CONSTITUTION
Samuel M. Nabrit Black Graduate Student Association
Brown University

PREAMBLE
We, the members of the Samuel M. Nabrit Black Graduate Student Association,
do hereby establish this constitution to formalize the principles and procedures of this
organization.

ARTICLE I: NAME OF ORGANIZATION
The name of this organization shall be the Samuel M. Nabrit Black Graduate Student
Association.

ARTICLE II: PURPOSE
The purpose of the Nabrit BGSA is to enhance the intellectual growth, professional success, and
social enjoyment of graduate students within the African Diaspora at Brown University. The
Nabrit BGSA also seeks to serve as a source of cultural enrichment and moral support for its
members. The Nabrit BGSA may also act as an advocate and voice for the social, political,
academic, and safety concerns of graduate students within the African Diaspora at Brown
University.

ARTICLE III: MEMBERSHIP
Nabrit BGSA is designed to meet the social and academic needs of graduate students within the
African Diaspora, however membership in Nabrit BGSA is open to any graduate or professional
student at Brown University. Nabrit BGSA is a subgroup of the Brown University Graduate
Student Council and does not discriminate on the basis of race, ethnicity, gender, age, religion,
sexual orientation, national origin, political affiliation, or physical or mental disability.

Graduate students can establish membership in Nabrit BGSA through attending any meeting or
group event as well as by communicating your desire to be a member to one of the
organization’s officers.

ACTIVE MEMBERSHIP will be designated as:
• Current enrollment in the University
• Attendance at more than 50% of General Body meetings and social events in a given academic
  year, as documented by the Recording Secretary.

Nabrit BGSA is a democratic organization in which all active members shall have the
opportunity to voice their concerns and interests during general meetings as well as the privilege
to vote on organizational business matters and in the election of officers. Members also have
open access to Nabrit BGSA events and meetings as well as the use and enjoyment of the
organization’s website.
ARTICLES IV: OFFICERS
Nabrit BGSA will be governed by an Executive Board comprised of the following officers:

1. **President.** The President shall
   a. Preside over the meetings of the Nabrit BGSA and present all motions to the body present.
   b. Represent Nabrit BGSA on university related panels or committees.
   c. Serve as the official spokesperson for Nabrit BGSA in any oral or written communication from the organization.
   d. Ensure that all actions and decisions of the Nabrit BGSA are aligned with the purpose of the organization as well as the standards of ethics and conduct of Brown University.
   e. Have the authority to appoint members to the executive board, standing committees, and ad hoc committees, upon the approval of the two-thirds of the General Body.
   f. Attend at least 95 percent of Nabrit BGSA’s Executive Board and General meetings.

2. **Vice President.** The Vice President shall:
   a. Preside over all meetings in the absence of the President.
   b. Assist the President in the administration of Nabrit BGSA’s business matters and activities.
   c. Assume the duties of the President should that person be removed by the General Body or resign from the position.
   d. Attend at least 90 percent of the Nabrit BGSA Executive Board and General meetings.

3. **Secretary.** The Secretary shall:
   a. Record the proceedings of the Nabrit BGSA Executive Board and General meetings.
   b. Maintain a written copy of the minutes from Executive Board and General meetings.
   c. Provide access to the minutes of General meetings to the body on a regular basis through e-mail or the organization’s website.
   d. Work with the Webmaster of the Nabrit BGSA to maintain and consistently update the organization’s website.
   e. Attend at least 90 percent of the Nabrit BGSA Executive Board and General meetings.

4. **Treasurer.** The Treasurer shall:
   a. Administate all fiscal matters on behalf of the Nabrit BGSA.
   b. Maintain accurate and up-to-date financial records for reference and use by the Executive Board and appropriate university officials.
   c. Report the financial status of the Nabrit BGSA at the organization’s Executive Board and General meetings.
   d. Attend at least 75 percent of the Nabrit BGSA Executive Board and General meetings.
Additional Officers (non-governing position)

5. **GSC Representative.** The GSC Representative shall:
   a. Voice the interests of the Nabrit BGSA at the meetings of Brown University’s Graduate School Council (GSC).
   b. Represent Nabrit BGSA at GSC events, contingent upon availability.
   c. Report to the Executive Board any actions of or information from the GSC that is pertinent to the interests of the Nabrit BGSA.
   d. Attend at least 95 percent of meetings Brown’s GSC meetings.

6. **Historian.** The Historian shall:
   a. Administer the archival of any minutes, photographs, publications, advertisements, member profiles, published articles, and other materials necessary to maintain and provide a historical background of the Nabrit BGSA.
   b. Work with University Library officials to file the historical artifacts of the Nabrit BGSA in university library facilities for easy access and use by members of Nabrit, Brown University, and researchers.
   c. Report the status of the Nabrit BGSA archives at the end of the fall and spring semesters to the organization’s Executive Board.
   d. Attend at least 50 percent of the Nabrit BGSA General meetings.

The President and Vice President will be elected (annually) at the end of the spring semester and hold office for one academic year. All other executive officers will be appointed (annually) by the President and Vice President; appointments to the Executive Board are subject to approval by two-thirds of the active membership.

ARTICLE V: COMMITTEES
The standing committee of the Nabrit BGSA shall be:

1. **Social**
   The Social Committee is responsible for planning, initiating, and hosting social activities and events for the members of Nabrit BGSA. A Social Committee Chair will be elected (annually) at the end of the spring semester and shall be responsible for holding committee meetings no less than twice a semester. The Chair shall also regularly report the proceedings of the Social Committee to the Executive Board and the general body.

The ad hoc committee of the Nabrit BGSA shall be:

1. **Conference**
   The Conference Committee is responsible for organizing and hosting the Nabrit BGSA annual academic conference for minority graduate students at Brown University. The Conference Committee Chair may be elected (annually) at the end of the spring semester and shall be responsible for holding committee meetings no less than twice a semester. The Chair shall also serve as the official spokesperson for the conference and regularly report the proceedings of the Conference Committee to the Executive Board and the general body. The President or Vice President must serve as a standing member of the conference committee.
Additional committees may be formed and dissolved by the Presidents, with the approval of the majority of the Executive Board.

ARTICLE VI: OPERATIONS
Voting Eligibility
Only active members of the Nabrit BGSA, as set forth in Article III, shall be granted voting privileges.

Election Process
Elections will be held on an annual basis during the month of April.

Nominations and Voting
1. The President will take nominations for elected positions from the General Body at the General meeting prior to the last meeting of the year. Nominations may be made in person, by proxy, or advance notice. The President shall notify members (no later than two weeks prior to the final General meeting) who have been nominated for a position and allow them to accept or decline their nomination. Nominees shall be allowed to vote for their potential position.
2. All voting shall be done by secret ballot. The outgoing President and Secretary shall be responsible for collecting, tabulating, and announcing the voting results.

Removal
Any officer of the Nabrit BGSA who violates the principles of this Constitution or is in dereliction of his or her stated duties may be removed from office through the following process:

a. A written report by at least three members of the Organization, which must include no less than one member of the Executive Board. The report shall be provided to the General Membership during the next General Meeting.
b. The officer subject to removal shall be notified in writing and asked to be present at the next General Meeting. At this time, the officer shall be given the opportunity to speak on his or her behalf and respond to any claims or questions.
c. A two-thirds majority of the active membership of the Nabrit BGSA is necessary to remove an officer.
d. Vacancies shall be filled by special election within thirty days of the removal of an officer. The President or Vice President may appoint an interim officer if a special election cannot be held within thirty days; interim appointments are subject to the majority approval of the Executive Board.

Meetings
1. Executive Board meetings shall occur on a monthly basis at a time and place agreed upon by the majority of the Board members.
2. General meetings shall occur on a quarterly basis (four times a year). The General membership must be notified in writing about the date, time, and location of a General meeting no later than two weeks prior to the meeting.

All meetings shall follow an established agenda and be subject to the parliamentary guidelines of Robert’s Rules of Order.
ARTICLE VII: AMENDMENTS
The constitution is binding to all members of Nabrit BGSA. However, the constitution is
is a “living document” and thus is subject to amendments that reflect the evolving experience of
graduate students within the African Diaspora at Brown University.
1. Amendments to the constitution must be proposed verbally and in writing during a General
meeting at which two-thirds of the active membership is present. Only active members of the
Nabrit BGSA shall be allowed to submit amendments.
2. The amendment(s) shall be placed on the agenda of the next scheduled meeting of the General
membership.
3. Proposed amendments will become effective upon the approval of three-fourths of the active
membership.
4. The revised Constitution must be published for the General body to view and sent to the
appropriate university officials.