CONSTITUTION AND BY-LAWS
BLACK FACULTY AND STAFF ASSOCIATION

ARTICLE I. NAME

The name of the organization shall be Black Faculty and Staff Association (BFSA).

ARTICLE II. PURPOSE

The purpose of this organization shall be to promote a sense of community, professional welfare and development among Black faculty, staff, and students. This purpose shall be reflected in programmatic efforts to:

1. Address quality of life issues specific to Black faculty, staff, and students;
2. Promote the development of leadership skills;
3. Facilitate professional welfare and development;
4. Stimulate a sense of social responsibility and improve communication;
5. Promote scholarship and cooperative research among Black faculty, staff, and students.

ARTICLE III. MEMBERSHIP

Membership in this association shall consist primarily of Black faculty, administrators, and staff of Appalachian State University.

ARTICLE IV. VOTING PRIVILEGES

Active members shall have voice and vote at all meetings of the Association and shall be able to run for office and chair committees.

ARTICLE V. OFFICERS

A. The administrative responsibility of this Association shall be vested in an Executive Board as defined by the By-laws.
B. The elected officers of this Association shall consist of a President, Vice-President, Secretary, and Treasurer, who must be active members.
C. Vacancies shall be filled as specified in the By-laws.

ARTICLE VI. EXECUTIVE BOARD AND OFFICERS

A. Executive Board - The administrative responsibility of the Association shall be vested in an Executive Board comprised of the elected officers. The Executive Board shall be empowered to act on behalf of the Association.
B. Officers - The officers of the Association shall be the President, Vice-President, Secretary, and Treasurer.
C. Election and Terms of Office - The officers of the Association shall be elected at the annual business meeting in the spring semester of the last year of the term of current officers. The President, Vice-President, Secretary, and Treasurer shall serve two years.
D. Vacancies - In the event of a vacancy in the President's office, the Vice-President
shall succeed to that office. With the majority approval of the Executive Board, other vacancies shall be filled by the President.

ARTICLE VII. DUTIES OF THE OFFICERS

A. The President is the chief executive officer of the Association. The President shall:
   1. Preside at all meetings of the Association;
   2. Serve as Chairman of the Executive Board;
   3. Serve as chief spokesperson for the Association;
   4. Appoint all chairpersons and approve members of the committees, unless otherwise provided for in the By-laws by the Executive Board;
   5. Serve, ex-officio, on all committees;
   6. Authorize expenditures and have the authority, in addition to the Treasurer, to pay bills of the Association; and
   7. Submit an Annual Report to the Association; and
   8. Co-sign checks as authorized by the Executive Board.

B. The Vice-President shall:
   1. Perform all duties as designated by the President;
   2. Serve as Chairman of the Standing Committees;
   3. Serve on other committees as appointed;
   4. Perform all duties of the President in the absence of that officer; and
   5. Succeed to the office of President in the event of a vacancy in that office.

C. The Secretary is the scribe of the Association and the custodian of its records. The Secretary shall:
   1. Take or arrange to have taken, and keep in permanent form the minutes of the Executive Board and of the Association;
   2. Receive and file copies of the official annual membership list, the official list of the Executive Board members, and the proceedings of each meeting of the Association, and all committee reports;
   3. Keep and update the permanent file of all official documents of the Association;
   4. Keep a permanent file of all publications of the Association and the Executive Board; and
   5. Upon the completion of a term of office, submit to the new Secretary thirty (30) days after the first annual business meeting the Association's records.

D. The Treasurer is the Finance Officer of the Association. The Treasurer shall:
   1. Receive all Association monies and keep the books of the Association;
   2. Co-sign checks of the Association;
   3. Prepare, publish, and circulate annually to the Executive Board and the membership a financial statement of the Association;
   4. Upon the completion of a term of office, submit to the new Secretary thirty (30) days after the first annual business meeting the Association's records;
   5. Submit an annual report at the Annual Business meeting within sixty (60) days of the close of the academic year; and

ARTICLE VIII. COMMITTEES
A. The standing committees of the Association shall be the:
   1. Program Committee
   2. Social Committee
   3. Publications Committee

B. Chairmen and members of the standing committees shall be appointed annually by the
   President with the approval of the Executive Board, unless otherwise provided for.
C. Duties of the standing committees shall be as directed and defined by the President
   with the approval of the Executive Board.
D. Ad Hoc: The President shall have the power to appoint such other committees as
   he/she deems necessary.

ARTICLE IX. MEETINGS

A. A meeting of the entire membership shall be held at least four times a year and as
   called by the Executive Board. The annual business meeting shall be held in
   September of each academic year.
B. Notices of all meetings shall be emailed to all members prior to the
   date of the meeting.

ARTICLE X. PARLIAMENTARY AUTHORITY

   The rules contained in the most recent edition of Robert's Rules of Order shall govern the
   Association in all cases to which they are applicable and in which they are not
   inconsistent with the Constitution, these By-laws, and any special rules the Association
   may adopt.

ARTICLE XI. AMENDMENTS

   This Constitution may be amended by a two-thirds (2/3) majority of those voting at a
   meeting so designated provided that each amendment shall have been proposed in writing
   to the Secretary. Such proposed amendments shall be distributed to the membership by
   the Secretary prior to voting.

Approved by the Black Faculty & Staff Association of Appalachian State University on
December 12, 2007.
Adopted with permission from the University of South Carolina Black Faculty & Staff
Association Constitution and By-laws.