

**The Constitution of
Association of Black Biomedical Graduate Students (ABBGS)**
Chartered August 18, 2006

Article I- Name

This organization shall be known as the Association of Black Biomedical Graduate Students of Washington University, also referred to as ABBGS.

Article II- Purpose

The organization is dedicated to strengthening the social, cultural, and academic well being of black biomedical graduate students, while promoting diversity within the campus community. We assist in heightening the cultural awareness on campus by facilitating events that reflect ethnic diversity within an intellectual, convivial, and professional environment. These efforts seek to enhance the graduate experience for all members of the community, and support active recruitment and retention of a culturally diverse student body.

Article III- Membership

Section I- Types of Membership

The ABBGS shall have two classes of membership.

- A. Associate membership: Graduate and professional students of Washington University who are not enrolled in the division of biology and biomedical sciences but share the vision of the group. Privileges of associate members are limited and outlined in Article III, Section II.
- B. Full Membership: Graduate students of Washington University who are enrolled in the division of biology and biomedical sciences and share the vision of the group. Privileges of full members are unlimited and outlined in Article III, Section III.

Section II: Associate Membership

- A. All students enrolled in any graduate or professional program at Washington University are eligible for associate membership.
- B. Those students not enrolled in the division of biology and biomedical sciences are eligible to attend all general member meetings, and serve on all committees.
- C. Associate members are not eligible to serve as officers or serve as chair on any committee, however may serve as co-chair if the position is available.

Section III: Full Membership

- A. All students enrolled in any of the PhD programs offered through the division of biology and biomedical sciences at Washington University are eligible for full membership. This includes all PhD and MSTP students.
- B. Those students enrolled in the division of biology and biomedical sciences are eligible to attend all general member meetings, and serve on all committees.

- C. Full members additionally are eligible to serve as officers and are eligible to serve as chair or co-chair of all committees.

Article IV: Meetings

Section I: Frequency

General body meetings and executive board meeting shall be called with reasonable notice by the Executive chair of ABBGS and shall not be fewer than three per semester for each.

Section II: Access

General body meetings are open to all members of the university community but membership is limited to only students enrolled in any graduate or professional program at Washington University as associate or full members.

Executive board meetings are only open to members of the executive board, and when deemed necessary committee chairpersons.

Article V- Powers & Duties of Officers

Section I – Types of Structure

There shall be two classes of structure:

- A. Executive Board: Purpose collectively is to execute all policies and organize activities as deemed by ABBGS general body and the ABBGS constitution.
- B. General Body: Purpose is to represent the diversity interests of the graduate student body of Washington University and to contribute to the general needs of the organization.

Section II – Executive Board Responsibilities

- A. The Executive Board of ABBGS shall be chosen by election executed by votes of the general body and current executive board members.
- B. The board shall consist of the following primary officers: Executive Chair, Executive Co-Chair, Historian, Community Chairperson, and Treasurer. However additional officer positions may be added as deemed necessary, executed by a majority vote by the current executive board.
- C. All members of the executive board must be graduate students enrolled in the division of biology and biomedical sciences.
 - i. Must be a full member
 - ii. Can serve no more than two years in their current officer position.
 - iii. Chair and Co-Chair will be elected to serve a 2 year term.
 - iv. All other members are elected to serve a 1 year term, but are eligible for re-election to current office or may elect to run for an alternative office.
 - v. All officers are eligible to chair committees concurrently while serving.
 - vi. All officers have the power to vote on all changes to constitution, and all other votes held during executive board meetings.
- D. Are able to provide suggestions for the agenda of general assembly meetings, which will be approved and included as permitted by the Chair and Co-chair.

- E. Will assemble for executive board meetings when scheduled to vote and plan for activities as decided upon during general body meetings.
- F. Officers will be removed from office if they do not fulfill the duties and obligations of the office according to the constitution, as decided by a majority vote of the current executive board.
- G. No officer shall hold more than one primary officer position simultaneously except in the time of necessity.

Section III - Executive Board Officer Duties

- A. Executive Chair: Shall be chief officer of ABBGS, responsible for general supervision and coordinating affairs in accordance to established ABBGS and Washington University programs and policy. It shall be the duty of the Executive Chair to :
 - i. Call and preside over all meetings. Also responsible for enforcing the constitution, regulations and polices of the ABBGS during all meetings.
 - ii. Review and approve all check requisitions turned in by the Treasurer of ABBGS
 - iii. Shall along with the Co-Chair approve all media, both print and electronic generated on behalf of ABBGS prior to its distribution
 - iv. Sign all contracts and documents necessary to perform the will of the ABBGS
 - v. Shall appoint officers, chairmen, and committees when necessary, as approved by majority of the executive board.
 - vi. Shall decide tie votes
 - vii. Shall be ex-officio member of all committees
 - viii. Fill temporary vacancies in offices with the approval of the executive board
 - ix. Offer consideration of all motions
 - x. Prepare in cooperation with the Treasurer and the Co-Chair all budgets and applications for university funding.
 - xi. Serve as the ABBGS liaison with the diversity office, by maintaining intercommunication with the Manager of Diversity Programs.
 - xii. Maintain a complete updated Executive Chair's file which will include the current constitution, budget, and other pertinent material.
 - xiii. Be the official spokesperson of ABBGS and serve as a liaison between ABBGS and university administrative offices.
 - xiv. May act as the parliamentarian of the organization for 1 year proceeding a full term, as decided by the current executive board.

- B. Executive Co-Chair: Shall in the absence of the executive chair, represent and preside over all regular and special meetings and assume the duties of the executive chair. It shall be the duty of the executive co-chair to:
 - i. Ensure compliance with all ABBGS policies and procedures
 - ii. Act as programming chair by working with the chair to present an annual program schedule that is to be voted on by the executive board

- iii. Shall along with the Chair approve all media, both print and electronic generated on behalf of ABBGS prior to its distribution
 - iv. Provide and make readily available to the ABBGS members all policy and procedures
 - v. Serve as an interpreter and be responsible in handling grievances or complaints by members.
 - vi. Review the ABBGS constitution annually with the organization.
 - vii. Assume the role of executive chair for the remainder of the term in the event that the chair resigns or is voted out of office until elections fills the office.
 - viii. Responsible for keeping updated information for campus room reservation and catering policy with any contact information.
 - ix. Responsible for reserving or delegating reservation responsibilities for regularly scheduled meetings and any other events as needed.
 - x. Maintain a complete and updated binder which includes relevant information on the ABBGS organization including contact information for board and general body members.
 - xi. May act as the parliamentarian of the organization for 1 year proceeding a full term, as decided by the current executive board.
- C. Historian: Shall be responsible for keeping all ABBGS records of meetings and events. It shall be the duty of the historian to :
- i. Record all attendance and take minutes at all executive board and general meetings.
 - ii. Produce and distribute minutes to all ABBGS executive board members and to any member of the general body when requested.
 - iii. Create and maintain a listing of all events sponsored and co-sponsored by the organization, which includes collecting and saving any program description with supporting media: posters, newspaper clippings, pictures etc.
 - iv. Keep a bound record of the proceedings of all meetings, maintain copies of all written reports, and keep a copy of the ABBGS roster and committee list.
- D. Community Chair-person: Shall be responsible for providing the organization with information about the needs of the community on and off campus. It shall be the duty of the community chair-person to:
- i. Serve as the contact person for community outreach programs and maintain contact with organizations on campus for collaborative efforts.
 - ii. Responsible for organizing volunteers for community activities that require participation of the general body.
 - iii. Inform members at general meetings of diversity initiatives taking place on both campuses of Washington University.
 - iv. Keep a bound record of all correspondence with off campus contacts.
 - v. Record current available community opportunities and store information on all past community opportunities ABBGS actively participated in.

- E. Treasurer: Shall serve as the chief financial officer by coordinating the financial management of the ABBGS. It shall be the duty of the treasurer to :
 - i. Maintain accurate record of the expenditure and receipts of all funds and to present them at ABBGS executive board meetings.
 - ii. Provide a financial report to the board at each executive board meeting.
 - iii. Handle all financial exchanges.
 - iv. Work with the chair in issuing and signing check requisitions for the expenditure of all funds.
 - v. Prepare in cooperation with the chair and co-chair an annual budget for approval by the ABBGS executive board.
 - vi. Keep a bound report of all receipts, disbursements, and copies of all financial reports.

Section IV – General Body Responsibilities

- A. All members shall have the opportunity to vote in all general body meetings and provide suggestions on programs and proceedings of ABBGS.
- B. General body shall convene meetings with the executive board no less than three times during each academic semester.

Section V – Election and Appointment of Officers

- A. ABBGS shall elect all officers with a majority vote executed by members and the current executive board during general assembly meetings.
- B. Election of new officers for the upcoming school year will be elected during the last month of the academic spring semester, or as an office becomes available.
- C. Officers shall serve their terms from the point of election to the time of new election appointments..
- D. Officers can be appointed by the executive chair when necessary, as approved by the executive board.

Article VI – Amendments and Bylaws

Section I – Procedure and Adoption of Amendments

- A. Any member of ABBGS can initiate an amendment to the constitution, as submitted in writing, electronic or otherwise, to the executive board.
- B. All amendments shall be read at a previous general assembly meeting before voting and adoption.
- C. Following public announcement of the proposed amendment the executive board will vote on ratification when a quorum is present and three-fourths of the board vote to adopt the amendment.
- D. Upon ratification the constitution will be updated and resubmitted immediately upon adoption.

Section II – Bylaws

- A. Bylaws implementing the constitution shall be established when a quorum of the current executive board is present and three-fourths of the board vote to adopt the amendment.