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# African-American Affinity Group

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# ARTICLES OF THE CONSTITUTION

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## ARTICLE I - NAME

**SECTION 1** The name of the Organization is the “African -American Affinity Group” (AAAG).

## ARTICLE II – MISSION

**SECTION 1** The African-American Affinity Group (AAAG) exists to provide a forum where employees and guests can promote awareness of the Black, African, African-American and Caribbean cultures, share professional insights, acquire information and provide leadership on their careers and work environment within BNL. We aspire to increase the presence and leadership ability of our community by building strong strategic alliances with laboratory management and facilitating the hiring, retention, education, mentorship and career advancement of African-American talent at all levels, thereby assisting the Lab to achieve its diversity goals.

## ARTICLE III - MEMBERSHIP

**SECTION 1** Membership is open to all individuals affiliated with BNL/BSA who are supportive of the objectives as stated in Article II. The types of membership are Full, Affiliate, and Honorary Life, as defined below.

**SECTION 2** Full Membership is extended to those who have paid their dues. Full members have voting rights, may hold offices, and may chair committees.

**SECTION 3** Affiliate Members shall not have voting rights, shall not be eligible to hold office, and cannot chair committees.

**SECTION 4** Honorary Life Members may be selected by the Executive Board based on outstanding service to the organization or to the BNL community. Life Members shall receive full membership benefits for life and are exempt from paying annual dues.

## ARTICLE IV - MANAGEMENT

**SECTION 1** The affairs of the Group shall be conducted by an Executive Board and Committee Chairpersons who are elected by the voting members for a term of one year with maximum of two terms in office

**SECTION 2** The Executive Board will consist of the following members: President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and all Standing Committee Chairpersons.

**SECTION 3** In the management of the Organization, the Executive Board shall abide by all rules and regulations of BERA in regard to all programs, expenditures, and accounting practices and the use of property and facilities of the Laboratory.

## ARTICLE V - MEETINGS

- SECTION 1** General body meetings shall be held monthly. A quorum of the general body for the purpose of voting shall consist of a simple majority of those present, who must be in good standing, with at least one member of the Executive Board presiding over the meeting.
- SECTION 2** Executive Board shall meet monthly prior to the general body meeting to formulate and carry out plans for the Organization. Issues requiring a vote shall be decided by a simple majority vote of the Executive Board members present at the meeting.
- SECTION 3** Special meetings of the membership may be called by the President or Vice-President or a quorum of fifty percent of the Executive Board, or by a petition to which the signature of ten members has been affixed.

## ARTICLE VI - OFFICERS

- SECTION 1** The President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer shall be elected by and within the membership for a term of two year.

## ARTICLE VII - VACANCIES

- SECTION 1** Should the office of President be vacated, the Vice-President shall automatically take over his/her duties for the unexpired term.
- SECTION 2** In the event of a vacancy in the office of Vice President, or Secretary, the Executive Board shall elect one of its members to the office of the unexpired term.
- SECTION 3** In the event of a vacancy in the office of Treasurer, Committee Chairs or General Board members of the Executive Board, the President may recommend, with a ratification from the Executive Board, any member of the Organization to the Executive Board for the unexpired term.

## ARTICLE VIII - AMENDMENTS

- SECTION 1** Amendments to the Constitution is proposed by the Executive Board and shall require a vote of the membership of the Organization. A majority of two-thirds (2/3) of the ballots cast will be required for approval of the proposed amendment.
- SECTION 2** Amendments to the Bylaws will be proposed by an Ad Hoc Bylaws Review Committee and will require a majority vote of ballots cast for approval.
- SECTION 3** Notice of such a vote and the proposed amendments shall be given two weeks before the date of said election.

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# BYLAWS

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## ARTICLE I – DUTIES: EXECUTIVE BOARD, OFFICERS

**SECTION 1** The duties of the Executive Board shall be as follows:

1. to formulate the policies, rules and regulations of the Organization to conform with the Constitution and Bylaws;
2. to confirm or reject appointments made by the President;
3. to approve an annual budget for the Organization;
4. to attend to all business not otherwise specified in the Constitution and Bylaws of the Organization.

**SECTION 2** The duties of the President shall be:

1. to preside at all general meetings of the Organization and of the Executive Board and ensure that the meetings are productive; the President may attend committee meetings, but does not preside at committee meetings;
2. to serve as official representative of the Organization;
3. to countersign financial statements and to approve expenditures authorized by the Executive Board
4. to appoint committees subject to the approval of the Executive Board;
5. to issue and approve all reports as required;
6. to see that the Constitution and Bylaws of the Organization are enforced;
7. to be a non-voting member (ex officio) of all committees, voting only to break a tie.

**SECTION 3** The duties of the Vice President shall be:

1. to assume full responsibility for the duties of the President in his/her absence;
2. to be a non-voting member (ex officio) of all committees appointed by the President and to provide liaison between the committee and the Executive Board as required.

**SECTION 4** The duties of the Corresponding Secretary shall be:

1. to assume full responsibility for the correspondence of the Organization;
2. to issue calls for meetings under the direction of the President.
3. to be a member of the Outreach and Public Affairs Committee.

- SECTION 5** The duties of the Recording Secretary shall be:
1. to record and submit minutes of the previous meeting at the opening of each meeting of the Organization and the Executive Board and to maintain the official record of these minutes;
  2. to keep attendance at meetings and ascertain if a quorum is present

- SECTION 6** The duties of the Treasurer shall be:
1. to keep a detailed record of the finances of the Organization;
  2. to keep record of annual membership dues
  3. to furnish proper receipt for all monies expended by him/her;
  4. to provide the Executive Board with a monthly budget statement and a quarterly financial statement;
  5. to serve as Chair to the Finance Committee;
  6. to sign checks for submission to persons designated by the President for countersignatures;
  7. to enforce expenditure authorizations depending on the availability of funds within the allocations of the individual annual budgets;
  8. to attend meetings at the request of the Executive Board.

## **ARTICLE II – SELECTION OF OFFICERS**

- SECTION 1** Further to Articles VI and VII of the Constitution, the selection of officers shall be by open nomination and by a majority secret ballot vote of the Organization. If a tie vote exists after two rounds of voting, the Executive Board shall make an ad hoc decision on the method of selection.

### **A. EXECUTIVE BOARD**

#### **Nominating Procedures**

1. At the regular September meeting of the Executive Board, the members shall appoint a Nominating Committee of approximately three members who are familiar with the African-American Affinity Group program. This Committee has to be ratified by the membership.
2. A member of the nominating committee will be appointed by the president as committee chair. The chair shall schedule and preside at the Committee meetings.
3. The Nominating Committee will give members of the AAAG an opportunity to suggest candidates for consideration by the Nominating Committee.
4. Procedure for selection of the slate of candidates:
  - a) The Committee shall select a slate of candidates to fill the vacancies for a term of two years. The Committee shall select candidates who have shown active interest and participation in the Organization's program. It is the function of the nominator to present this information to the Committee.

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- b) All candidates must confirm their interest in running for the particular office. Confirmed nominees will be listed on the Nominating Selection Forms
- c) When no further candidates are presented, a general discussion shall be held.
- d) Votes shall be taken ballot until the slate is selected. At least one alternate shall be chosen in the event that any of the candidates declines the nominations.
- e) The presiding Executive Board member shall notify the candidates that they have been selected and shall inform the Organization's President when all acceptances have been received.
- f) The slate of candidates shall be announced to the Organization membership.

**Election Procedures**

- a) The election of Executive Board members shall be conducted by an in-person or absentee vote of all members as specified in Article III, Section I of the Constitution. The candidates receiving the most votes will be elected.
- b) The announcement of the election, dates, and procedures shall be disclosed in an email to the general membership in November.
- c) The election shall be conducted during the month of December.
- d) At least one incumbent Board member shall be present during the specified election hours to verify members' voting eligibility.
- e) Tellers appointed by the Executive board shall tally ballots at the end of the final voting session.
- f) The results of the election shall be announced to BERA and the Diversity Office, as well as publicized in the Brookhaven Bulletin.
- g) The newly elected members of the Executive Board will commence their duties on the first day of January.
- h) the

**B. STANDING COMMITTEES**

Standing Committees shall consist of no less than three or more than five members.

1. FINANCE COMMITTEE

The Finance Committee shall consist of three members, with the Treasurer serving as chair. The Finance Committee will set up a budget/accounting system with an allocation of each activity.

Accounting Records – The Treasurer will maintain all records necessary to account properly for the AAAG funds. These records include, but are not limited to the following:

2. MEMBERSHIP COMMITTEE

- a) Works directly with the Executive Board to obtain more members
- b) Review, on a continuing basis, qualifications of members to the Organization.
- c) Hold membership drives at least once a year.

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3. OUTREACH AND PUBLIC AFFAIRS COMMITTEE

Promote awareness of African and African American culture, ensure events are educational and promote laboratory goals and initiatives. Secure guest speakers, organize fund raising events, and coordinate all aspects of the events. Ensure website content is current and relevant.

**C. AD-HOC COMMITTEE(S)**

1. NOMINATING COMMITTEE

A Nominating Committee will be formed each year from members of the AAAG. Its duties will be to present the general body with a slate of candidates according to the procedures set forth in Article II, Section 1-A of the By Laws.

2. SCHOLARSHIP COMMITTEE

A scholarship committee will be formed from members of the AAAG to:

- a. Develop a foundation for scholarship recipients and distribution
- b. Recruit scholarship recipients
- c. Develop fund-raising activities

3. CONSTITUTION AND BYLAWS REVIEW COMMITTEE

Is formed as needed to review and propose amendments to the Bylaws. The committee shall consist of members who are in good standing, and agreed upon by the general membership in a majority vote. The committee will dissolve following conclusion of proposed amendments. Amendments must be approved by a majority vote.