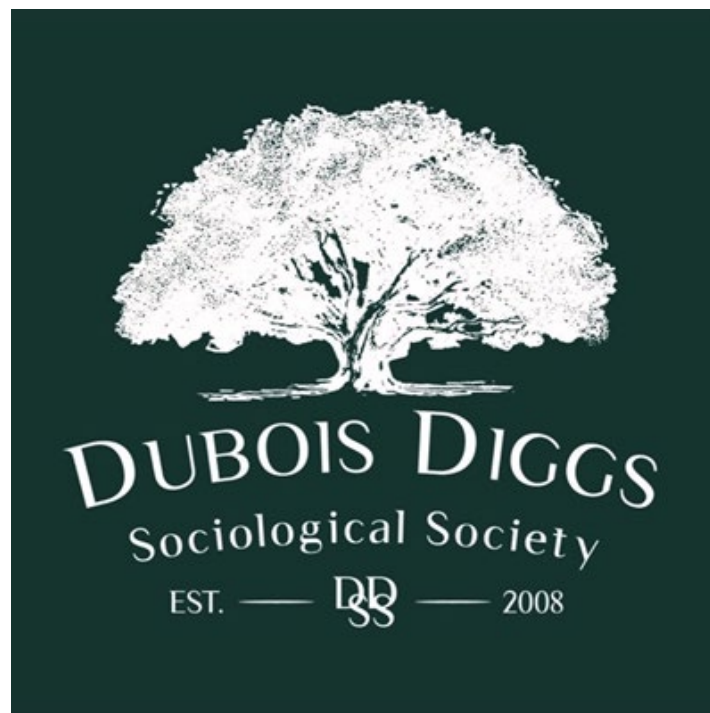


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# THE DUBOIS-DIGGS SOCIOLOGICAL SOCIETY CONSTITUTION

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**AUGUST 2023**  
**MORGAN STATE UNIVERSITY**  
**DEPARTMENT OF SOCIOLOGY AND ANTHROPOLOGY**

## **Article I. Organization Name**

### Section I: Organization Name.

This constitution establishes that the DuBois-Diggs Sociological Society at Morgan State University, Department of Sociology and Anthropology, hereafter known as the DuBois-Diggs Sociological Society. This organization will use the name or its acronym, DDSS, in all publicity materials and correspondence.

## **Article II. Mission**

### Section I: Mission Statement

The Dubois-Diggs Sociological Society is a sociological and anthropological organization for all students to master commitment to service and community, leadership, and excellence through active engagement, preserving the legacies of W.E.B. DuBois and Irene Diggs.

### Section II. Policy Agreement

Our organization will abide by all Morgan State University policies and guidelines, especially related to all on-campus and off-campus activities which our club may sponsor or may participate in.

### Section III. Affiliations

In alignment with the DuBois-Diggs Sociological Society mission and purpose involvement, we are committed to developing relationships campus wide, and within the community and professional landscapes. As of May 2023, DDSS is affiliated with the following agencies and organizations to provide networking, career and internship opportunities:

#### **1. THREAD Inc. Baltimore, Contact: HR Specialist Ms. Serene Jackson**

Mission Statement: Thread harnesses the power of relationships to create a new social fabric of diverse individuals deeply engaged with young people facing the most significant opportunity and achievement gaps. Our community is committed to ending social isolation and building a more equitable culture in which everyone thrives.

Source: <https://www.thread.org/who-we-are/>.

#### **2. U.S. Marshals, Contact: Deputy Washington**

Student Volunteer Internship Program: The U.S. Marshals Service Student Volunteer Internship Program (SVIP) offers current college students a diverse, unpaid internship within the U.S. Marshals Service Headquarters and local District or Division offices in the field. This program provides student volunteers with an opportunity centered in real-world work experience with a government agency and is offered for Fall, Spring, and Summer semesters. Applicants must be degree seeking students in college, professional, technical, vocational, or trade school.

Source: <https://www.usmarshals.gov/careers/students>.

#### **3. United States Postal Service Office of the Inspector General, Contact: Dr. Flora Murphy**

Mission Statement: By conducting audits, evaluations, research, and investigations, the U.S. Postal Service Office of Inspector General (OIG) fulfills its mission of ensuring efficiency, accountability, and integrity in the U.S. Postal Service.

Source: <https://www.uspsoig.gov/about-us>.

### Article III. Membership

#### Section I. Membership

Only the Dubois Diggs Sociological Society has the authority to describe who is eligible to be a member of the organization.

#### Section II. Categories of Membership

*Voting Membership:* Defined as limited to currently enrolled undergraduate and graduate students at Morgan State University that have paid their annual DDSS dues.

*Non-voting Membership:* Defined as faculty, professionals, and alumni who are not recognized as full-time students by the University but are encouraged to become members as non-voting associates or honorary members.

#### Section III. Dues

The annual dues for voting membership participants (E-board and general body) are \$20.00 per academic year or \$10 per academic semester. Installments can be made during months 1 and 2 of each academic semester, i.e., August and September for the Fall semester and January and February for the Spring semester.

Membership annual fees will serve as a primary fundraising method to further DDSS' mission, program efforts and activities, DDSS graduation cords, or support of philanthropic endeavors.

#### Section IV. Selection

Prospective members can join DDSS by attending interest meetings held twice a year during the Fall and Spring semesters. Upon attending interest meetings, you will receive a DDSS Member Registration Google Form, in which the new student information will be added to the DDSS member roster.

DDSS Roster Requirement:

- Currently enrolled MSU student
- Access to MSU email account
- Satisfied or planning to satisfy membership dues

#### Section V. Voluntary Withdrawal

Any member of our organization can, at any time, voluntarily withdraw their membership from the organization. Please note that received dues will not be refunded or reimbursed to members upon withdrawal.

## Section VI. Non-Voluntary Executive Board Member Removal.

An E-board member can be removed by not attending two or more events per Fall/Spring semester without communicating with the President or Vice President, failing to adhere to the Constitution, not attending meetings, not participating in DDSS sponsored events, or cancelling meetings less than 24-hour without notifying the President and Vice President.

The removal process assessment will occur in the order stated below:

- Members in jeopardy of removal will receive a verbal warning from the President or Vice President.
- Members to be voted upon in this regard, after a verbal warning will receive a written formal communication by the President or Vice President if not available.
- President or Vice President if not available will present burden of proof to the DDSS faculty.
- Members to be voted upon in this regard will be notified of the intention to do so in writing one week prior to the meeting at which voting will commence.

## Section VII. Non-discrimination.

In compliance with Morgan State University's policy of nondiscrimination, DDSS does not discriminate on the basis of race, color, religion, gender, national origin, age, sexual orientation, veteran status and physical or mental ability or disability.

## **Article IV. Executive Board Officers**

### Section I. Duties

This section lists the names of the officer positions and which officers will comprise the DDSS executive board committee.

### Section II. President

The President shall:

- Serve as the primary contact and external spokesman for organizations.
- Meet with other student organizations and University Officials.
- Liaison between student organization(s), faculty advisors and community contacts.
- Plan all meeting agendas.
- Preside over meetings of the organization.
- Call special meetings for the organization.
- Facilitate executive board meetings.
- Prepare and submit annual reports required by the University and national chapters.
- Appoint committee chair people.
- Maintain contact with the DDSS advisor(s).
- Maintain contact with alumni.
- Represent the organization on and off-campus.

- Serve as a secondary signatory on financial accounts.

### Section III. Vice President

The Vice President shall:

- Preside over meetings in the absence of the President.
- Attend monthly Caucus meetings if President unavailable.
- Supervise all student event planning, fundraising, or other activities.
- Direct Constitutional updating and revisions.
- Recruit new members (in absence of Communication Specialist and President).
- Serve as a spokesperson for the organization.
- Assist with all executive officers.
- Provide follow-ups for organizational tasks.
- Organize executive board retreats and end-of-year events.
- Coordinate executive board officer transitions.
- Works with the Treasurer to prepare an annual budget.
- Responsible for all social media and advertising (in absence of the Communication Specialist)

### Section IV. Treasurer

The Treasurer shall:

- Prepare annual budget.
- Monitor student organization's finances and budget.
- Be familiar with all University accounting procedures and policies.
- Pay organization bills or expenses incurred from on or off-campus events.
- Keep track of the status of all purchase requests.
- Maintain a financial record of all transaction.
- Provide the DDSS advisor(s) a summary of financial records.
- If applicable, reconciles monthly statements.
- Report on the financial status of the organization at each E-board meeting.
- Coordinate fundraising drives with Vice President or another executive member.

### Section V. Secretary

The Secretary shall:

- Schedule location for meetings and events.
- Prepare and distribute agendas accordingly.
- Attend monthly Caucus meetings.
- Take minutes at every student organization and E-board meeting and distributes copies to members prior to the next meeting.
- Maintain student organization history for each academic term (Spring and Fall semesters).

- Maintain a current list of member emails and phone numbers, and a list of potential members' information.
- Assist with student organization events and projects, as needed.
- Update membership information on a shared file.
- Notify all members of upcoming meetings (in absence of Communication Specialist).

#### Section VI. Communication Specialist

The Communication Specialist shall:

- Under the direction of the President notify non-board members and board members of all meetings.
- Under direction of the President and/or Vice President organize and execute recruitment, event, or meeting announcement releases.
- Organize and release social media announcements.
- Assist in planning DDSS events with the Event Coordinator.
- Attend monthly Caucuses.
- Regularly update the Dubois Diggs Sociological Society (DDSS) *Instagram* page.
- Respond to DDSS-related inquiries on social media and or other virtual platforms.
- Create and disseminate communication materials supporting special events or DDSS opportunities.

The Event Coordinator shall:

- Establish and maintain relationships with vendors and venues.
- Plan event details and aspects, including seating, dining and guests.
- Evaluate potential locations, providers, vendors, and other professionals frequently to determine viability for future events and build a personal knowledge base to better serve DDSS.
- Create reliable financial reports and coordinating with the Treasurer to collect payments (if applicable).
- Meet regularly with Treasurer and Community Service coordinators to remain under budget with all projected costs.
- Manage events, including post-events monitoring, and addressing potential problems that may arise.

The Community Service Coordinator shall:

- Cultivate relationships across campus and community based organizations to provide new and engaging opportunities for DDSS members.
- Organize outreach events to promote DDSS and create reports on behalf of DDSS.
- Nurture new and old relationships with collaborative partners.
- Provide ongoing input, information, and materials (as requested by the Secretary, or Communication Specialist) that support internal and external communication efforts about opportunities.
- Conduct outreach and recruitment for students, and other volunteers.

- Assist in the organization of special events, including member/volunteer appreciation events and other fundraising initiatives.
- Execute other duties as assigned.

## Article V. Advisor(s)

### Section I: Advisor(s)

At least one advisor of the organization must be a full-time member of the University faculty or staff and willing to serve a one academic year minimum per term. The organization may appoint an advisor by vote or request by the President and/or Vice President. **(It is recommended not to list your specific advisor's name in your constitution.)**

The Advisor(s) shall:

- Meet with the advisor two or three times per semester.
- Attend the August "Welcome Back" Caucus
- Assist in Constitutional changes under the President and Vice President's advisement.
- Assist with Treasurer responsibilities.
- Not vote in DDSS matters, hold office, or unduly influence decisions of the student organization.

*Advisors may not have decision-making or voting authority within the organization, as organizations are student-initiated and student-run.*

## Article VI. Function and Operation

### Section I. Nominations

Nominations for officers are held in March, after Spring Break, during the Spring semester. A DDSS member who is active for at least one academic semester is eligible for a nominated officer position. All nominations should be received by the close of business day, or 5 p.m., on the last E-board meeting before Spring Break, via the **Google DDSS Nomination Form**.

The two methods of Nomination are:

*By Petition:* a member shall become a nominee upon the petition by five or more DDSS members.

*By Ballot:* A DDSS election ballot will be posted in the department secretary's office; everyone who receives a note is nominated.

### Section II. Campaigning

Nominated candidates will present to the general body constituents after Spring Break, before elections are held in April.

### Section III. Elections

Officers are elected by registered MSU and DDSS student members and will be able to vote for next year's DDSS officers. Elections will be held during the first and second weeks in April.

The two methods of Ballot Elections are:

*Paper:* Nominations for all offices are taken, and one ballot with all offices is listed on the printed election form.

*Electronic:* Nominations for all offices are taken, and one ballot with all offices is listed on the online election *Google* form.

### Section III. Results

The winner is decided by two-thirds or the majority of votes. The counting of votes will be done by the DDSS Faculty Advisor and overseen by the DDSS President and Vice President. The President will announce the list of winners to the E-board, and the DDSS Secretary will do the final communication of the winner.

### Section IV. Officer Terms

Officers will serve at least one academic year or two semesters to ensure the organization's smooth operation. If an officer is cannot complete a full term (one academic year) due to commencement, unforeseen events, or other circumstances, that officer must formally inform the DDSS faculty advisor and President in writing two weeks before stepping down from their position.

### Section V. Officer Impeachment

Impeachment can be used to remove a member from the board through a two-thirds majority vote by E-board members. To initiate impeachment, a burden of proof must be presented to the DDSS faculty advisor before proceeding with formal impeachment proceedings. Officers can be impeached for the following reasons:

- Officers may be removed from office for failing to perform duties or violating the membership clause.
- Officers to be voted upon in this regard will be notified of the intention to do so in writing at least one week prior to the meeting at which the vote will be taken.

### Section VI. Voluntary Officer Resignation

Any officer of our organization can, at any time, voluntarily resign from their position with proper formal notice given to the President or the Vice President if the President is unavailable. Written voluntary resignations must be received two weeks before the final day as a DDSS officer. DDSS faculty advisors must be copied or cc'd in the communication.



## Section VII. Officer Succession

In case of resignation or removal of any officer, an interim acting officer shall be appointed by the Executive Board (E-board).

- The President shall call for an election among the E-board within fourteen days after the vacancy of any office.
- Election shall be conducted as stated in the bylaws.
- Should the office of President become vacant, the Vice-President should complete the President's unexpired term and call for an election for Vice-President.

## Article VII. Constitutional Amendments

### Section I. Amendment Proposal.

Amendments can be proposed by the DDSS President, Vice President, or E-board members with more than one year active membership through a joint resolution two-thirds majority vote in the presence of the DDSS faculty advisor.

DDSS must call a formal E-board meeting to propose amendments once every two years before the beginning of the next academic year.

### **By-laws**

By-laws may also be written, but are not required. By-laws are rules governing the internal workings of the organization and can include, for example:

1. Standing procedures of the organization
2. Ad-hoc committees and how they are determined
3. Policies related to the time, location, and frequency of organization meetings
4. Statement that DDSS will be followed By-laws should be easier to amend than the constitution, but still hold a higher standing than being amended through a simple majority vote at any one time.