Constitution Outline Worksheet

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III. Officers
IV. Meetings
V. Election of Officers
VI. Constitution Amendments
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Brandeis University African Forum - CONSTITUTION

I. Purpose

a. Mission statement of the club

The Brandeis University Africa (BUAF) Forum aims to be a source of knowledge for anyone at Brandeis who seeks to understand the realities of Modern Africa.

We at the Brandeis Africa Forum seek to be a source of inspiration for those who are aspiring for a better future for the African Continent by building a stronger network centered on the Development field in Africa among Brandeis students, alumni and the Boston Area Universities.

The Africa Forum encourages the promotion of new concepts of social justice within Africa creating cultural, intellectual, political and economic awareness about the African continent.

We are dedicated to building community and promoting collaboration amongst students at Brandeis, encouraging awareness of Africa within the greater Brandeis and Heller community. The Brandeis Africa Forum is committed to providing a comfortable space for student to discuss issues concerning Africa and exchanging ideas. We at Brandeis University are committed to showcasing the rich African potential by promoting lively debates, art shows, cultural shows, music, and African cuisine.
**Vision:** Creating our Truth in Building the Modern African Narrative at Brandeis University

b. **Main goals**

- Provide a forum for career opportunities for students interested in the African region,
- Create a forum for employers seeking the skills of Heller Students and other college graduates.
- Raise awareness in the Heller Community about social justice issues in Africa, employment and investment opportunities;
- Influence and promote social and public policy design adapted to Africa;
- Promote the discussion of economic, political and social issues confronting the continent through speakers, conferences and other events.
- Share the rich African culture by hosting social events
- Connecting with African Clubs and Associations at Brandeis and the greater Boston Area;
- Foster a sense of community and network between African Students
- Promote leadership and leadership skills among African Students at Heller

c. **Generally, describe what you hope to accomplish**

We hope to create more awareness about the issues and problems facing the African continents and an understanding of the challenges in modern day Africa. We hope to create a platform for all students interested in the issues concerning Africa for cooperation, networking and inspiration.

d. **This should be unique to other clubs offered for Graduate Students**

The Brandeis University African Forum is committed to putting African Issues at the centre of our work. Contrary to other clubs offered to graduate students we provide in depth knowledge on African issues and hope to provide a network for students, faculty and likeminded people alike.

II. **Membership**

a. **Outline how one gains membership to the club (NOTE: clubs must be open to ALL members of the Brandeis Community. Some performance-based clubs, such as Dance Troupes, may require auditions)**

Membership for the Brandeis Africa forum is on a registering basis. Registration is open to all Heller students. At the beginning of the year our members registered through the
student club lunch organized at Zinner. But BUAF intends to create online forms that will be sent to students through e-mail for them to register as members. Registration is free.

III. Officers/Leadership/Executive Board

Co-President: The president is responsible for providing strategic leadership for the company by working with the Board and other management to establish long-range goals, strategies, plans and policies. Participate in the development of the Clubs plans and programs as a strategic partner.
Evaluate and advise on the impact of long term planning, introduction of new programs/strategies and regulatory action. Enhance and/or develop, implement and enforce policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the corporation.

Establish credibility throughout the organization and with the Board as an effective developer of solutions to business challenges. Coordinate club meetings, providing overall leadership to the club, working directly with the members of the club.

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Treasurer: The Treasurer will be responsible to develop and manage strategies, operations and policies related to the treasury function, including cash management, foreign exchange, borrowing, and payment processing. Formulate and implement investment policies, including the establishment of risk parameters. Manage cash and investment portfolio. Forecast sources and uses of cash.

Secretary: Drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to interested members; Keeping detailed minutes of all meetings, coordinating with the Publicity Coordinator for flyers, maintaining the club’s web page, etc.;
Communications & Social Media: The Social Media Manager will administer the company’s social media marketing and advertising. Administration includes but is not limited to deliberate planning and goal setting; Development of brand awareness and online reputation.
Content management and SEO (search engine optimization) and generation of inbound traffic as well as Cultivation of leads and sales; Creating effective organizational communication strategies and managing internal communications (memos, newsletters etc.); Drafting content for mass media or the Organizational Website.

Events Management: Manage staff responsible for event coordination activities. Coordinate details of events such as conferences, panels, social events & charity events. Hire, train, and educate staff on proper event procedures. Calculate budgets and adjust when necessary. Book venues and negotiate fees. Prepare invitations and work closely with Communications to advertise the event. Send out at appropriate time. Drive attendance to the event.

IV. Meetings
The meetings we will be organizing at BUAF will remain among executive members of the planning team. We are planning, for the upcoming year, a series of events and activities so the meetings will take place to plan those events and evaluate our advancements towards those events. The meeting usually last between 1h00 and 1h30 and occur once a week (twice during busy times). In terms of the meeting schedule, we will start by going over each executive’s task for the week, before analysing our position in the planning and our events and moving on to the our next moves.

Along with the executive meetings, we plan on organizing members meeting once every two week in which we will create a safe space for discussion, exchange, social exchange. Those meetings will occur within the lunch hours: 12pm to 2pm. We will start by introducing the following BUAF events before opening the floor for socializing and networking.

V. Election of Officers
Describe how the officer positions are filled (e.g.: Majority vote of club members at the end of each semester, elections by current Executive Board)

VI. Constitution Amendments
Constitutional amendments will be made, if necessary, during our weekly executive meetings and will be discussed and approved by all members (or the majority) before being passed and adopted. Anyone within the executive team is allowed to bring their
own amendments and bring faults of commentaries over the constitution when necessary. He/she/they have the obligation to discuss it at executive meetings and provide valid arguments for the modification. Decision to amend the constitution will follow a common discussion that brings about an unanimous decision or a majority vote.

VII. Statement of Non-Exclusivity

The Brandeis University Africa Forum is open to all members of the Brandeis Community. The Brandeis University Africa Forum does not discriminate against members on the basis of race, color, ancestry, religious creed, gender identity and expression, national or ethnic origin, sex, sexual orientation, age, genetic information, disability, political affiliation, ideology, veteran status or any other category protected by the law.