

HBCU IMPRINT, Inc. Constitution

ARTICLE I - Name

The name of this organization will be HBCU IMPRINT, Inc. because we strive to leave a lasting impression on the lives of first generation students

ARTICLE II - History

After noticing the lack of support and resources for first generation students attending HBCUs HBCU IMPRINT, Inc. was founded by Gabrielle Jackson, Bryce Harper, and Joyce Karekezi on Howard University's campus. These three hoped to positively influence the lives of first generation students and reduce the dropout rate of those students.

ARTICLE III - Statement of Mission

The mission of HBCU IMPRINT, Inc. is to provide its participants with the type of support and mentorship first-generation students need but often don't receive. Leaving no student left behind, HBCU IMPRINT, Inc. is here to encourage the pursuit of higher education despite negative circumstances.

ARTICLE IV - Statement of Vision

The vision of HBCU IMPRINT, Inc. is to help eliminate the gap between first generation students and those who aren't. Not only giving them the tools to succeed but showing them how to use them effectively. Creating a new generation of first generation students with higher graduation rates and a stronger support system.

ARTICLE V - Statement of Purpose

The purpose of this organization is to ensure that first-generation students receive valuable guidance and assistance in transitioning from high school to college.

ARTICLE VII - Advisors

The on-campus advisor for HBCU IMPRINT, inc. must be a current member of the university's faculty or staff who agrees to mentor this student organization in accordance with its mission, vision, and purpose throughout the academic school year.

The advisor will serve as a liaison between the university and HBCU IMPRINT, inc., interpreting the university's policies and procedures. The advisor to HBCU IMPRINT, inc. is also an integral part of ensuring the organization's longevity and success on the university's campus.

The university's Director of Student Life and Activities (or its equivalent) must be notified immediately whenever an on-campus advisor resigns; at which time, HBCU IMPRINT, inc. is temporarily suspended pending finding a new advisor for the organization.

ARTICLE VIII - Membership

Membership is open to all first generation undergraduate college students.

If a member's GPA is below a 2.0, and they do not attend weekly tutor sessions and/or improve their GPA to a 2.0 or above, they do not meet the 5/8 general meeting/workshop attendance requirements, and/or they do not meet the 10 hour/semester community service requirement, their membership may be revoked.

Nominations

Members are selected in the beginning of the fall semester and spring semester of each academic year.

Members must fill out a membership application.

Members are required to attend the interest meeting.

Members will be notified via email of their entrance into the organization.

ARTICLE IX - **Board of Directors**

The Board of Directors oversee all of HBCU IMPRINT, Inc. operations throughout their various branches.

These positions are nominated by former directors and voted on by the current board.

Each current board member must nominate 2 people for the position.

There are 6 positions on the Board of Directors.

Board Directors terms last 3-4 years before a vote must be taken for replacement.

The Duties of Board of Directors are as follows:

Ensure that HBCU Imprint, Inc. is functioning progressively
Handling and approving company sponsorships
Scholarship Distribution
Oversee the functionality of all E-boards
Responding to appeals and complaints

When the Board of Directors vote on a matter the vote must be $\frac{5}{6}$ in agreement to be considered approved.

ARTICLE X - **Officers**

Duties

President- The responsibilities of the president includes proficiently running the program and ensuring that the productivity of the program and its participants remains high as well as developing new ways to grow/sustain the program

Vice President - The responsibilities of the vice president includes assisting in proficiently running the program and ensuring that the productivity of the program and its participants remains high as well as developing new ways to grow/sustain the program

Treasurer - The responsibilities of the treasure includes the proper allocation of funds for organizational purposes, recording of all deposits and withdrawals, and distribution of funds

once requested

Secretary (Chief of Staff) - The responsibilities of the chief of staff includes acting as a point of contact between the director and supporting staff, providing oversight and guidance to projects of high importance, as well as management of support staff

Communications Chair - The responsibilities of the communication chair includes PR, inner team correspondence, as well as outer team correspondence. Also handling of all email and social media accounts

Community Outreach Chair - The responsibilities of the community outreach chair includes researching and implementing service projects within the program as well as reaching out to the communities of the programs participants and looking for community opportunities in their hometowns

Mentorship Coordinator - The responsibilities of the mentorship coordinator includes pairing each mentee with a mentor based on their interests and/or background as well as resolving any conflicts that may occur between mentee and mentor. They are also in charge of planning and organizing monthly mentor/mentee bonding events

Scholastics Pursuit Chair - The responsibilities of the scholastic pursuits chair includes gathering scholarship and grants that are specifically for first generation students, being knowledgeable about FAFSA and Financial Aid, as well as providing scholarship opportunities for all majors

Fundraising Chair - The responsibilities of the fundraising chair includes gathering scholarship and grants that are specifically for first generation students, being knowledgeable about FAFSA and Financial Aid, as well as providing scholarship opportunities for all majors

Officier Characteristics

President - This office requires an individual that is passionate, creative, and innovative. They must also be reliable, consistent and team oriented.

Vice President - This office is second in command to the president. They must be innovative, reliable, honest, consistent, and team oriented.

Treasurer - This office is responsible for economic and financial matters, such as the maintenance and administration of funds, generating revenue, and keeping financial records. They should possess organizational skills, good time management skills, budgeting skills,

honesty and accountability.

Secretary (Chief of Staff)- This office requires an individual that is organized, a great communicator and reasonable. They should possess good time management skills, good communication skills, and team oriented.

Communications Chair - This office requires an individual that is creative, sociable and proficient in major communications methods (social media and street team).

Community Outreach Chair - This office requires an individual that is diligent, organized, and committed to the betterment of their community

Mentorship Coordinator - This office requires an individual that is reasonable, approachable, organized, and one that possesses great communication skills

Scholastics Pursuits Chair - This office requires an individual that is dedicated, organized, reliable, and patient. The individual should be proficient in research skills and communication skills.

All officers must have a minimum 2.5 GPA

In The Event of a Vacancy

In the event of a vacancy, board members will identify qualified candidates and hold a vote by which a majority must be met for the person to be brought in the team.

Officer Removal

Circumstances that would count as grounds for removal constitute as said officer failing to fulfill responsibilities of position and receiving three demerits in one semester.

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Article XI - Election

Method of elections

Elections will be done through google forms or another online portal in which the current

President, Vice President, and Chief of Staff will review the application submitted and then interview applicants.

Elections will be held every spring semester.
In the event of a vacancy, board members will identify qualified candidates and hold a vote by which a majority must be met for the person to be selected for said position.

Board Requirements

Rising sophomore, junior, and senior students with at least a 2.5 GPA and 75% participation throughout the school year are eligible to run.

Officers will serve 1 year terms with the option of re-election.

Selected members will be notified by email by the end of the spring semester.

ARTICLE X - Finances

Dues

Dues in the amount of 10, must be paid to the Treasurer by two weeks after the date of the interest meeting.

The Treasurer is responsible for collection and disbursement of funds.

The president, treasurer, and advisor must agree on said expenditures.

All withdrawals and deposits of money must be recorded this includes: donations, dues, and purchases of any kind on behalf of HBCU Imprint, Inc.

ARTICLE XI - Meetings

E-board Meetings

This group shall meet together a minimum of one time per month per semester

General Body Meeting

This group shall meet as a general body a minimum of two times per month per semester

Attendance

Attendance is mandatory. If a member or board member cannot make a meeting they must email the account 10 hours before said meeting. Extreme lack of attendance can result in removal based on the discretion of the E-board

ARTICLE XII - Amendments to the Constitution

Amendments to the constitution can be made based on $\frac{2}{3}$ majority vote by E-board members present and Board of Directors approval.

All E-board members must be present during voting.

ARTICLE XIII - Ratification

Ratifications to the constitution must be conducted in the presence of all E-board members must be present during voting.