BY-LAWS

THE BLACK FACULTY AND STAFF ASSOCIATION
TOWSON UNIVERSITY

ARTICLE I: NAME
Section 1:
The name of this organization shall be the Black Faculty and Staff Association of Towson University, referred to in these by-laws as the “Association”.

ARTICLE II: MISSION
Section 1:
The mission of the Black Faculty and Staff Association is to support the retention, recruitment, and development of the University’s black faculty and staff while also supporting the needs of the black students. The association fosters networking across diverse lines and actively engages with the Metro Baltimore Community.

ARTICLE III: PURPOSE
Section 1:
The purpose of the “Association” is to:

- Establish and maintain community by providing a vehicle for faculty, administrators and staff to network, collaborate in professional activities, and advocate for concerns communicated by members of the community;
- Provide a student support system by engaging with students and provide mentoring opportunities which may support retention efforts;
- Support the University’s mission especially at it relates to diversity and inclusion;
- Help promote outreach efforts that will support the black community on campus and the surrounding areas.
ARTICLE IV: OFFICERS AND REPRESENTATIVES

Section 1: Officers
The Officers of the Association shall be the President, Vice-President, Secretary, Treasurer and Representatives. Representatives may represent (1) Faculty, (1) Exempt Staff, (1) Non-Exempt Staff and (1) Contingent Staff. Each officer must sign a copy of the BFSA’s Bylaws.

Section 2: Duties of Officers

The President: The President shall be the chief administrator of the Association. The President will:

- Convene meetings of the Association and the Executive Committee.
- Preside at all meetings of the Association and the Executive Committee.
- Be responsible for the operation and the general business of the Association.
- Act as the official representative of the BFSA.
- Countersign the Association’s checks in conjunction with the Treasurer.

Vice President: The Vice President will:

- Assist the President in the performance of their duties, including brainstorming ideas and evaluating the progress of the Executive Board and organization as a whole.
- Assume the office of the president upon the president’s death, removal or inability to perform duties.
- Verify expenditures, receipts, and record of spending by the treasurer to ensure accurate records.
- Oversee direction of the committees and committee chairs.

Secretary: The Secretary will:

- Record all minutes of meetings of the Association and the Executive Committee and ensure they are saved and shared in a timely manner.
- Schedule meetings and room reservations.
- Ensure that ongoing correspondence form the Association is and duly posted.
- Keep logs and records of each meeting’s activity, attendance and agendas.
• Maintain a live mailing list.
• Perform other duties as assigned by the Executive Committee.

**Treasurer:** The Treasurer will:
• Be responsible for ensuring that all funds, securities, receipts and disbursements of the Association are handled in an appropriate and ethical manner and that the processes for handling all transactions follow Towson University’s financial services and/or non-profit 501 regulations.
• Deposit, in the name of the association, all monies or other valuable effects in the bank or trust company designated by the Executive Committee.
• Develop and maintain the annual budget with the executive committee.
• Provide budget report and financial updates at the regular meetings of the Association.
• Maintain organizational assets.
• Assume responsibility for fundraising activities and the preparation of grants.
• Countersign the Association’s checks in conjunction with the President.
• Perform other duties as assigned by the Executive Committee.

**Representatives:** The representatives will:
• Actively communicate with the group of which they represent, and communicate relevant concerns and ideas to the officers and association.
• Ensure well-rounded discussions and that programs will be inclusive of all.

**Section 3: Election of Officers**
Elections will be held every two (2) years and those elected will serve for a period of two (2) years. No one may serve for more than two (2) consecutive terms.

**Section 4: Removal**
The Association may remove any Officer that the Association believes is not supporting the mission of the Association. Prior to the meeting for removal of an officer, notice will be sent to the offending Officer and opportunity will be given for resignation or explanation. No
vote shall be taken without timely, written notification of the meeting to all members of the Association. Notification will be within 10 business days and shall include the purpose for which the meeting is called. The removal must be by a two-thirds (2/3) majority vote of the members present.

Section 5: Replacing Officers
If an Officer resigns or is removed before the completion of their term, the President will appoint a replacement to serve until the next membership meeting. At that next meeting, elections will be held, or announced, allowing active members to vote for a new officer.

ARTICLE V: COMMITTEES
Section 1: Executive Committee
The Executive Committee shall be composed of the Officers and Representatives of the Association. The Executive Committee shall act on behalf of the Association in cases of emergency when it is not feasible to call a meeting of the Association. The Executive Committee shall be a standing committee.

Section 2: Standing Committees
In addition to the Executive Committee, other standing committees of the association shall be:

Membership Committee
The Membership Committee is responsible for the recruitment and retention for members of the Association. The committee must develop and facilitate a program for reaching out to new employees, to invite them to the organization. The membership committee will create, modify and distribute membership forms, in addition to and establishing and communicating benefits for being a member of the association.

Events Planning Committee
The Event Planning Committee is responsible for developing programs and events that support the retention, recruitment and development of the members of the Association and other events to promote the purpose of the Association. They will communicate effectively with internal and external organizations/ resources, recruit volunteers for events held by
BFSA, set up tabling events including the involvement fair. They must plan fundraiser events to accommodate the predetermined fundraising goal (predetermined by the president, and event planner). The event planner may be asked to help set up social events in corroboration with other student groups on campus. Email guest speakers, confirm his/her appointment, and provide them with parking codes

*Communications Committee.*

The Communication Committee works with the Association, the executive committee, as well as other committees to coordinate communication relevant to the BFSA for both internal and external audiences. The communications committee takes initiative to inform all members of meetings, news and/or events of BFSA. They will take on the responsibility of taking care of the website (uploading information, picture, etc.), taking pictures at each event, maintaining the BFSA Social Media (The President and Vice President can also have access to LinkedIn and Twitter), and managing all ads.

The President and the representatives shall be ex-officio members of each of the Standing Committees. Each Standing Committee shall elect its Chairperson.

**Section 3: Ad Hoc Committees**

The Executive Committee may, establish ad hoc committees to conduct the work of the Association.

**ARTICLE VI: MEETINGS**

**Section 1: General Membership Business Meetings**

The General Membership shall have at least one (1) Business meeting during the fall semester and at least one (1) Business Meeting during the spring semester of each academic year. The meeting dates shall be set by the Executive Committee. All members of the Association will be notified.

**Section 2: Executive Committee Meetings:**
The Executive Committee shall meet monthly at times not in conflict with the Association’s General meeting. These meetings shall be for planning and evaluation purposes and shall be open to any member of the Association. The Executive Committee will prepare an Annual Report detailing the Association’s accomplishments and other matters that may be of interest to the members.

Section 3: Special Meetings:
A Special Meeting of the Association shall be called by the President of the Association when the business of the Association warrants the same or at the written request of 10% of the Association’s members. The meeting shall be held within 21 days of written request from the membership.

Section 4: Quorum:
At any general body meeting of the Association, a quorum shall consist of 10 members of the Association. In the absence of a quorum, no action will be approved.

Section 6: Passage of Motions
Passage of a motion will require a simple majority of votes cast by members in attendance and by proxy. Proxy votes will be cast through the secretary. Members desiring to cast a vote by proxy must inform the secretary in advance. Members will be notified of items to be voted on, in advance of meetings, if they request that they be notified.

Section 7: Agenda

The order of business for regular BFSA meetings shall be as follows:

I. Call to order
II. Welcome / Introductions
III. Approval of the minutes of the previous regular meeting and other intervening special meeting(s).
IV. Treasurer’s Report.
V. President’s Report
VI. Committee Reports
VII. Old / Unfinished Business
VIII. New Business
IX. Announcements
X. Adjournment

For regular meetings, the President shall consider all submissions for inclusion on the agenda. The President may not alter an agenda submission, but may delay its inclusion, may include it on the agenda of a special meeting, may submit the material directly to a committee chairperson, or may refuse to place it on the agenda if the material is inappropriate, incomplete, or unclear.

The order of business for a special meeting shall be as follows:
   I. Call to Order
   II. Statement by the President of the nature and origin of the call for the meeting
   III. Discussion
   IV. Adjournment

ARTICLE VII: NOMINATIONS, ELECTIONS, AND VOTING

Section 1: Nominations:

A Nominating Committee shall be appointed by the Executive Committee before Mar 1. The committee will consist of 3 (three) active members of the “Association”. Current Executive Committee members are not eligible to be members of the Nominating Committee.

The Nominating Committee will issue a call for nominations from the members of the Association in April and prepare a list of candidates for the offices of President (even years), Vice President (odd years), Secretary (even years) and Treasurer (odd years)

Section 2: Elections:

Elections will be held in May. New Officer terms will be from July 1 – June 30.
   • Elections for the office of President and Secretary will be held in even years.
• Elections for the office of Vice-President and Treasurer will be held in odd years.

Section 3: Voting:
Candidates for the office shall be active members of the Association (should this be an expectation of members at the time). All voting members may submit one vote per position, per election.

ARTICLE VIII: MEMBERSHIP
Section 1: Membership
The association shall be comprised of Full Members and Associate Members.

Section 2: Full Membership
Full membership in the Association includes current Towson University faculty, staff and administrators who are committed to the mission of the Association. The President of the University and his/her designated Vice President shall be ex-officio members of the Association. All active full members must attend at least one general body meeting per semester. Full Members may vote on Association business after they have been members for at least 30 days.

Section 3: Associate Membership
Associate membership shall be open to former Towson University faculty, staff, and administrators, Towson University alumni and others who are committed to furthering the mission of the Association.

Section 4: Removal
The Association may remove any full or associate member that the Association believes is not supporting the mission of the Association. The removal must be by a two-thirds (2/3) majority vote of the members present. Prior to the meeting for removal of a member, notice will be sent to the offending member and opportunity will be given for resignation or explanation. No vote shall be taken without timely, written notification of the meeting to all members of the Association. Notification shall include the purpose for which the meeting is called. Refer to Special Meeting.
ARTICLE IX: DUES

Section 1:
The Association will determine annually whether dues will be required and set the amount of the dues required by majority vote of the members present and voting at the Fall Business Meeting. The Treasurer shall send a request for payment of dues to all members of the Association no less than 15 days after the Association has set the rate.

ARTICLE IX: COMPENSATION

Section 1:
The Officers of the Association shall serve without compensation. They may, however, be reimbursed for expenses incurred in doing the business of the Association.

ARTICLE I SUNDRY PROVISIONS

Section 1: Fiscal Year

The fiscal year of the Association shall run from July 1 to June 30 of each year.

Section 2: Operations and Amendments

The Association shall have the power to make, adopt, amend, or repeal any bylaw of the Association with a two-thirds (2/3) vote of the full members of the Association. No vote can be taken without adequate, timely, notification to the membership of said meeting. Notice must include the purpose for which the meeting is being called and sent at least 10 business days prior to the vote.

ADOPTED BY THE BLACK FACULTY AND STAFF ASSOCIATION OF TOWSON UNIVERSITY ON THE DAY OF.

Revised 8.15.2017