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THE OHIO STATE UNIVERSITY

CONSTITUTION

OF

THE BLACK GRADUATE AND PROFESSIONAL STUDENT CAUCUS

Frank W. Hale Black Cultural Center

153 W. 12th Avenue

Columbus, Ohio 43210

PREAMBLE

We, the Black Graduate and Professional students (i.e. students of African descent) of The Ohio State University, feel that unique problems and situations exist in this university community which impinge upon us. As individuals, we cannot adequately address issues via existing organizations. While desirable, the existing organizations do not provide the broad base of support that we need. Therefore, we organize ourselves as a student Caucus to provide a “voice” to help the University know and understand in order to be responsive to us as individuals and as a group.

We shall be guided by the following objectives:

1. Establishment and maintenance of a forum for the discussion of problems and the development of courses of action for potential problem solving.
2. Development of programs to assist new students in making physical and psychological adjustments to the university community.
3. Development and maintenance of channels of communication between Black graduate and professional students.
4. Establishment of a source from which the University or committee thereof can ascertain information concerning the status and circumstance of Black graduate and/or professional students.
5. Development of counseling and tutorial programs for Black students who express the need for such assistance.
6. Establishment and maintenance of a working relationship with the Black community based upon communication and service.

ARTICLE I. NAME

The name of the organization shall be the Black Graduate and Professional Student Caucus; hereinafter referred to as the “Caucus”.

ARTICLE II. PURPOSE

Section 1. The purpose of this organization shall be to promote academic, cultural, service and social programs for the University community, the Black community and for Black graduate and professional students in particular.

Section 2. The Caucus shall provide a forum in which Black graduate and professional students may present, discuss and act upon issues relative to its role in the academic and non-academic aspects of the University community.

Section 3 - Non-Discrimination Policy: This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

ARTICLE III. AUTHORITY

Section 1. The authority for the establishment of the Caucus is derived from the consent of Black graduate and professional students enrolled in the Graduate and Professional Schools of The Ohio State University.

Section 2. The Caucus shall be recognized by The Ohio State University, the Graduate School, the Council of Graduate Students and the National Black Graduate Student Caucus as being the sole representative of Black graduate and professional students enrolled in the Graduate and Professional Schools of The Ohio State University.

Section 3. The Caucus reserves the right to sit as an advisory agent on behalf of the Black graduate and professional students in relation to all matters brought before committees, or agencies of The Ohio State University involving the interest of Black graduate and professionals students.

Section 4. The Caucus shall have the right to plan and implement programs in accordance with its purpose.

Section 5. The Caucus, as a registered organization of the University, shall have the right to petition the University for an amount of those activity fees which are earmarked for student organizational usage.

Section 6. The Caucus shall have the authority to allocate and disburse funds from the treasury of the Caucus and shall have the power to levy fees on the membership of the Caucus.

Section 7. The Caucus shall determine its own rules of procedure, be the judge of the elections and returns, and determine qualifications of its members.

ARTICLE IV. MEMBERSHIP & NON-DISCRIMINATION STATEMENT

Section 1. The Black Graduate and Professional Student Caucus shall be composed of graduate students and professional students enrolled at The Ohio State University and graduate and professional alumni wishing to remain active as dues-paid members.

Section 2. The Executive Committee of the Caucus may, at any time, review the membership status of any individual whose conduct fails to reflect the mission of the organization at that of the Ohio State University. A plurality of the votes cast in ballot at an executive meeting of the officers of the Caucus shall be necessary to:

a. Set a probationary period for members whose conduct violates the Caucus’ mission.

b. Terminate the membership of members whose conduct violates the Caucus’ mission.

Section 3. This organization, The Black Graduate and Professional Student Caucus,

does not discriminate on the basis of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy, race, religion, sex, sexual orientation, or protected veteran status, or any other bases under the law, in its activities, academic programs, admission, and employment.

ARTICLE V. ELECTIONS AND OFFICERS

Section 1. The Caucus shall elect annually from among its members, in such a manner as it prescribes, a President, Vice-President, Recording Secretary, Treasurer, Communications Officer, Parliamentarian, Historian, Member-at-Large and such other officers as it may provide for.

Section 2. The time, place, and manner of holding elections for officers shall be as prescribed in the By-Laws.

Section 3. A plurality of the votes cast in secret ballot at a meeting of the Caucus shall be necessary for the election of its officers.

Section 4. The Caucus may, at any time, remove any officer from office by a two-thirds vote, provided a quorum is present. A written **motion for** this action must be submitted at a regularly scheduled meeting and bear the signatures of a least five financial Caucus members. The motion must be voted upon at a subsequent meeting.

ARTICLE VI. DUTIES OF OFFICERS

Section 1. The President shall:

1. Preside over all meetings of the Caucus and of the Executive Committee.
2. Implement all decisions of the Caucus.
3. Appoint a time and place for regular and special meetings.
4. Serve as an ex-officio member to all committees.
5. Appoint other officers to serve as ex-officio members to particular standing and ad hoc committees.
6. Represent the Caucus at University and community functions

Section 2. The Vice-President shall:

1. Assume any duties the Caucus or President directs.
2. Preside over Caucus meetings in the absence of the president.
3. Assume the presidency in the event it falls vacant.
4. Serve as chair of the Slater/Johnson Banquet Committee.
5. Serve as an ex-officio member of a committee as assigned by the president.

Section 3. The Secretary shall:

1. Keep the minutes of the Caucus and executive board meetings.
2. Conduct the correspondence of the Caucus.
3. Check the caucus email.
4. Maintain all active Caucus records.
5. Inform all Caucus members of all regularly scheduled meetings one week prior to the meeting.
6. Preside over Caucus meetings in the absence of the president and vice-president.
7. Serve as an ex-officio member of a committee assigned by the president.

Section 4. The Treasurer shall:

1. Handle all the finance of the Caucus according to University policy.
2. Keep accurate records of the Caucus’ financial status.
3. Provide a written annual report of the Caucus receipts and disbursements for the membership.
4. Preside over Caucus meetings in the absence of the president, vice-president, and recording secretary.
5. Serve as an ex-officio member of a committee as assigned by the president.

Section 5. The Mentoring Program Chair shall:

* 1. Preside over mentoring program and mentoring program committee
  2. Contact new potential mentors/mentees and returning mentors//mentees prior to the beginning of the fall semester to identify participants in the program
  3. Execute the pairing of mentors and mentees with committee
  4. Organize mentoring program events, including the annual kick off and email check ins
  5. Coordinates mentoring program scholarship selections in collaboration with the Slater Johnson Committee

Section 6. The Communications Officer shall:

1. Oversee the maintenance of the Caucus website
2. Manage Caucus social media pages
3. Compile and disseminate the Caucus e-newsletter
4. Serve as an ex-officio member of a committee as assigned by the president.

Section 7. The Parliamentarian shall:

1. Serve as chairperson of any ad hoc Constitution Committee.
2. Enforce policies and procedures of the Constitution.
3. Serve as an ex-officio member of a committee as assigned by the president.
4. Assume the role of interim Vice-President should the presidency fall vacant.

Section 8. The Historian shall:

1. Maintain audio and video records of Caucus events.
2. Maintain a standing history of the organization.
3. Serve as an ex-officio member of a committee as assigned by the president.

Section 9. The Member-at-Large shall:

1. Represent the Caucus in other University and community organizations and committees.
2. Assume such other duties as the office may require as deemed necessary by the executive committee.

ARTICLE VII. MEETINGS AND ATTENDANCE

Section 1. There shall be at least three regular meetings of the Black Graduate and Professional Student Caucus during each quarter. Notice of the time and place of each regular meeting shall be given at least one work prior to said meeting.

Section 2. The president shall call meetings at the times published at the beginning of each semester, in addition to calling special meetings at the request of three members of the Executive Committee and/or upon the request of five dues-paid members.

Section 3. Meeting attendees shall only consist of:

1. Members
2. Non-members who actively participate in the planning and implementation of Caucus functions
3. Persons presenting information of relevance to the Caucus. All presentations must be pre-approved by the executive committee.

Section 4. All meeting attendees are subject to the Code of Ethics as set forth in this Constitution.

ARTICLE VIII. QUORUM AND VOTING

Section 1. At all meetings of the Caucus, one-fifth of the membership, excluding the Executive Committee, shall constitute a quorum.

Section 2. Voting privileges shall be granted to those whose names appear on the membership roster.

Section 3. At all meetings of committees of the Caucus, a majority of that committee shall constitute a quorum.

Section 4. A plurality of votes will be necessary to pass any motion made in general or committee meetings.

ARTICLE IX. PARLIAMENTARY AUTHORITY

Robert’s 5 Rules of Order-Revised shall govern the procedure of all meetings except when in conflict with the constitution and By-Laws of the Caucus.

ARTICLE X. AMENDMENTS

Section 1. Any proposed amendment of the Constitution or By-Laws must be presented in writing with the signatures of five members at a regular meeting of the Caucus.

Section 2. A copy of the proposed amendment must be submitted at a regularly scheduled meeting and may be voted upon at a subsequent meeting.

Section 3. An affirmative vote of two-thirds of the voting membership present shall be sufficient to adopt the amendment provided a quorum is present.

Section 4. Copies of all adopted amendments shall be presented to each member.

Section 5. The Executive Board has authority to call for a constitutional review.

BLACK GRADUATE AND PROFESSIONAL STUDENT CAUCUS

BY-LAWS

I. MEMBERSHIP

The Black Graduate and Professional Student Caucus shall be composed of only graduate and professional students enrolled at The Ohio State University and graduate and professional alumni of The Ohio State University. The membership roster shall be composed of dues-paying members.

II. ELECTIONS

* + 1. All officers shall be elected at the second meeting called during Spring Semester and take office immediately after the close of the third meeting called during the Spring Semester, except for the Treasurer who shall take office in June. Newly elected officers shall sit ex-officio in the executive sessions with the regular Executive Committee during the Spring Semester. All Executive Officers and committee chairs shall deliver a written final report to the general body at the final general body meeting that summarizes their activities of the past fiscal year.
    2. All nominations for President, Vice President and Treasurer must be received by all members of the Elections Committee at least one regularly schedule meeting before the Elections Committee conducts elections. The chair of the Elections Committee shall announce all nominations at the regularly scheduled meeting before the elections meeting. The chair of the Elections Committee shall present at least one candidate for President, Vice President, and Treasurer at a meeting prior to the elections meeting. Only currently enrolled graduate or professional students may run for the offices of President, Vice President, and Treasurer.
    3. The former President and Treasurer shall change the names of all financial and university accounts to the names of the newly elected officers within 72 hours of the election. The former officers and committee chairs shall bring all materials necessary to fully execute their official responsibilities to the elections meeting. A meeting (transition meeting hereafter) between the former officers and committee chairs and new officers shall take place immediately following the election conducted by the chair of the Elections Committee. At the transition meeting, materials necessary to fully execute the official responsibilities of the Caucus which are in the possession of former officers and former committee chairs shall be turned over to the new officers.
    4. A person may not be candidate for more than one office. The slate of the nominating committee may not present the same person as a candidate for more than one office. However, if the person is not elected to the office for which he/she has been a candidate, he/she may be nominated for another office from the floor.
    5. A person may not be a candidate for President or Vice-President unless he/she has been a member of the Caucus for the Fall and Spring semesters consecutively.
    6. Immediately prior to the election, candidates may speak for five minutes to introduce themselves. The period following the speeches shall be open for members to ask questions of the candidates.
    7. Executive officers shall be elected by a fifty percent plus one (majority hereafter) of the votes by members present at the meeting, provided a quorum is present. The members shall vote through secret ballot for each office separately. The chair of the elections committee shall count and announce the number of votes for each office separately.
    8. In the event any officer of this organization terminates his/her student status with the University or is otherwise so disposed that he/she cannot perform their functions, he/she shall immediately resign office and they unexpired term shall be filled via election by members of this organization as provided by Paragraph 3 of Section II of these By-Laws. This shall not apply in the case of a vacancy in the office of President. In this case, the office of President would be filled by the Vice-President, and the Parliamentarian will take the position of interim Vice-President.
    9. In the event that the Vice-President takes the office of President for the reasons stated in Paragraph 8 of Section II of these By-Laws, nominations will be taken for the office of Vice-President so that the membership, as defined by Section I of these By-Laws, can vote on the position during a general body meeting.

III. APPOINTMENTS

1. Upon request, the Executive Committee shall provide for the nomination of Caucus members for any position which may occur on faculty, student, alumni, or University committees.
2. If any of the appointees resign, a replacement shall be selected by the same procedures as the original appointment.

IV. COMMITTEES

* 1. Executive Committee

1. The Executive Committee shall be a standing committee of the Caucus which shall be presided over by the President who shall call such meetings as he/she deems necessary, but shall call a minimum of three meetings a semester. The Executive Committee shall have as voting members, the President, Vice-President, Secretary, Treasurer Communications Officer, and Parliamentarian. All past executive committee members **shall** be eligible and encouraged to serve as advisors of the Executive Committee for the year immediately following their tenure of office.
2. The duties of the Executive Committee shall consist of undertaking those activities necessary to conduct Caucus business between regular meetings in addition to preparation of the agenda for regularly scheduled meetings.
3. The Executive Committee shall make decisions concerning special circumstances which shall be disclosed to the general body during the subsequent general meeting.
   1. Standing Committees
      1. The Caucus shall have the following standing committees:
         1. Education Committee
         2. Elections Committee
         3. Social Committee
         4. Budget & Finance Committee
         5. Community Affairs Committee
         6. University Affairs Committee
         7. Banquet Committee
         8. Mentoring Program Committee
      2. The Caucus shall create such additional standing committees as it shall from time-to-time deem necessary.
4. Membership on each of the standing committees shall consist of a chairperson appointed by the ex-officio Executive Board members; and members selected from the Caucus by the President and/or the chairperson, along with volunteers.
5. The purpose and function of each committee shall be as follows:
   1. Education Committee

The duties of this committee shall be to initiate, plan, and coordinate all activities of the Caucus relative to educational advancement, intellectual stimulation and academic growth of the graduate student body. The committee shall initiate, plan or coordinate lecture programs sponsored by the Caucus.

* 1. Elections Committee

The duties of this committee shall be to aid in the election of qualified candidates for office and in the appointment of Caucus members to university-wide committees.

* 1. Social Committee

The duties of this committee shall be to initiate, plan and/or coordinate all social activities conducted by the Caucus.

* 1. Budget & Finance Committee

The duties of this committee shall be to plan and/or coordinate fund-raising activities for the Caucus and to prepare the annual Caucus budget which shall be submitted to the Caucus at the first meeting of the fall semester.

* 1. Community Affairs Committee

The duties of this committee shall be to plan and/or coordinate activities beneficial to the community at large.

* 1. University Affairs Committee

The duties of this committee shall be to develop and implement procedures for filing complaints and to make recommendations to said organizations and offices to rectify a problem presented by a Black graduate or professional student. The committee shall also be responsible for cultivating university relations, including but not limited to graduate and professional student recruitment.

* 1. Banquet Committee

The duties of this committee shall be to plan and raise funds for the annual Slater/Johnson Scholarship Banquet to be held in May.

* 1. Mentoring Program Committee

The duties of this committee shall be to assist the Mentoring Program Chair in planning events for the mentoring program, pairing mentors and mentees, contacting participants in the program, and developing prompts for regular check ins with mentors and mentees to send out to participants of the program.

V. DUES

The amount of annual dues shall be determined in the Spring Semester of each academic year. In order to be considered a financial member and enjoy all rights, privileges and responsibilities that are inherent in such membership, membership dues should be paid before the first meeting of the second semester of enrollment of that graduate or professional student’s academic year.

\*\* The symbol on the front page was adopted by BGPSC Fall 2019. The symbol was created by member Aleya Peete.

Revised Spring 2020