

Black Graduates in Management

Article I. NAME OF CLUB ORGANIZATION

The name of this organization shall be Black Graduates in Management.

Article II. PURPOSE

The purpose of this club shall be to strengthen the connectivity between diverse students and the student body. Additionally, this organization will strive to increase the diversity of activities, projects, and general experiences of the program. These goals will be achieved in part, but not exclusively, by:

1. Working closely with MBA admissions to identify, select, recruit, retain, and empower diverse students.
2. Working closely with the MBA administration to ensure the issues of diverse students are adequately addressed.
3. Providing an entity that collects, organizes, and disseminates pertinent information that is unique to the experiences of diverse business students during their matriculation.
4. Creating forum that will allow diverse alumni of the ND MBA program to stay involved with the ongoing stewardship of the recruitment of diverse students.
5. Initiate activities, projects, and forums that address the interests and expertise of a diverse student body.

Article III. MEMBERSHIP

Membership is open to any interested graduate student of the Notre Dame Community. Faculty and staff members may join the club as “associate members,” however associate members may not have voting rights and may not run for office.

Article IV. MEMBERSHIP FEES

Each member must pay an annual fee of \$10 due to the Treasurer by September 1, and each member must participate in one major organization project in order to be considered “active.” Members who join after September 1 must pay the \$10 fee within two weeks of joining the club.

Article V. CLUB/ORGANIZATION OFFICERS

Section 1. The President, Vice President, Secretary, and Treasurer shall be the officers of the club, herein referred to as the “executive officers.” Only Notre Dame MBA students may serve as officers.

Section 2. The duties of the President shall be to convene and preside over meetings of the club and to supervise and direct all club activities. The President shall chair all executive officer meetings and meet regularly with the Advisor. The President shall also ensure that all official University paperwork (registration, etc.) is completed in a timely manner.

Section 3. The duties of the Vice President shall be to serve in the capacity of President, should the President be unable to assume the duties of that office. The Vice President shall also have the authority to appoint any committee and subsequently the chair of such committee as deemed necessary by the executive officers.

Section 4. The duties of the Secretary shall be to record and preserve the minutes of all executive and general club meetings. The Secretary shall also inform all club members of upcoming meetings and events by disseminating information no later than 48 hours after receipt. The Secretary shall use the BGM Official Website and member email lists as a primary information tool, supplemented by other forms of written and electronic media as necessary.

Section 5. The duties of the Treasurer shall be to coordinate all financial matters of the club and keep a detailed expense report. The Treasurer shall also prepare an annual budget and meet with the Advisor regularly to ensure the financial affairs of the club are in good standing.

Section 6. Officers will be elected the first Tuesday in February by a majority vote of the members in attendance. Each candidate will be given three minutes to speak and two minutes to answer questions during the general meeting at which voting will take place. Each candidate may use the allotted presentation time (3 minutes) at his/her own discretion.

Section 7. The term of officers shall be from the day after elections until the day before elections. Outgoing officers are expected to work closely with the incoming officers during the months of February through May.

Section 8. An elected officer found deficient in his/her duties may be removed by a two-thirds vote of the club members at any regular meeting.

Section 9. A non-elected officer may be replaced by unanimous agreement of the club's officers.

Article VI. ADVISOR

Section 1. The Advisor shall be a full-time faculty or administrative staff member at Notre Dame.

Section 2. The duties of the club advisor shall be to approve all financial transactions of the club and serve as a university representative in official business of the club.

Section 3. The Advisor shall be an ex-officio member of the club and shall not have voting rights

Section 4. The Advisor shall be selected annually by majority vote of the active membership before the first week of February.

Article VII. MEETINGS

Section 1. Meeting shall be held on a weekly basis at a predetermined time and location.

Section 2. A member may be expelled from the club for missing three consecutive regular meetings without justification. Justification shall be defined by a majority of the Executive Board.

Section 3. Quorum for meetings shall be fifty percent of the membership plus one.

Section 4. All active student members shall have the right to vote.

Section 5. Emergency meetings may be called at any time by a majority vote of the officers. Members shall be notified of emergency meetings via voice mail at least 24 hours in advance.

Section 6. The membership shall participate in an Annual Review Meeting during the first regular Meeting in January. A Strategic Planning Meeting shall be held following the election of new officers in March to initiate activities for the coming academic year and coordinate leadership transition.

Article VIII. DISBURSEMENT OF FUNDS

Section 1. All disbursements must be authorized by both the President and the Treasurer, and approved by the Advisor.

Section 2. Any disbursement of funds over \$25.00 must be approved by a majority of four officers and the Advisor.

Article IX. AMENDMENTS

Section 1. Amendments to this constitution may be made at any time by a majority vote of the active membership.

Section 2. All amendments must be submitted in writing to the Student Activities Office.