

CONSTITUTION AND BY-LAWS
OF THE
CSU, FRESNO BLACK FACULTY AND STAFF ASSOCIATION

Adopted September 19, 2007

PREAMBLE

In an effort to provide for solidarity and fellowship in the community of academics, administrators and supportive staff of African descent at California State University, Fresno, and recognizing the historical significance of the term “Black” in reference to the self-concept and social justice efforts of Americans of African descent, it has been deemed appropriate to secure for ourselves an organization, whose goals are to promote the awareness of the needs of its members, and to advance the interests of Black faculty and Staff. To that end, the “intentionality” of our purpose has been focused in the decision to utilize the name, “Black Faculty and Staff Association” at California State University Fresno for the organization created for the purposes outlined in the Constitution and By-laws which follow.

CONSTITUTION

Article I. Name

The name of this organization shall be the
CSU, FRESNO BLACK FACULTY AND STAFF ASSOCIATION.

Article II. Purpose

The five-fold purpose of this organization shall be:

- Section 1. To organize, for purposes of support and advocacy under one governing body, all Black Faculty and Staff of California State University, Fresno.
- Section 2. To promote the fair and equal access by Black Faculty and Staff to all relevant programs of California State University, Fresno.
- Section 3. To work for the advancement of the interests of the Black Faculty and Staff at California State University, Fresno, and to strive for the attainment of fair hiring practices, economic security, safe, healthful and equal conditions of employment.
- Section 4. To work with other Black organizations, as deemed appropriate, from time to time, in Fresno and elsewhere for the purpose of accomplishing all the foregoing similar purposes for affected Black colleagues.
- Section 5. To advise, support, counsel, and assist Black students of California State University, Fresno in their academic and social integration into University life, through appropriate means, including office appointments and planned events.

Article III. Membership

- Section 1. Membership in this organization shall be extended to all faculty, staff and administrators employed by California State University, Fresno, as well as any of its auxiliary corporation employees, or retirees, who agree to be governed by its Constitution and By-laws herein set forth, or as duly amended.

Section 2. All members shall have voting privileges. Those members who meet eligibility criteria (Article 2 – Section 5) shall have the opportunity to be elected or appointed to positions in the organization. Their respective rights, qualifications and privileges shall be set forth in the By-laws.

Article IV. Officers

Section 1. The Officers of this organization shall consist of President, Vice President for Faculty, Vice President for Staff, Secretary and Treasurer which shall comprise the Executive Committee.

Section 2. Duties, responsibilities and terms of office of said officers shall be set forth in the By-laws.

Article V. Meetings

All business and special meetings of the organization shall be called by the President, normally in consultation with the Executive Committee, as appropriate and necessary. In unusual circumstances, the Executive Committee may call a business or special meeting.

Article VI. Committees

The President, in consultation with the Executive Committee, shall establish committees and appoint individuals to all committees and special assignments to carry out the purposes and goals of the organization as deemed necessary.

Article VII. Finances

Section 1. All funds for the operation, development and maintenance of the organization shall be provided by voluntary gifts, donations and contributions and by special fund-raising efforts specifically authorized by the Executive Committee.

Section 2. All monies shall be deposited in a responsible banking institution and all disbursements shall be made in accordance with the By-laws.

Article VIII. Amendments

This Constitution shall be amended by the process outlined in the By-laws.

Article IX. Dissolution

In the event of dissolution, all assets of this organization shall be donated to such on-campus organizations as designated by the majority of the Executive Committee.

BY-LAWS

Article 1. Membership

- Section 1. Standard of Membership. Any employee or retiree of California State University, Fresno, or its Auxiliaries, is eligible to become a member who adheres to the organization's purpose. Upon submission of a signed membership application form to the Executive Committee, the applicant's name will be added to the membership roster. However, the Executive Committee retains the right to refuse, suspend or revoke the membership of any individual whose behavior appears to contradict the Constitution and By-laws of the organization. In addition, the Executive Committee will remove a person's name from the membership roster upon that person's written or verbal request to the President.
- Section 2. Members. There shall be no less than eight (8) members.
- Section 3. Dues. A voluntary membership fee shall be payable annually in an amount determined from time to time by the Executive Committee.

Article 2. Officers

Section 1. President.

- A. The President shall direct the administration of the organization in consultation with the Executive Committee. The President shall preside over all meetings of the organization and shall be an ex-officio member of all committees. The President shall be responsible for all arrangements for guest speakers in consultation with the Executive Committee.
- B. The President is expected to demonstrate maturity, a commitment to the purposes of the organization on campus.

Section 2. Vice Presidents. The Vice President shall cooperate with the President in all his/her duties and responsibilities, and shall serve in a rotating role as acting President in the absence or disability of the President.

- A. The Vice President for Faculty shall have primary responsibility for liaison efforts to Black Faculty on campus, and shall serve as their representative to the organization.
- B. The Vice President for Staff shall have primary responsibility for liaison efforts to Black Staff on campus, and shall serve as their representative to the organization

Section 3. Secretary. The Secretary shall keep the minutes of all meetings of the organization, including meetings of the Executive Committee, and all special meetings called by the President. He/she shall maintain a record/documentation for the organization. In addition, he/she shall notify members of all meetings.

Section 4. Treasurer.

- A. The Treasurer shall be entrusted with all finances of the organization which shall be deposited in a responsible banking institution, designated by the Executive Committee, in the name of the organization, and shall be disbursed by check, as authorized by the President and the Executive Committee.
- B. All disbursement checks over \$25.00 shall be signed with a minimum of two signatures as authorized by the Executive Committee.
- C. The Treasurer shall be responsible for an itemized accounting of all receipts and disbursements, and shall make a financial report on a quarterly basis, or as requested by the Executive Committee.

- D. The books of the Treasurer may be examined by the President at any time and by any voting member of the organization at a reasonable time in the presence of the President and Treasurer.
- E. The Treasurer shall provide the membership with a written annual report at the first Executive Committee meeting in February.

Section 5. Eligibility.

- A. All officers shall be elected from the membership. Officers shall be currently employed by CSU Fresno or its Auxiliaries
- B. Any member who has been a member for at least thirty (30) days prior to an election, and is current in his/her dues, is entitled to vote, or to run for office.

Section 6. Compensation. All Executive Committee officers and Board members shall not receive any compensation for services rendered except for out-of-pocket expenses which have been given prior approval by the Executive Committee.

Article 3. Committees

Section 1. The Executive Committee.

- A. There shall be five elected officers of the organization who shall be designated as the Executive Committee.
- B. The Executive Committee shall manage the business and set the direction of the organization and assure that the Constitution and By-laws are followed.
- C. Qualifications for officers of the Executive committee are as follows:
 - 1) Persons of mature experience, high reputation and good character, who is an active member;
 - 2) Persons with an enthusiastic commitment and willingness to serve the Black community on the campus;
 - 3) Persons who will participate in the fulfillment of the organization's purposes and will be in harmonious accord with the Constitution and By-laws; and

- 4) Persons committed to attending all regular and special meetings called by the Executive Committee.

Section 2. The Grievance Committee.

Section 3. The Membership Committee.

Section 4. The Fund-Raising/Event Planning Committee.

Section 5. The Employment/Affirmative Action Committee.

Section 6. The Student Affairs Committee.

Section 7. The Political Issues Committee.

Section 8. Special Committees: There shall be special committees appointed from time to time as may be deemed appropriate to accomplish the purposes of the organization as determined by the President and the Executive Committee.

Article 4. Meetings

Section 1. Agenda. All meetings shall be based on an agenda issued in a timely manner prior to the meeting.

Section 2. Executive Committee Meetings. Executive Committee meetings shall be called by the President as needed. At least three members of the Executive Committee must be present to constitute a quorum and conduct official business.

Section 3. General Meetings.

A. General meetings shall be called by the President and include both the Executive Committee and the Membership at large. These meetings shall be held at least once each month. Meetings may be canceled by the President as appropriate.

B. No fewer than five members of the organization must be present at a meeting to constitute a quorum and conduct official business.

Section 4. Special Meetings. Special meetings may be called by the President to address special matters.

Article 5. Order of Business

The President is responsible for preparing the agenda for, and conducting the meetings of, the organization.

- Section. 1. Agenda. The order of business at general meetings shall consist of the following agenda:
- a. Call to Order
 - b. Approval of Minutes
 - c. Communication & Announcements
 - d. Reports – Officers
 - e. Reports – Committees
 - f. Old Business
 - g. New Business
 - h. Adjournment

Article 6. Elections and Appointments

- Section 1. Elections. All five Officers shall be elected by the membership by secret ballot.
- A. Ballots shall be mailed to all members.
 - B. A 51% majority of those returning ballots is necessary to be elected if more than two candidates are on the ballot.
 - C. Both A and B above shall be required for any special election to fill a vacancy on the Executive Committee.
- Section 2. Nominating Committee. A Nominating Committee shall be comprised of a mix of members from the Executive Committee and the Membership at large who are not running for election. This committee shall develop a process for nominating the five officers, which shall be submitted to the Executive Committee for approval.
- Section 3. Terms of Office. The Executive Committee officers shall serve a term of two years. Officers may serve a maximum of two consecutive terms for any given office and after the second term, the person must wait at least two years before being re-elected to that same office.

- Section 4. Vacancies. In the event of a vacancy by an Executive Committee officer with over one year remaining, a special election shall be held. In the event of a vacancy of less than one year remaining in that term, the officer shall be appointed by the Executive Committee in consultation with the Membership at large.
- Section 5. Resignations. All resignations by officers of the Executive Committee shall be submitted in writing to the Executive Committee.
- Section 6. Dismissal. Any member of the Executive Committee may be removed from office involuntarily by a simple majority of Executive Committee when the person has violated the Constitution or By-laws, and is unwilling to resign voluntarily.

Article 7. Finances

- Section 1. Funding. All funds for the purposes, operation, development, and maintenance of the organization shall be provided by voluntary membership fees, contributions, donations, gifts from the membership and friends of the Organization, and fundraising activities approved by the Executive Committee.
- Section 2. Collection. No monies shall be collected by individual members of the organization for any cause without consent of the Executive Committee. All funds shall be handled in accordance with Article 2, Section 4 of the By-laws.
- Section 3. Deposits. All monies received from the above mentioned means shall be deposited by the Treasurer in a banking institution designated by the Executive Committee except that a maximum of \$50.00 may be kept in a petty cash fund.

Article 8. Mailing List

- Section 1. Purpose. A mailing list of all members and other interested people on campus shall be compiled and maintained by the Executive Committee for the purpose of notifying those listed of news and activities of the organization. Names shall be placed on the list only at their request, preferably in writing.
- Section 2. Removal. A person's name shall be removed only at his/her request, preferably in writing, or by action of the Executive.

Article 9. Unauthorized Activities

No member shall conduct or promote activities involving the Organization's name and/or membership mailing list which has not had prior approval by the Executive Committee.

Article 10. Amendments

The Constitution or By-laws may be amended at a general membership meeting by a majority vote of the membership present, provided the membership has been sent by way of campus mail written notification of the proposed amendment at least two weeks prior to the date of the meeting.

- A. Upon receiving a written request to amend the Constitution or By-laws, the President shall place it on the agenda of the next feasible meeting.
- B. A two-thirds majority of those present at the meeting shall be required to pass an amendment.

Article 11. Dissolution

The Organization may be dissolved by a two-thirds (2/3) vote of the membership. In the event of such a vote, all assets of the Organization will be donated to the following:

- A. The Caroline Cooper Student Fund.
- B. The Dean Richard Ford Memorial Fund.
- C. The Washington Scholarship Fund

Revised: Fall 2007