

# Northern Illinois University Black Faculty and Staff Association

## Constitution and Bylaws

### **Preamble**

The Black faculty and staff at Northern Illinois University do affirm our commitment to the advancement of Black faculty and staff, and our full participation in the pursuit of the mission of NIU.

### **Article I**

#### **Name**

The name of the organization shall be the Northern Illinois University Black Faculty and Staff Association (hereinafter referred to as the “BFSA”).

### **Article II**

#### **Mission Statement**

The primary mission of the BFSA is to ensure the support, positive valuation of, and inclusion of Black faculty, staff and students at NIU, and to bring issues important to our community to the attention of the University’s leadership. The BFSA is committed to working with all people to achieve these goals and objectives.

### **Article III**

#### **Objectives**

The objectives of the BFSA are as follows:

- To communicate and advocate for the concerns of Black faculty and staff at NIU to the University administration;
- To provide a support network for the concerns and professional development needs of Black faculty and staff at NIU;
- To mentor new Black faculty and staff in helping them to become fully acclimated to the University and community;
- To facilitate research collaborations among Black faculty and staff when appropriate;
- To advance the research done by all faculty and staff at NIU focusing on the peoples of Africa and the African Diaspora;

- To provide collegial networking opportunities among Black faculty and staff at NIU;
- To institute and maintain an effective and positive relationship between the University and its Black constituency, both on and off campus;
- To reinforce self-awareness among Black people by implementing programs and activities designed to achieve these aims;
- To gather and disseminate information about available talent, opportunities, and activities that will provide NIU with a comprehensive understanding of the dynamics of the Black experience;
- To carry out other activities of a charitable and educational nature to promote the welfare of Black faculty and staff members;
- To promote and assist in the effort to increase the number of Black faculty and staff members at NIU;
- To encourage the University to provide inclusive educational, personal and career opportunities for Black Faculty and staff, and to serve as a resource clearinghouse for the University and the Black community; and
- To identify and act upon those issues which affect the welfare of Black people at NIU and the community it serves, especially as they relate to the mission of the University.

#### **Article IV**

##### **Membership and Dues**

1. Membership shall be open to all Tenured and Tenure-track Faculty members, Instructors, Supportive Professional Staff members, Operating Staff members, and Civil Service employees who are interested in and supportive of the BFSA's mission and objectives. Membership status is granted upon payment of dues. Members who do not pay their dues shall not be eligible to vote or to serve as an officer or on a committee, but shall be able to attend meetings and participate in programs.
2. Membership is for one academic year upon the full payment of dues. Dues may be paid either in full at the beginning of the academic year or split into two payments, each payable at the beginning of the Fall and Spring semesters. Dues for the full academic year or for the Fall Semester must be paid on or before October 1<sup>st</sup> of each year. Spring Semester dues must be paid on or before February 1<sup>st</sup> of each year. Membership is renewed annually pending the payment of the required dues amounts.
3. The amount of annual membership dues may be adjusted by the BFSA upon recommendation and vote of the majority of the members of the Executive Committee.

## Article V

### Officers

- A. The BFSA shall elect from its membership a person to serve as President of the organization. Initially, and every year thereafter, the BFSA shall elect persons to serve as Vice-President, Secretary, Treasurer, Parliamentarian, and Historian.
- B. Nomination and Election of Officers
1. Every year the Election Committee shall put together a slate with at least one candidate for each office of the BFSA by the third week in February.
  2. Additional nominations for each office may be made from the floor at the Spring general meeting at which the elections are held, provided such nominees have been previously contacted and have consented to serve if nominated and elected.
  3. The election of officers shall be held during a Spring general membership meeting or by mail ballot, if necessary, no later than the last week in April.
  4. At least two weeks' notice shall be given for the Spring meeting at which elections will be held.
  5. Elections shall be by ballot and the persons receiving the highest number of votes for each office shall be declared *elected*.
  6. Newly-elected officers shall assume the duties of their respective office on July 1<sup>st</sup> following the election.
- C. Term of Office
- Officers shall serve a one-year term. An officer may not serve in any one position for more than two consecutive terms.
- D. Duties of Officers:
1. The President shall:
    - a. Preside at all meetings of the BFSA and the Executive Committee;
    - b. Prepare the agenda for Executive Committee and general meetings;
    - c. Appoint chairpersons of the Standing Committees;
    - d. Act as the formally-designated public spokesperson for the BFSA; and
    - e. Prepare and present the annual report of the BFSA at the final general meeting of the Spring semester.
  2. The Vice-President shall:
    - a. Perform the duties of the President in any absence or disability of the President; and
    - b. Serve as advisor to all Standing Committees and serve as advisor to the Special Committees at the request of the President.
  3. The Treasurer shall:
    - a. Collect and deposit payment of dues;

- b. Pay all bills, keep all accounts, and make monthly budget reports;
- c. Monitor the fiscal status of the BFSA and work with the other members of the Executive Committee to ensure its fiscal vitality; and
- d. Prepare and present budget reports at the general meetings of the BFSA.

4. The Secretary shall:

- a. Maintain an updated roster of the BFSA membership;
- b. Be responsible for preparing and posting BFSA minutes and other correspondence; and
- c. Record and distribute the minutes of all meetings of the BFSA and the Executive Committee.

5. The Parliamentarian shall:

- a. Help maintain order at the meetings;
- b. Assist the President in following and understanding *Roberts Rules of Order*;
- c. Be a resource to the President on issues pertaining to parliamentary procedures and ethical practices; and
- d. Serve on the Election Committee.

6. The Historian shall:

- a. Serve as the BFSA's archivist;
- b. Collect member profiles and photos;
- c. Send yearly reports to members about organization events, publications, and document preservation; and
- d. Archive the BFSA minutes.

E. The Installation of Officers shall consist of an affirmative response to the following question posed by the President:

“Do you agree to discharge the duties of your respective offices faithfully, honestly, impartially, and to the best of your ability as prescribed by the Constitution and Bylaws of the Black Faculty & Staff Association?”

## **Article VI**

### **Governance of the BFSA**

- A. As delegated by the BFSA, the responsibility for the administration, management and operation of the business affairs of the BFSA shall be vested in the Executive Committee.
- B. The Executive Committee shall consist of the elected officers of the BFSA. The Immediate Past President shall also serve on the Executive Committee as an ex-officio,

non-voting member. The Executive Committee nominates and/or accepts nominations to the “Chair” position of the various standing committees.

### C. Standing Committees

Each committee shall plan and develop programs and activities as they pertain to their areas of concern. Each committee is responsible for the conduct of the programs and should report at the regular meetings of the Executive Committee and at the general membership meetings.

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

- a. Assist with the interpretation of the BFSA Constitution;
- b. Record and implement amendments and revisions to be voted on by a majority of BFSA membership; and
- c. Inform all members of constitutional changes.

#### **2. Election Committee**

- a. Coordinate all aspects of the nomination process. This includes publicity, collection of nominations, preparation of ballots, and tallying of votes;
- b. Coordinate officer elections in the event of unforeseen officer vacancies; and
- c. Announce election results.

#### **3. Public Relations Committee**

- a. Facilitate internal and external communication;
- b. Maintain the BFSA website and newsletter;
- c. Recognize faculty contributions through presentations of certificates, letters, plaques, etc. at the final BFSA general membership meeting of the academic year;
- d. Keep members informed of campus academic activities; and
- e. Publicize BFSA events.

#### **4. Social Affairs Committee**

- a. Organize special events to be hosted by the BFSA. Examples of special events may include an annual holiday event, a Dr. Martin Luther King Jr. Commemoration program, a program for Black History Month, an end of the year event, etc.)

#### **5. Faculty and Staff Affairs Committee**

- a. Coordinate special academic events for the professional, personal or career development of faculty and staff;
- b. Expose BFSA members to work done by faculty and staff across the disciplines;

- c. Review University affirmative action policies and make recommendations;
- d. Assign senior faculty mentors to junior faculty and senior staff members to junior staff members; and
- e. Serve as liaison between faculty and staff and their respective departments.

**6. Student Outreach Committee**

- a. Serve as liaison to student groups;
- b. Keep student groups informed of BFSA activities; and
- c. Explore possible research opportunities with student organizations.

**D. Special Committees**

Special ad hoc committees will be formed and disbanded by the President and/or Executive Committee as needed. Special committees created for the BFSA shall not be considered to be standing committees under the BFSA Constitution and Bylaws.

**Article VII**

**Operating Procedures**

**A. Notice of Meetings**

The Secretary shall give written notice to all members at least ten (10) days prior to meetings.

1. The Executive Committee shall meet each month of the academic year to conduct the BFSA's general business. The Executive Committee shall prepare the agenda for the BFSA's general membership meeting each academic year.
2. The BFSA general membership shall meet at least four (4) times during the academic year. Additional meetings may be held when deemed necessary by the President or by the Executive Committee.

**B. Special or emergency meetings may be called by the President and/or the Executive Committee to expedite the purpose and work of the BFSA or to respond to an unexpected occurrence or circumstance.**

**C. Quorum**

A quorum for conducting the business of the BFSA shall consist of a majority of paid members. In the event that a majority of BFSA paid members are not present, the President shall have the power to designate the members present as a quorum. A quorum for conducting business of the Executive Committee shall consist of a majority of officers and committee chairs present. In the event that a majority of officers and committee chairs are not present, the President shall have the power to designate the members present as a

quorum.

#### D. Voting

Voting upon matters coming before the BFSA and the Executive Committee shall be determined by a majority vote of a quorum or of the members present as designated by the President.

### **Article VIII**

#### **Amendments and Revisions**

The Constitution and Bylaws may be amended at general meetings of the BFSA by a majority vote of the members present, provided that two weeks' written notice of the proposed amendment has been given to the members.

Amendments shall be proposed to the BFSA by the Executive Committee of the BFSA or upon the written request of any paid member of the BFSA.

### **Article IX**

#### **Vacancies and Resignations**

- A. In the event that an officer or standing committee chair must resign during the operating year, he or she shall notify the President or Executive Committee in writing. Any such resignations shall be accepted at the next regular meeting of the Executive Committee.
- B. Should a vacancy occur in the office of the President, the Vice-President may assume the office for the remainder of the term. If the Vice-President declines to assume the office, the Nominating Committee shall appoint a person to the presidency, subject to approval of the Executive Committee. This appointment shall be only until the next official election.
- C. The President shall fill, by appointment, vacancies in any other office. The appointments are subject to the approval of the Executive Committee. The term of office under these circumstances shall be until the next official election.
- D. Any appointee to an unexpired term of office shall be eligible to be nominated to hold one full successive term of office.

### **Article X**

#### **Parliamentary Authority**

In the transaction of all business matters before the BFSA, Executive Committee, and the Standing Committees, the parliamentary authority shall be the most current, revised edition of *Roberts' Rules of Order*.

## **Article XI**

### **Conflict of Interest**

No part of the net earnings of the BFSA shall inure to the benefit of, or be distributable to its members, officers, or other private persons. The BFSA shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of an officer's responsibility. No substantial part of the activities of the BFSA shall be in the carrying on of propaganda or otherwise influencing legislation. The BFSA shall not participate in or intervene in any political campaign on behalf of any candidate for public office.

Last Revised: September 7, 2018