Constitution of the Auburn University

Black Graduate and Professional Student Association

PREAMBLE

Mission Statement

The Auburn University Black Graduate and Professional Association is an academic and professional organization that exists to address the unique needs and concerns of minority graduate and professional students, and to promote diversity within the Auburn community. The mission of the Auburn University Black Graduate and Professional Association is to advance the scholarly activity of minority students and to improve the conditions of the social environment.

Through the use of consistent social interaction and multi-cultural programming geared largely towards scholarship, career and community assistance, the Black Graduate and Professional Association fosters academic achievement, understanding of and respect for differences, and, ultimately, the development of future minority leadership.

Goals

- To provide a support system for all students enrolled in graduate and professional programs.
- To serve as a networking organization for all students and alumni.
- To provide current and prospective students advice in regards to graduate and professional programs.
- To assist Auburn University in recruiting qualified students into graduate and professional programs.
- To work with other university organizations and the surrounding community to ensure the creation of an institutional environment- both within and outside the classroom- that fosters students’ full personal, academic, and professional development.

Achievement of these purposes shall be provided and practiced through workshops; guest speakers, scholarship, academic writing, research meetings, and other activities that may help the organization meet its purpose and objectives.
ARTICLE I: Name

SECTION 1: This organization shall be known as the Auburn University (hereafter, AU) Black Graduate and Professional Student Association (hereafter, BGPSA).

SECTION 2: The BGPSA is recognized as a permanent student organization by AU’s Office of Student Involvement. This organization is not currently affiliated with the National Black Graduate Student Association.

ARTICLE II: Executive Board

SECTION 1: The Executive Board shall consist of the following Executive Officers:

- President
- Vice President
- Secretary
- Treasurer
- Public Relations Chair
- Academics Chair
- Historian
- Webmaster

1. All full-time registered graduate and professional students who are active members of the BGPSA are eligible for office in this organization.
2. All Officers are determined by a vote casted by the previous year’s BGPSA active members, except when a position is vacated in the middle of the election term (see ARTICLE 4 SECTION 2).
3. During general meetings of the BGPSA, all Officers are considered active members who have general voting rights and the ability to make motions.
4. The Officers shall perform the duties prescribed by this constitution and have the option of doing so by parliamentary authority via Robert's Rules of Order.

SECTION 2: Selection/Duties/Powers of the Executive Board

1. The BGPSA President serves as the Chairperson of the Executive Board.
2. The Executive Board oversees all aspects of the BGPSA and its Committees.
3. Powers neither expressly granted nor directly prohibited by the BGPSA Constitution shall be at the discretion of the Executive Board.
SECTION 3: Executive Board Attendance Policy

1. BGPSA Executive Officers are required to attend all Executive Board meetings.
2. An Officer is considered to have attended a meeting when he/she is physically present in the same location with the BGPSA President, or is in contact with the President via phone or via live video chat software (i.e., Skype) within 30 minutes of the meetings scheduled start time.
3. An Executive Officer must notify the BGPSA President as soon as possible that he/she will not be able to attend an Executive Board meeting. The President must notify the BGPSA Vice President as soon as possible that he/she will not be able to attend an Executive Board meeting.
4. Any Officer who fails to attend two meetings of the Executive Board without an excuse will be issued a warning by the President. If the President fails to attend two meetings of the Executive Board without an excuse, he/she will be issued a warning by the Vice President.
5. Any Officer who fails to attend three meetings of the Executive Board will be asked for his/her resignation. If the President fails to attend three meetings of the Executive Board, he/she will be asked for his/her resignation.
6. After an Officer fails to attend four meetings of the Executive Board, the President must move for said Officer's resignation. If the President fails to attend four meetings of the Executive Board, then the Vice President must move for the President's resignation.
7. Each member of the Executive Board shall make every effort to be present for BGPSA-sponsored general meetings, events and activities.
8. Each member of the Executive Board shall contact the BGPSA President in order to get on the agenda for BGPSA general and Executive Board meetings.
9. Each member of the Executive Board shall contact the BGPSA Webmaster with their updates for the BGPSA Webpage and/or AUinvolve page. Updates include but are not limited to BGPSA news and meeting times.

SECTION 4: BGPSA President

1. The President may call meetings of the Executive Board.
2. The President must notify all Officers of all Executive Board meetings at least seven days prior to the meeting day.
3. The President shall preside over Executive Board and general meetings and serve as an ex-officio, non-voting member of committees.
4. The President shall represent the organization when necessary, and appoint committees with the approval of the Executive Board.
5. The President must approve of all final agenda items and presentation slides for BGPSA meetings.
6. The President must send the agenda to all BGPSA Executive Board Officers approximately twenty-fours in advance of each Executive Board meeting.
7. The President shall progress forward the BGPSA meetings when necessary to ensure they proceed in a timely manner.
8. The President must accept all financial responsibilities of the BGPSA and must be in agreement with the Treasurer on details of all financial documents.
9. The President must be in agreement with the Public Relations Chair on details of all official BGPSA communication.

SECTION 4: BGPSA Vice President

1. The Vice President (hereafter, VP) executes all duties, powers, and responsibilities of the President in his/her absence.
2. The VP shall provide a bimonthly (i.e., every two months) report to the Executive Board on priority areas of BGPSA improvement and graduate student welfare.
3. The VP is responsible for reviewing comparable student organizations within and outside of AU in order to facilitate improvement of BGPSA operations.

SECTION 5: BGPSA Secretary

1. The Secretary shall record minutes for all Executive Board and general meetings, and sends a copy to all BGPSA Executive Board Officers no later than one week prior to the next BGPSA meeting.
2. The Secretary is responsible for reserving rooms for BGPSA meetings and events.
3. The Secretary shall keep track of BGPSA general meeting attendance and process membership applications.
4. The Secretary shall keep track of BGPSA Executive Board meeting attendance and notify the President of which one or more Executive Board Officers have been absent for any Executive Board meeting.

SECTION 6: BGPSA Treasurer

1. The Treasurer prepares the annual BGPSA Budget with approval from the BGPSA President and the AU Office of Diversity and Student Affairs.
2. The Treasurer must provide a monthly financial report at every Executive Board meeting.
3. The Treasurer must accept all financial responsibilities of the BGPSA and must be in agreement with the President on details of all financial forms.
4. The Treasurer shall be responsible for any information regarding the BGPSA treasury (running balances of various accounts, reallocations of funds, etc.) and for all expenditures of BGPSA funds.
5. The Treasurer shall coordinate catering and obtain gifts for BGPSA-sponsored meetings and events with approval from the Executive Board Officers.

SECTION 7: The Public Relations Chair

1. The Public Relations Chair (hereafter, PRC) is responsible for public, community and university relations, and building/fostering networks within these domains.
2. The PRC shall maintain an up-to-date list of persons, such as deans, graduate advisors, AU administrators, faculty, staff, leaders of student organizations and all other persons and organizations that are frequently contacted by the BGPSA.
3. The PRC shall provide monthly executive reports summarizing plans for BGPSA meeting/event/activity promotion.

SECTION 8: The Academic Chair

1. The Academic Chair (hereafter, AC) shall be responsible for creating programs for academics and the scholarly advancement of BGPSA members.
2. The AC is responsible for opening and closing the Multicultural Center on Write Nites.
3. The AC shall provide bimonthly executive reports summarizing progress on academic program development and maintenance.

SECTION 9: The Historian

1. The Historian shall be responsible for the maintenance and upkeep of historical items, and documents of awards and activities including photos, achievements, programs, activities, etc.
2. The Historian’s responsibilities may be merged with those of the Webmaster (see Constitution ARTICLE II SECTION 10.2).

SECTION 10: The Webmaster

1. The Webmaster is responsible for updating the BGPSA Webpage, AUinvolve page and all BGPSA social media sites such as Facebook and Twitter. The Webmaster is responsible for publishing minutes from all Executive Board and general meetings to the BGPSA website.
2. The Webmaster’s responsibilities may be merged with those of the Historian (see Constitution ARTICLE II SECTION 9.2).
ARTICLE III: Membership

SECTION 1: BGPSA membership shall consist of active and honorary members.

SECTION 2: Registered graduate and professional students who request BGPSA membership for the semester and/or academic year in which they requested membership will be admitted as active members.

SECTION 3: Honorary membership shall include AU faculty, staff, administrators, and alumni.

SECTION 4: Active members may vote, hold office, preside, and officiate during BGPSA meetings and events. Honorary members shall not vote, hold office, preside, officiate, and/or solicit funds on behalf of this organization.

SECTION 5: Membership Dues
1. Dues are either $15 per semester or $25 per academic year if the $25 is given as one payment.
2. Dues assessment shall be determined annually with an amount not to be excessive of $15,00 per semester, set as an item of business at the first general meeting of the Fall semester.
3. BGPSA Officers are required to pay dues for the semester and/or academic year during which he/she is presiding office.
4. BGPSA active members who pay dues may vote, hold office, preside, officiate, and/or solicit funds on behalf of this organization.

SECTION 6: The BGPSA shall not discriminate against any individual or group of individuals on the basis of age, socioeconomic status, gender, marital status, political orientation, religion, race, or sexual orientation.

ARTICLE IV: Elections

SECTION 1: Election Law and Procedure

1. Nominations for Executive Officer positions shall be first opened during the March general meeting of the BGPSA.
2. All nominees for these positions must be active members of the BGPSA.
3. Nominations will close one week prior to elections and the elections will be held for these positions during the April general meeting of the BGPSA.
4. The Executive Board Officer positions shall be elected by secret ballot by a majority of the active members present at the April general meeting of the BGPSA.
5. Duties of newly elected Officers shall commence the first day of May in a shadow capacity to the outgoing Officers.
6. The term of office for regularly elected Officers shall be the course of one academic year. The term of office for an Officer elected outside of the
stated election period shall begin at the end of the meeting at which the new Officer is elected.

7. Active members shall be eligible to serve one or more consecutive full term(s) of office in the same office.

8. No active member shall hold more than one of the following offices at a time: President, Vice President, Treasurer, Public Relations Chair.

SECTION 2: Executive Board Vacancy

1. If the office of President is vacated, the Vice President will take over the role of President.

2. If any other elected position on the Executive Board is vacated, the President shall immediately call for a by-election. If no nominations are received within a month, the President shall appoint a replacement with a majority approval of the BGPSA active membership during the following meeting.

ARTICLE V: Voting

SECTION 1: For all elections and in order to conduct business, a quorum shall consist of a minimum of forty (40) percent plus 1 of the BGPSA active member number.

SECTION 2: Only active members of BGPSA shall vote in election of Officers and conduction of the organization’s business.

ARTICLE VI: Meetings

SECTION 1: Regular meetings of the BGPSA shall be held monthly during the Fall and Spring semesters, with a minimum of three regular meetings scheduled for each semester. The schedule of meetings shall be determined by a majority vote of the Executive Board members at the beginning of each academic semester.

SECTION 2: Special meetings can be called at the request of the Executive Board.

SECTION 3: All active members will be given notice seven days prior to all general meetings and twenty-fours prior to special meetings.

SECTION 4: Any official general meeting of the BGPSA shall be open to the public.

ARTICLE VII: Finances
SECTION 1: All membership dues of BGPSA shall be deposited in a bank account. Transactions shall be approved by the Treasurer and the Executive Board Officers of BGPSA in addition to such approval as may be required by the advisor. Checks will be signed by the President or Treasurer or the Advisor.

SECTION 2: Expenditures of greater than fifty dollars ($50.00) shall be presented by the Treasurer at a general and/or Executive Board meeting and shall be subject to active membership approval as an item of business.

SECTION 3: In the event this organization becomes inactive, any monies left in the treasury, after all outstanding debts, and claims have been paid, will be donated to the National Black Graduate Student Association.

ARTICLE VIII: Advisor

SECTION 1: Currently employed full-time members of the University's faculty and/or administrator with a PhD and/or Masters can serve as the Advisor for BGPSA.

SECTION 2: Selection of a BGPSA Advisor will be chosen at the discretion of the BGPSA Executive Board Office.

ARTICLE IX: Amendments

SECTION 1: This constitution may be amended at any meeting of BGPSA, providing the proposed amendment has been submitted in writing to all Executive Board Officers at least seven days prior to voting on the amendment.

SECTION 2: The quorum needed for voting on amendments to this constitution shall be referenced in Constitution ARTICLE V, SECTION 1.

SECTION 3: The majority needed to approve amendments to this constitution shall be referenced in Constitution ARTICLE V, SECTION 1.
By-Laws of the Auburn University

Black Graduate and Professional Student Association

ARTICLE I: BGPSA Committees

SECTION 1: General Rules Governing Committee Operations

1. All Chairpersons are appointed by the BGPSA President.
2. All meetings of BGPSA Committees shall be held at the discretion of the Chair of that particular committee, with the input of the other members of that committee.
3. Any Officer of the Executive Board will be allowed to attend any committee meeting.
4. Except for the President, no person may be appointed to serve as Chairperson for more than one committee. The President may serve as Chairperson for two committees in addition to serving as Chairperson for the Executive Board.
5. The Chair of each BGPSA Committee is responsible for appointing enough members for the execution of that committee’s duties.
6. The Chair of each BGPSA Committee is responsible for making agendas and recording meeting minutes for their respective committee meetings which they chair.
7. The Chair of each BGPSA Committee shall document their meeting agendas and resolutions for future purposes. These documents shall be made available to all current BGPSA members via AUinvolve, unless the material is sensitive as determined by the BGPSA President.
8. The Chair of each BGPSA Committee shall make a report at each regular BGPSA meeting.

SECTION 2: Standing BGPSA Committees

1. Any BGPSA active member may serve on standing BGPSA Committees.
2. A list of all available BGPSA Committees shall be made available to all BGPSA members and general meeting attendees by November 1 of each Fall Semester.
3. The Chair of each Committee shall determine the number of members needed on their Committee and inform the BGPSA President.
4. BGPSA members may contact the BGPSA President to request to be assigned to a specific BGPSA Committee.
5. The BGPSA President shall assign members to Committees with assistance of the respective Chair of that Committee.
ARTICLE II: BGPSA Committee Descriptions

SECTION 1: Events Committee (EC)

1. The EC organizes and promotes regular BGPSA activities and events.
2. The BGPSA Executive Board must consent in order for the EC to organize a new BGPSA sponsored activity that did not exist in the previous year.
3. The EC must consult with the Treasurer to ensure funding for events.
4. The EC must work closely with the Communications Committee to better promote upcoming activities and/or important dates relevant to the BGPSA calendar.

SECTION 2: Welfare and Continuous Improvement Committee (WCIC)

1. The WCIC shall recognize threats to graduate student welfare and identify possible improvements to graduate student welfare.
2. The WCIC may communicate with university officials and organizations to make known the needs and issues of the graduate student community.
3. The WCIC may recommend actions that will promote improvement of student welfare to BGPSA members.
4. The WCIC shall work with other committees when improving activities within the bounds of other committees.

SECTION 3: Fundraising Committee (FC)

1. The FC organizes special events that aim to collect funds for the BGPSA and/or non-profit organizations chosen by the BGPSA.
2. The BGPSA Executive Board must consent in order for the FC to organize a new BGPSA sponsored activity that did not exist in the previous year.
3. The FC must work closely with the Communications Committee to better promote upcoming activities and/or important dates relevant to the BGPSA calendar.

SECTION 4: Communications Committee (CC)

1. The CC ensures communication and public relations between the BGPSA and all facets of the University.
2. The CC must work closely with the EC and FC to better promote upcoming activities and/or important dates relevant to the BGPSA calendar.

ARTICLE III: Ad-Hoc Committees

SECTION 1: An Ad-Hoc committee may be formed to pursue any issue that the BGPSA deems important, and beyond the scope of any one standing committee.
SECTION 2: The President may choose to assign a Chairperson to an Ad-Hoc committee.

SECTION 3: Ad-Hoc committees must follow all rules set in ARTICLE I SECTION 1 of the BGPSA By-Laws.

ARTICLE IV: Committee Finance Law

SECTION 1: All committees that require use of BGPSA funds must submit a written request to the Treasurer.

SECTION 2: The Treasurer shall present the allocated budget to the President and, when necessary, the active members.

SECTION 3: Both the Treasurer and Executive Board Officers must approve all changes in the BGPSA budget with regards to funding committee activities.

SECTION 4: The Treasurer shall be responsible to for enforcing the provisions of the BGPSA budget with regards to funding committee activities.

ARTICLE V: AMENDMENTS

SECTION 1: Any member(s) of the BGPSA may propose amendments to the Constitution or By-Laws.

SECTION 2: All proposed amendments shall be presented to the BGPSA Secretary, in writing, at least one week in advance of the next scheduled meeting of the BGPSA Senate.

SECTION 3: All proposed amendments shall be adopted by a majority vote of the Executive Board.

Note: This Graduate Student Council Constitution supersedes all previously adopted versions of the Graduate Student Council Constitution.