

**BYLAWS  
OF  
THE BLACK FACULTY AND STAFF ASSOCIATION**

**UNIVERSITY OF CENTRAL FLORIDA  
ORLANDO, FLORIDA**

**ARTICLE I**

Name and Mission

**Section 1. NAME.** The name of this organization shall be The Black Faculty and Staff Association (BFSA).

**Section 2. MISSION.** The University of Central Florida's Black Faculty and Staff Association (BFSA) is an organization representative of UCF's goal to be more inclusive and diverse. The BFSA's mission is to promote an environment which fosters cultural sensitivity and enrichment by providing quality programming, networking opportunities and guidance to UCF's Black students, faculty, staff, and the greater UCF community.

**ARTICLE II**

Annual Goals

BFSA shall adopt specific goals on an annual basis to guide the organization in its activities. These goals, and the activities to achieve them, shall be identified at the beginning of the fall term by the Executive Committee. These proposed goals and activities will be presented to the membership for approval at the first fall meeting.

**ARTICLE III**

Membership and Dues

**Section 1. MEMBERSHIP.** BFSA membership is open to all UCF employees, regardless of race, gender, creed, nationality, religion, or sexual orientation, who support the Association's goals as outlined in the Bylaws.

**Section 2. VOTING MEMBERS.** Voting shall be restricted to dues paying members of the organization. Voting on changes to By-Laws, 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.

**Section 3. TERMINATION OF MEMBERSHIP.** Termination of membership from this organization may be voluntary or for actions inconsistent with the established goals of the organization. Any actions of a member considered to be inconsistent with the established goals of the organization should be documented and brought to the Executive Committee. A special committee appointed by the President shall evaluate each case including but not limited to speaking with the member involved. The committee shall present its recommendations to the Executive Committee. If the recommendation is for termination of membership, the Executive Committee will bring the matter before the general membership for a vote. The voting members of the general membership must vote the recommendation by a 2/3 majority.

**Section 4. DUES.** July 1 through June 30 is the membership year. Dues shall be \$20 annually. Each spring the Executive Committee shall review the dues structure of the organization and make any appropriate recommendations for increases to the general membership for approval. The approved increases will be effective the new fiscal year. Dues paying members have the benefit of attending some BFSAs activities free of charge or at a reduced rate versus non-dues paying members.

## **ARTICLE IV**

### Officers

**Section 1. OFFICERS.** The officers of the organization will serve as its Executive Committee. The Executive Committee shall consist of the following officers:

- a. President
- b. Past-Year President
- c. President-elect
- d. Vice President
- e. Vice President-elect
- f. Recording Secretary
- g. Corresponding Secretary
- h. Treasurer
- i. Treasurer-elect
- j. Historian
- k. Ex-Officio officer (Administrator selected by vote of the membership.)
- l. Chairs of each Standing Committee of the organization.

### **Section 2. DUTIES**

- a. **President:** The President shall be the chief executive officer of BFSAs and shall chair all meetings of the Executive Committee and General Assembly. 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 BFSAs in relations with other organizations, unless this responsibility has been delegated to a member of the Executive Committee.

- b. Past-year President:** The Past-year President shall serve in an advisory capacity and assume other official duties assigned, as deemed necessary, by the President.
- c. President-elect:** The President-elect shall have no official duties except that of a member of the Executive Committee and those duties assigned, as deemed necessary, by the President.
- d. Vice President:** The Vice President shall ensure the proper performance of all Executive Committee duties and the proper operation of all committees. In the President's absence, the Vice President shall chair the Executive Committee and General Assembly meetings.
- e. Vice President-elect:** The Vice President-elect shall have no official duties except that of a member of the Executive Committee and those duties assigned, as deemed necessary, by the President.
- f. Recording Secretary:** The Recording Secretary shall be the chief records officer of BFSA. The Recording Secretary shall be ultimately responsible for taking, maintaining, and distributing the minutes of the Executive Committee and the General Assembly meetings as well as any special business/election meetings as requested or dictated by BFSA Bylaws.
- g. Corresponding Secretary:** The Corresponding Secretary shall be the chief communications officer of the BFSA. The Corresponding Secretary shall be ultimately responsible for all correspondence among members and bodies of the Executive Committee and between members of the Executive Committee and all Association members.
- h. Treasurer:** The Treasurer shall be the chief financial officer of the BFSA. The Treasurer shall be ultimately responsible for proposing the annual budget along with oversight of proper deposits and disbursement of all funds of the BFSA and for the establishment and maintenance of appropriate records of all fiscal transactions. The Treasurer shall ensure that all expenditures are within the approved budget and have been properly incurred under the policies of BFSA.
- i. Treasurer-elect:** The Treasurer-elect shall have no official duties except that of a member of the Executive Committee and those duties assigned, as deemed necessary, by the President.
- j. Historian** The Historian shall be responsible for documenting the history of the BFSA and for maintaining the organization's archives.
- k. 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.

**l. 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.

**Section 3. TENURE OF OFFICERS.** Officers shall be elected for one (1) academic year. Officers may be re-elected for a succeeding term.

**Section 4. SUCCESSION OF TERMS.** Any officer who wishes shall serve in that capacity for as many terms as he or she is elected.

**Section 5. ELECTION OF OFFICERS.** The election procedures for all Officers shall be as follows:

- a. Confirmation of all officers shall be held by a majority of the voting membership.
- b. The election of all officers shall be held during the Spring term of the academic calendar year.

**Section 6. TRANSITION OF OFFICERS.** The transition of officers shall be made at the last regular meeting of the spring semester.

**Section 7. REMOVAL OF OFFICERS.** Elected officers can be removed for cause by a 2/3 majority vote of the voting membership.

**Section 8. 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 9. MEETING OF OFFICERS.** The Executive Committee shall meet no less than three (3) times each semester (i.e., fall and spring terms only).

## **ARTICLE V**

### Meetings

**Section 1. MEETING DATES.** Regular meetings shall be held at least twice during each semester (i.e., fall and spring terms only), and the membership will be notified at least two weeks prior to each meeting. Meetings will be held at a location that is as convenient as possible for members.

**Section 2. SPECIAL MEETINGS.** Special meetings may be scheduled by the Executive Committee of the organization.

**Section 3. QUORUM.** A quorum shall consist of 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 the regular business of the membership.

## **ARTICLE VI**

### Committees

**Section 1. STANDING COMMITTEES.** Standing committees may be established and discontinued by the membership. Each committee chair shall submit periodic reports to the Executive Committee. (See duties of Standing Committee Chairs described in Article IV, Section 2k.)

**Section 2. SPECIAL COMMITTEES.** Special committees may be established and discontinued by the membership or by the Executive Committee for the purpose of accommodating a specific task or tasks within a limited period of time.

## **ARTICLE VII**

### Amendments

**Section 1. REVIEWING BYLAWS.** The Bylaws shall be reviewed annually by the Executive Committee. The Executive Committee is permitted to make suggestions for changes in the Bylaws at any time. Any BFSAs member may suggest changes to the Bylaws.

**Section 2. AMENDMENTS.** The voting membership will vote on changes in the Bylaws during the first regular meeting of the fall semester. Changes in the Bylaws may be approved by a simple majority of votes.

Revised by Executive Committee: September 25, 2008

Ratified by the membership: September 25, 2008