



THE BLACK FACULTY AND STAFF ASSOCIATION

CONSTITUTION AND BYLAWS

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Mission Statement

The California State University, Fullerton Black Faculty and Staff Association, as a partner in the educational enterprises, will provide services that meet the needs of Black students as they progress through their college experience that enhance and support the academic mission of the University.

As a resource for students, BFSA will encourage comprehensive educational experiences for students through programs inside and outside of the classroom and sponsor activities that serve to build alliances between students and BFSA members.

The mission of the California State University, Fullerton Black Faculty and Staff Association (BFSA) is to foster unity through these three pillars: advocacy, building community, and the elevation of Black faculty, staff and students; and to be a critical resource within the community based on just, equitable, and inclusive education in pursuit of continued success of the University.

As resources for advocacy, community building and elevation for Black faculty, staff and students we strive to support programs inside and outside the classroom and sponsor activities that serve to build alliances between students and BFSA members.

Goals and Objectives:

Advocacy:

- Support, create and implement diverse support programs that support the recruitment and retention of Black faculty and staff and the University's Strategic Plan.

Community:

- Create an environment that facilitates cultural awareness and inclusivity for the Black community as well as other diverse communities.
- Create and implement networks for Black faculty, staff and students.

Elevate:

- Provide opportunities for developing skills/knowledge personally, professionally, and educationally.
- Facilitate a space for wellness and life-long learning.

Goal 1 – Advocacy

Objectives:

- Utilize face-to-face and online resources to network, discuss and disseminate information regarding issues pertaining to higher education, professional development, and networking opportunities.
- Encourage participation and support in campus and community activities related to the Black community.

Goal 2 – Community

Objectives:

- Encourage the use of professional development resources at CSUF.
- Assist in providing mentoring for first year faculty and staff by connecting them to tenured/seasoned professionals, as appropriate, during their first year of employment at Cal State Fullerton

Goal 3 – Elevate

Objectives:

- Monitor and assess retention statistics and factors relating to Black faculty/students/staff.
- Propose to the University “best practices” programs and activities for implementation on the CSUF campus.

CALIFORNIA STATE UNIVERSITY, FULLERTON BLACK FACULTY AND STAFF ASSOCIATION CONSTITUTION AND BYLAWS

CONSTITUTION

Preamble

The name of this organization shall be The Black Faculty and Staff Association (BFSA) of California State University, Fullerton (CSUF). The organization was formed to bridge the gap between faculty and staff, develop a system of advocacy for employees of African descent, and bring Black and African cultural activities to CSUF. BFSA strives to promote unity among faculty and staff, and offer positive support to students.

ARTICLE I. PURPOSE

The three-fold purpose of the organization, hereinafter referred to as BFSA, is:

- A. To bring together members of the CSUF Black faculty and staff for the purpose of promoting effective communication between all segments of Black and other communities of color in the university, as well as to encourage effective communication between members and University administration.
- B. To accomplish programmatic efforts focused on Black students, faculty, and staff. Student-oriented programs shall consist of fundraisers for scholarships, academic activities for intellectual development, mentoring programs for guidance, and cultural events for social development. These student programs will promote recruitment, retention, and graduation of Black students at all levels of education. BFSA shall host cultural events, luncheons, workshops, lectures, seminars, meetings, and other activities to foster networking, collaboration, and community-building among Black faculty and staff. This will facilitate the coordination and institutionalization of social, cultural, and intellectual activities on the CSUF campus.
- C. To serve the specific needs of employees and students by promoting understanding of Black concerns and to provide for employees and students a proactive organization capable of addressing problems, and, when necessary, bring these concerns to the attention of the appropriate level of University administration. This may be accomplished through advocacy for equitable treatment in admissions, job opportunities, promotions, and a workplace free of discrimination or racial tension.

ARTICLE II. MEMBERSHIP

- A. Membership in this organization shall be extended to all administrators, faculty and staff employed by California State University Fullerton. Employees of any CSU Fullerton auxiliary corporation, CSU Fullerton retirees, or CSU Fullerton alumni shall be extended membership associated with Friends of the Black Faculty and Staff Association (Friends of BFSA), who agree to be governed by its Constitution and Bylaws herein set forth, or as duly amended.
- B. All members employed by CSU Fullerton as administrators, faculty, or staff shall have voting privileges. Those members who meet the eligibility criteria of being an active member in good standing shall have the opportunity to be elected to office or appointed to positions in the organization.

ARTICLE III. EXECUTIVE BOARD

The governing body of BFSA shall be its Executive Board which shall be comprised of active members, as defined in Article I of the Bylaws. The Executive Board shall be authorized to establish policies to govern the operation of BFSA. The Executive Board shall consist of BFSA officers. A majority, represented by 50% plus one (1) voting member of the Executive Board, is empowered to conduct BFSA business.

ARTICLE IV. OFFICERS

The officers of the Executive Board of BFSA shall be the President, Vice President, Secretary, Treasurer, Historian, Membership, and Parliamentarian. The Executive Board officers may be co-led positions with a maximum of 2 persons in a single Executive Board office. The officers of the Executive Board shall serve during the length of their tenure in office. No limits shall be affixed to the number of consecutive terms in the same office that a person may serve.

ARTICLE V. DUTIES OF OFFICERS

The officers of the Executive Board of BFSA shall possess such powers and responsibilities and perform such duties as are prescribed by the BFSA *Constitution and Bylaws*.

ARTICLE VI. STANDING COMMITTEES

The standing committees of BFSA shall be the mechanism through which much of the programmatic work of the association is completed. The standing committees shall perform their duties in the manner consistent with promoting the purpose, mission, and goals of BFSA, as outlined in the BFSA *Constitution and Bylaws*.

ARTICLE VII. ELECTIONS

BFSA members shall elect the officers of the Board. Friends of BFSA may not nominate or elect the officers of the Board.

ARTICLE VIII. VOTING ON OFFICERS

An Elections Committee Chair appointed by the Executive Board to canvass the votes shall tally the ballots submitted by members. The names of the winners shall be communicated to BFSA members by the Elections Committee Chair and the results shall be released to the public once finalized. Interim results will not be released to BFSA members or the public.

BYLAWS

ARTICLE I. MEMBERSHIP

SECTION 1.0

Any CSUF employee who subscribes to the purpose and policies of BFSA may become a member of this organization, subject only to compliance with the provisions of the BFSA *Constitution and Bylaws*.

SECTION 1.1

Membership in the organization is open to CSUF faculty, staff, and administrators. Members in good standing are defined as those employees whose dues are current. Voting privileges are restricted to members in good standing.

SECTION 1.2

Eligibility to support BFSA through Friends of BFSA shall extend to any CSU Fullerton auxiliary corporation employee, CSU Fullerton retiree, or CSU Fullerton alumni. Friends of BFSA may attend meetings, but are not entitled to make motions, vote, or hold office.

SECTION 1.3

Participation privileges, voting rights, standing committee membership, and other appropriate interests extend to BFSA members in good standing. A member in good standing is current with dues as described in Article II, Section 2.2.

SECTION 1.4

Any conduct of behavior that is detrimental to the organization could be grounds for dismissal as determined by 50% plus one (1) vote of the members of the Executive Board. A member in good standing will be called to account for unethical behavior directed toward the organization or its members. A hearing may be convened at the discretion of the Executive Board to resolve any issue(s) related to unethical behavior.

ARTICLE II. MEMBERSHIP DUES

SECTION 2.0

Dues are \$10 per month or \$120 per fiscal year. The annual amount of dues each member is to pay and the collection of dues shall be authorized and governed by the Executive Board. The Executive Board may review the annual dues each fiscal year and shall issue a notice of change by August 1 or within 30 days after the end of the fiscal year.

SECTION 2.1

New member dues shall be prorated for the current year based upon the month joined.

SECTION 2.2

Non-payment of annual dues or receipt of written notification by the Membership Committee, or the appropriate university administrative entity, will terminate membership in BFSA. A member in good standing is current with dues and has been a member for a minimum of ninety (90) days. The waiting period of ninety (90) days shall begin on the date when the membership form is accepted and recorded by the Membership Committee Chair (or delegate). The first dues payment must be made by the end of ninety (90) days or the applicant loses his/her status as a member in good standing. Members shall be responsible for verifying payment of dues.

In order for a member to regain status as a member in good standing, he/she shall be responsible for providing proof of dues payment to the Membership Committee Chair (or delegate). The member shall begin a thirty (30) day waiting period commencing on the payment date. After the thirty (30) day period has passed, the member shall regain status as a member in good standing. The first day after this thirty (30) day period shall be considered the first day of membership.

SECTION 2.3

BFSA shall conduct a membership drive annually, but persons may be admitted to membership at any time.

SECTION 2.4

In the event of the dissolution of the organization, its assets shall be given to the Diversity and Equity Programs unit of Human Resources to fund scholarships to benefit Black students.

ARTICLE III. MEMBERSHIP MEETINGS

SECTION 3.0

Meetings shall be conducted according to established parliamentary procedures.

SECTION 3.1

Regular meetings of BFSA shall be held monthly during the academic year. The dates shall be set for regular meetings at the first regular meeting of the fall semester, unless otherwise provided by the organization or Executive Board by a change of date no less than five (5) days prior to the date of the scheduled meeting. Meetings shall be held at a site designated or agreed upon by the membership.

SECTION 3.2

A schedule of meetings with meeting dates, times, and locations, shall be provided to each member via email or distribution at a general meeting.

SECTION 3.3

The President or a majority of Executive Board members may call *emergency* meetings of the general membership. *Emergency* meetings of the general membership may be called without notifying members prior to meeting. *Special* meetings of the general membership may be called by the President, a majority of Executive Board members, or written petition of one-third of the general membership. Written notice of *special* meetings shall be sent to the general membership at least five (5) working days prior to such meetings.

SECTION 3.4

A quorum, for the purpose of conducting business in regular BFSA membership meetings consists of an executive officer and at least 10% (ten percent) of members in good standing. BFSA will not conduct business in the absence of a quorum.

SECTION 3.5

The privileges of holding office, introducing motions, debating, and voting shall be limited to members in good standing.

ARTICLE IV. OFFICERS

SECTION 4.0

The Executive Board of BFSA shall consist of the officers of the organization: President, Vice President, Secretary, Treasurer, Historian, Membership, and Parliamentarian. Officers shall be elected for a two (2) year term, and may serve in the same office for as many terms as they are elected. Each member may serve on the board during the length of their tenure in office and as many times as the officer is elected or, in the case of the Parliamentarian, appointed. The Parliamentarian has no voting powers on the Executive Board, but has full voting powers as a member in good standing.

SECTION 4.1

The duties of the Executive Board shall be to transact necessary business between organizational meetings and such business as may be referred to it by the members of the organization, the campus community, and other organizations; to approve the plans of work of each standing committee; and to present a report at the regular meetings of the organization.

SECTION 4.2

The Executive Board shall delegate duties, as may be necessary, to the appropriate BFSA officer or special committee. The BFSA President shall be an ex officio member of any special committee, except those which bar the President's participation in accordance with the *Constitution and Bylaws*.

SECTION 4.3

Members of the Executive Board shall serve without compensation.

SECTION 4.4

Regular meetings of the Executive Board shall be held during the fiscal year. A majority of board members present, represented by 50% plus one (1) voting members of the Executive Board, shall be empowered to conduct BFSA business.

SECTION 4.5

The BFSA Secretary shall notify each Board member, in writing delivered by mail or electronic means, of the time and place of Executive Board meetings at least seven (7) days prior to any such meeting. Notification about *special* or *emergency* meetings may be delivered sooner.

SECTION 4.6

The Executive Board shall be empowered to conduct Board business when represented by 50% plus one (1) voting members of the Executive Board. Minutes from such meetings shall be taken by the BFSA Secretary, or appointed designee, and provided to the general membership at the next scheduled general meeting. In the absence of a majority, the Executive Board shall not transact business, except as otherwise permitted in the *Constitution and Bylaws*.

SECTION 4.7

Attendance at Executive Board meetings shall be mandatory. Individual Board members shall notify the Board president of an absence at least forty-eight (48) hours prior to the meeting date. More than three times absent over the course of the fiscal year, without cause, shall represent a breach of board member ethical behavior and constitute grounds for removal from office.

ARTICLE V. DUTIES OF OFFICERS

SECTION 5.0

The President of BFSA shall be the chief executive officer and shall, subject to the approval of the general membership, administer and conduct the activities and affairs of BFSA. The President, or designee, shall preside at all meetings of the organization and of the Executive Board. The President and the Executive Board set the agenda at their monthly meetings. The President shall communicate meeting agendas to the BFSA Secretary, who then shall be responsible for typing and distributing those agendas. The President, or designee, is responsible for creating correspondence, both sent and received, on BFSA's behalf. The President shall coordinate the work of BFSA officers and committees. The President shall call a special or emergency meeting when necessary in order to address immediate concerns or needs. All duties shall be performed according to the *Constitution and Bylaws*, or as may be prescribed from time to time by the Executive Board, Executive Committee, or by the general membership.

SECTION 5.1

The Vice President shall preside at all official meetings of BFSA in the absence of the President, or at the request of the President. The Vice President shall serve as Parliamentarian in the absence of the parliamentarian of BFSA and serve on other committees as appointed. The Vice President serves as a member of the Executive Committee and works closely with the President and other Executive Committee members on key governance and management actions and decisions. The Vice President participates closely with the President to develop and implement strategic planning and other organizational activities. The Vice President shall perform such duties as may be prescribed from time to time by the President, Executive Board, or the BFSA general membership and shall succeed to the office of President in the event of a vacancy in that office.

SECTION 5.2

The Secretary shall notify BFSA members, Executive Board members, and Executive Committee members of their respective meeting times and locations on a monthly or quarterly basis. The Secretary participates closely with the President to develop and implement strategic planning and other organizational activities. The Secretary shall record the minutes of each general meeting, Executive Board meeting, and Executive Committee meeting of BFSA on a monthly or quarterly basis. The Secretary shall type the minutes and agendas of each general meeting, Executive Board meeting, and Executive Committee meeting of BFSA on a monthly or quarterly basis. The Secretary shall distribute the minutes and agendas of each general meeting, Executive Board meeting, and Executive Committee meeting of BFSA on a monthly or quarterly basis. The Secretary shall transfer records of all minutes on a monthly or quarterly basis to the

BFSA Historian. The Secretary shall perform such duties as may be prescribed from time to time by BFSA.

SECTION 5.3

The Treasurer shall receive all monies of the organization. The Treasurer shall maintain an accurate roster of paid members and provide the Membership Chair with a current list of paid members on a quarterly basis, beginning July 1st. The Treasurer shall establish a checking account with a recognized financial institution for BFSA. The Treasurer shall maintain an accurate record of all receipts and expenditures. Upon written authorization from the President, the Treasurer shall pay bills incurred on behalf of BFSA in accordance with approved campus procedures. Starting at the beginning of the fiscal year, the Treasurer shall present a financial statement of BFSA transactions at the monthly meetings of the Executive Board, at the BFSA general meetings on a quarterly basis, and at other times when requested by the Executive Board. The Treasurer shall maintain financial statement records and transfer them to the Budget and Finance committee on an annual basis. The Budget and Finance committee shall be appointed by the Executive Board by June 1st. The Treasurer's accounts shall be examined annually by the Budget and Finance committee, which shall consist of no less than three (3) members and a chair who will be appointed by the President from among the officers of the Executive Board. The Budget and Finance committee members shall review the financial statements. Once satisfied that the records are correct, the Budget and Finance committee shall sign a statement of that fact. The Budget and Finance committee's report shall be presented to the President and Executive Board by August 1st. The Treasurer shall perform other fiduciary duties required by law, or by this *Constitution and Bylaws*. The Treasurer participates closely with the President to develop and implement strategic planning and other organizational activities. The Treasurer shall perform such duties as may be prescribed from time to time by BFSA. At the discretion of the Board, the Treasurer shall be bonded at the expense of BFSA.

SECTION 5.4

The Historian shall be responsible for documenting the history of BFSA and for maintaining the organization's archives. This includes, but is not limited to, materials related to programs, events, and governance. The Historian shall collect, update, and keep permanent files of all official documents, publications, and records. The Historian shall maintain records of correspondence sent and received about programs and events. The Historian participates closely with the President to develop and implement strategic planning and other organizational activities.

SECTION 5.5

The Parliamentarian shall assist in the interpretation of the BFSA *Constitution and Bylaws*, should an issue arise, and insure that parliamentary procedures are in accord with *Robert's Rules of Order*. The Parliamentarian participates closely with the President to develop and implement strategic planning and other organizational activities. The Parliamentarian is an appointed officer who does not have voting power in Executive Board meetings. The person shall be appointed from the roster of active members. The President shall appoint the Parliamentarian, the Executive Board shall vote on this choice at its July meeting, and the President shall announce this appointment at the first BFSA general meeting.

ARTICLE VI. QUALIFICATIONS OF ASSOCIATION OFFICERS

SECTION 6.0

The BFSA officers must be dues paying members in good standing for one year in addition to the ninety (90) days membership waiting period. The BFSA officers must be *active* members. Friends of BFSA are not eligible to become BFSA officers.

SECTION 6.1

Executive Board members must sign and honor the terms of the BFSA *Executive Board Member Conflict of Interest Agreement* (Appendix 2) upon taking office or no later than the second Executive Board meeting of the fiscal year. A conflict of interest exists when a board member has a competing personal or professional interest. A breach of the agreement may be grounds for removal from office and from membership in the organization.

ARTICLE VII. ELECTION OF ASSOCIATION OFFICERS

SECTION 7.0

The election of BFSA officers shall be held during the month of May. The officers of the Executive Board shall serve during the length of their tenure in office. Officers shall be elected for a two (2) year term, and may serve in the same office for as many terms as elected. No limits shall be affixed to the number of consecutive terms in the same office that a person may serve.

SECTION 7.1

Elections Committee Chair: An Elections Committee chair shall oversee the election of BFSA officers. The Elections Committee Chair shall be accountable for implementing and enforcing all provisions of these *Constitution and Bylaws* that pertain to elections.

The Elections Committee Chair shall be charged with the recruitment (in consultation with the BFSA Executive Board), oversight, and training of the Elections Committee.

The Elections Committee Chair shall organize elections and shall encourage voter participation through legal and acceptable means.

The Elections Committee Chair shall immediately hear all infractions, quarrels, disputes, and disagreements involving campaigns and elections and make a determination that is appealable to the BFSA Executive Board.

The Elections Committee Chair shall maintain an impartial attitude towards elections and election issues.

The Elections Committee Chair shall not campaign in any election nor publicly support any candidate or cause in any election he or she is overseeing. The Elections Committee Chair shall not hold an office within BFSA during the semester in which he or she is overseeing an election. The Elections Committee Chair shall sign an BFSA *Elections Committee Conflict of Interest Agreement* (Appendix 1).

The Elections Committee Chair is prohibited from privately discussing elections and election issues. If any interpretation or question of the *Constitution and Bylaws* is required, the Elections Committee Chair shall consult with the Elections Committee first, then, if necessary, with the Executive Board and Parliamentarian.

The Elections Committee Chair shall issue a report to the BFSA Executive Board no later than June 1 summarizing the election(s) from that semester and making any recommendations for the next fiscal year.

Appointment: The Elections Committee Chair shall be appointed by the BFSA Executive Board and confirmed by a majority vote of BFSA Executive Board members. The appointment shall occur after July 1 of the fiscal year, but no later than the second general membership meeting. If an election for the Elections Committee Chair is needed, the Executive Board will conduct the election and the general membership shall vote for the nominee no later than the third membership meeting of the fiscal year. The decision to hold an election for the Elections Committee Chair shall be determined by a majority vote of Executive Board members. The winning tally shall be declared according to 50% plus one (1) vote.

Complaints: Complaints against the Elections Committee Chair, Elections Committee, or the election process shall be filed in writing with the Executive Board. If the complaint is upheld and action is appropriate, the Executive Board shall notify the Elections Committee Chair.

The Elections Committee Chair may be removed for cause by a 50% plus one (1) vote of a majority of members of the Executive Board.

In the event of a vacancy in the position of the Elections Committee Chair, the President shall appoint a new Elections Committee Chair confirmed by a 50% plus one (1) vote of a majority of Executive Board members.

Elections Committee: The Elections Committee Chair shall recruit Elections Committee members to promote voter participation prior to and during an election. The chair shall lead oversight and training of committee members.

Elections Committee members shall maintain an impartial attitude and shall not campaign, nominate, or vote in any election in which they are working.

During their term, an Elections Committee Member shall not serve as an Executive Board Member. Elections Committee Members shall sign an BFSA *Elections Committee Conflict of Interest Agreement* (Appendix 1).

The Elections Committee Chair may remove any Elections Committee Member whose actions may improperly affect the outcome of an election or violate his or her BFSA *Elections Committee Conflict of Interest Agreement*. If needed, this removal may be subject to review and 50% plus one (1) vote by members of the BFSA Executive Board.

SECTION 7.2

Elections Schedule: The BFSA general elections for officers of the Executive Board will be held between 8:00am on Monday and 5:00pm on Friday in the month of May.

Run-off elections will be held in the month of May if necessary.

Public notice of an election must be given to BFSA general members no later than ten (10) business days prior to the election. The notice shall specify the place(s), the legal day(s), the hours of such elections, and the officers to be elected or the general nature of the issue(s) to be decided.

Filing for Nomination: Candidates may run for only one office during a single election.

Candidates must be eligible to run for office according to the eligibility requirements identified in Article VI of these Bylaws. That is, nominees must be dues paying members in good standing for one year prior to nomination for office. It is the responsibility of the member to verify payment of dues. Nominees must be active members. Friends of BFSA are not eligible to become BFSA officers.

Procedures: Voting will begin at 8:00 a.m. on Monday of the week of the election and shall be continuous until 5:00 p.m. on the Friday of the week of the election. The Voting System (System) refers to the method of submitting ballots. Eligible voters shall submit their votes as predetermined by the Elections Committee.

For run-off elections, the System will be identical to those for the general elections.

A candidate must use his or her legal first and last name on record with the University on the ballot. The order of the candidates appearing on the ballot shall be determined by a random drawing of names that shall occur at a meeting of the Elections Committee. In the event of a run-off election, a new ballot order will be determined by a random drawing of names that shall occur after the results are announced.

The votes shall be tallied by the Elections Committee by 5:00 p.m. the next business day after the last day of voting. All write-in ballots shall be verified and counted by a majority (50% plus one) of Elections Committee members. A witness from the Elections Committee shall be present when ballots are counted. This witness shall sign a BFSA *Elections Committee Conflict of Interest Agreement* (Appendix 1) prior to counting ballots.

The names of the winners shall be communicated electronically to BFSA members by the Elections Committee Chair and the results shall be released to the public once finalized. Interim results will not be released to BFSA members or the public.

The electronic communication of the results shall constitute notification of the results to all candidates.

Write-In Candidates: A write-in candidate must meet all the qualifications for the office they are running for.

Recounts: A recount may be requested by any candidate for the race in which he or she is running if he or she has reason to believe the count was inaccurate. Recounts must be requested within one (1) business day of the final vote count for that election.

The Elections Committee Chair shall recount the votes of the specific race requested within three (3) business days of the request.

Winners: The winners shall be the candidate who receives a majority of votes in the regular election. A majority shall be defined as 50% plus one (1) individual vote of the total votes cast.

If the election results in a tie, a second election will be held within two weeks of the date the first election results are announced. A tie is defined as both candidates receiving the same number of votes.

If no candidate receives a majority of votes (e.g., less than 50% for all candidates) in the regular election, the top two candidates receiving the most votes shall participate in a run-off election within two weeks of the date the first election results are announced. The run-off election shall be conducted according to BFA elections rules.

SECTION 7.3

Special Elections will only be held as determined by the BFA Executive Board. They will be held during a general election whenever possible.

Such special elections shall be subject to approval by a majority vote of the BFA Executive Board, indicated by 50% plus (1) one vote. Voting for special elections shall normally take place the week designated for the general election.

When a special election is held separate from a general election, the following conditions shall apply: the availability of the Voting System, including method and hours of operation, will be identical to that of the most recent previous general election. Eligibility requirements shall not change. Winners shall be determined by the same method as noted for the general election.

SECTION 7.4

Candidate Qualifications: The Elections Committee Chair, in consultation with the Membership Committee Chair, will verify the qualifications of candidates running for office as indicated in Article VI of these Bylaws.

SECTION 7.5

Campaigning: To campaign shall be defined as the posting or distribution of campaign materials, and/or speaking to members of the campus community. Candidates and their supporters shall use the highest standards of ethics when campaigning and discussing other candidates.

Endorsement of individual candidate(s) is allowed. Individuals may not endorse a candidate until after campaigning has begun. BFSA officers and committee chairs may support individual candidates but not under the title of BFSA leadership.

SECTION 7.6

Violations: Any individual having knowledge of a violation of these elections procedures may make a written complaint to the Elections Committee Chair. Formal complaints will be made in written form and submitted to the Elections Committee Chair for review. A complaint must state matters pertaining to who, what, where, when, and how of the violation. The complaint must be signed and have a contact phone number or e-mail address. Anonymous complaints will not be considered. Election complaints must be submitted by 5:00 p.m. on the Monday following the election.

If a candidate violates any provision of the BFSA *Constitution and Bylaws* or a directive of the Elections Committee Chair, the Elections Committee Chair may refer the violation to the BFSA Executive Board for action. Disqualification is a last resort; other disciplinary action should be tried first.

SECTION 7.7

Recordkeeping: The Elections Committee Chair shall transfer records of all elections on an annual basis to the BFSA Historian. The Historian shall collect, update, and keep permanent files of all elections-related documents, publications, and records.

ARTICLE VIII. ASSOCIATION COMMITTEES

SECTION 8.0

BFSA shall establish Standing and Ad Hoc committees. Each Standing and Ad Hoc committee shall have a chairperson. The Standing and Ad Hoc Committee Chairpersons shall be appointed by the BFSA Executive Board and confirmed by a majority vote of BFSA Executive Board members. The appointment shall occur after July 1 of the fiscal year, but no later than the second general membership meeting. If an election for the position of Chairperson is needed, the Executive Board will conduct the election and the general membership shall vote for the nominee no later than the third membership meeting of the fiscal year. The decision to hold an election for any Chairperson shall be determined by a majority vote of Executive Board members. The winning tally shall be declared according to 50% plus one (1) votes of the Executive Board members. Members in good standing and Friends of BFSA may serve on all committees. Friends of BFSA do not have voting rights on these committees.

SECTION 8.1

The Fundraising Committee (Standing) shall be responsible for all activities relating to fundraising in support of all BFSA program activities. The Fundraising Committee shall maintain an active, aggressive and effective campaign for locating, contacting, and applying for monies/funding.

SECTION 8.2

The Scholarship Committee (Standing) shall be responsible for all activities relating to establishing scholarship procedures and applications; selection of recipients; and, presenting the BFSA scholarship awards.

SECTION 8.3

The Events Planning Committee (Standing) shall be responsible for coordinating BFSA participation at events on and off campus, especially events involving Black students attending CSU Fullerton.

SECTION 8.4

The Membership Committee (Standing) shall be responsible for all activities supporting recruiting new active members and Friends of BFSA members.

SECTION 8.5

The Mentoring Committee (Standing) shall be responsible for all activities supporting the mentoring of CSU Fullerton students by association members.

SECTION 8.6

The Elections Committee (Standing) shall be organized according to procedures outlined in Article VII of these Bylaws.

SECTION 8.7

The Outreach Committee (Standing) shall be responsible for sharing and promoting the CSU Fullerton experience to potential Black students and their families.

SECTION 8.8

The Budget and Finance Committee (Standing) shall be responsible for examining financial statement records and other duties as assigned by the Executive Board.

SECTION 8.9

The Pan African Student Recognition Ceremony Committee (Standing) shall be responsible for planning the annual cultural event which celebrates graduate candidate achievements at CSU Fullerton.

SECTION 8.10

The Professional and Cultural Development Committee (Standing) shall be responsible for planning professional and cultural events that promote awareness, development, and unity amongst faculty and staff at CSU Fullerton.

ARTICLE IX. VACANT ASSOCIATION OFFICES

SECTION 9.0

If the BFSA President is unable to complete his or her term in office, the Vice President shall serve as President of BFSA for the unexpired term.

SECTION 9.1

The general membership shall nominate and vote at one of BFSA's scheduled meetings to fill vacancies of unexpired terms of other elected officers of BFSA.

SECTION 9.2

In the event that fifty percent (50%) or more of elected officers vacate their offices, an appropriate member of the Executive Board/BFSA general membership shall call a special election to fill the unexpired terms of the vacated offices. The special election shall follow the procedures outlined in Article VII (Section 7.3) of these Bylaws.

ARTICLE X. FISCAL YEAR

SECTION 10.0

The fiscal year of BFSa shall be from July 1st to June 30th.

ARTICLE XI. BYLAWS AMENDMENTS

SECTION 11.0

Amendments to these *Bylaws* may be made by a 50% plus one (1) vote of the BFSA membership. These *Bylaws* were amended and ratified by members in good standing of the Black Faculty and Staff Association of California State University, Fullerton in November 2019.

SECTION 11.1

These Bylaws were revised by a duly appointed Ad Hoc Committee of members in good standing between May 2012 and June 2013. Upon completion, the document was renamed "*Constitution and Bylaws*" to more accurately reflect its content.

This *Constitution and Bylaws* was amended and ratified by two-thirds (2/3rd) of members in good standing of the African American Faculty and Staff Association on June 17, 2013.

In the spring of 2018, the Constitution and Bylaws were again revised by a duly appointed Ad Hoc Committee of members in good standing. It was amended and ratified by two-thirds (2/3rd) of members in good standing of the Black Faculty and Staff Association in November, 2019.

DEFINITIONS

AD HOC COMMITTEE:

A group of BFSA members who come together for particular tasks or assignments. Once the task/assignment is complete, the committee is no longer needed.

BOARD MEMBER IN GOOD STANDING:

Regularly attends scheduled board meetings and general meetings. More than three times absent over the course of the fiscal year, without cause, shall represent a breach of board member ethical behavior and constitute grounds for removal from office.

EXECUTIVE COMMITTEE:

Committee comprised of Executive Board Members plus chairpersons of standing committees.

EX OFFICIO:

Officer, usually the President, attends subcommittee meetings “by reason of their office,” rather than through elections. When serving in an ex-officio capacity on subcommittees, the Officer has all rights extended to other members with the exception of voting rights.

FRIENDS OF BFSA MEMBER:

Employees of any CSU Fullerton auxiliary corporation, CSU Fullerton retirees, or CSU Fullerton alumni shall be extended membership associated with Friends of the Black Faculty and Staff Association (Friends of BFSA), who agree to be governed by its Constitution and Bylaws herein set forth, or as duly amended. Friends of BFSA may not elect the Officers of the Executive Board. Friends of BFSA may attend meetings, but are not entitled to make motions, vote, or hold office.

MEMBER IN GOOD STANDING:

A member in good standing is current with dues and performs in an ethical manner. The member is loyal to BFSA and its members. The member avoids situations where an implied or actual conflict of interest exists. The member makes decisions that benefit the organization and does not promote his or her own self-interest. The member does not make decisions or enter BFSA into contracts that benefit family members. The member does not extend favorable treatment to friends in their dealings with BFSA. The member deals with the public, BFSA members, and BFSA officers fairly. The member does not exercise personal authority over BFSA members or BFSA officers. The member speaks positively about BFSA in public. If an officer or committee member handles private information, that person maintains confidentiality. The

Executive Board may remove any member whose conduct violates these Constitution and Bylaws. The decision to remove a member shall be determined by 50% plus one (1) vote by members of the BFSA Executive Board.

Participation privileges, voting rights, sub-committee membership, and other appropriate interests extend to BFSA members in good standing.

Non-payment of annual dues or receipt of written notification by the Membership Committee, or the appropriate university administrative entity, will terminate membership in BFSA. It is the responsibility of the member to insure that he or she is current with dues. A member in good standing is current with dues and has been a member for a minimum of ninety (90) days. The waiting period of ninety (90) days shall begin on the date when the membership form is accepted and recorded by the Membership Committee Chair (or delegate). The first dues payment must be made by the end of ninety (90) days or the applicant loses his/her status as a member in good standing.

In order for a member to regain status as a member in good standing, he/she shall be responsible for providing proof of dues payment to the Membership Committee Chair (or delegate). The member shall begin a thirty (30) day waiting period commencing on the payment date. After the thirty (30) day period has passed, the member shall regain status as a member in good standing.

STANDING COMMITTEE:

A group of members formed to perform specific duties on a regular basis as prescribed in Article VIII of the Bylaws.

SUB-COMMITTEE:

A group composed of some members of a larger group that have come together for a particular assignment/task and reports to the larger group.

APPENDIX 1:

BLACK FACULTY & STAFF ASSOCIATION

Elections Committee Conflict-of-Interest Questionnaire

The following questionnaire must be completed annually by those seeking membership on the Elections Committee of the Black Faculty and Staff Association (hereafter identified as *BFSA*).

Answers to this questionnaire should relate to relationships that occurred from <insert month, date, year> through <insert month, date, year>. Once you have completed this questionnaire, please sign and date in the space provided and return it to:

<Elections Committee Chair's name>

<Elections Committee Chair>

Black Faculty and Staff Association

<Office Address>

<Office Phone #>

<Office Fax #>

<Campus E-mail address>

1. Are you an officer of an organization that conducts business or has a relationship with BFSA?

Yes No

If yes, please define.

2. Have you ever served on the board of a business in which BFSA invests?

Yes No

If yes, please define.

3. Do you have a family relationship with anyone who has a noted relationship with BFSA?

Family connections include an individual's spouse, parent, child, grandparent, grandchild, great-grandchild, and sibling. The spouses of any children, grandchildren, great-grandchildren, and siblings are considered family relationships as well.

Yes No

If yes, please define.

4. Have you participated, directly or indirectly, in any employment agreement, compensation relationship, or any other arrangement/investment opportunity with a third-party vendor doing business with BFSA that has resulted or could result in personal benefit to you?

Yes No

If yes, please define.

5. Have you received, directly or indirectly, any salary payments, loans, or gifts of any kind or any free service, discounts, or other fees from any person/organization engaged in any transaction with BFSA?

Yes No

If yes, please define.

6. Do you share ownership of a business that does business with BFSA? Ownership means voting power in a corporation, profits, interest in a partnership, or beneficial interest in a trust.

Yes No

If yes, please define.

Print name

Signature

Signature Date (mm/dd/yyyy)

APPENDIX 2:

BLACK FACULTY & STAFF ASSOCIATION

Executive Board Member Conflict-of-Interest Questionnaire

The following questionnaire must be completed annually by those seeking to serve on the Executive Board of the Black Faculty and Staff Association (hereafter identified as *BFSA*).

Answers to this questionnaire should relate to relationships that occurred from <insert month, date, year> through <insert month, date, year>. Once you have completed this questionnaire, please sign and date in the space provided and return it to:

<Name>

<Position>

Black Faculty and Staff Association

<Office Address>

<Office Phone #>

<Office Fax #>

<Campus E-mail address>

1. Are you an officer of an organization that conducts business or has a relationship with BFSA?

Yes No

If yes, please define.

2. Have you ever served on the board of a business in which BFSA invests?

Yes No

If yes, please define.

3. Do you have a family relationship with anyone who has a noted relationship with BFSA?

Family connections include an individual's spouse, parent, child, grandparent, grandchild, great-grandchild, and sibling. The spouses of any children, grandchildren, great-grandchildren, and siblings are considered family relationships as well.

Yes No

If yes, please define.

4. Have you participated, directly or indirectly, in any employment agreement, compensation relationship, or any other arrangement/investment opportunity with a third-party vendor doing business with BFSA that has resulted or could result in personal benefit to you?

Yes No

If yes, please define.

5. Have you received, directly or indirectly, any salary payments, loans, or gifts of any kind or any free service, discounts, or other fees from any person/organization engaged in any transaction with BFSA?

Yes No

If yes, please define.

6. Do you share ownership of a business that does business with BFSA? Ownership means voting power in a corporation, profits, interest in a partnership, or beneficial interest in a trust.

Yes No

If yes, please define.

Print name

Signature

Signature Date (mm/dd/yyyy)