

1 **The Constitution of the**
2 **Pan-African Graduate and Professional Student Union**
3 **At the University of Pittsburgh**

4 (Revised: August 2010)

5
6 **PREAMBLE**

7
8 The richness and diversity of our heritages yield unique combinations of historical, cultural,
9 scholarly, artistic, and spiritual legacies for descendants of African nations. By capitalizing on
10 the strengths of groundbreaking initiatives trailblazed by our foreparents, we rise to deliver a
11 sustained commitment. We can ensure that the voices of our present and future generations will
12 be recorded as a new history that we are in the process of making.

13
14 As we have been told, the following words fittingly describe the beginning of this organization,
15 *“The Pan-African Graduate and Professional Student Association (PAGPSA) had its humble*
16 *beginnings at a local eatery in Oakland, when a group of graduate students embarked on*
17 *providing a social, cultural, and political haven for students within the African Diaspora at the*
18 *University of Pittsburgh.”*

19
20 Hence, reformed as a Union, we support the concept, “United we stand, divided we fall.” This
21 notion transcends from written prose to tangible action, whereby the Union will ensure a
22 favorable impact on campus interactions among graduate and professional students by
23 networking and mobilizing individuals and organizations.

24
25
26 **ARTICLE I.**
27 **Name of Organization**

28
29 Section 1. The official name of this organization shall be the Pan-African Graduate and
30 Professional Student Union. For typography considerations, the “and” maybe interchanged with
31 the “&” symbol.

32
33 Section 2. The abbreviated forms of the organization’s name that may be used include PANAF
34 and PanAf GPSU.

35
36 Section 3. The non-profit status is covered under the University of Pittsburgh and verifiable by
37 submission of the United States Internal Revenue Service Form W-9.

41 **ARTICLE II.**

42 **Purpose**

43
44 Section 1. The Philosophy

45 The PanAf GPSU philosophy is to design blueprints and build collaborative mechanisms for the
46 Black community on the campus of the University of Pittsburgh (Pitt). As a union of Pan-African
47 organizations and administrative entities, we seek to network with all charitable, diversity,
48 minority professional, National Pan-Hellenic Council’s sororities and fraternities, and cultural
49 organizations. Our role is then to coordinate efforts that improve the quality of cross-cultural
50 relationships and education for students of color in higher education. In effect, strengthening the
51 Pan-African network allows us to collectively be of greater service to the cultural and research
52 interests at Pitt.

53
54 By promoting community awareness, we aspire to protect and project a sense of community that
55 celebrates the breadth of Pan-African diversity, while also guiding our network of groups within
56 the union to support the same ideals. In essence, PanAf GPSU works to build bridges with Black
57 scholars across schools and departments, while infusing campus-wide activities that support
58 interdisciplinary connections and outward exposure into the city of Pittsburgh. At the same time,
59 we exist to ensure that all Black graduate and professional students at Pitt have an organization
60 directly receptive to their needs in the absence of a school and/or departmental level
61 organization.

62
63 Section 2. The Mission

64 PanAf GPSU serves all graduate and professional students at Pitt with research and/or cultural
65 interests in Black America, the African Continent, the Caribbean, West Indies, Latin America,
66 and the entire Diaspora.

67
68 Section 3. The Goals

- 69 A. To create opportunities to assemble Black graduate and professional students on
70 campus.
71 B. To enumerate resources supporting the research and study of Pan-African cultures
72 and populations.
73 C. To cultivate collaborative practices and partnerships across organizations via the Pan-
74 African Network, supporting and serving the PanAf GPSU’s mission.
75 D. To educate the student body and community at large about Pan-African cultures,
76 traditions, history, and current events.
77 E. To celebrate achievements and successes of Black students, scholars, staff, faculty,
78 and alumni.

79
80 Section 4. Recognizing Parties

81 Upon annual renewal cycles, the organization shall be a recognized on the campus of University
82 of Pittsburgh as a university registered graduate student organization certified by the Student
83 Organization Resource Center (SORC). PanAf GPSU shall be acknowledged as a Graduate and
84 Professional Student Association (GPSA) Assembly Group (GAG). The organization has
85 international representation, thus receiving support from the Office of Cross-Cultural and

86 Leadership Development (CCLD), as a member of the International Graduate Student Office
87 (IGSO). PanAf GPSU is affiliated with the National Black Graduate Student Association, Inc.
88

89
90 **ARTICLE III.**
91 **Activities**
92

93 Section 1. External Activities

94 PanAf GPSU will coordinate programs and activities solely and in partnership with other
95 recognized organizations. The intent and leadership of events may vary over the years as long as
96 the history of the event is maintained in organizational files.

- 97 A. General Body Meetings are organized as meetings to share PanAf GPSU current events,
98 organizational business, and opportunities to the membership.
- 99 B. Social Activities are described as activities for networking in informal settings with the
100 intent that members meet one another
- 101 C. Educational Programs are presented for dissemination of research and exposure to a wide
102 array of fields, concepts, and issues relevant to our Pan-African populations and
103 communities.
- 104 D. Outreach Services are classified as services to volunteer in the community and mentor
105 youth.
- 106 E. Special Events are arranged as events due to a special opportunity offered one-time only.
- 107 F. Annual Events are designed as events that are signature activities symbolizing PanAf
108 GPSU and encompass the mission (i.e., the Diversity Blueprints Discussion).
- 109 G. Member-led Events are viewed as organic and/or voluntary efforts within the
110 membership to assemble for activities of interest (i.e., fitness groups, dinner clubs,
111 entertainment nights, etc.).
112

113 Section 2. Internal Activities

114 PanAf GPSU officers will maintain and organize a variety of resources for the community as
115 well as documents to fulfill organizational responsibilities to applicable funding entities and
116 governing bodies. The internal activities will cover annual practices to ensure proper tracking of
117 organizational relationships, timely updates to university resource listings, and comprehensive
118 reporting of events and activities through all modes of communication at the disposal of PanAf
119 GPSU.
120

121
122 **ARTICLE IV.**
123 **Membership and Acknowledgment Requirements –**
124 **Individual and Organizational**
125

126 Section 1. Voting Members – Individual Membership

127 Pitt students enrolled in graduate or professional programs may be granted membership with
128 eligibility to vote. Voting members are the only members recognized as eligible to run for a
129 leadership position. “Member’s only” discounts or resources will be made available for voting
130 members.
131

132 Section 2. Non-voting Members – Individual Membership
 133 Students enrolled in graduate or professional programs outside of Pitt may be granted
 134 membership without eligibility to vote. Spouse of Pitt graduate and professional students or Pitt
 135 undergraduate students may also be granted membership without eligibility to vote. Non-voting
 136 members do not qualify to run for leadership positions within PanAf GPSU. “Member’s only”
 137 discounts or resources will be made available for non-voting members.

138
 139 Section 3. Associate Members – Individual Membership
 140 Pitt faculty, staff, and postdoctoral scholars may be granted membership as associates to PanAf
 141 GPSU. Associate membership is another form of individual membership without voting rights.
 142 All associate members, excluding postdoctoral scholars, will be eligible to become the
 143 faculty/staff advisor or serve on the advisory council if selected by the current PanAf GPSU
 144 faculty/staff advisor. “Member’s only” discounts or resources will be made available for
 145 associate members.

146
 147 Section 4. Supporters – Individual Acknowledgment
 148 Undergraduate students in programs outside of Pitt, the spouse of non-Pitt graduate/professional
 149 students, any non-Pitt postdoctoral students, Pitt alumni, non-Pitt faculty and staff, or other
 150 people in the community may all be recognized as supporters of PanAf GPSU. Supporters will
 151 be accommodated as information seeking only. Supporters are not eligible for any leadership
 152 positions, advisory roles, or voting rights. “Member’s only” discounts or resources will not be
 153 made available for supporters.

154

	Academic - Pitt	Academic - Non-Pitt	Non-Academic
Undergrad	Non-voting Member	Supporter	N/A
Grad/Professional	Voting Member	Non-voting member	N/A
Spouse	Non-voting Member	Supporter	N/A
Postdoctoral	Associate Member	Supporter	N/A
Staff	Associate Member	Supporter	N/A
Faculty	Associate Member	Supporter	N/A
Alumni	Supporter	Supporter	N/A
Other	N/A	N/A	Supporter

155
 156 Section 5. Pan-African Network – Organizational Membership
 157 Student organizations at Pitt that support PanAf GPSU’s mission and goals (in part or in full)
 158 may be included in the Pan-African Network. Responsibilities for member organizations include
 159 the following: annual renewal of a pledge to support the Pan-African Network, advertisement of
 160 public events on the PANAF calendar, support of the PANAF membership drive, and brief
 161 updates to their membership reviewing PANAF announcements. Eligible organizations must be
 162 recognized by SORC and/or a school or departmental program at Pitt.

163
 164 Section 6. PANAF Partners – Organizational Acknowledgment
 165 Any student or community organizations that are not recognized at Pitt will be acknowledged as
 166 PANAF Partners. As an extension of the Pan-African Network, PANAF Partners do not need to

167 renew annual pledges to support the Pan-African Network. Calendar advertisements and
168 membership announcements will be managed per event.

169
170

171 **ARTICLE V.**
172 **Membership Procedures**

173

174 Section 1. Recruitment Schedule

175 Membership recruitment occurs year-round beginning on the first calendar day following the end
176 of the spring semester.

177

178 Section 2. Application Process

179 Application for membership or acknowledgement, at the individual or organizational level, will
180 involve completion of the membership form. With submission of a membership form, all persons
181 shall accept the terms and conditions of the Constitution and Bylaws of PanAf GPSU. The form
182 should be immediately reviewed for entry into PanAf GPSU's communication mechanisms and
183 network directories. During the course of the year, PANAF will update membership status for
184 individuals or organizations according to the details outlined in the subsequent section.

185

186 Section 3. Membership Status

187 The status for members, supporters, networked groups, and partners will be determined as active,
188 current, or suspended.

189

A. Active status applies individually to voting members under the following conditions:
190 (1) serving in PanAf GPSU Executive Board and committee leadership positions, (2)
191 participating in Pan-African Network leadership positions, (3) attending two PANAF-
192 led or co-sponsored events, (4) attending the annual meeting of Pan-African Network,
193 or (5) acquiring membership with the NBGSA. Organizations within the Pan-African
194 Network are considered active by (1) posting an event to the PanAf GPSU calendar
195 and (2) assisting PanAf GPSU to recruit members. Non-voting members, supporters,
196 associate members, or PANAF partners are not considered for active status
197 classification.

198

B. Current status will apply for all individual members (as voting, non-voting, associate,
199 or supporter) that have a renewed membership form on file. Also organizations within
200 the Pan-African Network will be current as long as they renew their pledge of support
201 to the Pan-African Network. PANAF Partners will be current through the same
202 process.

203

C. Suspended status is applied to any individual or organization that does not renew their
204 membership or acknowledgment application with PanAf GPSU. Suspended status
205 must be reviewed every fall and spring for individual memberships or
206 acknowledgments. Suspended status will be continued for an individual shown as
207 enrolled at Pitt or another institution. Membership will be revoked if not transitioned
208 into another category (ex. supporter or associate) and if enrollment is not current
209 based on university directory listings. Supporter or PANAF Partner status may be
210 renewed based on appeal to the Executive Board with proof of fulfilled requirements.

211

212

213 Section 4. Membership Benefits
 214 PanAf GPSU’s membership benefits include belonging to a networked community at Pitt and
 215 throughout the city of Pittsburgh. Members will gain experiences associated with PANAF’s
 216 goals that will enhance their awareness and access to events and resources that support their
 217 needs. These include but are not limited to:

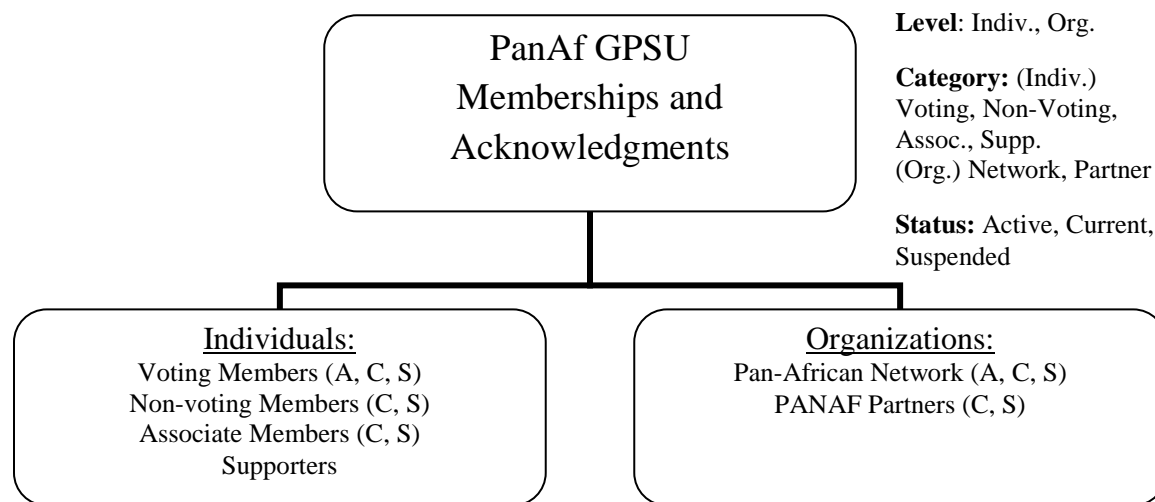
- 218 A. PanAf GPSU events and resources
- 219 B. GPSA events and resources
- 220 C. NBGSA events and resources
- 221 D. CCLD events
- 222 E. IGSO events
- 223 F. Pan-African Network events
- 224 G. PANAF Partners events

225
 226 Section 5. Membership Management

227 Membership and acknowledgment levels will be managed for event attendance documentation,
 228 continuous list updates, and quarterly status updating.

- 229 A. PanAf GPSU will maintain a membership comprised of at least seventy-five percent
 230 (75%) students as required by SORC.
 231 Student membership percentage will be calculated as the total voting and non-voting
 232 members divided by the total voting, non-voting, and associate members.
- 233 B. Voting, officer positions, and formal leadership roles will be screened and limited to
 234 active members of PanAf GPSU.
- 235 C. PanAf GPSU will sustain an active membership of a minimum of ten (10) students.
- 236 D. PanAf GPSU will list the names of 10 active students to SORC on the Recertification
 237 Application or submit a petition of 100 currently enrolled students supporting the
 238 recertification of the group.

239
 240



241
 242
 243
 244

245 **ARTICLE VI.**
246 **Voting Privileges**
247

248 The privilege of voting is reserved for voting members in current status with the organization.
249 This privilege is intended to be the right of any graduate or professional student at Pitt with a
250 current membership application on file on the premise that activity fees have been paid during
251 enrollment in their program. These same activity fees contribute towards the core funding source
252 of PanAf GPSU by allocation from the Graduate and Professional Student Assembly (GPSA).
253 Voting privileges are lost only when a graduate or professional student has not enrolled for a
254 fall/spring term or the student has not renewed their membership with PanAf GPSU.
255

256
257 **ARTICLE VII.**
258 **Financial Obligations of Members**
259

260 PanAf GPSU membership is free for prospective and renewing members on the basis that
261 membership requires active enrollment at Pitt and a current membership application on file.
262 Membership to NBGSA will also be advertised to PanAf GPSU members. The membership dues
263 for NBGSA will be paid directly, but PanAf GPSU will actively track the number of members
264 that chose to acquire national member status.
265

266
267 **ARTICLE VIII.**
268 **Officers**
269

270 Section 1. PanAf GPSU will elect the President, Vice President, Business Manager, Events
271 Manager, and Office Manager. These executive officers are recognized as the Executive Board.
272

273 Section 2. All officers are requested to serve for the term of one full year and may only be re-
274 elected one consecutive term while at Pitt. The term of office may be extended to a year and a
275 half if there is a desire to shift the election time cycle to match the calendar year or the academic
276 year. This intent must be documented by unanimous approval of the Executive Board and
277 announcement to all members of PanAf GPSU.
278

279 Section 3. Officers will review all actions, decisions, programs, and initiatives in light of
280 affiliations to SORC, GPSA, CCLD, and NBGSA.
281

282 Section 4. PanAf GPSU officers will appoint members to committee positions as needed.
283

284 Section 5. Symbolically, the president serves the organization by overseeing the fulfillment of all
285 responsibilities set by regulatory and funding bodies and opportunities for university
286 enhancement.
287

288 The President champions the recertification process for SORC, as well as recertification and
289 annual report to both GPSA and NBGSA. The President is charged with representation of PanAf

290 GPSU at GPSA meetings or may appoint another Executive Board member to represent PanAf
291 GPSU on his/her behalf as a primary representative.

292
293 Section 6. Symbolically, the vice president serves the organizations in all matters of
294 organizational relationships and networking for a broad base of support and partnership.

295
296 The Vice President is charged with championing the PanAf GPSU internal calendar of actions,
297 decisions, and deliverables. In the event that the president is unable to serve the organization, the
298 vice president assumes all responsibilities and powers of the president.

299
300 Section 7. Symbolically, the Business Manager serves the organization in matters of financial
301 integrity, fiscal security, and internal affairs.

302
303 The Business Manager champions the budget request process with the GPSA finance committee.
304 All efforts to raise funds, generate revenue, and charge attendees for events will be reviewed and
305 guided by the business manager. All reimbursements, fund transfers, and payments of invoices
306 will be approved by the business manager. Additionally, the business manager must continuously
307 modify the annual budget to reflect the actual expenses incurred and to document the reallocation
308 of budgeted funds as necessary.

309
310 Section 8. Symbolically, the Events Manager serves the organization in matters of external
311 affairs, organizational image, and campus and community relations.

312
313 The Events Manager champions the PanAf GPSU calendar and individual membership and
314 acknowledgment perks. Additionally, the events manager serves as the alternate representative
315 for PanAf GPSU at GPSA meetings. If the president appoints the Business Manager as the
316 primary representative or the Business Manager is unable to attend regularly scheduled GPSA
317 meetings, then the Business Manager appoints the alternate PanAf GPSU representative to
318 GPSA.

319
320 Section 9. Symbolically, the office manager serves the organization in all matters related to
321 organizational history and permanence on campus, both physical and literary.

322
323 The Office Manager is charged with coordinating the relationship across IGSOs in the shared
324 office provided under CCLD.

325
326 Section 10. Faculty, staff, post-docs, alumni, and external supporters may not serve as officers.

327
328 Section 11. Additional job responsibilities will be adopted and signed into effect per the
329 procedure described in the By-Laws. Self-assignment of additional responsibilities symbolizes
330 voluntary acceptance of duties, as well as demonstration of individual leadership initiative to
331 fulfill organizational responsibilities beyond the stated duties of one's own office.

332
333
334

ARTICLE IX.
Election of Officers

335
336
337
338
339
340
341
342
343
344
345
346
347
348
349
350
351
352
353
354
355
356
357
358
359
360
361
362
363
364
365
366
367
368
369
370
371
372
373
374
375
376
377
378
379

Section 1. The election of officers should take place once a year with an election termination date of at the end of March for academic year and end of November for calendar year.

Section 2. The nomination procedure will allow individual members and organizational members to submit the names of active PanAf GPSU members for consideration in the Executive Board offices. Nominations will begin at least one month prior the election termination date and remain open for a period of 20 days.

Section 3. Any Pitt graduate and professional students currently enrolled and having acquired active status in PanAf GPSU membership will be eligible for consideration for Executive Board positions. The President and Vice President must be students with heritage from the Pan-African populations specified within the mission statement.

Section 4. The election process will be conducted online using technology or management systems to ensure a single ballot vote per voting member for the entire election process. The window for accepting votes will be open for one week and should close at the election termination date.

Section 5. All members on the roster with under the voting member category and designated with an active status will be eligible to vote. In the event of miscategorization or mistaken status on the membership roster, the listed guidance under membership requirements will allow for the addition or removal of a vote.

Section 6. Any officers running as candidates without opposition will be subjected to an interview by the Faculty/Staff advisor and any outgoing executive officers. The interview group may make the sole decision to reject an unopposed candidate through consensus agreement.

Section 7. The final elected officers will be announced before the end of the academic semester and/or within 5 days of any interviews as needed.

Section 8. The vote required to elect an officer should be a simple majority of votes. Passage of a vote to elect a candidate will require a majority vote based on votes in favor with a margin greater than votes opposed by one-fourth the abstention count.

Section 9. An officer in PanAf GPSU cannot hold more than one position, although the officer may adopt and complete job responsibilities beyond their own.

Section 10. SORC suggests that elections take place at the close of the fall term, so Executive Board members may decide when to conclude their term of office. Elections may adhere to the March timeframe or shift to November timeframe in order to elect new officers by the end of the calendar year.

380 Section 11. PanAf GPSU must submit a Recertification Application to SORC within two weeks
381 of electing new officers.

382
383

384 **ARTICLE X.**
385 **Terms of Office**

386

387 Section 1. Outgoing Executive Board members are requested to retain their availability to PanAf
388 GPSU for the period beginning with the election of incoming Executive Board until the start of
389 the fiscal year, July 1st.

390

391 Section 2. Incoming Executive Board members are welcomed into PanAf GPSU immediately
392 following the conclusion of elections. Responsibilities of their office positions are shared with
393 the outgoing officers until the conclusion of the fiscal year, June 30th.

394

395 Section 3. Considering the overlapping service of outgoing and incoming officers, newly elected
396 Executive Board members will have primary authority from May 1st until June 30th when
397 applicable. Regardless, SORC recertification should still take place within two weeks of election
398 results.

399

400

401

402 **ARTICLE XI.**
403 **Removal of Officers**

404

405 Section 1. At any time during the year, an active member can submit a complaint of misconduct,
406 misappropriation, and/or negligence on the part of an executive officer by submission to the
407 Faculty/Staff Advisor when accompanied by a petition of no less than ten current members (10),
408 voting or non-voting, and the endorsement of a single executive officer. Within four (4) weeks
409 from the time the charges are submitted, the Faculty/Staff Advisor must decide if the charges
410 have any standing. If it is found the charges do have standing, the Faculty/Staff Advisor must
411 commence a full investigation into the matter with support of an advisory council.

412

413 Section 2. Before an investigation commences, the accused officer should be contacted in writing
414 by the Faculty/Staff advisor, informing the accused officer that he/she is being investigated.
415 Upon completion of the investigation, the advisory council must reach a majority verdict stating
416 whether the accused is "innocent" or "guilty" of the said charges.

417

418 Section 3. The charged officer shall receive notification and request for resignation from the
419 Executive Board within one (1) week of the advisory council's ruling. The Faculty/Staff Advisor
420 will inform the membership of the resignation, the advisory council's ruling, and his or her right
421 to an appeal by a volunteer jury.

422

423 Section 4. Any charged officer reserves the right to understand, to fully respond, and to give
424 testimony to said charges during an advisory council investigation.

425 Section 5. Any charged officer must be given the opportunity to respond to all charges submitted
426 to the Faculty/Staff Advisor.

427
428 Section 6. Within ten (10) days of receipt of the notification, the charged officer shall provide a
429 request for a judicial review and state the reason(s) the review is warranted. Failure to request the
430 review within the specified time period will result in the dismissal of the member's request, and
431 the proceedings for filling vacancies will advance accordingly. If the member requests a review
432 within the specified time period, a judicial investigation will be conducted by a volunteer jury of
433 voting members with active status. The removal will be delayed, pending ruling by a volunteer
434 jury.

435
436
437 **ARTICLE XII.**
438 **Voting Powers of Officers**

439
440 Section 1. All officers and leaders in PanAf GPSU are granted the right to vote.

441
442 Section 2. In the event of a tie or a vote differential of less than 10 votes for any given position, a
443 run-off will take place. This will only occur if the vote differential exists between the top two
444 candidates for a position.

445
446
447 **ARTICLE XIII.**
448 **Vacancies**

449
450 Section 1. In the event of vacancies beyond the position of President, Vice President, and
451 Business Manager, the top three officers may conduct internal voting on appointments and
452 applications to the vacant Executive Board positions.

453
454 Section 2. In the event of vacancies within the top three positions of President, Vice President,
455 and Business Manager, any nominees will be recruited to take up the positions or the
456 Faculty/Staff Advisor will arrange a process by which vacancies are filled, using existing
457 leadership of organizations in the Pan-African Network. In the event of dissolution, all assets of
458 PanAf GPSU shall be distributed to active organizations of the Pan-African Network under the
459 guidance of the Faculty/Staff Advisor.

460
461 Section 3. Mid-term vacancies due to resignation or removal of an officer will be handled with
462 the following leadership structure. If resignation or removal of the President occurs, the Vice
463 President will resume all roles and responsibilities of President. If the same occurs for the Vice
464 President, the Events Manager will resume the active role of the Vice President. If the same
465 occurs for the Business Manager, the Office Manager will resume the active role of the Business
466 Manger.

467
468 Section 4. If the resignation or removal of an officer is applicable to the Events Manager and/or
469 Office Manager positions, the President shall act according to the methods described in sections
470 1 or 2 in order to fill the vacant position(s).

471
472 Section 5. The term of office for the replacement officer(s) shall be the remainder of the term for
473 the resigned or removed officer(s) that they replace.

474
475
476 **ARTICLE XIV.**
477 **Committees**

478
479 Section 1. Bridge Building Committee is chaired by the Vice President of PanAf GPSU. This
480 standing committee is organized to support the Pan-African Network. Any representatives of
481 schools, departments, and organizations across Pitt, who are eligible for PanAf GPSU voting
482 membership, will be allowed to join the Bridge Building Committee. Positions on the committee
483 will be limited to three per school, department, or organization.

484
485 Section 2. New Initiatives Committee is chaired jointly by the Business Manager and Office
486 Manager. This standing committee allows members to design and implement community
487 improvement projects in order to enhance communication and collaboration across the PanAf
488 GPSU membership and organizations within the Pan-African Network.

489
490 Section 3. Special Events Committees are chaired by the Events Manager. Any event led or co-
491 sponsored by PanAf GPSU warrants the Events Manager to enlist members into an ad hoc
492 special events committee as needed. The function of the ad hoc committees is to support the
493 Events Manager in execution of tasks for an event.

494
495 Section 4. Special Purpose Committees may be formed at anytime by order of the president and
496 majority endorsement of the Executive Board. Special purpose committees are ad hoc and will
497 serve to address issues that are time-sensitive or that require gathering more information to
498 educate the Executive Board and membership on an issue.

499
500
501 **ARTICLE XV.**
502 **Meetings**

503
504 Section 1. An annual business meeting shall convene once a year, preferably during the annual
505 Afroademic Summit or a conference organized by PanAf GPSU. The annual business meeting
506 shall be chaired by the President. Notice of this meeting will be provided to the General
507 Assembly, consisting of the voting, non-voting, associate members and supporters of PanAf
508 GPSU, as well as the organizations of the Pan-African Network and PANAF Partners, as soon as
509 the venue is successfully reserved.

510
511 Section 2. The Executive Board shall assemble at a minimum of four (4) regularly scheduled
512 meetings, as recommended by the President. He/she may be empowered to convene special
513 business meetings of the Union other than the annual business meeting of the General Assembly.

514
515 Section 3. Additional meetings include, but are not limited to, conference calls to be held at the
516 discretion of the President.

517
518 Section 4. In all matters of conduct not specifically addressed in this constitution, during all
519 meetings of the Union, the President can reference the latest edition of Robert's Rules of Order.

520
521
522
523
524

**ARTICLE XVI.
Finances**

525 Section 1. All financial activity is managed by SORC using the standard practices of university
526 banking.

527
528
529

Section 2. President, Vice President, and Business Manager will be the only officers to facilitate
financial activity through SORC.

530
531
532
533

Section 3. A draft proposal for the annual budget will be provided for the incoming Business
Manager based on the past three years of PanAf GPSU's financial activity.

534
535
536

Section 4. The annual report will present total income generated, total expenses committed, a
listing of itemized financial activity, and the projected carry forward amount provided by GPSA.

537
538
539

Section 5. Financial reporting will always follow the recommendations set forth by the finance
committee of GPSA and their bylaws despite any discrepancies in terminology or acronyms.

540
541
542
543

Section 6. No funds for food, drink, alcohol, or gifts can be provided without a sign in sheet of
all attendees.

544
545
546

**ARTICLE XVII.
Faculty Advisor**

547 The primary advisor will be a faculty or staff member at the University of Pittsburgh, Main
548 Campus. He or she may also be the CCLD advisor accessible to IGSOs. The primary advisor will
549 be responsible for coordinating an advisory council from the Pan-African Network contacts
550 across school and department offices for diversity recruitment and retention. Under the
551 leadership of the primary advisor, the advisory council will assist in cultivating campus and
552 community relationships and initiatives, mobilizing individuals and organizations to support the
553 mission and vision of PanAf GPSU, and providing the necessary advice and guidance for the
554 continuing development and sustenance of high quality internal and external affairs.

555
556

**ARTICLE XVIII.
External Affiliations**

557
558
559
560
561
562

Section 1. PanAf GPSU will disclose any external affiliations; provide the constitution and
bylaws of any such organization which it may be affiliated; and certify that all conditions for an
affiliation to meet the certification standards of the University of Pittsburgh.

563
564 Section 2. PanAf GPSU will seek to maintain affiliation with the NBGSA whenever possible,
565 unless issues of affiliation become displeasing to the voting membership or Pitt administration.
566

567 Section 3. Affiliation with NBGSA assumes at least the following responsibilities:

- 568 A. PanAf GPSU must solicit membership from a diverse group of members as evidenced
569 through a membership roster.
- 570 B. PanAf GPSU will be required to display the official NBGSA logo on all program flyers.
- 571 C. At least one PanAf GPSU active member will be sent to the next annual conference to be
572 formally recognized as a new NBGSA Affiliate.
- 573 D. At least one PanAf GPSU active member will be sent to the annual regional meeting
574 associated with the region of where PanAf GPSU is located.
- 575 E. PanAf GPSU will be responsible for ensuring all letterhead and correspondences are
576 formatted to include: Pan-African Graduate and Professional Student Union, an affiliate
577 of the National Black Graduate Student Association, Inc.
- 578 F. PanAf GPSU will be responsible for providing an annual report of events, programs, and
579 activities to National Headquarters two weeks prior to the annual conference.
- 580 G. PanAf GPSU will support the mission and goals of the National Black Graduate Student
581 Association, Inc.
- 582 H. PanAf GPSU affiliate status will apply effective from September 1st to August 31st of
583 each year.
- 584 I. Renewal of affiliate status includes updating the membership roster, resubmitting the \$75
585 affiliate fee, renewing memberships of two PanAf GPSU active members, and
586 resubmitting the letters of support from the Graduate Dean or Associate Dean of Pitt and
587 the Faculty/Staff Advisor.
- 588 J. Each year PanAf GPSU will inform the NBGSA of its two affiliate representatives,
589 which are two PanAf active members.

590
591
592 **ARTICLE XIX.**
593 **Amendments**
594

595 Section 1. PanAf GPSU will submit all changes in constitution and bylaws, officers, and advisor
596 to SORC within one week of the change. Interim changes will be appended to the existing
597 constitution with an expiration date in order to protect the content of the approved constitution.
598

599 Section 2. Changes to the Constitution

600 A vote to change the constitution may be raised by any voting member of PanAf GPSU and will
601 be considered with the endorsement of an Executive Board member. Voting on the proposed
602 amendment will occur by an online vote of all voting members, following a six (6) week
603 minimum period of online discussion, which will be concluded with an in-person discussion at a
604 special meeting. The vote for an amendment to be accepted will require voter participation of at
605 least twenty percent (20%) within three months of the voting announcement. Passing of the vote
606 will require a majority vote based on votes in favor with a margin greater than votes opposed by
607 one-fourth (1/4) the number of abstentions.
608

609 Any situation requiring urgent review and action will occur by endorsement of two Executive
610 Board members and a motion by the Faculty Advisor. Urgent review is justified in the event that
611 the constitution jeopardizes the continuity of PanAf GPSU at Pitt according to demands of
612 SORC, GPSA, or the University administration. Changes under this pathway will require a
613 majority vote by the Executive Board and will enforce any interim amendments to enforce a
614 revised constitution for a period no greater than one year. Within the interim period, the
615 Executive Board must retroactively fulfill the discussion and voting practices using the voting
616 membership to officially adopt the interim amendments as permanent.

617

618 Section 3. Changes to the Bylaws

619 A vote to change the bylaws will be made via online discussion for a period no less than four (4)
620 weeks. Upon completion of dialogue within the online discussion period, a vote will be executed
621 by the president to seek passage of an amendment put forth by an active PanAf GPSU member
622 or networked organization. The passage of an amendment requires two-thirds (2/3) approval of
623 the amendment among votes submitted within a one-week period following discussion. Votes of
624 abstention are included within the total of votes submitted.

625