BY-LAWS

OF

BLACK FACULTY AND STAFF ASSOCIATION

THE UNIVERSITY OF SOUTH FLORIDA

ADOPTED: OCTOBER 19, 2006

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By-Laws
of
The Black Faculty and Staff Association

ARTICLE I – NAME
The official name of this organization shall be The Black Faculty and Staff Association.

**ARTICLE II – PURPOSE**

The purpose of the Black Faculty and Staff Association (BFSA) shall be to foster an environment of mutual support and respect for Black employees working at The University of South Florida. The Association shall engage in such activities that will benefit the constituent members in the areas of social support and professional networking as well as in the areas of advocacy and representative action within the University community. This Association recognizes the existence of black organizational institutions at USF and supports their continued work.

The BFSA shall operate to enhance the presence of black faculty and staff and the organizations working in their behalf on the USF campuses. Through the broad representation of all Black employees of the University, the Association shall serve as a source of information about Blacks on the campuses and coordinate efforts that will benefit its members.

The goals of BFSA are to:

1. Provide a network of mutual support for Black faculty and staff.
2. Provide a mediating structure for issues concerning Black faculty and staff at USF.
3. Serve as an advocate for Black interests which cut across existing-Black organizational structures.
4. Provide a social environment for informal interaction between Black faculty and staff.
5. Influence the decision-making process of the University administration regarding Black issues and concerns.
6. Support initiatives to increase and retain the number of Black faculty and staff on all USF campuses.
7. Sensitize the University community to the academic and professional needs of Black faculty and staff arising from historical factors and institutional practices.

**ARTICLE III – MEMBERSHIP**

1. Qualifications for Membership

   Full Membership – an individual is considered to be a member of the Association if he/she is employed at USF and/or affiliated with the University, and current with dues.

   Ex-officio Membership - former employees and/or affiliates of USF with no voting rights. Non-Affiliates of USF will be limited to two and will have no voting rights. The criteria for Affiliates and Non-Affiliates will be recommended by the Membership Development committee to the President and voted on by the Association’s membership.

2. Membership Dues
For the academic year beginning in August, the annual dues for all members shall be due by September 30 each year and payable to the Treasurer (or designee).

Dues shall be $25 for Faculty and A&P; $15 for USPS (begins the 2007-08 fiscal year).

Ex-officio Membership - not responsible for dues but are welcomed to make contributions to the Association.

3. Membership Meetings

Regular meetings of the Association shall be held 12 noon on the third Thursday of every month.

The presence at any membership meeting of 10 full members + 2 Executive Committee members shall constitute a quorum and shall be necessary to conduct the business of the Association. In the absence of a quorum, the meeting will be purely informational and no decisions shall be made.

4. Special Meetings

Special meetings of the Association may be called by the President or at least two members of the Executive Committee. The Secretary shall mail a notice of such meetings to all members. Such notices shall state the date, time, place, and purpose of the meeting. However, if time is critical, members may be contacted by telephone.

5. Order of Business

The order of business at all meetings shall be as follows:

- Call to Order
- Reading and acceptance of minutes of previous meeting
- Reports of Committees
- Old/New Business/Announcements
- Adjournment

ARTICLE IV – OFFICERS

1. Nominating Committee

The Nominating Committee shall be elected by members of the Association no later than the October meeting. This committee shall consist of 3 members and shall select its own chairperson. The Nominating Committee shall present a slate of officers to the Association in February. Nominations for officers may also be made from the floor. The Chairperson of the Nominating Committee shall conduct the election. In the event that the Association is unable to or has not elected a Nominating Committee by the October date, the President of BFSA shall appoint the members of the Nominating Committee.

2. Election of Officers

The members of the Association shall elect a President, Vice-President/Faculty Liaison, Vice President/Student Liaison, Vice-President/Administration & Staff Liaison, Secretary, and Treasurer. They shall have duties, powers, and functions as provided herein. All elections shall occur during the month of March of each academic year, and shall be by closed ballot.

3. Term of Office

The term of office shall be from August 1 to July 31.
President 1 year  
Vice-President/Faculty Liaison 1 year  
Vice-President/Student Liaison 1 year  
Vice-President/Administration & Staff Liaison 1 year  
Recording Secretary 1 year  
Correspondence Secretary 1 year  
Treasurer 1 year  
Immediate Past President 1 year  

Each officer may be elected no more than three (3) consecutive terms for the same position.

4. Responsibilities of Officers

President - The President shall be the Chief Executive Officer of the Association. He/She shall preside at all meetings of the membership and of the Executive Committee. He/She shall handle the general management of the affairs of the Association and shall see that all orders and resolutions of the organization are carried into effect. He/She shall be the chief spokesperson of the organization; shall prepare month agenda and assume other responsibilities appropriate to that office.

Vice-President/Faculty Liaison - During the absence of the President, the Vice-President/Faculty Liaison shall have all the powers and functions of the President. He/She shall assume those duties and responsibilities prescribed for those of President.

Vice-President/Student Liaison - In the absence of the President and the Vice-President/Faculty Liaison, this office holder will assume responsibility for presiding over the Association meeting.

Vice-President/Administration & Staff Liaison - In the absence of President, Vice-President/Faculty Liaison, Vice-President/Student Liaison, this office holder will assume responsibility for presiding over the Association meeting.

Treasurer - The Treasurer shall have the care and custody of all the funds of the Association, and shall deposit said funds in the name of the Association in such bank or trust company as the Association may elect. He/She shall, when duly authorized by the Executive Committee, sign and execute all contracts in the name of the Association. He/She shall also sign all checks, drafts, notes, and orders for the payment of money, which shall be duly authorized by the Executive Committee and shall be countersigned by the President. He/She shall at all reasonable times exhibit his/her books and accounts to any member of the Association upon request. At the end of each academic year, he/she shall have an audit of the accounts of the Association made by a committee appointed by the President, and shall present such audit in writing at the first meeting of the oncoming academic year.

Recording Secretary - The Recording Secretary shall keep the minutes of the Executive Committee and the minutes of the membership meetings. He/She shall attend to the giving and serving of all notices of the Association, and shall have charge of such books and papers as the Executive Committee may direct.

Correspondence Secretary – The Correspondence Secretary shall attend to such correspondence as may be assigned, and perform all the duties incidental to his/her office. He/She shall keep a membership roll containing the names, alphabetically arranged, of all persons who are members of the Association, showing their office address, mail point, and office telephone number.
Immediate Past President – The Immediate Past President shall serve in an advisory role to the Executive Committee.

5. Executive Committee

The Executive Committee shall consist of the President, Vice-President/Faculty Liaison, Vice-President/Student Liaison, Vice-President/Administration & Staff Liaison, Recording Secretary, Correspondence Secretary, Treasurer, and the Immediate Past President.

This committee shall serve the Association in an advisory capacity and act for the Association in the interim between regular meetings on matters of an "emergency" nature. An "emergency" matter is one which cannot be presented to the membership-at-large for its consideration, either at a regularly scheduled meeting or at a special meeting because it requires immediate attention for the Association disposition.

6. Removal or Termination

Any officer of the Association may be removed from office for probable cause (i.e., failure to perform designated duties, misuse of funds, conviction of a felony) by a simple majority vote of the membership. In case of death, resignation from the University, retirement, or removal of an officer from office, the Executive Committee shall appoint a successor to fill the remainder of the term.
ARTICLE VI- PARLIAMENTARY AUTHORITY

All matters not covered by the by-laws shall be governed by the current edition of Roberts' Rules of Order, Newly Revised.

ARTICLE VII - AMENDMENTS

The by-laws may be amended or repealed by two-thirds of the membership present and voting. The original by-laws were approved and adopted by the charter members of BFSA.

Date of Revised Recommendations: 9/5/06

Date Revisions Approved: 10/19/06