

BY-LAWS

I. Cabinet

A. Powers and Duties of the President:

1. preside over general and administrative board meetings.
2. appoint committee chairpersons, standing and special.
3. sign all requisitions of the organization's funds along with the Executive Secretary.
4. vote shall serve as tie breaker in specified situations.
5. appoint members to fill vacancies on the Executive Board, subject to majority vote of the active membership.
6. call special meetings of the organization and special meetings of the standing committees.
7. review and maintain monthly board and committee reports.
8. serve as liaison to the community at large.
9. supervise public relations committee and other special committees.

B: Powers and Duties of the Vice President:

1. serve as the outreach coordinator to the UA and Tucson community.
2. assume the duties and responsibilities of the President when the President is absent.
3. serve as liaison to the Graduate and Professional Student Council. Including attending monthly GPSC meetings.
4. serve as the parliamentarian for meetings.
5. perform other duties as assigned by the President.

C: Powers and Duties of the Executive Secretary:

1. compile and maintain minutes of organizational meetings.
2. serve as second signature for all disbursements and requisitions.
3. notify members of meetings.
4. maintain up-to-date records of all communications. Communications include: meeting minutes, flyers, co-sponsorships, and other important organizational documents.
5. reserve meeting space for general and Executive Council meetings.
6. perform other duties as assigned by the President.

D: Powers and Duties of the Treasurer:

1. maintain complete records of the organization's funds and assist in any organizational duties.
2. obtain and provide monthly budget updates at the executive and general meetings.
3. prepare annual budget for allocations to the Graduate and Professional Student Council.

4. submit all requisitions of the organization's funds to the Graduate and Professional Student Council.
5. Coordinate at least two fundraisers. And host other fundraisers as needed.
6. perform other duties as assigned by the President.

E: Powers and Duties of Public Relations Chair:

1. coordinate at least one social activity or professional development opportunity per month.
2. must coordinate at least two professional development opportunities per semester.
3. submit final written report to the President and Secretary by the April elections meeting.
4. submit budget to the Executive Council for approval.
5. create and maintain an alumni database for BGSA members, black faculty and staff and other persons that contribute to the purpose of BGSA.
6. maintain a list of community, organizational, and campus contacts for future PR projects.
7. perform other duties as assigned by the President.

F: Powers and duties of immediate past president

II. Meetings

A: The Black Graduate Student Association shall hold monthly general meetings and Executive Council meetings.

B: Special meetings shall be held when deemed necessary by the President.