

## **By-Laws**

### **Preamble**

The University of Missouri-St. Louis (UMSL) Black Faculty/Staff Association is a body formed to consider, recommend, and to take such other actions as are properly related to the common concerns of those Black faculty, staff and students at UMSL.

### **Article I. Name**

The organization herein defined shall be known officially as the UMSL Black Faculty/Staff Association, hereafter referred to in this document as the Black Faculty/Staff Association.

### **Article II. Membership**

All Black faculty, tenured, non-tenured, visiting, full- and part-time; professional and administrative staff, full and part-time are eligible for membership in the Black Faculty/Staff Association. All members shall have full voting rights in the Association. Only “Employee” members shall have full voting rights and be eligible to hold an office and chair a committee. Members in good standing are those individuals who have paid their dues for the academic year not later than sixty (60) days after the beginning of the fall semester.

Membership categories shall include:

- A. Employees - currently employed by the UMSL.
- B. Former employees of UMSL.
- C. Affiliates - individuals who support the goals of the organization.

Former employees and affiliates may not hold office.

### **Article III. Purpose**

The purpose of the Black Faculty/Staff Association is to assist UMSL in accomplishing its mission by addressing the concerns and issues identified by Black faculty, staff and students and to establish an effective line of communication between UMSL administration and these groups; further, to work toward greater participation of Black people in decision-making processes which affect their well-being.

## Article IV. Officers

### A. Officers

The officers of the Black Faculty/Staff Association shall consist of President, Vice President for Faculty, Vice President for Staff, Secretary, Treasurer, and Communications and Media Chair. Any member of the employee category of the organization may run for office. An officer shall not be elected to the same office for more than two consecutive terms. No member shall hold more than one office at a time. The term of office shall be one year, July 1 through June 30.

### B. Nomination of Officers

The nominations shall be solicited and elections conducted according to Article VIII of these by-laws.

### C. Vacancies

1. In the event the office of President, Vice President for Faculty, Vice President for Staff, Secretary, Treasurer, or Communications and Media Chair become vacant, the organization member shall elect a successor for the remainder of the term.

### D. Duties

1. The **President** shall convene the Association at least once monthly, preside at all meetings, work with the Secretary in communicating with members and others, follow through on actions taken by the Association to ensure that they are implemented, assign tasks to Association members when appropriate, prepare a report on program efforts and accomplishments by June 30, serve as an ex-officio member on all committees, and serve as a member of the Executive Committee.
2. The **Vice President for Faculty** shall assist the President in executing the business of the Association, assist in recruiting faculty for membership in the Association, bring forth faculty issues to the Executive Committee, and serve as a member of the Executive Committee.
3. The **Vice President for Staff** shall assist the President in executing the business of the Association, assist in recruiting staff for membership in the Association, bring forth staff issues to the Executive Committee, and serve as a member of the Executive Committee.
4. The **Secretary** shall take the minutes of all meetings of the Association or make arrangements for the minutes to be taken, provide members with copies of the minutes prior to each regularly scheduled meeting, keep a copy of all correspondences to and from the Association, keep and update roster of members of the Association, make room reservations for Association meetings, and serve as a member of the Executive Committee.
5. The **Treasurer** shall collect all monies (assessments, fees, etc.), maintain a record of all the Association's financial transactions, present financial updates at meetings of the Executive Board and General Body, and serve as a member of the Executive Committee.
6. The **Communications and Media Chair** shall maintain the Black Faculty/Staff Association website and all social media accounts, inform members of meetings and special events, and serve as a member of the Executive Committee.

## **Article V. Meetings**

The Black Faculty/Staff Association shall meet once monthly, except during the month of August, when no meeting will be held. Special meetings may be called at any time by the President. Members shall be notified prior to all meetings.

## **Article VI. Executive Committee**

### **A. Membership**

The Executive Committee shall consist of all officers of the Association. The members shall serve on the committee for a period of one year or for the duration of their tenure in their respective officers.

### **B. Officers**

The officers of the Executive Committee shall be the same as the officers for the Association with the same duties and responsibilities.

### **C. Duties of the Executive Committee**

The Executive Committee shall act on behalf of the Association on the following matters:

1. Approval of correspondences
2. Preparation of important documents for approval by the majority
3. Establishment of special committees
4. Meeting, as necessary, with administration, faculty, etc. in carrying out the Association's goals and objectives.
5. Calling of special meetings
6. Performances of whatever duties the Association deems necessary
7. Recommendation of appointments to campus-wide committees
8. Present at the September meeting a proposed program of activities and a monetary assessment for the membership for the year, subject to the approval of majority vote of the members.

### **D. Meetings of the Executive Committee**

The Executive Committee shall meet when necessary or when called by the President.

### **E. Vacancies**

In the event of a vacancy, the person elected to that office to complete the term shall also serve on the Executive Committee for the remainder of the term.

## **Article VII. Committees**

### **A. Standing Committees**

The standing committees shall be called Executive, Nominations/Elections, Affirmative Action and Student Affairs. The chairperson of each committee shall be elected by the committee members and shall give a report at the next Association meeting after each committee meeting. Committee members shall be elected by the majority present at a regular meeting of the Association designated for elections.

#### **1. Executive Committee**

The Executive Committee shall consist of the officers of the Association. The duties are defined in Article VI. Section C.

#### **2. Nominations/Elections Committee**

The Nominations/Elections Committee shall consist of three (3) members. The duties are defined in Article VIII. Section B.

#### **3. Affirmative Action Committee**

The Affirmative Action Committee shall consist of three (3) members. Its duty is to address any concerns by Black faculty, staff, and students which relate to affirmative action policies and practices at UMSL.

#### **4. Student Affairs Committee**

The Student Affairs Committee shall consist of three (3) members. Its duty is to formulate projects which will increase the likelihood of Black students' success at UMSL.

### **B. Special Committees**

Special committees shall be established as needed by the Executive Committee. Members shall be elected to the committee at a regular or special meeting. The chairperson of each special committee shall be elected by the members of the committee. The chairperson shall give a report after each meeting. The committee shall exist until the assignment is complete.

## **Article VIII. Nominations/Elections**

### **A. Method of Selection of Nominations/Elections Committee**

Members of the Nominations/Elections Committee shall be elected by majority vote at the meeting designated for elections. These committee members shall serve during the same academic year as all officers and standing committee members.

#### **B. Duties of the Nominations/Elections Committee**

The Nominations/Elections Committee shall solicit nominations from all members of the Association for officers and committee members and conduct elections.

#### **C. Time and Method of Nominations**

Nominations shall be solicited at least two weeks before the regular meeting in April from members of the Association for all offices to be filled. The Committee must obtain permission from each nominee before the persons' name can appear on the ballot.

#### **D. Time and Method of Elections**

The Nominations/Elections Committee shall determine the procedure for elections subject to the approval of the majority members present at a meeting which addresses the procedure.

1. The Nominations/Elections Committee shall conduct elections at the Association's regular meeting in April.
2. Nominees shall come prepared to make a statement on intent.
3. Officers and standing committee members shall be elected by secret ballot by the majority of the members present at the meeting.
4. The Nominations/Elections Committee shall keep the roster of all candidates and numbers of votes cast for each.

### **Article IX. Quorum**

#### **A. Black Faculty/Staff Association Meetings**

In a general meeting of the Association, the quorum shall be the majority of members present at that time but not less than five (5) persons and including at least two (2) officers.

#### **B. Executive Committee Meetings**

In a meeting of the Association Executive committee, the quorum shall be the majority of committee members, but not less than three (3) people.

#### **C. Change/Amendment**

A change shall be made in the Association by-laws by having the Secretary provide a copy of the proposed change(s) to all members and inform them of the meeting date when the proposed change(s) will be voted on. At that meeting, the majority vote will decide the outcome.

## **Article X. Removal of Officers**

Upon a unanimous recommendation of the Executive Committee (excluding the officers(s) to be removed), any officer may be removed from office during the year if he or she fails to perform his or her duties listed in Article IV, Section D. Such action is subject to the approval of a majority vote of the member of the Association. Prior to the Executive Committee's recommendation, notice must be given to the officer regarding his or her neglect of duty and a reasonable time must be given to allow the officer to rectify his or her neglect of duty. Vacancies that occur from this action are filled according to Article IV, Section C, numbers 1 and 2.

Revised, March 2019, Approved April 18, 2019