

Constitution  
*bridges* Multicultural Resource Center

**Article I: Name**

The name of this organization shall be “*bridges* Multicultural Resource Center,” hereafter known as “*bridges*.”

**Article II: Project Narrative**

Section I: Mission Statement

In October of 1996, eight progressive student organizations united in order to organize and implement collaborative projects aimed at maintaining diversity in UC Berkeley’s student population. Through multicultural projects, *bridges* seeks to encourage underrepresented students to apply to all levels of higher education, including but not limited to UC Berkeley, and to ensure that admitted and current underrepresented students have the opportunity and the support networks to achieve at Cal.

Section II: Non-consolidation Statement

**The purpose of this Center is not to consolidate member organizations, but rather to provide an arena to promote collaborative efforts aimed at achieving the same end goal.**

Section III: Goals

- A. To centralize information from all member organizations and other parties interested in promoting and maintaining student diversity.
- B. To demystify higher education in order to increase the admission rates of underrepresented students in institutions of higher learning.
- C. To provide support networks in order to increase the retention rates of underrepresented students on the UC Berkeley campus.
- D. To ensure long-term existence and expansion of *bridges* through identifying and acquiring financial and/or material resources.

**Article III: Board Members, Directors and Committees**

Section I: Board Members

The *bridges* Board of Directors shall be comprised of representatives from all core and affiliate groups and the six *bridges* Directors. These representatives must hold a leadership position in their respective organization.

Section II: Directors:

- A. Selection of *bridges* Directors:
  - a. The Executive Director of *bridges* will work with the Board of Directors on *bridges* staff Director Selection (create a timeline, application, etc.)
  - b. The selection process will occur during each Spring semester.
  - c. The Executive Director will work with the Board of Directors to publicize *bridges* staff Director applications. All prospective directors shall submit the designated application to the current Board of Directors. The Board of Directors shall review all applications then select the most qualified applicants to interview. The criteria include:

i. A successful candidate will have extensive experience and background knowledge of recruitment and retention work, as well as university admissions policies and programs.

ii. How the *bridges* staff Directors will work together as a team.

d. Voting on *bridges* staff Directors: The Board of Directors shall choose *bridges* staff Directors by majority consensus.

B. General Expectations of *bridges* staff Directors:

a. Job Descriptions:

i. All Directors: The *bridges* staff Directors shall be responsible for the following:

1. The *bridges* staff will be responsible for facilitating all Board of Director meetings or working with the Board of Directors to see that the meetings are facilitated.
2. The *bridges* staff will work with the Board of Directors to coordinate all *bridges* retreats which includes but is not limited to: end of the year transition retreat and fall & spring planning retreats.
3. The *bridges* staff shall be responsible for the overall development of the organization.
4. The *bridges* staff shall be responsible for attending all core and affiliate members' yearly transition meetings to explain what *bridges* is and to offer any other assistance in transition.

ii. Executive Director: The Executive Director shall serve as the primary liaison between the Board and the University, as well as the official representative of *bridges* to the students, the community and the media.

1. The Executive Director shall attend all meetings with University officials concerning the organization, including but not limited to, admissions policies, funding and yield activities.
2. The Executive Director will maintain partnerships with on and off campus organizations including but not limited to: Multicultural Student Development, Admissions and Enrollment, Office of Undergraduate Admissions, Undergraduate Student Affairs and Undergraduate Education.
3. The Executive Director will administrate the other *bridges* staff Directors which includes but is not limited to: *bridges* staff retreat and staff meetings.
4. The Executive Director will coordinate internal affairs for *bridges* which includes but is not limited to: updating the *bridges* constitution.

iii. Program Director: The Program Director shall design and implement student-initiated retention programs consistent with the goals of *bridges*. The Program Director should be familiar with existing programs and will be responsible for creating a resource center out of the *bridges* office, providing programs resources and community and alumni contacts.

1. The Program Director will Co-Chair the Yield/Senior Weekend Task Force along with the Outreach Director.
2. The Program Director will coordinate ONE week.
3. The Program Director will create a space for multicultural programming around issues of retention.
  - a. The Program Director will facilitate multicultural collaborations around these issues.
4. The Program Director shall provide academic and retention based programming.

iv. Operations Director: The Operations Director shall be responsible for the daily operations of the Center, including but not limited to, administrative matters.

1. The Operations Director is responsible for monitoring the *bridges* budget and for creating semester and yearly budget reports. S/he must maintain the *bridges* grant file and draft grant proposals in conjunction with the Executive Director. The Operations Director is also responsible for monitoring all funding sources, especially Proposition 3 and RRC spending.

2. The Operations Director will co-coordinate the *bridges* Volunteer and Intern program with the Organizing and Community Development Director.

3. The Operations Director will coordinate *bridges* documentation which includes: monthly newsletter, organization minutes and website.

v. Transfer Outreach Director: The Transfer Outreach Director will be responsible for collecting data on student initiated outreach efforts, for coordinating multicultural outreach and recruitment collaborations specific to community college students and for maintaining university and community outreach partnerships.

1. The Transfer Outreach Director will compile Community College contacts.

2. The Transfer Outreach Director will collection, compile and analyze student-initiated outreach data.

3. The Transfer Outreach Director will coordinate the Outreach Core and set up trainings and resources for all RRC Outreach and Recruitment Directors.

4. The Transfer Outreach Director will facilitate collaborations on outreach events with *bridges* core and affiliate group members including but not limited to Transfer Days and Multicultural external outreaches.

5. The Transfer Outreach Director will initiate and develop new and innovative outreach programming specific to community college students including but not limited to Transfer Weekend

6. The Transfer Outreach Director will work with the High School Outreach Director and Organizing and Community Development Director on creation of the statewide SIAP SAPEP and Advocacy Reports annually.

vi. High School Outreach Director: The High School Outreach Director will be responsible for collecting data on student initiated outreach efforts, for coordinating multicultural outreach and recruitment collaborations specific to High School students and for maintaining university and community outreach partnerships.

1. The High School Outreach Director will compile K-12 school contacts.

2. The High School Outreach Director will Co-Chair the Yield/Senior Weekend Task Force along with the Program Director

3. The High School Outreach Director will collection, compile and analyze student-initiated outreach data.

4. The High School Outreach Director will coordinate the Outreach Core and set up trainings and resources for all RRC Outreach and Recruitment Directors.

5. The High School Outreach Director will facilitate collaborations on outreach events with *bridges* core and affiliate group members including but not limited to Shadow Days and Multicultural external outreaches.

6. The High School Outreach Director will be work with the Transfer Outreach Director and Organizing and Community Development Director on creation of the statewide SIAP SAPEP and Advocacy Reports annually.

vii. Organizing and Community Development Director: The Organizing and Community Development Director shall be responsible for all correspondence with the community, facilitation and implementation of dialogue and the creation of progressive projects. This person is responsible for involving *bridges* and the other recruitment and retention centers with issues/concerns that are relevant to our communities on and off Cal's campus.

1. They shall also be responsible for taking up political action if deemed appropriate as well as for attending all Statewide Student Initiated Academic Preparation meetings and keeping dialogue with all of the other University of California campuses.

2. The Organizing and Community Development Director will co-coordinate the *bridges* Volunteer and Intern program with the Operations Director.

3. The Organizing and Community Development Director is responsible for maintaining the *bridges* affiliate program.

4. The Organizing and Community Development Director will work with the Transfer and High School Outreach Directors on the creation of the statewide SIAP SAPEP and Advocacy Reports annually.

b. Accountability Structure: The following may be done to guarantee accountability to the *bridges* Board of Directors:

i. Contracts: When *bridges* staff Directors are selected, at the beginning of their term, they are required to sign a written contract with the *bridges* Board of Directors.

ii. Mid Semester Evaluations: Mid-semester evaluations will take place during the fall and spring semester.

iii. End of Semester Evaluations: End of semester evaluations will take place during the fall and spring semesters.

iv. Transition: Each outgoing *bridges* staff Director will be required to transition their knowledge and information about their position to the incoming *bridges* staff directors.

c. Staff Director Removal:

i. If concern arises about a staff director failing to fulfill his/her responsibilities as outlined by the staff application, including but not limited to excessive absences and being unsupportive of fellow staff programs, one should raise concerns to the Executive Director or any of the *bridges* staff Directors.

ii. The Executive Director or *bridges* staff Director is responsible for bringing the issue up with the *bridges* Board of Directors.

iii. If the issue persists, the staff director in question will be notified and concerns will be discussed at the next *bridges* meeting. This meeting shall be closed in Executive Session.

iv. If the issue is still left unresolved, the consequence of removal for the current academic year will be decided upon by two-third majority consensus of the Board of Directors.

v. In the event that a staff director must vacate his/her position, temporarily or permanently, a replacement shall be appointed subject to the approval of the Board of Directors.

### Section III: Committees/Core

The following committees will be open to all active membership of *bridges* Multicultural Resource Center and each of its core and affiliate member groups .

A. Outreach Core: the Outreach Core is responsible for coordinating K-14 multicultural outreach collaborations which include but are not limited to Multicultural Shadow Day and Multicultural Transfer Day.

B. Retention Core: The Retention Core is responsible for coordinating multicultural retention collaborations which include but are not limited to ONE week.

C. Policy Committee: The Policy Committee is responsible for coordinator student-initiated research and recommendations on university admissions, retention and outreach policies.

D. Finance Committee: The Finance Committee is responsible for coordinating finances between *bridges* and all core and affiliate member groups.

E. Organizing Committee: The Organizing Committee is responsible for planning any political action if deemed appropriate as well as for working with the Statewide Student Initiated Academic Preparation coalition and for keeping dialogue with all of the other University of California campuses.

F. Other Committees/Sub-Committees can be created on an add-needed basis.

## **Article IV: Membership**

### Section I: Active Membership

*Only currently registered students, faculty and staff may be active members in a registered student organization. Only active members may vote or hold office.*

### Section II: Non-discrimination

*We will not haze according to California State Law; we will not restrict membership based upon race, color, national origin, religion, sex, physical and mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship or status as a covered veteran (special disabled veteran, Vietnam-era veteran or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized).*

### Section III: Core Membership

Core members shall include the Black Recruitment and Retention Center (BRRC), Native American Recruitment and Retention Center (NARRC), Pilipino Academic Student Services (PASS), Raza Recruitment and Retention Center (RAZA) and REACH! Asian Pacific Islander Recruitment and Retention Center.

- a. Any new organizations, including new RRCs, are required to first join as an affiliate. Core Membership shall be granted by a majority vote of the board, only after an extensive discussion, to any group that has been an affiliate for at least 2 years.
- b. All Core members shall be inline with the goals of *bridges*.

### Section IV: Affiliate Membership

- a. A group seeking affiliate membership shall submit an application and current constitution to the *bridges* board and must be granted affiliate status by majority consensus.
- b. Affiliated groups shall have priority in applying for funding from a designed grant fund, in the case that one exists.

## **Article V: Voting**

### Section I: Voting Members

- a. Each of the Core member groups shall carry one vote. All affiliate member groups shall share one vote. The *bridges* Directors shall also share one vote, making the total voting strength seven. Quorum shall be five, represented by at least three core members, one affiliate member and one of the *bridges* Directors. In the case that there is no affiliate member groups, quorum shall be four, represented by at least three core members and one of the *bridges* Directors.
- b. Only members holding a leadership position in each of the Core and affiliate member groups can cast a vote for that organization. These members will be allowed to meet and discuss amongst their own group and with other general members from their organizations before making any decision.
- c. In case of a Core or affiliate member is not present at the time of voting, the vote will continue but will later be brought back to the absent member. The vote will be carried out unless there is a vehement disagreement.

### Section II: Record of Voting

Whenever a vote is made, a paper copy of the vote must be taken.

## **Article VI: Meetings**

Section I: Frequency

The Board of Directors shall meet at least once a week unless determined otherwise. General members from all of the *bridges* core and affiliate organizations as well as any other student, staff or faculty of UC Berkeley are also welcome to attend the Board of Directors meetings and to participate in all activities except voting. General members will be asked to leave in the event of an Executive Session.

Section II: Attendance:

- A. At least one (1) representative holding a leadership position from each member organization shall attend the mandatory Budget and Evaluation meetings, as well as the Fall & Spring retreats. The penalty for missing any of the above shall result in a fine of 10% of the group's *bridges* funding.
- B. A group can miss no more than two (2) scheduled Board of Director meetings per semester. The penalty for missing any additional meetings shall result in a fine of 5% of the group's *bridges* funding.
- C. These fines of accountability shall be reviewed on a yearly basis.
- D. The monies collected from any of the above penalties will be placed in a contingency fund, in the case that one exists.
- E. The above penalties can be waived with a majority consensus of the Board of Directors. Member groups will be encouraged to explain their absence(s) to the group to allow for a vote to waive their fines.

**Article VII: Constitutional Amendments**

Section I: Deciding Constitutional Amendments

Any member of the Board of Directors can propose Constitutional Amendments. There is one week required time between the proposed amendment and a final vote. An e-mail will be sent out to the *bridges* Multicultural Resource Center Board of Directors about any proposed constitutional amendments. Any amendment will need a two-thirds majority vote from the Board of Directors at a regular meetings in order to pass.

Section II: Office of Student Life

*All amendments, additions or deletions must be filed with the Office of Student Life, 102 Sproul Hall.*

Section III: ASUC Office of Student Affairs

*All amendments, additions or deletions must be filed with the ASUC Office of Student Affairs, 400 Esbleman Hall within one week of adoption.*

**Article VIII: Dissolution**

Section I: Deciding Dissolution

A majority consensus vote by the active membership will be required to dissolve *bridges*. There is a one week required time between the proposed dissolution and a final vote. An e-mail will be sent out to the *bridges* Board of Directors listserv about the proposed dissolution. Dissolution will need a majority consensus vote from the active membership at regular meetings in order to pass.

Section II: Funds

*All unspent ASUC funds shall remain the property of ASUC, all Graduate Assembly funds shall remain the property of the Graduate Assembly. Remaining privately-obtained funds may be donated to another nonprofit organization with prior approval of the ASUC Senate Financial Committee.*