

CONSTITUTION OF THE KANSAS STATE UNIVERSITY DEPARTMENT OF HOUSING AND DINING SERVICES SOCIAL JUSTICE ALLIANCE

Article I: Name and Organization

Section 1. The organization shall be known as the Housing and Dining Services Social Justice Alliance (SJA).

Section 2. The purpose of this organization shall be as follows:

- a. Educate on-campus residents about social justice, and equity and inclusion.
- b. Plan and execute programs that promote the education and open discussion of issues centered around diversity and inclusion in the residence halls, on campus and around the globe.
- c. Advocate for diversity and multiculturalism as stated in the Department of Housing and Dining Services' diversity statement:

Kansas State University's Department of Housing and Dining Services is dedicated to creating a culture that welcomes and embraces students from all backgrounds. By constructing meaningful dialogues and educational programming with our on-campus communities, we strive to engage students and staff members in the exploration and celebration of identities that align with — as well as differ from — their own. Through our continued efforts, it is our mission to enable students and staff alike to develop greater cultural competence in order to foster communities of justice and inclusive excellence.

- d. As a departmental organization at Kansas State University, Housing and Dining Services has final say in matters of our organization including membership, officers, activities and the constitution.

Article II: Membership and Eligibility

Section 1. Membership is open to any Kansas State University student.

Section 2. Executive board membership is open to anyone who fulfills the following criteria:

- a. Prior living experience in the residence halls.
- b. Minimum 2.5 GPA and be in good academic standing by the application deadline.
- c. Be at least a sophomore in academic standing at the start of the position.

- d. Following the approval of the previous council through an application process, outlined in Article VI.

Article III: Meetings

- Section 1.** Meetings shall take place in the Multicultural Student Lounge at a time determined by the outgoing general body.
- Section 2.** Meeting agendas shall be set by the Administration Chair(s).

Article IV: Executive Board Positions

- Section 1.** Social Justice Alliance shall have the following executive board members: Administration Chair, Programming Chair, Outreach Chair and Public Relations Chair.
Executive board term lasts one academic school year.
- Section 2.** Executive board Members shall fulfill the following criteria:
 - a. Refer to Article II for criteria.
- Section 3.** Executive board members shall represent the Department of Housing and Dining Services in the following ways:
 - a. Attend SJA staff training and retreat at the beginning of each semester.
 - b. Participate and attend other trainings as necessary.
 - c. Become Safe Zone Certified (if possible).
 - d. Complete the Intercultural Development Inventory.
 - e. Select and attend one regional or national social justice, diversity or white privilege conference to attend as a delegation.
 - f. Present at the Wildcat Leadership Conference.
 - g. Attend bi-weekly one-on-ones and SJA meetings.
 - h. Other duties as outlined in Article V.
- Section 4.** Executive board members shall be selected through the application process as outlined in Article VI

Article V: Executive Board Duties

- Section 1.** The duties of the Administrative Chair(s) are as follows:
 - a. Set meeting agenda and lead general body throughout meetings.
 - b. Take minutes at executive meetings and distribute to members as needed.
 - c. Pick up and complete all purchasing for events.
 - d. Meet with and update advisors on any changes made as an executive board.
 - e. Provide direction and assist with other position duties within the executive board.

- Section 2.** The duties of the Programming Chair(s) are as follows:
- f. Coordinate a minimum of one large-scale active programs per semester.
 - g. Coordinate a minimum of one small-scale program or roundtable discussion per month, taking place in the Multicultural Student Lounge.
 - h. Complete two tri-fold boards representing SJA at the activities fair at the beginning of each semester.
 - i. Create one informational bulletin board to electronically disperse to student staff per semester.

- Section 3.** The duties of the Public Relations Chair(s) are as follows:
- a. Manage the creation, printing and distribution of fliers in the promotion of SJA programs and events.
 - b. Write news releases for programs to be submitted to K-State Today and KSUnite Weekly emails.
 - c. Correspond with the Department of Housing and Dining Services Marketing and Communications office to maintain website content.
 - d. Collaborate with and assist the Outreach Chair to develop materials for their initiatives.
 - e. Submit K-State 360 request for programs and events.
 - f. Manage all social media accounts.

- Section 4.** The duties of the Outreach Chair(s) are as follows:
- a. Represent SJA on university wide diversity/multicultural committees and organizations.
 - b. Communicate with and reach out to 1-2 multicultural student organizations on campus and establish a liaison relationship with these groups.
 - c. Attend at least one of the meetings mentioned in Section 4.b each month.
 - d. Serve as the SJA liaison for student staff and the Association of Residence Halls.
 - e. Assist Departmental Initiatives member in producing content for the monthly departmental diversity newsletter.
 - f. Present at student staff training.

Article VI: Application Process for Executive Board

Section 1. Members seeking to join the Executive Board for SJA must submit an application to the current board. Applications are due by April 1, and new Executive Board Members will be notified by the May 1, by the latest.

Section 2. The current Executive Board will review each application, the board will then vote to decide the next terms Executive Board. Majority vote carries. Refer to Article VII for the approval process.

Section 3. Once members are notified they have received the position they will have one week to accept.

Article VII: Approval Process

- Section 1.** Members will attend an Executive board approval meeting that will meet once in May, to publicly confirm their acceptance of their position.
- Section 2.** Each current Executive Board member will call upon the new member to take their corresponding position with a verbal confirmation, this will be repeated until all positions are filled.
- Section 3.** This confirmation meeting will signal the end of the official term.

Article VIII: Executive Board Member Impeachment

- Section 1.** Should an executive board member violate the criteria in Article IV, Section 2, or fail to complete their duties as outlined in Article V, they shall be removed through means of impeachment.
- Section 2.** Should a (*position of member*) violate the criteria in Article II, Section 1, or fail to complete their duties as outlined in Article II, Section 5, they shall be removed through means of impeachment.
- Section 3.** Means of Impeachment for executive board members shall be two thirds vote by the executive board, as well as approval by the advisor(s).
- Section 4.** Means of Impeachment for (*position of member*) shall be two thirds vote by the general body, as well as approval by the advisor.

Article IX: Amendments