

**Constitution**  
*Graduate Students of Color in STEM*  
Brown University

**Preamble**

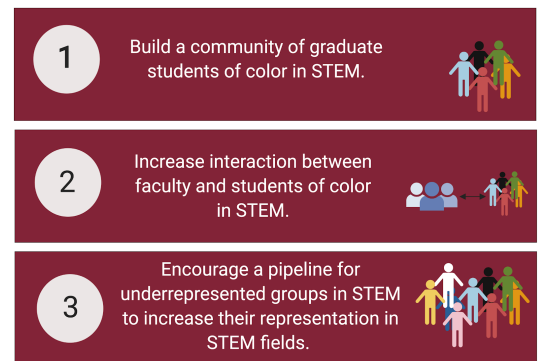
We, the members of the Graduate Students of Color in STEM, do hereby establish this constitution to formalize the principles and procedures of this organization.

**Article I: Name of the Organization**

The name of this organization shall be the Graduate Students of Color in STEM (hereafter referred to as GSOCnSTEM).

**Article II: Mission**

The purpose of the organization GSOCnSTEM is to enhance the intellectual growth, professional success, and social enjoyment of minority graduate students within the STEM disciplines. Our main goals include building a community of graduate students of color in STEM, increasing interaction between faculty and students of color in STEM, and encouraging a pipeline for underrepresented groups in STEM to increase URM representation in STEM.



**Article III: Membership**

Membership to GSOCnSTEM is open to any graduate or professional student at Brown University. GSOCnSTEM 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.

Active Membership will be designated as:

- Current enrollment or employment at Brown University
- Participation in at least one GSOCnSTEM-sponsored event or general body meeting

**Article IV: Officers**

GSOCnSTEM will be governed by an Executive Board comprised of the following positions:

General executive requirements:

- Identify as a person of color
- Be a graduate or professional at Brown University
- Enrolled or employed by a STEM department
- Have to be an active member of GSOCnSTEM
- Attend 90% of board meetings

## 1. **President**

- A. Preside over the meetings of the organization and present all motions to the body present.
- B. Represent GSOCnSTEM on university related panels or committees.
- C. Serve as the official spokesperson for GSOCnSTEM in any oral or written communication from the organization.
- D. Ensure that all actions and decisions of the GSOCnSTEM 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 of the executive board, standing committees, and ad hoc committees, upon the approval of two-thirds of the General Body. During a period of low attendance (board members  $\geq$  non-board members) and/or in the event that no one runs for a particular office, the President will have the power to appoint vacant positions.
- F. Serve as Financial Signatory for SAO Accounts.
- G. Attend at least 90 percent of all meetings and events.

## 2. **Vice President**

- A. Preside over all meetings and preside over Executive Board meetings in the absence of the President.
- B. Assist the President in the administration of 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 all meetings and events.

## 3. **Secretary**

- A. Record the proceedings of the Executive Board and General Body meetings.
- B. Maintain a written copy of the minutes from Executive Board and General Body meetings.
- C. Provide access to the minutes of General Body meetings to the membership on a regular basis through email or the organization's website.
- D. Keep a running list of attendees at GSOCnSTEM-sponsored events (event, name, & department)
- E. Attend at least 90 percent of all meetings and events.

## 4. **Treasurer**

- A. Administer all fiscal matters on behalf of GSOCnSTEM.
- 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 at the organization's Executive Board.
- D. Attend mandatory SAO meetings to maintain group status.
- E. Serve as main financial signatory for SAO accounts.
- F. Attend at least 90 percent of all meetings and events.

#### 5. **Communications Chair**

- A. Publicize all organization events and meetings with weekly emails.
- B. Prepare flyers and handouts for events.
- C. Maintain social media presence on various platforms (Facebook, Twitter, Instagram, etc.)
- D. Attend at least 80 percent of meetings and events

#### 6. **Outreach Chair**

- A. Manage the organization's involvement in activism on campus and in the larger Providence community (e.g. organize ad hoc meetings, prepare necessary written statements on behalf of the organization, etc).
- B. Coordinate with Communication Chair to publicize outreach events to the General Body
- C. Meet with representatives from undergraduate identity-groups in STEM to figure out how we can best serve them
- D. Preside over Outreach Committee meetings.
- E. In Charge of and first point of contact for the AspirED Minds mentoring and tutoring program.
- F. Attend at least 80 percent of all meetings and events.

#### 7. **Advocacy Chair:**

- A. Serve on the School of Engineering Student Advisory Board (Or delegate someone to be on the Board (must be an engineering student))
- B. Attend and report on GSC meetings on GSOCnSTEM's behalf (unofficial)
- C. Attend or delegate meetings of other graduate identity groups in STEM
- D. Approach departments for funding yearly (in collaboration with the Treasurer)
- E. Increase visibility of GSOCnSTEM on campus by partnering with various organizations (Leadership Alliance, Graduate School Preview Day, etc.)
- F. Plan an activity or initiative for each semester that advocates for Brown University Graduate Students.
- G. Attend at least 80 percent of all meetings and events.

#### 8. **Events Chair**

- A. In charge of planning and coordinating events for GSOCnSTEM.
- B. Coordinate with the Treasurer for financing the events.
- C. Coordinate with the Communications Chair for promoting the events.
- D. First point of contact for invited speakers, making sure that they are up to date with details.
- E. First point of contact for planning collaboration events.

- F. Making sure that all events are in compliance with Brown University and SAO guidelines.
- G. Preside over Events Committee meetings.
- H. Attend at least 80% of meetings and events.

#### 9. Alumni Relations Chair

- A. Responsible for connecting with GSOCnSTEM alumni and making sure that alumni are up to date with the organization.
- B. Coordinate with the Treasurer to organize fundraiser events for alumni.
- C. Coordinate with the Events Chair to invite alumni to alumni-specific events.
- D. Making sure that alumni fundraiser is in compliance with Brown University and SAO guidelines.
- E. Attend at least 80% of meetings and events.
- F. Collect email of graduating members at the final event of the academic year

### **Article V: Elections**

#### *Election Process*

Elections will be held on an annual basis during the month of February. All board positions will be elected (annually) by the general body and will hold office for one academic year. In the event of low attendance and/or that no one runs for an executive board office after a minimum of 30 days of publicizing the vote, the President has the power to appoint vacant positions.

#### *Nomination and Voting*

1. The President will take nominations for elected positions from the General Body at the General Body meeting prior to the second to last meeting of the academic year. The President will accept nominations up to the time of voting at the third General Body Meeting of the academic year. The President shall notify members (no later than two weeks prior to the final General Body meeting) who have been nominated for a position and all of 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 GSOCnSTEM 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 Body meeting.

- b. The officer subject to removal shall be notified in writing and asked to be present at the next General Body meeting. At this time, the officer shall be given the opportunity to speak on his or her own behalf and respond to any claims or questions.
- c. A two-thirds majority of the active membership of the GSOCnSTEM 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 majority approval of the executive board.

#### *Board Member Restricted Transitioning*

- a. The roles of President, Treasurer, and Outreach Chair cannot be vacant. That means that if the current President, Treasurer, and Outreach Chair wants to step down after their term, they need to find and train their replacement by the end of their term.
  - i. In the event that there is not much interest from outside of the group, the position can be sourced from the events/outreach committee first (for both Treasurer and Outreach Chair).

#### **Article VI: Amendments**

The constitution is binding to all members of GSOCnSTEM. However, the constitution is a “living” document and thus is subject to amendments that reflect the evolving experience of graduate students.

1. Amendments to the constitution must be proposed verbally and in writing during a General Body meeting. Only active members of the GSOCnSTEM shall be allowed to submit amendments.
2. The amendment(s) shall be placed on the agenda of the next scheduled meeting of the General Body membership.
3. Proposed amendments will become effective upon the approval of two-thirds of those present.
4. The revised Constitution must be published for the General Body membership to view and sent to the appropriate University officials.