



BY-LAWS

THE BLACK FACULTY AND STAFF ASSOCIATION  
BAYLOR UNIVERSITY

**ARTICLE I: NAME**

**Section 1:**

The name of this organization shall be the Black Faculty and Staff Association of Baylor University, referred to in these by-laws as the “Association.”

**ARTICLE II: MISSION**

**Section 1:**

The mission of the Black Faculty & Staff Association is dedicated to providing Black faculty, staff, and graduate students professional development, support, and mentoring through critical dialogue, cultural awareness, networking, recruitment, and retention in order to further enrich our academic excellence, worldwide leadership and service, and Christian commitment within a caring community.

**ARTICLE III: PURPOSE**

**Section 1:**

The purpose of the “Association” is to:

- Establish and maintain community by providing a vehicle for faculty, administrators, and staff to network and collaborate in professional development through cultural awareness, critical dialogue, education, and training;
- Provide a support system by engaging with faculty, staff, graduate students, students, and post doc fellows to provide mentoring and networking opportunities to support retention efforts through cultural integration;
- Support the University's mission especially as it relates to diversity and inclusion through recruitment/retention, and advocate for concerns that align with the Association's mission;
- Help promote outreach efforts that will support the black community on campus and in McLennan County.

## **ARTICLE IV: OFFICERS AND REPRESENTATIVES**

### **Section 1: Officers**

The Officers of the Association shall be the President, President-Elect, Secretary, Treasurer, Parliamentarian, and Communications and Outreach Director.

### **Section 2: Duties of Officers**

***The President:*** The President shall be the chief administrator of the Association. The President will:

- Convene meetings of the Association and the Executive Committee.
- Preside at all meetings of the Association and the Executive Committee.
- Be responsible for the operation and the general business of the Association.
- Act as the official representative of the BFSA.
- Countersign the Association's checks in conjunction with the Treasurer.

***President-Elect:*** The President-Elect will:

- Assist the President in the performance of their duties, including brainstorming ideas and evaluating the progress of the Executive Board and the Association.
- Assume the office of the president upon the president's death, removal, or inability to perform duties.

- Verify expenditures, receipts, and record of spending by the treasurer to ensure accurate records.
- Oversee direction of the committees and committee chairs.
- Countersign the Association's checks in conjunction with the Treasurer in the absence of the President.

***Secretary:*** The Secretary will:

- Record all minutes of meetings of the Association and the Executive Committee and ensure they are saved and shared in a timely manner.
- Schedule meetings and room reservations.
- Ensure that correspondence to and from the Association is properly maintained.
- Keep logs and records of each meeting's activity, attendance, and agendas.
- Maintain the Association's Listserv.
- Perform other duties as assigned by the Executive Committee.

***Treasurer:*** The Treasurer will:

- Be responsible for ensuring that all funds, securities, receipts, and disbursements of the Association are handled in an appropriate and ethical manner and that the processes for handling all transactions follow Baylor University's financial services and/or non-profit regulations.
- Deposit, in the name of the Association, all monies or other valuable effects in the bank designated by the Executive Committee.
- Develop and maintain the annual budget with the Executive Committee.
- Provide budget report and financial updates at the regular meetings of the Association
- Maintain organizational assets
- Countersign the Association's checks in conjunction with the President.
- Perform other duties as assigned by the Executive Committee.

***Parliamentarian:*** The Parliamentarian will:

- Keep order at all business meetings in line with Robert's Rules of Order: Newly Revised (11<sup>th</sup> Edition).
- Conduct voting procedures for elections and handle any other legalities.

- Coordinate the Nomination and Election Committee.

***Communications and Outreach Director:*** The Communications and Outreach Director will:

- Coordinate communication relevant to the BFSA for both internal and external audiences.
- Inform all members of meetings, news and/or events of BFSA.
- Maintain the Association website (uploading information, pictures, etc.) and social media platform and take pictures at each event. (The President and President-Elect can also have access to all social media accounts).
- Manage all advertisements.

### **Section 3: Election of Officers**

Elections will be held every year and those elected will serve for a period of one (1) year.

No one may serve for more than two (2) consecutive terms in the same position.

### **Section 4: Removal**

The Association may remove any Officer that the Association believes is not supporting the mission of the Association. Prior to the meeting for removal of an officer, notice will be sent to the offending Officer and opportunity will be given for resignation or explanation. No vote shall be taken without timely, written notification of the meeting to all members of the Association. Notification will be within 10 business days and shall include the purpose for which the meeting is called. The removal must be by a two-thirds (2/3) majority vote of the members present.

### **Section 5: Replacing Officers**

If an Officer resigns or is removed before the completion of their term, the President will appoint a replacement to serve until the next membership meeting. At that next meeting, elections will be held or announced, allowing active members (those that have paid membership dues) to vote for a new officer.

**ARTICLE V: COMMITTEES**

**Section 1: Executive Committee**

The Executive Committee shall be composed of the Officers of the Association. The Executive Committee shall act on behalf of the Association in cases of emergency when it is not feasible to call a meeting of the Association. The Executive Committee shall be a standing committee.

**Section 2: Standing Committees**

In addition to the Executive Committee, other standing committees of the Association shall be:

***Membership Committee***

The Membership Committee is responsible for the recruitment and retention for members of the Association. The committee must develop and facilitate a program for reaching out to new employees to invite them to the organization. The membership committee will create, modify and distribute membership forms, create a membership welcome packet, in addition to establishing and communicating benefits for being a member of the Association.

***Events Planning Committee***

The Event Planning Committee is responsible for developing programs and events that support the retention, recruitment, and development of the members of the Association and other events to promote the purpose of the Association. They will communicate effectively with internal and external organizations/resources and recruit volunteers for events held by BFSA. They must plan fundraiser events to accommodate the predetermined fundraising goal (predetermined by the President and event planner). The event planner may be asked to help set up social events in collaboration with student groups on campus, email and confirm guest speakers, and provide them with instructions for obtaining visitors' parking passes.

The President shall be an ex-officio member of each of the Standing Committees. Each Standing Committee shall elect its Chairperson.

**Section 3: Ad Hoc Committees**

The Executive Committee may establish ad hoc committees to conduct the work of the Association.

**ARTICLE VI: MEETINGS**

**Section 1: General Membership Business Meetings**

The General Membership shall have at least one (1) Business meeting during the fall semester and at least one (1) Business Meeting during the spring semester of each academic year. The meeting dates shall be set by the Executive Committee. All members of the Association will be notified.

**Section 2: Executive Committee Meetings**

The Executive Committee shall meet bi-monthly at times not in conflict with the Association's General meeting. These meetings shall be for planning and evaluation purposes and shall be open to any member of the Association. The Executive Committee will prepare an Annual Report detailing the Association's accomplishments and other matters that may be of interest to the members. The Annual Report will be compiled and distributed in May of each year.

**Section 3: Special Meetings**

A Special Meeting of the Association shall be called by the President of the Association when the business of the Association warrants the same or at the written request of 10% of the Association's members. The meeting shall be held within 21 days of written request from the membership.

**Section 4: Quorum**

At any general body meeting of the Association, a quorum shall consist of 10 members of the Association. In the absence of a quorum, no motion or action will be accepted or approved.

**Section 5: Passage of Motions**

Passage of a motion will require a simple majority of votes cast by members in attendance and by proxy. Proxy votes will be cast through the Secretary. Members desiring to cast a vote by

proxy must inform the Secretary in advance. Members will be notified of items to be voted on, in advance of meetings, if they request that they be notified.

**Section 6: Agenda**

The order of business for regular BFSA meetings shall be as follows:

- I. Call to order
- II. Welcome/Introductions
- III. Approval of the minutes of the previous regular meeting and other intervening special meeting(s)
- IV. Treasurer’s Report
- V. President’s Report
- VI. Committee Reports
- VII. Old/Unfinished Business
- VIII. New Business
- IX. Announcements
- X. Adjournment

For regular meetings, the President shall consider all submissions for inclusion on the agenda. The President may not alter an agenda submission, but may delay its inclusion, may include it on the agenda of a special meeting, may submit the material directly to a committee chairperson, or may refuse to place it on the agenda if the material is inappropriate, incomplete, or unclear.

The order of business for a special meeting shall be as follows:

- I. Call to Order
- II. Statement by the President of the nature and origin of the call for the meeting
- III. Discussion
- IV. Adjournment

**ARTICLE VII: NOMINATIONS, ELECTIONS, AND VOTING**

**Section 1: Nominations**

A Nominating Committee shall be appointed by the Executive Committee before January 31. The committee will consist of 3 (three) active members of the Association. Current Executive Committee members are not eligible to be members of the Nominating Committee.

The Nominating Committee will issue a call for nominations from the members of the Association in February and prepare a list of candidates for the offices of President, President-Elect, Secretary, Treasurer, Parliamentarian, and Communications and Outreach Director.

**Section 2: Elections**

Elections will be held in March. New Officer terms will be from June 1—May 30.

**Section 3: Voting**

Candidates for the office shall be active members (those who have paid membership dues) of the Association. All voting members may submit one vote per position.

**ARTICLE VIII: MEMBERSHIP**

**Section 1: Membership**

The Association shall consist of faculty, staff, and graduate students of Baylor University. Membership is for one year and is renewed annually upon the payment of the annual membership dues.

**Section 2: Full Membership**

Full membership in the Association includes current Baylor University faculty, staff, and graduate students who are committed to the mission of the Association.

**Section 3: Associate Membership**

Associate membership shall be open to former Baylor University faculty, staff, administrators, alumni, and others who are committed to furthering the mission of the Association.

**Section 4: Removal**

The Association may remove any full or associate member that the Association believes is not supporting the mission of the Association. The removal must be by a two-thirds (2/3) majority



vote of the members present. Prior to the meeting for removal of a member, notice will be sent to the offending member and opportunity will be given for resignation or explanation. No vote shall be taken without timely, written notification of the meeting to all members of the Association. Notification shall include the purpose for which the meeting is called. Refer to Special Meeting.

**ARTICLE IX: DUES**

**Section 1:**

The Association will determine annually the amount of the dues required by majority vote of the members present and voting at the fall business meeting. The Treasurer shall send a request for payment of dues to all members of the Association no less than 15 days after the Association has set the rate. Dues shall be payable on or before October 31<sup>st</sup> of each year.

**ARTICLE X: COMPENSATION**

**Section 1:**

The Officers of the Association shall serve without compensation. They may, however, be reimbursed for expenses incurred in doing the business of the Association.

**ARTICLE XI: PROVISIONS**

**Section 1: Fiscal Year**

The fiscal year of the Association shall run from June 1 to May 30 each year.

**Section 2: Operations and Amendments**

The Association shall have the power to make, adopt, amend, or repeal any bylaw of the Association with a two-thirds (2/3) vote of the full members of the Association. No vote can be taken without adequate, timely notification to the membership of said meeting. Notice must include the purpose for which the meeting is being called and sent at least 10 business days prior to the vote.

ADOPTED BY THE BLACK FACULTY AND STAFF ASSOCIATION OF BAYLOR  
UNIVERSITY ON THE      DAY OF      .

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PRESIDENT

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PRESIDENT-ELECT

Revised 10.26.2018