

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 completion of the membership application
- 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. The University of Alabama at Birmingham and the Black Graduate Student Association prohibits discrimination in admission, educational programs, and other student matters on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, disability unrelated to program performance, veteran status or genetic or family medical history.

Article IV. Dues

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 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 annually 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 Minority Achievement Gala/Conference 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. Shall have been an active member of the BGSA at least one year prior to nomination
- b. Shall implement 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. Shall oversee the programmatic and financial operation of the organization
- d. Shall act 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. Shall act as the representative for BGSA upon request by UAB faculty, staff, and other student and community organizations
- f. Shall ensure that the BGSA is in good standing with the university and represented in student life activities and publications
- g. Shall schedule and chair executive committee and general body meetings

- h. Shall generate new ideas for activities with the executive committee in adopting the yearly calendar of events
- i. Shall prepare 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. Shall secure financial donations and budget allocations from the university and other businesses and organizations
- k. Shall appoint chairpersons for standing and special committees

B. Vice-President

- a. Shall assume the power and duties of the President in the absence of or at the request of the President
- b. Shall assist the President in implementing the aims and ideals of the organization
- c. Shall be responsible for the recruitment of new members
- d. Shall supervise public relations, communication, and information retrieval
- e. Shall act as the historian for the organization
- f. Shall act as Parliamentarian for the organization

C. Recording-Corresponding Secretary

- a. Shall record and disperse all minutes, meeting notices, and announcements to the membership
- b. Shall edit all documents dispersed on behalf of the BGSA
- c. Shall organize executive committee meetings as called by the President
- d. Shall maintain files with membership applications
- e. Shall maintain an accurate record of meeting and event attendees
- f. Shall maintain the email account and mailbox of the BGSA

D. Financial Secretary

- a. Shall maintain current detailed records of the finances of the BGSA including revenues, obligations, and expenditures
- b. Shall provide financial reports to the membership and executive committee at meetings
- c. Shall work with the President to prepare an annual budget for the organization
- d. Shall organize all fundraising events of the BGSA
- e. Shall approve 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. Shall coordinate community service projects throughout UAB and the greater Birmingham community
 - b. Shall form committees to assist with the planning and execution of said projects
 - c. Shall coordinate networking events for the organization
 - d. Shall chair the committee that assists with planning and execution of said events
 - e. Shall provide the President and Recording-Corresponding Secretary with the information needed for dispersal
- B. Director of Programs
- a. Shall coordinate all campus forums and events of the organization
 - b. Shall chair the committee that assists with the planning and execution of said programs
 - c. Shall secure facilities and speakers for all campus forums and events
 - d. Shall provide 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. Minority Achievement Gala/Conference Chairperson
- a. Shall coordinate the planning of the annual Minority Achievement Gala/Conference
 - b. Shall chair the committee that assists with the planning and execution of said conference
 - c. Shall provide the President and Recording-Corresponding Secretary with the information needed for dispersal
- B. Constitution Committee Chairperson
- a. Shall ensure that the constitution remains valid and current
 - b. Shall chair the committee that reviews the constitution and make amendments based on the recommendations of the executive officers, standing committee chairpersons, and said committee representing the active membership
 - c. Shall work with the President and other elected officers to ensure that the by-laws are properly administered
 - d. Shall provide 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. Shall aid and supervise the operations of the BGSA

Section 7. Removal of Executive Committee Members

- A. Any elected executive committee member may be removed from office by an affirmative vote of two-thirds of the members of the BGSA for gross dereliction of duties.
- B. Any appointed executive committee member may be removed by a majority vote of the BGSA executive committee for gross dereliction of duties.

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. Executive Committee Members are expected to attend all scheduled meetings and activities.
- C. 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.
- D. The BGSA accepts the rules or order as found in “Roberts Rules of Order: The Standard guide to Parliamentary Procedure.”
- E. 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 August 20, 2015