyn Robert. "The object of Rules of Order is to assist an assembly to accomplish the work for which it was designed [...] Where there is no law [...] there is the least of real liberty".