



The Constitution of the COLLEGIATE 100 University of Houston

Article I: Name

This organization shall be recognized and referred to as the Collegiate 100 Metropolitan Chapter at the University of Houston.

Article II: Affiliations

Section 1: This organization is an auxiliary unit of the 100 Black Men of Metropolitan Houston Inc.

Section 2: This chapter must govern itself according to the guidelines set by the National Office of 100 Black Men of America, Inc.

Article III: Purpose and Objectives

The purpose of the Collegiate 100 is to implement the mentoring and tutoring programs of 100 Black Men. The participants assist the parent organization with the development of the social, emotional, educational, and physical needs of young black males who have few or no positive role models in the communities in which they live. At the University of Houston, the Collegiate 100 will seek to uphold its national purpose and mission, but also build and maintain a sense of community amongst its fellow organizations.

Article IV: Membership

Section 1: Membership is granted through an application and interview process.

Section 2: Criteria for membership are as follows:

1. Member must be a student in good standing with a minimum GPA of 2.5;
2. Member must have completed at least one semester of college;
3. Member must commit to at least 3 hours of service per month;
4. Member must attend a mandatory orientation session, a minimum of one mentoring event/program and one general meeting;
5. Member must possess high moral character;
6. Member must assist cluster in developing a service project which will be submitted for review;
7. Member must not have a criminal record without sponsoring chapter approval.

Section 3: Non-discrimination clause:

The Collegiate 100 Metropolitan Chapter at the University of Houston shall not restrict its membership, programs, and/or activities on the basis of age, color, disability, marital status, national or ethnic origin, political affiliation, race, religion, sex, sexual orientation, or veteran status.

Section 4: Non-hazing clause:

The Collegiate 100 Metropolitan Chapter at the University of Houston will abide by the University of Houston's non-hazing policy in conducting all parts of the membership process.

Section 5: Interview Protocol

Interviews will be conducted by the Membership Committee, which will consist of the Executive Board, Director of Membership, and Board of Directors.

Section 6: Membership Fees

Each student must pay a member fee of \$50 which will consist of a \$10 initiation fee prior to induction ceremony; Chapter dues of a minimum of \$20 per member annually; Chapter dues to Sponsoring Chapter of \$5 annually per member or minimum of \$50 chapter dues.

Section 7: Termination of Membership

You have to be in good standing with the University of Houston and the city of Houston. In order for a member to maintain an active membership you must abide by the rules within the constitution. Collegiate 100 Metropolitan Chapter at the University of Houston will operate on a *Three Strikes System*. This system will serve as the official disciplinary action of the organization. In the event a member is given three strikes they will automatically have their membership revoked from the chapter. Strikes will be given at the discretion of the Executive Board.

Section 8: Induction

Induction ceremonies will occur every spring semester of the academic year.

Article V: Officers

Section 1: The elected executive officers of the Collegiate 100 Metropolitan Chapter at the University of Houston shall be:

1. President;
2. Vice President;
3. Secretary;
4. Treasurer;
5. Historian;
6. Sergeant at Arms.

Section 2: Non-elected officers shall include:

1. Director of Education
2. Director of Health & Wellness
3. Director of Communication
4. Director of Economic Development
5. Director of Membership
6. Director of Special Programs

Section 3: The President, Vice President, Secretary, Treasurer, Historian, and Sergeant at Arms shall be the Executive Board of the Collegiate 100 Metropolitan Chapter at the University of Houston.

Article VI: Elections

Section 1: Elections will take place in March/April and new officers will be installed during the second to last meeting of the year;

Section 2: Nominations for officers will occur the meeting before elections;

Section 3: Candidates must accept or decline nomination during the nomination meeting;

Section 4: Candidates for elected positions must give a speech during the election meeting stating why he is qualified for the position;

Section 5: Candidates will be voted on via secret ballot and the results will be given immediately after the election;

Section 6: Officers may remain in office for maximum of two-terms;

Section 7: A term is defined as one academic year.

Article VII: Duties of Officers

Section 1: The duties of the President are as follows, but not limited to:

1. Conduct general business meetings of the Collegiate 100 Metropolitan Chapter at the University of Houston and Executive Board;
2. Serve as the official spokesperson for the Collegiate 100 Metropolitan Chapter at the University of Houston.
3. Attend 100 Black Men of Houston Metropolitan Chapter meetings and report the progress of the chapter to the Society;
4. Ensure that the chapter is in compliance with the sponsoring chapter and University of Houston regulations;
5. Provide leadership, guidance, support, and a positive image to all members.

Section 2: The duties of the Vice President are as follows, but not limited to:

1. Conduct meetings in the President's absence;
2. Oversee progress of all programming;
3. Reserve rooms for programs and meetings;
4. Assist President with duties.

Section 3: The duties of the Secretary are as follows, but not limited to:

1. Maintain calendar of events;
2. Submit monthly report of chapter progress;
3. Disseminate information to members;
4. Record minutes during each meeting;
5. Read minutes from prior meeting at the beginning of each meeting.

Section 4: The duties of the Treasurer are as follows, but not limited to:

1. Collect funds in accordance to university procedures;
2. Manage and account for all funds collected and distributed by the chapter;
3. Generate funds for the chapter.

Section 5: The duties of the Historian are as follows, but not limited to:

1. Keep record of chapter's activities and achievements throughout the year;
2. Responsibility of chapter's tri-fold.

Section 6: The duties of the Sergeant-at- Arms are as follows, but not limited to:

1. Responsible for ensuring all Executive and Board of Director meetings corresponds to the meeting's agenda.
2. Responsible for maintaining order for all Executive and Board of Directors meetings

Section 7: The duties of the Director of Education are as follows, but not limited to:

1. Maintain records of academic progress of members;
2. Formulate programs to better the academic performance of members;
3. Develop and complete at least one program per semester dealing with education for the University or the city of Houston community.

Section 8: The duties of the Director of Health & Wellness are as follows, but not limited to:

1. Formulate programs to better the health and wellness of members;
2. Develop and complete at least 1 program per semester dealing with health and wellness for the University of Houston community.

Section 9: The duties of the Director of Economic Development are as follows, but not limited to:

1. Formulate programs to better the economic development of members;
2. Develop and complete at least 1 program per semester dealing with economic development for the University of Houston community.

Section 10: The duties of the Director of Membership are as follows, but not limited to:

1. Schedule and publicize interest meetings;

2. Distribute and collect applications from aspiring members;
3. Coordinate interviews and application reviews;
4. Lead discussion and election of aspirants;
5. Inform aspirants of election results.

Section 11: The duties of the Director of Communication are as follow, but not limited:

1. Responsible for handling promotion for the chapter and its events;
2. Serve as media outlet for the chapter in regards to all social networks.

Section 12: The duties of the Director of Special Programs are as follows, but not limited to:

1. Arrange social outings and bonding activities for members;
2. Develop and complete at least 1 program per semester that fall outside the scope of other activities.

Section 13: The duties and responsibilities of the Executive Committee, but not limited to:

The duties and responsibilities of the Executive Committee shall be:

1. To preserve and protect the organization's legal and corporate existence
2. To establish policies and programs which are in accord with the wishes of the membership
3. To provide with the member adequate financing for the organization
4. To prepare a budget for the organization and seek membership adoption thereof
5. To engage an operating officer or other staff when necessary and approved by membership
6. To provide continuity of relationship between "100 Black Men of Houston Metropolitan Chapter Inc. and the Collegiate 100 Metropolitan Chapter at the University of Houston"
7. To establish such standing committees, subcommittees, special committees and special task forces as may be necessary to the purpose of the organization
8. To do such other things, exercise such other rights and discharge such other responsibilities as shall be necessary to the purpose of the organization

Section 14: In regards to the Chartering Cluster

Chartering members will comprise of The Executive Board, and Board of Directors. Following the Chartering year The Board of Directors is optional.

Article VIII: Attendance

Section 1: The President shall call the first business meeting of each semester during the academic year. Members will vote and decide on a proper meeting time and place for all other meetings for the remainder of the semester;

Section 2: Meetings cannot start without a three-fifth quorum of members (This pertains to Officer Meetings);

Section 3: If tardiness or absence is foreseen, member must notify chapter secretary at least one day in advance;

Section 4: Each member is allowed two excused absences and one unexcused per semester;
A. An unexcused absence is a failure to communicate your reason for being absent in advance.

Section 5: Members beyond two absences per semester will be up for discussion by the group and pending discussion may be suspended or expelled from the group;

Section 6: Extenuating circumstances will be considered if absence beyond two is necessary;

Section 7: Attendance policies apply to all events in addition to meetings.

Article IX: Disciplinary Procedures

Section 1: Termination of Membership

You have to be in good standing with the University of Houston and the city of Houston. In the circumstance of a member maintaining an active membership you must abide by the rules within the constitution. Collegiate 100 Metropolitan Chapter at the University of Houston will operate on a *Three Strikes System*. This system will serve as the official disciplinary action of the organization. In the event a member is given three strikes they will automatically have their membership revoke from the chapter. Strikes will be given at the discretion of the Executive Board.

Section 2: Removal of an Officer

In the event an officer receives two strikes they will meet with the Executive Board to discuss their role as an officer. Following the meeting, the Executive Board will decide if the officer is still able to serve in their position.

Section 3: Absences beyond two results in group discussion;

Section 4: Excessive tardiness may result in group discussion;

Section 5: Discussion procedures go as follows:

1. Initial discussion in the absence of member;
2. Member is invited into group session to make their argument;
3. Member is asked to exit while group has final decision;
4. President notifies member of final decision

Article X: Meeting

Section 1: Meetings of this organization shall be no less than once a month during the fall and spring semesters. The meetings shall occur every 1st Monday of the month unless the 1st Monday is a holiday, then the meeting shall follow on the 2nd Monday of the month.

Section 2: Special meetings shall be called at the discretion of the President upon the request of any five voting members of this organization.

Section 3: The President shall have the authority to modify the meeting calendar as benefits majority of the schedules of voting members of this organization.

Section 4: Executive meetings of the Collegiate 100 Metropolitan Chapter at the University of Houston shall be no less than once a month during the fall and spring semesters.

Article XI: Ratification of the Constitution

This constitution must be approved by three-fifths of the Collegiate 100 Metropolitan Chapter at the University of Houston constituency.

Article XII: Amendments to Constitution

Section 1: (i) Any changes to this constitution must be agreed by a majority vote at a special general meeting.

Section 2: Amendments to this constitution or dissolution of the Group must be conveyed to the Secretary formally in writing. The Secretary and other officers shall then decide on the date of a special general meeting to discuss such proposals, giving members at least four weeks (28 days) notice.

Section 3: Amendments can be presented to and voted on by the group during revision meetings;

Section 4: Amendments must be approved by a three-fifths vote.

*Section 5: In the event of a vote being tie the Executive Board will contact the Elders of Collegiate 100 at the University of Houston. The Elders of Collegiate 100 at the University of Houston consists of a core establishment from the Chartering Cluster.

Article XIII: Devolvement of the Chapter

DISSOLUTION

(i) The Group may be dissolved if deemed necessary by the members in a majority vote at a special meeting. Any assets or remaining funds after debts have been paid shall be returned to their providers or transferred to local charities or similar groups at the discretion of the Executive Committee.



The Constitution of the COLLEGIATE 100 University of Houston

We the Members of the Collegiate 100 Metropolitan Chapter at the University of Houston, in Order to form a more perfect organization, establish Economic Development, insure Mentoring, provide Health and Wellness, promote the fulfillment of Education , and secure our Purpose, Mission, and Values, do ordain and establish this Constitution for the Collegiate 100 Metropolitan Chapter at the University of Houston. We believe that it is important to aid in developing talented students as they pursue academic excellence and leadership. The 100 is nurturing competent young men and women to become the next generation of scholars, civic leaders, planners, artists, business leaders and scientists. As members of Collegiate 100, we hold ourselves and each fellow member accountable to this constitution.

As of this date,

Eighth of April,

Of the

Twentieth first century

In the year

Two thousand and Thirteen

This constitution is certified an agreement among the chartering members and the first Spring Cluster from the Collegiate 100 Metropolitan Chapter at the University of Houston.

Signatures of Witnesses

Jessie Smith Benjamine Broadous Brandon Mcdowell De-Angelo Peoples Omar Auzenne McKinney Stokes

John Jenkins Eli Daniels Derrick Hill Ray Green Andrew Young

Clauses

Non-discrimination clause:

We do not discriminate on the basis of race, ethnicity, religion, color, national origin, age, sex, familial status, sexual orientation, disability, veteran status.

Anti-hazing clause:

This organization will not initiate, participate in, or be witness to any act that inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s).