**BLACK FACULTY AND STAFF ASSOCIATION (BFSA)**

**ORGANIZATION BY-LAWS**

# Article I Description of the Organization

Section 1.1. Name of the organization.

The organization shall be known as the **Black Faculty and Staff Association** (BFSA).

Section 1.2. Organization Mission.

The mission of the BFSA is to increase the support of Black faculty, students, and staff at the University of Texas at San Antonio (UTSA). The organization will accomplish this mission by serving as an advocate and support group for the concerns of Black faculty, staff, and students at local, state, national, and university levels. Additionally, the BFSA seeks to enhance the recruitment, retention, and advancement of Black faculty, staff and students as we seek to pursue the vision and mission of UTSA. As such, the BFSA will:

1. Provide a forum for addressing important academic issues that affect the black community both at UTSA and beyond.
2. Improve the academic and work environment for Black faculty, administrators, staff, and students at UTSA.
3. Provide a resource for the development and retention of Black faculty, administrators, staff and students at UTSA.
4. Advise UTSA leaders and the UTSA community regarding the needs and concerns of Black faculty, staff, and student members at UTSA.
5. Promote equity and diversity as important components regarding employment and academic pursuits within the University.
6. Establish and maintain cooperative working relationships with various University units, alumni, community groups, and Black faculty, administrators and staff at other local, regional and national institutions.
7. Monitor and encourage diversity as an integral part of the mission of UTSA.
8. Provide a networking and support system for Black faculty, administrators, staff, and students.

# Article II Membership and Dues

Section 2.1. Requirements for membership.

1. Membership shall be open to all full-time and part time faculty and staff members at UTSA who support the mission and goals of the organization. Any member who leaves the employment of UTSA will immediately lose their status as members in the BFSA. Any member who leaves UTSA should notify the secretary of the BFSA in writing as soon as possible.
2. Membership shall not be restricted on the basis of race, color, national origin, religion, sex, age, veteran status or disability.
3. Membership status shall consist of “regular” and “associate” members, each of whom is defined by two separate membership categories:
	1. *Regular membership* shall be open to all full-time UTSA employees who are interested in and supportive of the mission stated above. Membership status is granted upon payment of dues. Members who do not pay their dues shall not be eligible to vote, to serve as officers or as committee chairpersons, but shall be able to participate as committee members or in other activities of the Association. Any member meeting these requirements may continue to be a member regardless of change of status within UTSA. An individual shall continue to meet membership requirements for the duration of their affiliation with UTSA.
	2. *Associate membership* shall be open to all part-time UTSA employees who share in the goals and mission of the BFSA. Associate members may not vote on BFSA matters or serve as BFSA officers; however, they may participate on committees as chairpersons and committee members. Memberships (regular and associate) are for one year, September 1 – August 31 and are renewed annually upon the payment of membership dues.

Section 2.2. Membership Dues.

1. The amount of annual dues for both regular and associate members shall be determined each year by the Executive Committee of the Association. Dues for associate members shall be no more than 50% of the dues for regular members.
2. Dues shall be payable on or before September 1of each year.
3. All members are required to pay dues.
4. Donations in any amount greater than the dues required for membership shall be accepted at any time, but never required.

# Article III Governance of the Association

Section 3.1. Executive Committee.

1. As delegated by the BFSA, the responsibility for the administration, management and operation of the business affairs of BFSA shall be vested in the Executive Committee.
2. The Executive Committee shall consist of the elected officers and the appointed chairpersons of the Standing Committees. The immediate past president shall be an ex-officio member of this Committee for one additional year.
3. The Executive Committee shall meet each month of the year to conduct the Association's general business. The Executive Committee shall prepare the agenda for each BFSA general membership meeting (though members at large may suggest agenda items).
4. Standing Committees - Each committee shall meet, plan, and develop programs and activities as they pertain to their areas of concern when and as needed. Each Committee is responsible for the conduct of the programs and should report at the regular meetings of the Executive Committee and at the general membership meetings when there is activity to report.
	1. Membership and Nomination Committee - will assist in recruiting new members and nominate a slate of officers for each election.
	2. Faculty Affairs Committee - will initiate and assist University efforts towards the hire, retention, tenure and promotion of African-American faculty. The Committee shall also identify, publicize and coordinate the research activities of BFSA members and other Black researchers in the community.
	3. Student Affairs Committee – will develop programs and provide leadership for the enhancement of social, academic and professional opportunities for Black graduate and undergraduate students. The Committee members shall serve as the BFSA liaisons with Black student groups and organizations.
	4. Community Affairs Committee - function as the BFSA liaisons with local organizations and officials in San Antonio’s African-American community
	5. Staff Affairs Committee – will initiate and assist University efforts toward the hiring, retention, and promotion of African-American staff members.
	6. Technology Committee – will organize and maintain all technology needs of the BFSA through Twitter, Facebook, listserv, Collegiate Link and all other mediums. Additionally, this committee is responsible for the technology needs of the BFSA regarding General Meetings and all other organized functions of the association.
5. Special committees shall be created to serve for a special purpose for such a time as determined by the BFSA.

Section 3.2. Officers, Elections, and Terms of Office.

1. The BFSA shall elect from its membership a President, a President-elect, Secretary, Assistant Secretary, Treasurer and Historian/Parliamentarian.
2. Nomination and Election of Officers
	1. Each year the Membership and Nomination Committee shall put together a slate with at least one candidate for each office of the BFSA.
	2. Additional nominations for each office may be made from the floor at the spring general meeting, provided such nominees have been previously contacted and have consented to serve if nominated and elected.
	3. The election of officers shall be held during the spring general membership meeting or by email ballot, if necessary.
	4. At least one week notice shall be given for the election meeting.
	5. Elections shall be by ballot and the person receiving the highest number of votes for each office shall be declared elected.
	6. Newly elected Officers shall assume the duties of their respective offices on the first day of the Summer session following the election. The time period after election, prior to the first day of the Summer session, should serve as a transition period for new and existing officers.
3. Term of Office - Officers shall serve for one year beginning the Summer session, or until their successors are elected. The President-elect position will evolve into the President position and is therefore, a two-year commitment to serve in this position.

Section 3.3 Duties of the Officers:

1. Executive Officers
	1. The President shall:
		1. Preside at all meetings of the Association and the executive committee.
		2. Prepare the agenda for executive committee and general meetings with consultation from the executive committee and membership.
		3. Appoint chairpersons of the standing committees.
		4. Act as the formally designated public spokesperson for the BFSA.
		5. Prepare and present the annual report of the BFSA at the fall and spring general meetings.
	2. The President-elect shall:
		1. Perform the duties of the President in any absence or disability of the President.
		2. Serve as ex-officio on the Membership and Nomination Committee.
		3. Will assume the role of President the following year.
	3. The Secretary shall:
		1. Record, distribute and retain the minutes of all meetings of the BFSA and the Executive Committee.
		2. Be responsible for preparing and mailing BFSA correspondence.
		3. Be responsible for the completion of university paperwork related to the registration of the BFSA.
		4. Preside over all votes and elections.
	4. The Treasurer shall:
		1. Collect payment of annual dues from members of the BFSA.
		2. Provide receipts for all monies received for the BFSA.
		3. Prepare payment authorizations as approved by the Executive Committee
		4. Prepare and present the budgetary reports for the BFSA at general and executive meetings.
		5. Make disbursements as authorized by the President and Executive Committee in accordance with the budget adopted by the BFSA.
		6. Monitor the fiscal status of the BFSA and all monetary accounts.
		7. Oversee the collection and disbursement of BFSA funds and keep a full and accurate account of receipts and expenditures.
		8. Serve as a BFSA liaison with alumni and community associations for donations.
		9. Keep an accurate record of receipts and payment authorizations for the Treasurer’s financial records.
		10. Advise fundraising efforts of the BFSA which include establishing a fundraising committee if needed and presiding as chair of the fundraising committee.
		11. Ensure that all checks or vouchers are signed by two officers, preferably the Treasurer and the President.
	5. The Assistant Secretary shall:
		1. Perform the duties of Secretary upon their absence.
		2. Organize the calendar and notices for meetings and events for BFSA.
		3. Perform other duties as designated by the Executive Committee.
		4. Will assume the role of Secretary the following year.
	6. The Historian/Parliamentarian shall:
		1. Maintain order at all BFSA meetings.
		2. Insure the practice of proper Parliamentary procedure.
		3. Preserve and Archive all data related to the BFSA.
		4. Organize BFSA’s files and historical documents.
		5. Prepare an annual scrapbook/yearbook.
		6. Research and compile BFSA’s history.
		7. Assist the Executive Committee officers in the performance of their duties as directed by the President
2. Committee Officers
	* 1. Preside at all meetings of the Committee.
		2. Prepare the agenda for Committee meetings.
		3. Act as the formally designated public spokesperson for the Committee at BFSA general meetings.
		4. Prepare and present the annual report of the Committee and report this information to the Treasurer and Secretary.

# Article IV Organization Meetings, Structure, and Procedures

Section 4.1 Meeting, Voting, and Quorum

1. Notice of Meetings - The secretary shall give written and/or email notice to all members at least one week prior to such meetings.
2. General membership meetings shall be held at least once per academic semester.
3. Special or emergency meetings may be called by the Executive Committee when deemed necessary to expedite the purpose and work of the BFSA or to respond to an unexpected occurrence or circumstance.

Quorum. - A quorum for conducting the business of the Executive Committee shall consist of at least 50% of the elected officers..

Voting - Voting upon matters coming before the BFSA and the Executive Committee shall be determined by a majority vote of a quorum of those present.

Section 4.2 Amendments

Amendment of the Constitution and By-laws may be proposed by any member at any executive committee meeting or at any regular meeting. The membership must be provided written notification of the proposed amendment at least one week prior to a meeting in which the members will vote on the amendment. Approval of such amendments requires a majority plus one vote of eligible members attending the meeting.

# Article V Resignations and Vacancies

1. In the event an officer or standing committee chair must resign during the operating year, he/she shall notify the president.
2. Should a vacancy occur in the office of the president, the vice president shall assume the office for the remainder of the term.
3. The president shall fill by appointment vacancies in any other office. The term of office under these circumstances shall be until the next official election.
4. Any appointee to an unexpired term of office shall be eligible to be nominated to hold one full successive term of office.

# Article VI Parliamentary Authority

1. In the transaction of all business matters before the BFSA, Executive Committee and Standing Committees, the parliamentary authority shall be the most current, revised edition of Roberts’ Rules of Order.
2. Use of Roberts’ Rules of Order may be suspended by a majority vote of the members present at a given meeting of the BFSA.

# Article VI Conflict of Interest/IRS Limitations

1. No part of the net earnings of the BFSA shall inure to the benefit of, or be distributable to its members, officers, or other private persons. The BFSA shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of an officer’s responsibility. No part of the activities of the BFSA shall be in propaganda, or otherwise influencing legislation. The BFSA shall not participate in or intervene in any political campaign on behalf of any candidate for public office.
2. Notwithstanding any other provision of these articles, the BFSA shall not carry on any other activities not permitted by a corporation exempt from federal income tax under section 501C(3) of the IRS Code or any future provisions of a corresponding U.S. law. The BFSA shall not carry on any activity not permitted by a corporation whose contributions are deductible under section 170C(2) of the IRS Code or the corresponding provisions of any future U.S. Revenue Statute.