

Watu Weusi Bylaws

- I. Club/Organization Name
 - A. Watu Weusi
- II. Purpose/Mission Statement
 - A. The membership of Watu Weusi consists of students of Scripps College that self-identify as being of Black and African descent. Watu Weusi functions as a collective to support people of African descent at Scripps College, and beyond, in endeavors of socio-political, cultural, personal, and spiritual existence and resistance. As such, we shall strive to champion the rights of communities who have been historically oppressed. We shall strive to foster empowerment of students of African descent by encouraging our members to critically engage with the legacies of our history and black feminist liberation.
- III. Membership and Eligibility
 - A. Membership consists of students of Scripps who are of African descent and agree with the mission statement and purpose.
 - B. Events put on by Watu Weusi that are advertised publicly are open to both members and non-members
 - C. Some events are only open to Watu Weusi members and will be advertised only to members.
- IV. Officers
 - A. The Leadership Body of Watu Weusi consists of several equal members that distribute the listed tasks evenly amongst themselves
 - B. The Leadership Body of Watu Weusi must show up to all of the weekly leadership meetings (or notify) and keep up with weekly tasks
 - C. The Leadership Body of Watu Weusi must show up to $\frac{3}{4}$ of club meetings per month (so 3 meetings)
 - D. The Leadership Body of Watu Weusi must attend all events (or notify)
 - E. The Leadership Body of Watu Weusi must complete their positional requirements
 - F. The Leadership body is subject to schedule and attend a meeting with Watu Weusi's Advisor to go over event planning support and set general goals for the following school year.
 - G. The Leadership Body of Watu Weusi must go over and update the bylaws every year prior to election of the new leadership body

Logistics Officer

- Book any van reservations
- Facilitate the occurrence of fair elections related to the management of Watu Weusi, and
- Conduct duties related to meetings, such as:

- Picking up snacks
- Writing internal emails
- Creating agendas and content for Watu Weusi meetings

- **Communications Officer**
 - Marketing events to Watu members and the outside community (depending on the event)
 - In charge of letting people know that meetings are starting or if they are being cancelled
 - Arranging the ordering for club apparel/gifts (ordering)
 - Contact Alums
 - Manage the FB page

- **Historian/Time Keeper**
 - Record minutes for Watu Weusi meetings
 - Maintain the Watu Weusi Google Drive
 - Clean and organize the SCORE office following Watu Weusi meetings
 - Take photos of students at Watu events for posterity
 - Record and track the management of funding

- **Community Outreach**
 - Complete the following duties for first year students:
 - Lead the creation and disbursement of welcome baskets
 - Host a session regarding connecting with professors, alongside tips and tricks learned from upperclassmen
 - Lead the following actions regarding community needs:
 - Plan for collaborations with other Black student unions (BSUs) across the Claremont Colleges
 - Maintain an open connection with OBSA
 - Host a session connected to Hot Topics @ Scripps

V. Member A ()

- A. Lead leadership and club meetings
- B. Compile agenda points from board for leadership meetings

- C. Transferring and sharing all social media accounts and documents to newly elected leadership
- D. Take point planning 1 event/co-sponsorship per semester

VI. Member B ()

- A. Check-in directly with office assistant when needed (who works for SCORE, but specifically for WW)
- B. Co-ordinate with Jenn to shop for First Year recruitment and Senior Graduation

- gifts and/or events
 - C. Responsible for running election for the following years leadership and submitting yearly registration forms
 - D. Take point planning 1 event/co-sponsorship per semester
- VII. Member C (Transportation Coordinator)
 - A. Organize maintenance and OSE/SCORE van requests
 - a) Must learn how to use EMS to reserve rooms
 - b) Register to drive with OSE
 - c) Learn how to reserve vans in OSE
 - d) Contact and check in with maintenance for tables/chairs/AV Equipment when needed
 - B. Take point planning 1 event/co-sponsorship per semester
- VIII. Member D (Treasurer)
 - A. Help fill out budget proposals when asking for money for big events
 - B. Fill out FAC forms for reimbursements for events
 - C. Take point planning 1 event/co-sponsorship per semester
- IX. Member E (7C Liaison)
 - A. Represent Watu at/on any 7C Black Student Union boards or meetings
 - B. Update at weekly club meetings about events put on by OBSA and other Black Student Groups at the 7Cs
 - C. Share any events or news regarding the greater 7C Black community with all members (via social media, email, etc.)
 - D. Determining with leadership and scheduling presentation by outside groups during club meetings
 - E. Take point planning 1 event/co-sponsorship per semester
- X. Office Assistant
 - A. Writes minutes at leadership meetings
 - B. Organizing and maintaining list of all current members of Watu and their contact information
 - C. Update and add new members to Facebook group
 - D. Creating email group for current member
 - E. Routinely update Facebook page with events, pictures, and relevant current events
 - F. Regularly maintain and organize office and closet space
 - G. Keeps records of all WW events throughout the semester in a Google Drive Folder
- XI. Leadership Meeting Guidelines
 - A. Schedule and allocate funds to events for upcoming year
 - B. Make action item lists for upcoming events
 - C. Assign tasks to members on a weekly basis
 - D. Check-in on long term tasks weekly

XII. Leadership Programming Requirements

- A. Plan Fey-Smith Dinner in September of each year for Black Faculty, Staff, and Students
- B. Plan 2 retreats for WW
- C. Put together welcome basket for First-Year recruitment during the first week of school
- D. Plan Family Feast in November of each year for members of Watu Weusi and Staff affiliates
- E. Plan 1 bonding event for the leadership committee
- F. Organize a dinner with Rita Roberts (usually in Spring)
- G. Plan series of events for Black History Month (start planning in November/December)
 - 1. Minimum of 2 Black History Month events should be for the greater 5C community
 - 2. One of the events must be the Annual Black Arts Festival
- H. Plan 1 event with Watu Weusi Alumni
- I. Plan 2 events or collaborative meetings each semester with another SCORE CLORG

XIII. Meetings

- A. Club meetings occur once a week on Friday at 7 pm unless otherwise decided upon by majority vote of Watu Weusi members.
- B. Meeting times have the option of being changed at the beginning of each semester, or by majority vote within any given semester.
- C. Meetings do not occur within the time frame of breaks, vacations, or exam periods.
- D. Leadership Meetings occur once a week during a time convenient to all Leadership members.

XIV. Election and Voting Procedures

- A. Voting Procedures
 - 1. All issues to be voted upon are discussed at Leadership Meetings.
 - 2. If Leadership elects to have general body vote on the issue, the issue discussed and voted on during a club meeting.
 - 3. Any issue presented to the general body is to be thoroughly discussed within the body and voting is not to take place until every member is clear on the options presented.
 - 4. Voting is to occur by majority vote only.
- B. Election Procedures
 - 1. Members can be elected to all positions except for the Office Assistant
 - 2. The Office Assistant should be a first year student hired in the first month of the school year

3. Officer elections for the subsequent school year are to occur only one time per year no later than the last meeting of the last week of March.
4. Each member is to nominate themselves for whichever position they are willing to run, or for no position at all.
5. Provide Statement of Intent
6. The election will be held online via a survey and will be open for a 24 hour period.
7. The election survey will be posted on the WW Facebook Group and emailed to the WW email list