

CONSTITUTION AND BY-LAWS  
APPALACHIAN STATE UNIVERSITY  
BLACK FACULTY AND STAFF ASSOCIATION

MISSION STATEMENT

The Black Faculty and Staff Association is dedicated to increasing the number and influence of Black faculty and staff at Appalachian State University.

ARTICLE I. NAME

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

ARTICLE II. PURPOSE AND OBJECTIVES

**Section 1.** BFSA shall promote and facilitate a sense of community among its members and actively pursue the goal of inclusiveness in all aspects of life of the University.

**Section 2.** BFSA shall seek to enhance quality of life issues specific to Black faculty, staff and students including leadership development, a sense of social responsibility and communication throughout camps. BFSA shall, additionally, promote scholarship and cooperative research among Black faculty, staff and students.

ARTICLE III. MEMBERSHIP

**Section 1.** Membership shall be open to all Black faculty and staff at Appalachian State University.

**Section 2.** Associate membership shall be open to anyone interested in supporting the mission of BFSA. Associate members are non-voting members.

**Section 3.** The BFSA membership roster will be comprised of members identified by the expressed desire to be known as active members.

ARTICLE IV. VOTING PRIVILEGES

**Section 1.** BFSA members in good standing may vote at meetings of the association and shall be eligible to run for office and chair committees.

ARTICLE V. ELECTED OFFICERS

**Section 1.** Only active members shall hold elected offices.

**Section 2.** Elected officers shall consist of President, Vice-President, Secretary, and Treasurer.

**Section 3.** Any resignations during the second year of a two-year term shall be handled as follows: The Vice-President shall succeed to the office of the President. The President shall fill other vacancies with majority approval of the Executive Board.

**Section 4.** Vacancies shall be filled by special election when the resignation occurs in the first year of a two-year term.

#### **ARTICLE VI. EXECUTIVE BOARD AND OFFICERS**

**Section 1.** An Executive Board shall be vested with the administrative responsibilities of the Association and be comprised of the elected officers. The Executive Board is empowered to act on behalf of the Association.

**Section 2.** An elected term is defined as two (2) years. Any elected officers may be reelected to their positions or another with no term limits.

**Section 3.** Nominations and self-nominations for elected terms are open to active members.

**Section 4.** Officers of the Association shall be elected at the annual business meeting in the spring semester of the last year of the term of the current officers.

**Section 5.** Voting will be conducted online by electronic ballot.

#### **ARTICLE VII. DUTIES OF ELECTED OFFICERS**

##### **The President shall:**

- Preside at all meetings of the Association
- Serve as Chair of the Executive Board
- Serve as chief spokesperson for the Association
- Appoint all committee chairs
- Approve committee members
- Serve, *ex officio* on all committees
- Authorize expenditures and payments
- Submit an Annual Report to the Association
- Co-sign checks as authorized by the Executive Board

##### **The Vice-President shall:**

- Perform all duties as designated by the President
- Serve as Chair of the Standing Committees
- Serve on *ad hoc* committees as appointed by the President
- Perform the duties of the President in his or her absence
- Succeed to the office of President in the event of a resignation
- Collect nominations for elected offices
- Conduct and oversee elections for elected offices

**The Secretary shall:**

Take or arrange to have taken, and keep a record of the minutes for Executive Board and Association meetings  
Receive and file copies of the official active membership, the official list of Executive Board members, and the proceedings of each Association meeting and committee reports  
Keep and update a record of all official documents of the Association  
Keep a permanent record of all publications of the Association and the Executive Board  
Upon the completion of a term in office, submit records to the new Secretary within thirty days of the first annual business meeting

**The Treasurer shall:**

Receive all Association monies and keep the financial records of the Association  
Co-sign checks of the Association  
Prepare, publish, and circulate annually to the Executive Board and the membership a financial statement of the Association  
Upon the completion of a term of office, submit financial records to the Treasurer thirty days after the first annual business meeting  
Submit an annual report at the Annual Business meeting within sixty days of the close of the academic year

**ARTICLE VIII. STANDING COMMITTEES**

**Section 1.** The Standing Committees of the Association shall be comprised of a Program Committee, a Social Committee, and a Publicity Committee.

**Section 2.** The President shall appoint annually chairs and members of the Standing Committees with approval of the Executive Board.

**Section 3.** The President shall direct and define the duties of the Standing Committees with approval of the Executive Board.

**Section 4.** AD Hoc: The President shall appoint such other committees as deemed necessary.

**ARTICLE IX. MEETINGS**

**Section 1.** A meeting of the membership shall be held at least three times a semester called by the Executive Board.

**Section 2.** During the first meeting, the membership shall establish a standing meeting day and time for that semester.

**Section 3.** An annual business meeting shall be held before the start of each academic year.

**Section 4.** Notices of meetings shall be posted on the BFSA website no later than one week prior to the meeting date.

**Section 5.** A quorum shall be at least fifty percent (50%) of the active membership plus one (+1).

#### **ARTICLE X. PARLIAMENTARY PROCEDURE**

The most recent edition of *Robert's Rules of Order* shall govern BFSA in cases when it is applicable and when it is not inconsistent with this Constitution, these By-laws, or any special rules BFSA 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. The Secretary shall distribute proposed amendments by e-mail or paper referenda prior to the vote.

#### **ARTICLE XII IMPEACHMENT**

**Section 1.** Any officer who commits malfeasance in office or other acts impugning the integrity of the Association shall be removed from office.

**Section 2.** A petition may be presented by the active membership to the Executive Board for action.

**Section 3.** A two-thirds (2/3) majority of the active membership would be required for removal.

Approved by the Appalachian State University Black Faculty and Staff Association 2015.