

Nzinga Sisterhood Circle
Constitution
Amended May 10, 2007

Preamble

We the members of the Nzinga Sisterhood Circle, establish this Constitution to govern the matters within our organization in pursuit of sisterhood.

Article I: Name

Section 1 The name shall be the Nzinga Sisterhood Circle, a non-profit student based organization, also referred to as “NSC” or “Nzinga”.

Article II: Mission Statement and Objectives

Section 1 The mission of the Nzinga Sisterhood Circle is to develop unity, cultural awareness and a stable support system for women of the African Diaspora.

Section 2 The principles on which the Nzinga Sisterhood Circle is founded are as follows:

- a) L - Leadership
- b) A - Achievement
- c) D - Dignity
- d) I - Involvement
- e) E - Excellence
- f) S - Scholarship

Section 3 The objectives of Nzinga Sisterhood Circle are to:

- a) Establish an environment for women of the African Diaspora to learn both African and African-American history and women’s history, and to gain knowledge about our collective role in society
- b) Create a social network
- c) Provide educational resources
- d) Create cultural awareness
- e) Encourage members to become active agents in our communities

Article III: Advisors, Officers and Leadership

Section 1 The concession of leadership shall proceed as: Advisor(s), President, Vice President, Secretary, Treasurer, Program Chairperson, Historian, Parliamentarian

Section 2 The role of the Advisor(s) is to offer advice and direction to the Executive Board and general body members of the organization.

Section 3 The responsibilities of the president are:

- a) To attend 90% of all meetings
- b) Keep copies of contact information for members, advisors and vendors, and to keep track of activities, minutes, and calendar
- c) Oversee committees and voting
- d) Adhere to all membership requirements and bylaws.

Section 4 The responsibilities of the Vice President are:

- a) Assist Advisors and President
- b) Preside when president cannot
- c) Sets dates with Secretary
- d) Mediate discussions

Section 5 The responsibilities of the Secretary are:

- a) Keep accurate dates and times for events, community services, meetings, and other activities

- b) Maintain a feasible calendar
- c) Keep track of attendance and contact members who have not come to three or more consecutive meetings
- d) Keep members informed on book readings, films and activities
- e) Take detailed and accurate minutes at each meeting

Section 6: The responsibilities of the Treasurer are:

- a) Keep track of financial records of the organization
- b) Prepare and present a detailed budget each month at the Executive Board Meeting
- c) Prepare funding proposals along with the president, and present proposals at various council meetings
- d) Allocate funds to committees

Section 7: The responsibilities of the Programs Chairperson are:

- a) Oversee all programming committees
- b) Delegate responsibilities to committees
- c) Innovate and organize events along with Event Coordinator

Section 8: The responsibilities of the Historian are:

- a) Keep record of all events implemented by Nzinga Sisterhood Circle through film, photos, and other media
- b) Update website with photos and event information as needed
- c) Be the primary researcher of topics for the Sisterhood Study Group

Section 9: The responsibilities of the Parliamentarian are:

- a) Keep order during meetings
- b) Make sure meetings adhere to the agenda
- c) Make sure meetings are conducted in the proper format

Section 10: Any member of the Executive Board is elected into office by 75% silent vote held before the renewal documentation is to be turned in to the SORC. However, the first Executive Board will be appointed.

Section 11: Any member of the Executive Board can be removed at anytime during the academic year. The causes for removal can be but not limited to record dishonesty, failure to fulfill responsibilities outlined in the constitution, missing more than two meetings without notice, disorderly conduct, monopolizing funds, failure to remain in good academic standing in accordance to ASU policy persistently tardy to events, and misrepresenting the mission of the Nzinga Sisterhood Circle for proven personal gain.

Article IV: Members

Section 1: All members are required to be students (enrolled in at least one course) or faculty members at Arizona State University.

Section 2: Anyone to be considered an active member must pay dues and attend at least 50% of the meetings each semester. Dues are \$10 per semester or \$15 for the year. Active members must also maintain at least a 2.0 GPA at all times. Only active members can partake in voting and other activities designated for active members.

Section 3: The basis' for removal is:

- a) Disorderly conduct while serving as a representative for the Nzinga Sisterhood Circle.
- b) Physical or verbal altercations of any sort during the meeting or while serving as a representative for Nzinga Sisterhood Circle
- c) Dishonesty while leading a committee

- d) Disrespect toward any advisor
- e) Continuously interrupting or causing disruption during meetings
- f) Consistently having a negative attitude in meetings or at events

Section 4: Any member of the Nzinga Sisterhood Circle who is underperforming must seek immediate academic help within or outside the organization. The organization as a whole must maintain a collective GPA of at least 2.0.

Article V: Elections and Voting

Section 1: All leadership, activities, fundraising, and adding or changing of the bylaws must be passed by a 75% vote of active members.

Section 2: Any matter that does not reach a decision after the second vote shall be dismissed till further notice. If 75% of active members are not present at a meeting, the vote must be postponed until enough active members are available to vote.

Section 3: The voting process is as follows:
Nominations or suggestions will take place during the time designated in the agenda at the end of the meetings. Voting by paper ballot will follow. Votes will then be counted by the president, vice president, or secretary, and results will be announced before the meeting is adjourned. If an active member is not present, she may submit a vote by email or by paper ballot in a sealed envelope prior to the meeting.

Article VI: Readings, Films, Discussions, Activities, and Suggestions

Section 1: All members are encouraged to make book, film and activity suggestions to the President and/or Vice President. If the suggestion is adapted, it is the responsibility of the executive board to develop the idea with the help of the member who made the suggestion.

Article VII: Amendments and Articles

Section 1: In order to add or counter any existing article, members can present their motion in writing in the closing of a General Body meeting.

Article VIII: Meetings

Section 1: General Body meetings are designated for announcements, date setting and voting. During the time of general meetings there will be no readings or activities regarding the current subject. This time is solely to keep members informed.

Section 2: Sisterhood Study Groups are designated to discuss particular topics based on a book previously chosen by the executive board. One book per semester will be assigned, and discussions, films, and articles will be centered around that book. These meetings are designated for women only, and attendance is mandatory.

Section 3: Executive Board meetings are designated for discussion of the budget, committee reports, upcoming events, and any information not addressed at the general body meeting or that pertains only to the executive board. All members of the Executive Board must attend 90% of Executive Board meetings, and if a meeting is missed for any reason, it is the responsibility of that officer to obtain the information missed.

Section 4: Committee meetings are designated to discuss the upcoming events for which the committee was created. Each committee will have tasks delegated by the Programs Chairperson and must clarify any questions at Committee meetings. At the end of each meeting, a designated member must provide a detailed committee report outlining what was discussed, what has been accomplished, and what needs to be done.

Article IX: Bylaws

Section 1:

The Bylaws of Nzinga Sisterhood Circle are outlined in articles I-VIII. Amendments to the Constitution may be proposed by $2/3$ of the Executive Board or $2/3$ of active members. Amendment proposals must be submitted in writing to the Executive Board, and must clearly articulate and justify why the Constitution should be amended. Ratification of an amendment requires a 75% active member vote held at the last general body meeting of each semester.