

Constitution of  
**STUDENT SOCIETY FOR BRIDGING DIVERSITY**

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- I. **Preamble:** We the members of the SSBD organization believe there is no time like the present for students from diverse backgrounds to come together and build partnerships in an effort to deal with issues confronting us today.
- II. **Purpose:** The purpose of SSBD is to bridge the gaps between students from different ethnic and cultural backgrounds. SSBD is here to promote understanding and acceptance for individual and group differences. SSBD also aims to create strong bonds between the Springfield College Family and the surrounding Community.
- III. **Membership:** Any student, whether of full - time or part - time status at Springfield College shall be eligible for membership in SSBD. It does not matter what background they come from as long as they are willing to create, participate in, and maintain a relaxed atmosphere where people can share ideas, learn, grow, and establish friendship. By SGA by-laws graduate students are not allowed to hold a leadership position on the E-board of SSBD.
- IV. **Executive Board:** The Executive Board of SSBD shall consist of President, Vice President, Secretary, the Treasurer, Advisor(s), Public Relations, and Director of Art and Advertising.
  - A. **President:** The duty of this person is to help bring together, communicate with, and involve SSBD with other organizations and to the SGA Board. This individual is mandated to execute the provisions of the SGA club Constitution, call and preside over meetings of the club. As well as work with the club treasurer in overseeing and submitting the budgets for the upcoming year and review documents kept by the Secretary and Treasurer. Attend all S/O meetings.
  - B. **Vice President:** The duty of this person execute the duties and powers of the President in his/her absence. This person has ultimate voting right when not fulfilling duties of the President. Perform such duties as working with executive board to make sure they are being successful in their areas and help with agendas for club meeting. Attend all S/O meetings.
  - C. **Treasurer:** The duty of this person is to establish and maintain audit system for the club and provide monthly updates to the club. Collect and maintain records of monies collected at all club events. Provide a Treasurer's reports at the request of the SGA President or VP of Finance Operations. This person should be on top of the budget and keep an accurate record of what funds are available and what has been done with the funds that have already been used.
  - D. **Secretary:** The duty of this person is to create a listing of SSBD members. This person must also be present at all meetings to keep an accurate account of what transpired at the meetings. This person must take minutes and post these

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minutes of both club meetings and E-board meetings to be printed so that it is available for SGA records.

- E. **Advisors:** The duty of these individuals are to advise the group and the group leaders. They are there to provide assistance to the leaders in whatever way possible. Advisors should attend all SSBD events and be signed the designated advisor of the events. It is preferred that the Advisors are student focused and just as passionate of SSBD's missions as the board leaders are.
  - F. **Public Relations:** The duty of this person is to maintain communications with different schools in the area. This person must also create lines of communication between the community and Springfield College to build a bond where the two are as one.
  - G. **Director of Art and Advertising:** The duty of this person is to maintain a relationship with Printing Services on campus and use them to create publications to let the campus and people of the community know about events that SSBD is having. It is also this person's duty to manage all of SSBD's social media: Instagram, Facebook, Snapchat, etc, through the official SSBD iPad.
- V. **Governing Board:** The Governing Board of SSBD will be the President. The President shall preside over the SSBD organization and serve as Chairman of the Board for SSBD. The Executive Board shall consist of Vice President, Treasurer, Secretary, Advisors, Public Relations, and Director of Art and Advertising.
- VI. **Meetings:** SSBD holds gatherings once a week during the Fall and Spring semester. Members shall be notified in a reasonable timely fashion of the day, time and location prior the day of the gatherings.

Each gathering will include a review of what has been done. Other things that will be discussed in the gatherings are: what needs to be done and how to get it done. Members should be present at every meeting unless they have satisfactory reasoning for non - attendance.

The Executive Board shall establish a regular meeting time and location for their purpose.

The President may not miss any meetings unless there is a very good excuse and the Executive Board approves the excuse prior to the gatherings or event. In the case of approval, the Vice President would run the meeting.

VII. **Advisors:** SSBD shall have two advisors. One of which is a faculty member. The other  
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shall be a graduate student. Both of these people should be of the Springfield College Community. These advisors should be very open to the community, accepting of cultural and diverse inclusion and be a helpful guide in the self - government of SSBD.

- VIII. **Elections:** The elections of all Executive Committee members shall take prior to the Allocations Process as established by SGA. The election result shall be communicated to the Vice President of Student Organizations and the Office of the Student Activities & Campus Programs. The E-Board must create a application for all candidates interested in being on the board for the following year. After the application process, there must be an election presented in front of SSBD members and a vote on the next E-Board by the members of SSBD.
- IX. **Amendments:** Currently there are no set Amendments. All amendments must be approved by a two - thirds vote of the membership of the SSBD. Amendments shall be proposed and discussed at least one week prior to being voted upon.

**Revised:** Fall 2003  
May 25, 2007  
April 17, 2013  
October 28, 2015

