

**CONSTITUTION and BYLAWS**  
**UNIVERSITY FASHION COUNCIL**  
**2021**

**PREAMBLE**

We, members of the University Fashion Council, will increase knowledge about the fashion industry as we represent and advocate for the students enrolled in the Fashion Design concentration in the Department of Art in the Division of Fine Arts in the College of Arts and Sciences and other students at Howard University. Our organization will showcase career opportunities and other activities that will enable students with a love for fashion to develop a successful career within the fashion industry.

**ARTICLE I - Name**

- A. This organization shall be officially known as the University Fashion Council. The acronym "UFC" will also be used in lieu of the formal title. The UFC as an organization will follow the Howard University policies, procedures, rules, and regulations.

**ARTICLE II - Statement of Purpose**

B. The purpose of UFC is to provide information about the fashion industry through events such as workshops, speaker series, fashion shows, networking meetings and other related activities to students with interests in the fashion industry broadly defined. Its first commitment is to students enrolled in the Fashion Design program as either majors and minors (if offered), although students enrolled in other majors are welcomed. The UFC is dedicated to

1. Creating an environment where students can become educated about the fashion industry.
2. Facilitating individual expression through a variety of fashion-related activities including but not limited to designing, modeling, styling, consulting, marketing and selling of fashion goods.
3. Promoting career opportunities for students interested in the fashion industry.
4. Creating opportunities for students to become engaged in community service through fashion-based and non-fashion-based activities.

**ARTICLE III - History**

- A. The University Fashion Council was established in 2000 by students in the Fashion Merchandising major at Howard University. The program then switch from Fashion Merchandising to Fashion Design in the fall of 2011. The organization sponsored fashion shows, workshops, guest speakers, field trips, and more until 2013. Students from across the university were active in the organization.

**ARTICLE IV - Executive Committee**

- A. The Executive Committee will consist of the President, Vice-president, Secretary, Treasurer, and Chair of Committees.

B. The purpose of the Executive Committee is to structure the general meeting by adding organization to UFC.

C. Executive Committee meetings will be held at least twice a month.

D. Special executive meetings shall be called by the president with at least one-week advance notice.

#### **ARTICLE V - Officers**

A. Officers of UFC must be Howard University fashion design students with at least a 3.0 gpa.

1. President:

a. Qualifications of the president is to represent the organization while providing leadership for the group.

1. She/he is to lead by example in making UFC a success. The president should exemplify dedication, hard work, leadership, motivation, and most of all a love and passion for fashion. Her/his characteristics should include a positive attitude, interpersonal skills and trustworthiness.

b. Responsibilities include authorizing all financial transactions, calling official executive and general meetings to order, presiding over general body and executive officer meetings and presenting agendas at official meetings. She/he is to have involvement in each of the standing committees by keeping abreast of all UFC activities as well as keeping close communication lines with the UCF advisor including membership applications.

2. Vice President:

a. Qualifications are to lead by example as well as exemplify the same qualities as the president.

b. Responsibilities include being the right-hand man to the president; taking the role of the president if she/he is absent or if she/he can not fulfill her/his position as president.

3. Secretary:

a. Qualifications include good writing, organization, speaking, and computer skills.

b. Responsibilities include recording the minutes precisely during the meetings. She/he is to report on prior and future activities demonstrated by the organization. In addition, she/he is to develop the communication line between the members of the organization, by providing a phone directory and calling each member of UFC to keep them abreast about upcoming events. Also, he/she is to keep track of all incoming postal and e-mail which is presented at the meetings.

c. Also, take attendance as to who shows up and who doesn't of meetings and events.

4. Treasurer:

a. Qualifications include organization, math, money handling, and business oriented skills.

b. Responsibility is to handle all dues and funds within the organization. Also, she/he is to present the status of all UFC funds at each meeting by keeping track of all transactions within the UFC bank account, recording all receipts from UFC transactions, and distributing and requesting receipts from all UFC members.

6. Chair of Committees:

a. Qualifications include a presentation, speaking, interpersonal and leadership skills.

b. Responsibility is to supervise all committees and approve their activities and reports. She/he is to contact each committee chair with UFC assignments and event updates. In addition, it is her/his responsibility to report committee activities to the executive board. She/he is also responsible for removing chairpersons from office if they are not fulfilling their duties.

7. UFC Elections of officers

a. Rules:

1. UFC elections will be done by open nominations, which will then be voted by using google docs to cast their votes for the elections. Officers of UFC will be chosen by a majority vote.
2. In the case of officer resignation or removal of position, an emergency election will be held prior to the following general body meeting to elect an individual to fill that position.
3. Elections will be held in April of the spring semester for officers to take the position in August the following fall semester.

B. The term of office for UFC officers is one academic school year starting fall of 2020

### **ARTICLES VI - Advisors**

A. All Student Organizations are required to have at least one on-campus advisor.

B. UFC campus advisor must be current members of Howard University's faculty or staff who agree to mentor student organizations on their purpose and operation throughout the school year. They serve as a liaison between the university and organization interpreting the University's policies and procedures.

C. UFC campus advisors are an integral part of ensuring the organization's success and longevity on Howard University's campus.

D. The Director of Student Activities must be notified immediately whenever an on-campus or graduate advisor resigns at which time, Howard University's recognition will be suspended until a new on-campus and/or graduate advisor can be secured by the organization.

### **ARTICLES VII - Membership**

A. Eligibility for membership in the UFC is as follows:

1. All potential members must be enrolled for at least 12 credits (12) at Howard University during the academic term.

2. Students must maintain enrollment and be in GOOD academic standing during the duration of the academic term to be able to participate in UFS activities. Students must also be a member of UFC to be involved in UFC activities.

3. Membership is allowed at the beginning of each academic semester.

B. Categories of membership

1. Active members (see section C).

2. Inactive members (see section E).

C. Requirements for active membership in the UFC are as follows:

1. To be considered "active", members must

a. attend seventy-five percent (75%) of the general body meetings;

b. attend and or participate in seventy-five percent (75%) of activities sponsored by the UFC.

c. pay dues no later than the third week of the academic term.

D. Membership may be revoked should the requirements in the Membership section of the Constitution not be met and maintained.

E. Requirements for inactive membership in the UFC are as follows:

1. To be considered "inactive" members must:

a. Attend less than seventy-five percent (75%) of the general body meetings:

b. Attend and or participate in less than seventy-five percent (75%) of activities sponsored by the UFC without reasoning for absence

c. Not pay dues by the third week of the academic term

## **ARTICLES VII - Executive Committee**

A. The Executive Committee will consist of the President, Vice President, Secretary and Treasurer, and the Chair of Committees.

B. The Purpose of the Executive Committee is to structure the general body by adding organization to UFC.

C. Executive Committee meetings will be held at least twice every month.

D. Special Executive meetings shall be called by the president with at least a week in advance notice.

## **ARTICLES VIII - Committee**

### **Section One: STANDING COMMITTEES**

A. Media/Public Relations Committee: Responsibilities include contacting speakers, companies, and students for any upcoming events and developing creative flyers/graphics and invitations for upcoming events. They are responsible for creating the UFC Fashion newsletter at least once every two months. Also, the committee is responsible for handling trips taken in the future. This committee will take pictures at all events. This committee will consist of writers, photographers,

stylists, reporters, bloggers, graphic artists and designers that will keep the Howard University community abreast with the latest fashions.

- B. Production Coordinating Committee: Responsibilities include developing a creative theme and show. Duties also include contacting and selecting models and designers to participate in the fashion show. This committee is also responsible for all setup relating to pop up shops
- C. Fundraising Committee: Responsibilities include planning and promoting fundraising activities, as well as, governing current activities and funds that are being represented by UCF events.
- D. Special standing committees will be established upon the necessity for the event.

### **Section Two: COMMITTEE CHAIR ELECTIONS**

- A. Chairs of the Standing Committee will be nominated by members within that specific committee.
- B. After nominations are closed, the committee chair is elected by a majority vote of members within that committee.
- C. Committee chairs may be removed from office if they are not fulfilling their duties assigned to them.

### **ARTICLES X - Elections**

- A. Elections will be held in April for the following academic school year. The election will not be a popularity contest. Officers must be enrolled at Howard University and in good academic, financial and judicial standing with the university.
  - 1. Elections will be held by anonymous voting.
  - 2. To run for a position in office a student must have at least a 3.0 GPA.
  - 3. Positions will be held from August to April.
  - 4. Elections will be announced the second to last week of April

### **ARTICLES XI - Nominations**

- A. To be Nominated:
  - 1. One has to have at least a 3.0 GPA.
  - 2. Be a rising sophomore by April. The president must be a rising junior or senior.
  - 3. Nominations will be held the last week of March.

### **ARTICLES XII - Finances**

- A. Dues
  - 1. Dues will be collected at the beginning of each semester.
  - 2. Dues will be \$25 each year.
  - 3. Dues will be paid to the Treasurer, no later than the third week of the academic term.
  - 4. A fee breakdown of dues will be provided to members to show how dues are being applied.
  - 5. All monies collected shall be deposited in the bank account within 24 hours.
  - 6. All expenditures must be authorized by the president and treasurer.

7. It is the responsibility of the Treasurer to provide a budget at every general body meeting. Copies will also be provided to the advisor(s).

### **ARTICLES XIII - Meetings**

#### **A. Meeting Frequency**

1. General body meetings will be held monthly.
2. Executive Committee meetings will be held twice a month.
3. Call meetings will be called, as necessary.
4. If a member of the executive body misses more than five meetings for their term they can lose their position in office.

#### **B. Decisions**

1. All decisions for the organization will be either voted upon by the eligible members of the executive committee.
2. All decisions will be made by a quorum.
3. Only due-paying, active members are eligible to vote.
4. A quorum shall be defined by 50% plus one of the financial membership plus one who are in attendance.

### **ARTICLES XIV - Amendments to the Constitution and Bylaws**

A. Amendments to the Constitution and Bylaws must be proposed at the general body meeting or call meetings with a  $\frac{2}{3}$  majority vote of financial members.

B. Amendments will be incorporated into the Constitution by a  $\frac{2}{3}$  majority vote of financial members.

C. All revisions to the Constitution and Bylaws must be forwarded to the Office of Student Activities for final approval.

### **ARTICLES XV - Parliamentary Procedures**

A. *Robert's Rules of Order, Revised* will govern in all matters not provided for all organizational proceedings in the Constitution and Bylaws.

### **ARTICLES XVI - Affiliations**

A. UFC has no affiliations with a local, state, national, or international governing body.

### **ARTICLES XVII - Ratification**

A. The constitution will go into effect by a  $\frac{2}{3}$  majority vote by eligible financial members present.