



Black Graduate Student Association (*BGSA*)

Arizona State University

Organization Manual

Mission Statement

The members of BGSA are organized and committed to:

- (1) Providing support and unity for African descent graduate students to initial and continued success at ASU
- (2) Promoting campus involvement and assuring the visibility of African descent graduate students at ASU
- (3) Participating in outreach activities and programs to uplift the community
- (4) Ensuring academic, financial, and social resources are available, and
- (5) Advancing educational and professional development through scholarly workshops, lectures, and networking opportunities with faculty, staff, and industry members.

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CONSTITUTION
BLACK GRADUATE STUDENT ASSOCIATION (BGSA)
Arizona State University

Article I – Name, Purpose, and Mission

- Section 1 The name of this organization shall be the Black Graduate Student Association (BGSA).
- Section 2 BGSA is committed to advancing the educational and professional development of African descent graduate student by promoting scholarly research and providing a forum for intellectual discussion and networking with the Arizona State University (ASU) community.
- Section 3 The members of BGSA are organized and committed to:
- (1) Providing support and unity for African descent graduate students to initial and continued success at ASU
 - (2) Promoting campus involvement and assuring the visibility of African descent graduate students at ASU
 - (3) Participating in outreach activities and programs to uplift the community
 - (4) Ensuring academic, financial, and social resources are available, and
 - (5) Advancing educational and professional development through scholarly workshops, lectures, and networking opportunities with faculty, staff, and industry members.

Article II - Membership

- Section 1 Membership in this organization shall not be denied to any student of Arizona State University, on the basis of race, creed, religion, gender, political affiliation, physical disability, sexual orientation or age.
- Section 2 There shall be two types of membership in the organization: voting and honorary.
- Section 3 In accordance with ASU student organization rules, voting membership is limited to enrolled students at Arizona State University AND students attending regularly BGSA meetings/activities.
- Section 4 Honorary membership is granted to faculty, staff, and BGSA alumnae.

Article III - Officers

- Section 1 The BGSA organization shall consist of four (5) officers: President, Vice President, Secretary, Activity Coordinator – Social Outings, and Outreach Coordinator – Community Service Projects.
- Section 2 The roles of the each officer are provided below:
- President:** President shall preside at all meetings of the organization. He/She shall be

the official spokespersons of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and community at large. He/She shall have such further powers and duties as may be prescribed by the organization. He/She shall maintain website, listserv, email account, and any other communication mechanisms required by the organization. He/She shall coordinate the BGSA core events: Mix & Mingle (one in fall and one in spring), Speaker Series, and Merging of The Minds.

Vice President: He/She shall handle all financial affairs and budgeting of the organization, maintaining all necessary accounting records. Said records shall be maintained in accordance with generally accepted accounting principles. In absence of the secretary, he/she shall take minutes at all meetings of the organization, keep these on file, and submit required copies to all organization members. He/She shall also act as historian and shall maintain all records of the organization. He/She shall be responsible for managing fundraising activities for the organization.

Activity Coordinator – Social Outings: The Activity Coordinator shall coordinate at least three social outing events per semester for BGSA members. He/She shall work closely with the Special Projects Activity Coordinator and the President to develop an academic year calendar of events.

Outreach Coordinator – Community Service Projects: The Outreach Coordinator shall coordinate at least two community service projects for BGSA members per semester. He/She shall work closely with the Social Outings Activity Coordinator and the President to develop an academic year calendar of events.

Section 3 All officers must possess the ability to work with limited supervision and guidance. All officers must be willing to take initiative, be self-directed, manage multiple projects, prioritize and meet deadlines.

Section 4 Any officer who fails to carry out his or her duties and does not maintain voting membership in good standing; can be removed at any meeting by a vote of the majority of the officers.

Section 5 Officers shall be elected by a majority vote of the members attending.

Article IV – Elections

Section 1 Election of officers shall be in the Spring Semesters (mid-March) and as needed to fill vacant positions.

Section 2 At all elections, time must be provided for candidates to make speeches and participate in a question and answer session.

Section 3 All officers are elected to a 12 month calendar year term. Their position will become effective after a 2 month transition period in which the officer-elect will shadow the incumbent.

Section 4 In the event of a tie, officers shall break the tie by a majority vote.

Article V – Meetings

Section 1 Regular meeting of this organization shall be held once a month unless otherwise designated.

Section 2 A quorum exists when a majority of the officers are present.

Section 3 The organization requires that business be conducted in an informal but professional manner.

Section 4 Standing committees shall be formed when necessary.

Article V - Advisor

Section 1 The advisor shall be an ASU professor/faculty member, who shall be a member ex officio with no voting privileges.

Section 2 The advisor shall be available a least once a semester to meet and confer with the officers to make recommendations regarding a decision or course of conduct.

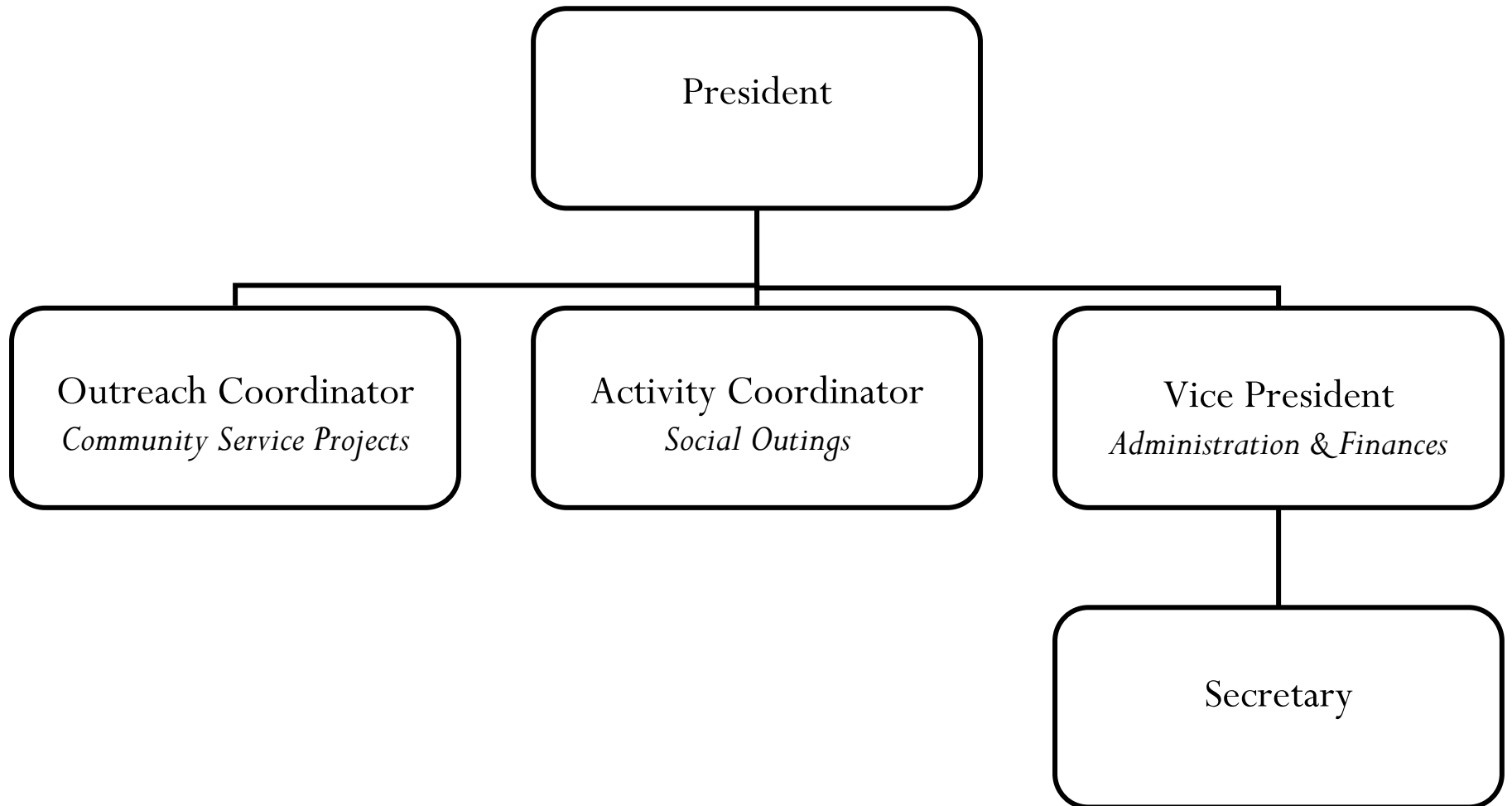
Section 3 The officer shall elect the advisor annually by a majority vote.

Article VI - Amendments

Section 1 Only officers shall propose amendments. It is suggested that officers seek the counsel of the advisor before considering any alterations in the constitution.

Section 2 The constitution shall be amended by a vote of the majority of the officers.

GOVERNING BODY ORGANIZATION CHART



JOB DESCRIPTIONS

President

The President shall represent the organization at all times and preside over all monthly meetings. This individual is responsible for attending all BGSA events; assist with the planning of signature events, and communicating regularly and providing assistance to all officers. In addition, the President is responsible for maintaining a working relationship with faculty and staff, other student organizations, and the community. Additionally, he/she is primary responsible for the event planning efforts of BGSA. He/she shall manage the BGSA calendar and work closely with the Website volunteer. He/she shall coordinate at least two BGSA core events each semester - Mix & Mingle (one in fall and one in spring), Speaker Series, and Merging of The Minds.

Examples of duties may include and are not limited to:

- Executing and upholding the constitution of BGSA.
- Prepare meeting agendas
- Supervising the work of the Outreach Coordinator and Activity Coordinator
- Attending monthly Black & African (BAC) meetings, occasional meetings with the Division of Graduate Studies staff and/or other student organizations.
- Respond to emails received from BGSA members and non-members.
- Hold monthly meetings with officers (prior to member meeting) and one meeting a semester with the BGSA advisor.
- Prepare meeting agendas.
- Appoint and establish any necessary committees
- Develop and set goals for the organization with help of the advisor, officers, and members. For officers, each year a Year Action Plan will be defined and adhered to throughout the year.
- Register Club Annually via SORC by 09/15
- Renew annual membership with NBGSA
- Update member directory regularly.
- Plan BGSA core events from inception to completion
- Consider the educational and social wants and needs of BGSA members and modify social events accordingly.

Vice President

The Vice-President is primarily responsible for the communication efforts of BGSA. He/she shall take and type monthly meeting minutes (and email the minutes to BGSA members within a week in absence of the secretary. He/she will also maintain a working relationship with all BGSA officers, faculty and staff, other student organizations, and the community. Also, he/she shall manage finances and plan, coordinate, and execute fundraising events for BGSA. He/she is responsible for the distribution of all allocated funds within organization and will work with the President to develop budget goals for the academic year.

Examples of duties may include and are not limited to:

- Recording chapter activities for chronologies.
- Explore funding opportunities and write grants.
- Submit appropriate funding forms in order to cover program expenses.
- Plan fundraising events.
- Attend all monthly scheduled officer meetings, general body meetings, and fundraising events.
Give report at monthly meeting
- Attending monthly Black & African (BAC) meetings in the absence of the President
- Maintain an updated BGSA binder with pertinent documents to pass to future BGSA officers
- Work with all officers to gather information and photos following activities, meetings, and events to be placed on website.

Activity Coordinator – Social Outings

The Activity Coordinator shall coordinate monthly social outing events for BGSA members. In addition, this individual is responsible for working closely with the Special Projects Activity Coordinator and the President to develop an academic year calendar of events. The Activity Coordinator will also maintain a working relationship with all BGSA officers, faculty and staff, other student organizations, and the community.

Examples of duties may include and are not limited to:

- Plan social outing activities from inception to completion (i.e. Summer Connection, Holiday dinner, Annual BBQ, etc.)
- Consider the social wants and needs of BGSA members and modify social events accordingly.
- Communicate social outing activity information to all BGSA members via email.
- Attend all monthly scheduled officer meetings, general body meetings, and planned social outing activities. Give report at monthly meeting
- Other duties as assigned by President

Outreach Coordinator – Community Service Projects

The Outreach Coordinator shall coordinate at least two community service projects for BGSA members per semester. In addition, this individual is responsible for working closely with the Activity Coordinator and the President to develop an academic year calendar of events. The Outreach Coordinator will also maintain a working relationship with all BGSA officers, faculty and staff, other student organizations, and the community.

Examples of duties may include and are not limited to:

- Planning special project events from inception to completion (i.e. receptions, professional development seminars, service learning projects, BGSA Signature Community Project, etc.)
- Communicating community service project event information to all BGSA members via email.
- Handles all logistics of community service project events including; scheduling event, recruiting volunteers, and training (if necessary).

- Assist with the planning of BGSA special project events, such as the Summer Connection, Mix & Mingle, Black History Month, and the BBQ.
- Attend all monthly scheduled officer meetings, general body meetings, and planned social outing activities. Give report at monthly meeting
- Other duties as assigned by President

BGSA Calendar 2008-2009

Month	Description	Responsible Party
June		
TBD	Officer Meeting by email	Governing Body
TDB	Officer Meeting by email	Governing Body
July		
TDB	Officer Meeting by phone	Governing Body
TDB	Officer Meeting by phone	Governing Body
August		
TDB	Officer Meeting	Governing Body
Last Friday of the month	Mix & Mingle in SSV Amphitheater	President Activity Coordinator
September		
TDB	Social Outing	Activity Coordinator
TDB	Officer Meeting	Governing Body
TDB	General Body Meeting	General Body
October		
TDB	Annual Women's Empowerment Speaker Series	President
TDB	Officer Meeting	Governing Body
TDB	General Body Meeting	General Body
November		

Month	Description	Responsible Party
TDB	Officer Meeting	Governing Body
TDB	General Body Meeting	General Body
National Hunger & Homeless Week	BGSA Signature Service	Outreach Coordinator
December		
TDB	Officer Meeting	Governing Body
TDB	Holiday Celebration ^s	Activity Coordinator
January		
TDB	Officer Meeting	Governing Body
TDB	Mix & Mingle in SSV Amphitheater	President Activity Coordinator
February		
TDB	Officer Meeting	Governing Body
TDB	General Body Meeting	General Body
TDB	Merging of the Minds	President
March		
TDB	Officer Meeting	Governing Body
TDB	General Body Meeting*	General Body
TDB	Social Outing	Activity Coordinator

Month	Description	Responsible Party
TDB	Arizona Black Film Showcase http://www.azblackfilm.com/	Outreach Coordinator
April		
TDB	Officer Meeting	Governing Body
TDB	General Body Meeting [±]	General Body
Co-Sponsor with Omega Psi Phi	BBQ [§] Kiwanis Park (Mill Ave and Baseline)	Activity Coordinator
May		
TDB	Officer Meeting [@]	Governing Body
TDB	Black & African American Convocation	Outreach Coordinator

* Annual officer election

± Annual Review of Constitution and By-Laws

@ Send out BGSA Welcome Package for new incoming graduate students at ASU

§ Member Appreciation (once a semester)

Membership Form



Name:

Email Address:

Phone #:

Undergraduate Institution:

Undergraduate Degree:

Major/Dept:

Current Program:

Year in Program:

How did you hear about BGSA?

Any suggestions or comments?

What types of organization activities interest you most?

Would you like your contact info (email address) published in the BGSA member directory? This directory will be provided to BGSA members only.

Yes No

Member Appreciation Form



BGSA MEMBER APPRECIATION FORM

** Must be complete and received on time in order to be eligible **

Nominator:

Nominee:

Reasons for Nomination:

Officer Nomination Form



BGSA OFFICER NOMINATION FORM

Must be complete and received on time in order to be eligible to run for any office

Name:

Position Running For:

Email Address:

Telephone Number:

Degree Program (Master's or PhD):

Major/Dept:

Year in Program:

1. What do you think should be the primary goals or concerns of BGSA?
2. What positive/beneficial qualities will you bring to your position if elected?
3. What other kinds of things would you like to see from BGSA in the future?
4. How much time per week or month do you think you have for BGSA?

Officer Goals / Year Action Plan Form



Goal # 1:

Strategy:

Rationale:

Achieving the goal:

	Activities	Professional Development	Timeline	Resource Available	Who is responsible? Who is involved?	Monitoring Effectiveness
1						
2						
3						

Activities - What actions will occur? What steps will you take?

Professional Development – How will you acquire the necessary skills and attitude to implement the activity?

Timeline – When will this strategy or action begin and end?

Resource available – What are the existing and new resources that will be used to accomplish the activity?

Who is responsible? Who is involved? – Who will provide leadership? Who will do the work?

Monitoring Effectiveness – What on-going evidence will be gathered to show this activity is making a difference.

Goal # 2:

Strategy:

Rationale:

Achieving the goal:

	Activities	Professional Development	Timeline	Resource Available	Who is responsible? Who is involved?	Monitoring Effectiveness
1						
2						
3						

Budget Form



	Item	Description	Quantity	Cost
1				\$
2				\$
3				\$
4				\$

Total: \$