

CONSTITUTION

Article I. Name

The name of this organization shall be the Black Graduate Student Association (BGSA) of The University of Alabama at Birmingham.

Article II. Statement of Purpose

The Black Graduate Association (BGSA) is an organization dedicated to the pursuit of academic excellence and social and political awareness with respect to African-American graduate students at the University of Alabama at Birmingham. The BGSA serves as a support organization for fellow graduate students while seeking to promote the professional and scholarly interests and needs of its members through a variety of activities. Most importantly, the BGSA provides a meeting ground and a forum for the exchange of ideas and the development of enduring networks while drawing upon the expertise of faculty and staff to help fulfill these needs.

Article III. Membership

- A. Qualifications for BGSA membership include being a part- or full-time graduate student enrolled at UAB with an active interest in contributing to the BGSA.
- B. Active membership status shall be granted upon payment of dues which are payable by semester or academic year.
- C. The responsibilities and duties of BGSA members revolve around the aforementioned statement of purpose. These responsibilities and duties will encompass a variety of activities that require active participation among its members.
- D. Honorary members can be nominated by a financially active member. They will be granted membership upon receiving a majority vote of honorary status by financially active BGSA members.
- E. Membership will not be denied on the basis of race, sex, religion, ethnicity, sexual orientation, age or disability.

Article IV. Dues

- A. Dues will be set at an amount designated by the current executive board of the BGSA.
- B. Dues should be paid no later than six weeks from the first day of each semester for a member to be considered financially active.
- C. If the BGSA, for whatever reason, is dissolved, arrangements shall be made to donate any assets of this organization to a local agency, which assists the progress of African Americans. The agency of choice shall be voted upon by financially active members of BGSA.

Article V. Executive Committee

Section 1. The administration of the BGSA will be made up of an Executive Committee comprised of four (4) Executive Officers, two (2) standing Committee Chairpersons who shall be called Directors, Special Committee Chairperson(s), and a minimum one (1) faculty advisor. Executive Committee members must be full-time graduate students who are active BGSA members in good standing with the University. Executive officers shall be elected by majority vote (51%) of active members present for elections. Elections will be held biennially in April. Officer nominations shall be open for submission in March of an election year. Standing Committee Chairpersons shall be appointed by the President annually in June. Special Committee Chairpersons may volunteer but must be approved by the President. If volunteers are not available, the President may appoint an officer or active member to this position. Special Committees are only appointed for the time necessary to carry out special duties. The new committee's tenure will begin June 1 of the election year. If positions become vacant before the end of term, members may hold a special election. In the case of a position held by special election, the term shall expire at the same time as the current elected officers.

Section 2. There shall be four (4) Executive Officers: President, Vice-President, Recording-Corresponding Secretary, and Financial Secretary. There shall be two (2) Standing Committee Chairpersons or Directors: Director of Service and Networking and Director of Programs. There shall be two Special Committee Chairpersons: Member and Alumni Conference Committee Chair and Constitution Committee Chair. Other special committees may be called by the President as needed. Executive Committee members must attend all meetings of the BGSA. The Executive Committee shall have the final authority to make policies and decisions regarding the operation of the BGSA. The active membership should be consulted, if possible, before decisions are made.

Section 3. The duties and qualifications of each elected officer are as follows:

A. President

- a. Must have been an active member of the BGSA at least one year prior to nomination
- b. Responsible for implementing the programs agreed upon by the organization and delegating authority, as needed, in order to ensure the successful operation of the organization in accordance with its aims and ideals
- c. Responsible for overseeing the programmatic and financial operation of the organization

- d. Responsible for acting as a liaison for the development of quality relationships with faculty, staff, and other student as well as community organizations in the UAB community and beyond
- e. Responsible for acting as the representative for BGSA upon request by UAB faculty, staff, and other student and community organizations
- f. Responsible for insuring that the BGSA is in good standing with the university and represented in student life activities and publications
- g. Responsible for calling, chairing, and setting the agenda for executive committee and general body meetings
- h. Responsible for generating new ideas for activities with the executive committee in adopting the yearly calendar of events
- i. Responsible for preparing the annual proposal which outlines the goals, visions, budget recommendations, calendar of events, and resolutions for the association by July 31 of each term
- j. Responsible for securing financial donations and budget allocations from the university and other businesses and organizations
- k. Responsible for appointing chairpersons for standing and special committees

B. Vice-President

- a. Responsible for assuming the power and duties of the President in the absence of or at the request of the President
- b. Responsible for assisting the President in implementing the aims and ideals of the organization
- c. Responsible for the recruitment of new members
- d. Responsible for supervising public relations, communication, and information retrieval
- e. Responsible for acting as the historian for the organization
- f. Responsible for acting as Parliamentarian for the organization

C. Recording-Corresponding Secretary

- a. Responsible for recording and dispersing all minutes, meeting notices, and announcements to the membership
- b. Responsible for editing all documents dispersed on behalf of the BGSA
- c. Responsible for organizing executive committee meetings as called by the President
- d. Responsible for maintaining files with membership applications
- e. Responsible for sign-in sheets to maintain an accurate record of meeting and event attendees
- f. Responsible for maintaining the email account and mailbox of the BGSA

D. Financial Secretary

- a. Responsible for maintaining current detailed records of the finances of the BGSA including revenues, obligations, and expenditures
- b. Responsible for providing financial reports to the membership and executive committee at meetings
- c. Responsible for collecting dues and fees from members and others and providing receipts for said transactions
- d. Responsible for maintaining an updated list of active members to be shared with the Recording-Corresponding Secretary
- e. Responsible for working with the President to prepare an annual budget for the organization
- f. Responsible for organizing all fundraising events of the BGSA
- g. Responsible for approving all financial transactions of the organization

Section 4. The duties of each standing committee chairperson are as follows:

A. Director of Service and Networking

- a. Responsible for the planning and coordination of community service projects throughout UAB and the greater Birmingham community
- b. Responsible for forming committees to assist with the planning and execution of said projects
- c. Responsible for planning and coordinating networking events for the organization
- d. Responsible for forming committees to assist with planning and execution of said events
- e. Responsible for providing the President and Recording-Corresponding Secretary with the information needed for dispersal

B. Director of Programs

- a. Responsible for the planning, coordination, and execution of all campus forums and events of the organization
- b. Responsible for forming committees to assist with the planning and execution of said programs
- c. Responsible for securing facilities and speakers for all campus forums and events
- d. Responsible for providing the President and Recording-Corresponding Secretary with the information needed for dispersal

Section 5. The duties of each special committee chairpersons are as follows:

A. Member and Alumni Conference Chairperson

- a. Responsible for the planning, coordination, and execution of the annual Member and Alumni Conference
- b. Responsible for forming a committee to assist with the planning and execution of said conference

- c. Responsible for providing the President and Recording-Corresponding Secretary with the information needed for dispersal
- B. Constitution Committee Chairperson
 - a. Responsible for ensuring that the constitution remains valid and current
 - b. Responsible for forming a committee to review the constitution and make amendments based on the recommendations of the executive officers, standing committee chairpersons, and said committee representing the active membership
 - c. Responsible for working with the President and other elected officers to ensure that the by-laws are properly administered
 - d. Responsible for providing the President and Recording-Corresponding Secretary with the information needed for dispersal

Section 6. The qualifications and duties of the faculty advisor are as follows:

- A. Advisor
 - a. May be any UAB faculty or administrator
 - b. Responsible for aiding and supervising the operations of the BGSA

Article VI. By-Laws

- A. Regularly scheduled meetings will be announced at least one week prior to the meeting. Meeting dates, locations and times will be determined by the executive board.
- B. Amendments to the Constitution and By-Laws of the BGSA will take effect upon a majority vote of the active membership present at the scheduled meeting.
- C. The BGSA accepts the rules or order as found in “Roberts Rules of Order: The Standard guide to Parliamentary Procedure.”
- D. Outgoing officers will be responsible for the detailed briefing of new officers on all issues that are directly related to the success of BGSA. They are also required to hand over all materials and files to the new officers in a timely manner to ensure the smooth transition of a new executive board. Outgoing officers should call a transition and planning meeting for incoming officers one month before tenure begins to relay responsibilities and turn over BGSA materials. All materials should be handed over no later than May 15 of the current year.

Last updated April 14, 2011.