



**BLACK FACULTY & STAFF ASSOCIATION
UNIVERSITY OF SOUTH ALABAMA**

**BYLAWS
BLACK FACULTY AND STAFF ASSOCIATION
UNIVERSITY OF SOUTH ALABAMA
MOBILE, ALABAMA
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ARTICLE I

Name and Mission

Section 1. NAME.

The name of this organization shall be the University of South Alabama Black Faculty and Staff Association (BFSA).

Section 2. MISSION.

The Black Faculty and Staff Association at the University of South Alabama, established in 2017, is an officially recognized organization of Black university employees with a mission to promote an environment fostering cultural sensitivity and enrichment by providing networking opportunities and support for Black faculty and staff, including retired Black faculty and staff at the University of South Alabama (USA).

The chief purpose of the organization is to:

1. Promote cultural understanding, social justice, equity, positive race relations, fair representation and quality of life throughout the USA campus.
2. Hold the University accountable through direct lines of communication with University Administration to keep issues of inclusiveness, diversity, and equity at the forefront of policy making.
3. Create, cultivate, and maintain a sense of community by promoting the interests and concerns of Black faculty, staff, and students.



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4. Actively monitor through data and advance the recruitment, professional development, promotion, and retention of Black faculty and staff.
5. Support, socialize, and recognize Black faculty and staff in a manner that creates a sense of belonging that builds a cohesive campus community.
6. Serve as a resource and provide beneficial information in regard to important issues and events to Black faculty and staff.
7. Actively support the well-being of Black faculty and staff to ensure career advancement.

It is our aim that faculty and staff will interact with the BFSA by attending regular meetings, sharing ideas, and providing mentorship as avenues to address issues and create a more inclusive campus. Moreover, the official process for faculty and staff to share their concerns is to send an email to the committee via the BFSA email address or express a concern in the formal meeting. All concerns, issues, and ideas will be discussed at each monthly meeting until a resolution is established. The BFSA will use both formal and informal means of sharing concerns within the committee, however, all concerns will be shared formally by the Chair of the BFSA with the appropriate division head at the University. The BFSA will allow a safe and confidential meeting format so that all concerns are provided and addressed professionally and with integrity.

ARTICLE II

Membership and Dues

Section 1. MEMBERSHIP.

BFSA membership is open to all Black USA employees, including retired employees, regardless of race, gender, creed, nationality, religion, or sexual orientation, who support the mission and goals of BFSA as outlined in the Bylaws.

Section 2. VOTING MEMBERS.

Voting shall be restricted to dues paying members of the organization. Voting on by-law changes, elections and the termination of a membership is restricted to dues paying members only. Non-dues paying members can vote on all other items brought before the association.



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Section 3. TERMINATION OF MEMBERSHIP.

Termination of membership from this organization may be voluntary or for actions inconsistent with the established goals of the organization. Any actions of a member considered to be inconsistent with the established goals of the organization should be documented and brought to the Executive Committee. A special committee appointed by the President shall evaluate each case including, but not limited to, speaking with the member involved. The committee shall present its recommendations to the Executive Committee. If the recommendation is for termination of membership, the Executive Committee will bring the matter before the general membership for a vote. The voting members of the general membership must vote the recommendation by a 2/3 majority.

Section 4. DUES.

August 1 through July 31 is the membership year. Dues shall be \$40 annually (Fall, Spring semester) or \$20 semester only. Each spring the Executive Committee shall review the dues structure of the organization and make any appropriate recommendations for increases to the general membership for approval. The approved increases will be effective the new fiscal year. Dues paying members have the benefit of attending some BFSA activities free of charge to the member or at a reduced rate versus the non-dues paying members.

ARTICLE III

Officers and Executive Committee

Section 1. OFFICERS.

- A. The officers shall be President, President-Elect, Past-Year President, Secretary, Treasurer, Communications/Marketing Coordinator, Historian, Ex-Officio Officer (Administrator selected by vote of the membership.), and the Chairs of each Standing Committee of the organization. Officers must be dues paying members prior to taking office.
- B. Officers shall assume their official duties at the close of the last regular meeting of the academic year (spring semester) and shall serve for a term of two (2) years and/or until their successors are elected. The offices of President and President-Elect shall rotate out in odd numbered years and the offices of Secretary and Treasurer shall rotate out in even numbered years.
- C. A person shall not be eligible to serve more than one (1) consecutive terms in the same office.

****For this rotation to begin, the President and President-Elect who are elected in 2022 would need to agree to serve one-year terms in those offices and transition in 2023.**



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Section 2. DUTIES

- a. **President:** The President shall be the chief executive officer of BFSA and shall preside at all meetings of the Executive Committee and General Assembly. The President shall provide a copy of the agenda to the members and notify the members of time, place, and date of all meetings. During elections, the President shall only vote in the event of a tie. The President shall also be the chief spokesperson of the Association and shall represent BFSA in relations with other organizations, unless this responsibility has been delegated to a member of the Executive Committee. The President shall call a special or emergency meeting when necessary in order to address immediate concerns or needs. The President shall perform such other duties as may be prescribed in this Constitution or as assigned by the organization or executive Committee.
- b. **Past-year President:** The Past-year President shall serve in an advisory capacity and assume other official duties assigned, as deemed necessary, by the President or Executive Committee.
- c. **President-elect:** The President-elect shall have no official duties except that of a member of the Executive Committee and those duties assigned, as deemed necessary, by the President. In the President's absence or inability to serve, the President-elect may chair the Executive Committee and General Assembly meetings.
- d. **Secretary:** The Secretary shall be the chief records officer of BFSA. The Secretary shall be responsible for recording, maintaining, and distributing the minutes of the Executive Committee and the General Assembly meetings as well as any special business/election meetings as requested or dictated by BFSA Bylaws and keep a record of attendance. The Secretary shall be responsible for all correspondence among members and bodies of the Executive Committee and between members of the Executive Committee and all Association members.
- e. **Treasurer:** The Treasurer shall be the chief financial officer of the BFSA. The Treasurer shall be ultimately responsible for proposing the annual budget along with oversight of proper deposits and disbursement of all funds of the BFSA and for the establishment and maintenance of appropriate records of all fiscal transactions. The Treasurer shall ensure that all expenditures are within the approved budget and have been properly incurred under the policies of BFSA.
- f. **Historian:** The Historian shall be responsible for documenting the history of the BFSA and for maintaining the organization's archives.



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- g. **Communication/Marketing Coordinator:** The Communications/Marketing Coordinator shall be the chief communications officer of the BFSA and will be responsible for the workflow of marketing, advertising, and public relations, facilitating and managing internal and external communications.
- h. **Chairs of Standing Committees:** Chairs of Standing Committees shall ensure the proper operation of their committees and perform those duties assigned, as deemed necessary, by the President.
- i. **Ex-Officio Officer:** The Ex-Officio Officer shall have no duties except that as a member of the Executive Committee and those duties assigned, as deemed necessary, by the President.

Section 3. REMOVAL OF OFFICERS.

Elected officers can be removed for cause by a two-third (2/3) majority vote of the active voting membership. Any active member may call for a vote at a regular meeting.

Section 4.

A committee chairperson shall be removed from office by a two-third (2/3) majority vote of the Executive Committee. The committee chairperson may end the proceedings by resigning.

Section 5.

An active member of a committee shall be removed upon the recommendation of the committee chairperson. The Executive Committee shall have the power to sustain or overrule a recommendation.

Section 6.

An active member's removal from the organization shall be the same as that of the officer and as set forth in this Constitution.

Section 7. FILLING OF VACANCIES.

If any office becomes vacant during the fiscal year, the position shall be filled by appointment of the President with a majority vote of the Executive Committee.



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Section 8. EXECUTIVE COMMITTEE.

The Executive Committee shall consist of all the organization's officers.

Section 9.

The duties of the Executive Committee shall be to transact necessary business between organizational meetings and such business as may be referred to it by the organization; to approve the plans of work of each standing committee chairperson; and present a report at the regular meeting of the organization.

Section 10.

Regular meetings of the Executive Committee shall be held monthly during the academic year, the time to be fixed by the Committee at its first meeting of the year. A simple majority of active members present shall constitute a quorum. Special meetings of the Executive Committee may be called by the President, or by majority of the Committee.

ARTICLE IV

Elections

Section 1.

To be eligible to be elected to, appointed to, or to hold office or chair a standing committee, a member must be an active member of the organization and be in good standing by having all dues and debts owed the organization paid in full and is not currently under censor by the organization for unethical behavior.

- A. Officers shall be elected by a majority of the voting membership. The election of all officers shall be held during the spring term of the academic calendar year.
- B. Nominations shall open for one (1) month prior to the last regular meeting. Nominations may be made from the floor provided the consent of the nominee has been secured.

ARTICLE V

Standing and Special Committees

Section I. STANDING COMMITTEES.

Standing committees may be established and discontinued by the membership or by the Executive Committee as may be required to promote the objectives and interests of the organization. The chairperson of the standing committee shall be appointed by the officers. His/Her term of office shall be one (1) year. Each committee chair shall submit periodic reports to the Executive Committee. (See duties of Standing Committee Chairs described in Article III, Section 2h.).



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Section 2. UNIVERSITY OF SOUTH ALABAMA

The chairperson of each standing committee shall present plans of work to the Executive Committee, and no work shall be undertaken without the approval of the Executive Committee. Any vacancies occurring in the chairmanship of a standing committee shall be filled by the Executive Committee.

Section 3. SPECIAL COMMITTEES.

Special committees may be established and discontinued by the membership or by the Executive Committee to promote the special interests and objectives of the organization or for the purpose of accommodating a specific task or tasks within a limited period of time. The chairperson of a special committee shall be appointed by the officers. His/her term of office shall expire upon completion of assigned task/tasks.

Section 4.

The President shall be an ex-officio member of all committees except a nominating committee.

ARTICLE VI

Meetings

Section 1. MEETING DATES.

Regular meetings shall be held at least once during each semester (i.e., fall and spring terms only), and the membership will be notified at least two weeks prior to each meeting and a change of date must be no less than five (5) days prior to the date of the scheduled meeting. Meetings will be held at a location as convenient as possible to members.

Section 2.

The newly elected officers shall be formally installed at the last regular scheduled meeting of the academic year (spring semester).

Section 3. SPECIAL MEETINGS.

Special meetings may be scheduled by the Executive Committee of the organization.

Section 4. QUORUM.

A quorum for conducting business at any scheduled meeting shall consist of active members present. A proxy vote or votes may be used to constitute a quorum. A proxy vote must be in written form and can be submitted by any member of the Executive Committee. The proxy should be submitted prior to a scheduled meeting. There is no quorum required to conduct regular business of the membership.

Section 5.

The privilege of holding office, introducing motions, debating and voting shall be limited to active members only.



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ARTICLE VII

Code of Ethics

Section 1. CODE OF ETHICS

A member or officer shall refrain from participating in any discussion, debate, purchasing goods or services, or vote on issues where there is a conflict of interest. A conflict of interest is defined as any advantage(s) a member or officer may gain not afforded the general membership.

Section 2.

The organization shall make no demands upon a member or officer, which may cause the member to be in conflict with lawful instructions of the member's superior or the member's written job description.

ARTICLE VIII

Finances and Disbursement of Funds

Section 1.

The Executive Committee shall prepare, at the beginning of each academic year, a financial budget for the ensuing year. All purchases and expenditures of the organization shall be made only upon approval by the voting members except an amount per academic year, determined by the members, shall be allocated for use by the Executive Committee to meet daily expenses and emergencies. The expenditure of these funds is not subject to a vote by the members.

Section 2.

All cash funds of the organization shall be deposited in the name of the University of South Alabama Black Faculty and Staff Association in an institution secured by the depositor's insurance. The University's treasurer's facilities may be utilized if desired. Checks, drafts, and other items of collection requiring endorsement, shall be endorsed in the name of the University of South Alabama Black Faculty and Staff Association by the Treasurer by rubber stamp or in person. All checks issued against any of the organization's accounts shall be signed by the Treasurer and countersigned by a member of the Executive Committee.

Section 3.

The books shall be audited annually as prescribed elsewhere in this Constitution.

Section 4.

Membership dues shall be paid on or before October 30th. New members shall pay the full amount at the time of joining regardless of date of membership. The amount of dues are stated in Article II, Section 4 of this Constitution.



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Section 5.

The organization shall have a Martin Luther King Humanitarian Scholarship Fund in an amount determined by the Executive Committee to be given on a one-time basis to an outstanding Black student. The undergraduate or graduate student shall be selected by a committee appointed by the President and confirmed by the Executive Committee. The Treasurer shall be a member of the committee.

Section 6.

The organization shall maintain an awards fund. The amount of said funds shall be set by vote of the active members upon the recommendation of the Executive Committee. Awards shall be defined as plaques, certificates, and trophies for the purpose of recognizing individuals who best exemplify University citizenship, service, and contributions to the objectives and goals of the Black Faculty and Staff Association. The Treasurer shall be a member of the Awards committee.

Section 7.

The organization shall maintain a fund for the purpose of hosting and conducting banquets, honors programs, etc., as necessary to promote the objectives of the organization and to recognize contributions, service, and achievements of individuals and groups deserving of special recognition. Funds shall be budgeted by the majority vote of active members.

Section 8.

The Executive Committee shall maintain a general account. Additional accounts shall be established, as needed, by the majority approval of the Executive Committee.

ARTICLE IX

Parliamentary Procedure

Robert's Rules of Order Newly Revised shall govern the organization in all cases in which they are applicable.

ARTICLE X

Amendments

Section 1. REVIEWING BYLAWS.

The Bylaws shall be reviewed annually by the Executive Committee. The Executive Committee shall make suggestions for changes in the Bylaws at any time. Any BFSA member may suggest changes to the Bylaws.

Section 2. AMENDMENTS.

The voting membership will vote on changes in the Bylaws during the first regular meeting of the fall semester. Changes in the Bylaws may be approved by a simple majority of votes.



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