

The Du Bois-Diggs Sociological Society Constitution and Bylaws
2020-2021 Academic Year
Morgan State University

Article I - Name & Mission

Section A: Name of Society - The name of the Society shall be Du Bois-Diggs Sociological Society (DDSS).

Section B: Mission - The mission and purpose of DDSS shall be to encourage students to explore the worlds of sociology and anthropology.

Section C: Description - The Du Bois-Diggs Sociological Society (DDSS) is a student organization that pushes the encouragement of the worlds of sociology and anthropology. DDSS assists all Morgan State University students in exploring their academic interests in social issues and introduces students to the field of sociology. The society promotes sociological theory and methods through a collection of impactful community service projects and sociological-based activities such as social events, volunteer opportunities, guest speakers, group discussions, and more. These activities foster excitement, inspiring students to lead, learn, and serve in our ever-changing world.

Article II - Officers and Duties

Section A: Officers - The Officers of the Society shall consist of a President, Vice-President, Secretary, Treasurer, Event Coordinator, Communications and Social Media Chair, Historian, Miss Sociology, and Mister Sociology. These officers shall constitute the Executive Board of the society. Officers may serve multiple terms so long as they are active students.
Listed below are expected responsibilities of each executive officer.

- 1. President:** The president of the Du Bois-Diggs Sociological Society (DDSS) holds the highest position of responsibility of this organization. The president must be enthusiast and an optimist in regards to research and the positive influence on students exploring the possibilities in sociology and anthropology. It is expected that the president is committed to the overall well-being of this organization and its members.
 - Provides leadership and direction to the organization.
 - Completes and submits the annual financial report to the with the assistance of Vice President and Treasurer at the end of each fiscal year
 - Presides at ALL meetings of the society
 - Oversees the activities of the Executive Board.
 - Coordinates activities through the Executive Board.
 - Establishes short- and long-range objectives and goals in conjunction with the Executive Board.
 - Structures the organization to ensure continuity of leadership by providing opportunities for new leaders to develop and to be mentored.
 - Files all forms as necessary for Morgan State University (MSU) compliance and appropriate state forms to comply with fundraising statutes
 - Has overall financial responsibility for the society.
 - Approves all official DDSS communications
 - Maintains regular contact with the Executive Board.
 - Ensures the completion of the Society's annual report each year.

The Du Bois-Diggs Sociological Society Constitution and Bylaws
2020-2021 Academic Year
Morgan State University

- Advise all submitted proposals and ongoing projects

2. Vice President:

- Vice President of DDSS will succeed the current President
- facilitate all activities regarding the organization.
- Presides at meetings in the absence of the President
- Plans, coordinates, and recruit's Executive Board members to manage meetings and programs
- Shall act as a person of contact between Executive Board members and President
- Coordinates programs with the President and the executive committee and board of directors
- Provides data on previous society events to allow the Event Coordinator to benefit from past experience and suggestions for improvement
- Provides timely and interesting advance information for newsletters, social media, and mailings
- Provides or coordinates information on forthcoming events to the Secretary for inclusion in meeting notices or newsletters
- Ensures strong leadership succession by identifying and recruiting new society members
- Provides mentorship to new officers
- Aides the President in advising all submitted proposals and ongoing projects

3. Executive Secretary:

- Shall keep records of all agendas and minutes of meetings
- Handles the correspondence of the society and keeps records of it
- Maintains official records of meetings, submitted proposals, and ongoing projects
- Informs officers of deadlines for reports, mailings, future commitments
- Maintains a roster of executive board officers (student identification number, classification, email, and telephone number.)
- Maintains records of proposals, ongoing projects, meetings and events
- Maintains complete and up-to-date copies of the society's bylaws and other organizational documents

4. Treasurer:

- Shall monitor all monetary affairs
- Shall assist the President and Vice President with budgetary issues.
- Shall keep a complete and an accurate record of all funds received and expended. society finances, collects dues, and receives other monies, e.g. donations.
- Assists the President and other officers in preparing program budgets and financial controls
- Maintains and supervises society bank accounts
- Ensures that there is more than one signatory on all bank accounts
- Sends copies of completed tax forms to the Secretary, if needed.
- Ensures that adequate budget and financial controls are maintained
- Prepares and submits financial statements to the President and the Executive Board on a regular basis at E- Board meetings
- Responsible for approval of EACH proposals' intended budget

The Du Bois-Diggs Sociological Society Constitution and Bylaws
2020-2021 Academic Year
Morgan State University

5. **Event Coordinator:** The event coordinator will plan and manage all of the organizational events; e.g. community service, academic seminars, and general body and Executive Board meetings.
 - Collaborates with other members of the Executive Board to create and execute exciting, interesting events for the society constituency
 - It is mandatory that 50 hours of community service is completed for the academic year.
 - Collaborates with the Treasurer to ensure the fiscal viability of all events
 - Maintains a list of events and statistics throughout the year
 - Maintains attendance records of any event hosted by the organization
 - Works closely with the Secretary and Communications and Social Media Chair to promote upcoming events
6. **Communications and Social Media Chair:** The communications and social media chair will effectively communicate with e-board members as well as general members on upcoming events, community service projects, seminars and conferences.
 - Publicizes and promotes society activities through email, social media and the MSU event website
 - Works closely with the Secretary to maintain records of correspondence
 - Finds ways to use technology to improve DDSS operations, e.g., communications and outreach.
 - Develops and maintains society social media sites
 - Uses and informs other officers about technological resources available through Morgan State University as well as externally
 - Liaises with the Secretary
7. **Miss Sociology/ Mister Sociology**
 - Shall be elected by majority of entire general body.
 - Shall be a senior within the next calendar year.
 - Shall have the responsibility of representing the university at school related functions
 - Shall be responsible for EBoard for coordinating, implementing, and executing, community service activities for the organization, but are not limited to:
 - One Academic Event
 - One event at discretion
 - Mister & Miss Sociology must attend general body meetings
 - Mister & Miss Sociology must attend E-Board meetings
 - Miss & Misters must work alongside with the E-Board in planning events
8. **Community Service Chair**
 - The Community Service Chair should try to foster a strong relationship between DDSS and the community on a local, state, and/or national level(s).
 - The Community Service Chair is responsible for organizing and leading service projects on or off campus (e.g., campus cleanup, sorting donations at the Maryland Food Bank, preparing meals at the Helping Up Mission).
 - The Community Service Chair shall work closely with the Events Coordinator to organize and promote events to fellow DDSS members and Morganites.

The Du Bois-Diggs Sociological Society Constitution and Bylaws
2020-2021 Academic Year
Morgan State University

9. Other possible positions

- Historian

Section B: Eligibility - The Officers must be students enrolled at Morgan State University currently registered with a passion for mentorship and sociology and/or anthropology. All Officers must have at least a 2.70 GPA.

Section C: Election - All Officers shall be elected by acclamation (All those in agreement say "aye" and all those opposed say "nay") or show of hands (Count the number in agreement and the number opposed) at the last meeting of the spring semester by a majority (more than half the number of votes) of the votes cast for that office.

Section D: Term - The Officers shall serve for one year and their term of office shall begin at the commencement of the fall semester. Officers are eligible for re-election through the ballot but not exceeding three terms.

Section E: Vacancy - If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

Article III - Meetings

Section A: Officers - E-Board & General Body meetings shall be held bi-weekly during the academic year except for special meetings. Article 5, Section B)

Section B: Special Meeting - Special meetings may be called by the President with the approval of the Executive Board. All members must be given 24 hours notice before the meeting time.

Section C: Quorum - A quorum shall consist of two-thirds (2/3) of the membership. Business cannot be conducted unless a quorum of the membership is present.

Section D: Parliamentary Authority - Robert's Rules of Orders, shall govern this society in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

Article IV - Executive Board

Section A: Responsibility – Management of this society shall be vested in an Executive Board who shall who shall ensure that the Du Bois-Diggs Sociological Society membership upholds these bylaws.

The Du Bois-Diggs Sociological Society Constitution and Bylaws
2020-2021 Academic Year
Morgan State University

Section B: Membership – This committee shall consist of the officers as listed in (Article 4, Section A) and the faculty advisor.

Section C: Meetings – This committee shall meet at least once between regular meetings of the society to organize and plan future activities.

Article V - Membership and Dues

Section A: Membership - Membership in this organization is open to all enrolled students at the illustrious Morgan State University (MSU). Non-enrolled students, spouses, faculty, and staff may be associate members; however, they may not vote or hold office. All members and associate members are free to leave and disassociate without fear of retribution, retaliation, or harassment. All Du Bois-Diggs Sociological Society (DDSS) members shall fulfill the following;

- Society members must be currently enrolled students at MSU.
- All undergraduate and graduate sociology majors in good academic standing are automatically members of DDSS.
- All members must be making satisfactory academic progress (cumulative grade point average (GPA) of at least 2.00).
- For a student to gain active membership, she or he must attend a minimum or **80%** of events hosted by DDSS.
- Prospective members who **do not** major in sociology must submit an application (stating why they want to join) to be considered for membership into DDSS.
- All members must sign a contract stating understanding of the constitution and bylaws and expected conduct in the organization.

Section B: Dues - All DDSS members shall pay \$10 per semester or \$20 for an academic year.

- Payment of dues are due by the second general body meeting of the semester.
- **Non-payment of dues** - students who have not paid their dues by the due date shall be considered as not in good standing and shall lose all membership privileges, including voting, until the dues are paid.

Article VI - Advisor

Section A: Selection – There shall be a faculty advisor who shall be selected every two years by the membership.

Section B: Duties - The advisor will be tasked with the following:

- Attend regular meetings, executive board meetings as often as schedule allows.
- Meet on a regular basis with the leader of the student society to discuss upcoming meetings, long and short-term research projects, goals, and problems of the society.

The Du Bois-Diggs Sociological Society Constitution and Bylaws
2020-2021 Academic Year
Morgan State University

- Assist the Society President, Treasurer in monitoring expenditures and maintain an accurate and up-to-date account ledger.

Article VII - Miscellaneous

Section A: Amendments -Proposed amendments to these bylaws shall be presented to the membership, in writing one meeting prior to the meeting where the amendment will be voted upon. [Optional: The Executive Board along with Advisor shall review and make recommendations on all bylaws revisions prior to consideration by members.]

Section B: Shall be amended by a two-thirds majority of the Du Bois-Diggs Sociological Society members, with careful consideration from the faculty advisor. The amendment shall be effective immediately unless otherwise stipulated in the amendment.

Section C: A copy of any amendments to these bylaws must be submitted to the Vice President & President, within two weeks after adoption.

Section B: Communication - Members shall receive one month communications for regular meetings, special meetings and 3 months' notice to amend the by-laws from the Secretary.