



BYLAWS BLACK FACULTY AND STAFF ASSOCIATION UNIVERSITY OF SOUTH ALABAMA MOBILE, ALABAMA October 2022

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.



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 wellbeing of Black faculty and staff to ensure career advancement.
8. Engage with students by supporting efforts to increase student success.

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-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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2022 would need to agree to serve one year terms in those offices and transition in 2023.

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. **Pastyear President:** The Pastyear President shall serve in an advisory capacity and assume other official duties assigned, as deemed necessary, by the President or Executive Committee.



- 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 twothird (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 twothird (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.



Section 8.



EXECUTIVE

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Section 2.

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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.

