

2021-2022

USF Black Faculty and Staff Association, Inc By-Laws

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USF Black Faculty and Staff Association, Inc

By-Laws

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1 ARTICLE I - NAME

The official name of this organization shall be The USF Black Faculty and Staff Association, Inc. (BFSA).

2 ARTICLE II - MISSION

The mission of the ~~USF-BFSABFSA~~ shall be to foster an environment of mutual support and respect for Black employees working at the University of South Florida. The ~~USF-BFSABFSA~~ shall engage in such activities that will benefit the constituent members in the areas of social support and professional networking as well as in the areas of advocacy and representative action within the University and surrounding communities. The ~~USF-BFSABFSA~~ recognizes the existence and supports the continued work of Black institutional organizations focused on matters of concern to Black faculty, staff and students at the University of South Florida.

The USF-BFSA shall operate to enhance the presence of Black faculty/staff and the organizations working on their behalf at USF. Through the broad representation of all Black employees of the University, the ~~USF-BFSABFSA~~ shall serve as a source of information for and about the advancement of Black faculty and staff within USF, its surrounding communities and coordinate efforts that will benefit its members.

BFSA Vision Statement:

The Black Faculty and Staff Association (BFSA) is comprised of committed, active members made up of USF Faculty, Staff, Students and the Tampa Bay Community. We are interconnected through community engagement which involves service through mentorship and professional development. This is accomplished by empowering and enhancing members lives as well as advocating for a diverse community.

We do all this pro-actively with integrity, respect and professionalism towards all.

- This is who we are
- This is what we do
- This is how we do it

BFSA Goals are to:

- Enhance its member's lives by providing professional development to its members and contribute to the success of under-represented, underserved students of color by awarding scholarships
 - Provide a network of mutual support for Black faculty and staff.
 - Provide a mediating structure for issues concerning Black faculty and staff at USF.
 - Serve as an advocate for Black interests which cut across existing-Black organizational structures.
 - Provide a social environment for informal interaction between Black faculty and staff.
 - Support initiatives to increase and retain the number of Black faculty and staff on all USF campuses.
 - Sensitize the University community to the academic and professional needs of Black faculty and staff arising from historical factors and institutional practices.
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3 Article III – Non-Profit Nature

3.1 Non-profit Nature

USF Black Faculty and Staff Association, Inc

Is organized exclusively for charitable purposes including, for such purposes the making of distribution to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding sections of any future federal tax code no part of the net earnings of USF Black Faculty and Staff shall inure to the benefit of or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.

3.2 Personal Liability

No officer or director of this corporation shall be personally liable for the debts or obligations of USF Black Faculty and Staff Association of any nature whatsoever, nor shall any of the property or assets of the officers or directors be subjected to the payment of the debts or obligation of this corporation.

3.3 Dissolution

Upon the termination or dissolution of the USF Black Faculty and Staff Association, any assets lawfully available for distribution shall be distributed to one (1) or more qualifying organizations described in Section 501(c) (3) of the Internal Revenue Code of 1986 (or described in any corresponding provision of any successor statute) which organization or organizations have a charitable purpose which at least generally includes a purpose similar to the terminating or dissolving corporation.

The organization to receive the assets of the USF Black Faculty and Staff Association hereunder shall be selected by the discretion of a majority of the managing body of the USF Black Faculty and Staff Association.

4 ARTICLE IV - MEMBERSHIP

4.1 Qualifications for Membership

Membership is open to ~~Black~~ employees of the USF [who support the mission, vision, and goals of BFSA](#). Membership carries with it the privilege of voting during business meetings, holding offices, access to the BFSA Portal and recurring meeting notifications. Membership continues until the employees is no longer employed within the USF, or has been removed by ~~the~~ BFSA.

Full Membership – active USF employees who are donors within the current fiscal year.

Ex-officio Membership - former employees or affiliates of the USF. Ex-officio members will be limited to four individuals who will have no voting rights.

4.2 Membership

Contributions received in current fiscal year beginning August 1st through July 31st, constitutes membership Contributions are payable to the BFSA.

Contributions shall be \$30 for Faculty and Administrative & Professional, (A&P) employees and \$20 for Staff and are non refundable.

Ex-officio Members are welcome to make contributions to the BFSA.

4.3 Contributions

BFSA will accept contributions in the form of cash and of real property such as art, art collectibles and other such items that can be used at silent auctions that are considered mint condition. Receipts ~~to donor~~ that represents Fair Market Value will be issued to donors.

4.4 Membership Meetings

Regular meetings of the BFSA shall be held at 12:00~~pm noon~~ on the third Thursday of every month.

The presence at any membership meeting of 10% of the full membership + 2 ~~Executive Committee~~Executive Board members shall constitute a quorum and shall be necessary to conduct the business of the BFSA. In the absence of a quorum, the meeting will be purely informational and no decisions shall be made.

4.5 Executive Meetings

The BFSA Executive Board meetings shall be held at 12:00~~pm noon~~ on the first ~~Monday~~Thursday of every month.

The presence of two ~~2 Executive Committee~~Executive Board members shall be necessary to conduct the business of the BFSA.

4.6 Special Meetings

Special meetings of the BFSA may be called by the BFSA President or at least two members of the ~~Executive Committee~~Executive Board. The ~~Recording Secretary~~Secretary shall email a notice of such meetings to all members. Such notices shall state the date, time, place, and purpose of the meeting.

4.7 Order of Business

The order of business at all meetings shall be as follows:

- Call to Order
 - Reading and acceptance of minutes of previous meeting
 - Financial Report
 - Reports of Committees
 - Old/New Business/Announcements
 - Adjournment
-

5 ARTICLE V - OFFICERS

5.1 Nomination of Officers

The nomination of officers shall be held annually. All officers nominated shall have active membership. The Nominating Committee shall present a slate of officers to the BFSA in February. Nominations of officers may also be made from the floor. The Chairperson of the Nominating Committee shall conduct the election.

5.2 Election of Officers

The members of the BFSA shall elect a President, 3 Vice-Presidents who shall consist of a Vice-President (Faculty Liaison), a Vice President (Student Liaison), a Vice-President (Administration & Staff Liaison), a Treasurer, an Assistant Treasurer, a Recording Secretary, and a Corresponding Secretary. They shall have duties, powers, and functions as provided herein. All elections shall occur during the month of March of each academic year, and shall be by closed ballot.

5.3 Term of Office

The term of office shall be from August 1st to July 31st with the overlap of executive board positions related to the year of the election is held in:

In odd years, the following positions will open for election:

- President 2 years
- Vice-President (Student Liaison) 2 years
- Treasurer 2 years
- Recording Secretary 2 years
- Immediate Past President 2 years

In even years, the following positions will open for election:

- Vice-President (Faculty Liaison) 2 years
- Vice-President (Administration & Staff Liaison) 2 years
- Assistant Treasurer 2 years
- Correspondence Secretary 2 years

Each officer may be elected no more than two (2) consecutive terms for the same position.

5.4 Responsibilities of Officers

President - The President shall be the Chief Executive Officer of the BFSA and shall preside at all meetings of the membership and of the Executive Board. The president shall prepare a monthly agenda and assume other responsibilities appropriate to the office. The president shall handle the general management of the affairs of the BFSA and shall see that all orders and resolutions of the organization are carried into effect. The president shall be the chief spokesperson of the organization including community liaison. - During executive board meetings, the president shall be responsible for delivering the community liaison committee report.

Vice-President (Faculty Liaison) - In the absence of the President, the Vice- President (Faculty Liaison) shall assume those duties and responsibilities prescribed to the President. The Vice-President (Faculty Liaison) shall champion and/or create a minimum of one faculty initiative that support and enhance the lives of faculty within the University across all campuses and report back to the Executive Board and members on the status and progress of their initiative. [During executive board meetings, the vice-president shall be responsible for delivering the membership development committee report.](#)

Vice-President (Student Liaison) - In the absence of the President and the Vice- President (Student Liaison), the Vice-President (Student Liaison) shall assume those duties and responsibilities prescribed to the President. The Vice- President (Student Liaison) shall champion and/or create a minimum of one student initiative that support and enhance the lives of students within the University across all campuses and report back to the Executive Board and members on the status and progress of their initiative. [During executive board meetings, the vice-president shall be responsible for delivering the mentorship committee report.](#)

Vice-President (Administration & Staff Liaison) - In the absence of the President, the Vice-President (Staff Liaison) and the Vice-President (Staff Liaison), the Vice-President (Administration and Staff Liaison) shall assume those duties and responsibilities prescribed to the President. The Vice- President (Faculty Liaison) shall champion and/or create a minimum of one initiative that support and enhance the lives of administration and staff within the University across all campuses and report back to the Executive Board and members on the status and progress of their initiative. [During executive board meetings, the vice-president shall be responsible for delivering the nominating committee report.](#)

Treasurer - The Treasurer shall have the care and custody of all the funds of the BFSAs, and shall deposit said funds in the name of the BFSAs in such bank or trust company as the BFSAs may elect. The Treasurer shall, when duly authorized by the Executive Board, sign and execute all contracts in the name of the BFSAs. The Treasurer shall also sign all checks, drafts, notes, and orders for the payment of money, which shall be duly authorized by the Executive Board and shall be countersigned by the President. The Treasurer shall provide a financial report to the BFSAs at the monthly meetings. At the end of each academic year, the Treasurer shall submit the treasury books and records to the Executive Board for auditing. [During executive board meetings, the treasurer shall be responsible for delivering the scholarship committee report.](#)

Assistant Treasurer - The Assistant Treasurer shall work in collaboration with the Treasurer in all duties and responsibilities assigned. In the absence of the Treasurer, the Assistant Treasurer shall assume those duties and responsibilities prescribed to the Treasurer.

Recording Secretary - The Recording Secretary shall keep the minutes of the [Executive Committee](#) and the minutes of the membership meetings. The Recording Secretary shall attend to the giving and serving of all notices of the BFSAs, and shall have charge of such books and papers as the [Executive Committee](#) may direct. [During executive board meetings, the recording secretary shall be responsible for delivering the social committee report.](#)

Correspondence Secretary – The Correspondence Secretary shall attend to such correspondence as may be assigned, and perform all the duties incidental to the office. The Correspondence

Secretary shall keep an updated membership list containing the names of all persons who are active members of the BFSA, showing their office address, email address, mail point, and office telephone number. [During executive board meetings, the corresponding secretary shall be responsible for delivering the marketing and technology committee report.](#)

[Saint Petersburg Campus Liaison – The Saint Petersburg Campus Liaison shall provide insight and updates on matters that impact the faculty, staff, students, and community that align with the BFSA mission.](#)

[Sarasota-Manatee Campus Liaison - The Sarasota-Manatee Campus Liaison shall provide insight and updates on matters that impact the faculty, staff, students, and community that align with the BFSA mission.](#)

[Student Liaison - Student Liaisons shall encourage inter-connectivity between BFSA and minority student organizations with the goal of enhancing unity and future campus collaboration.](#)

[Immediate Past President](#) – The Immediate Past President shall serve in an advisory role to the Executive Board and presiding President.

5.5 Executive Board

The Executive Board shall consist of the President, the Vice-President (Faculty Liaison), the Vice-President (Student Liaison), the Vice-President (Administration & Staff Liaison), the Recording Secretary, the Correspondence Secretary, the Treasurer, the Assistant Treasurer, [Saint Petersburg Campus Liaison, Sarasota-Manatee Campus Liaison, Student Liaison,](#) and the Immediate Past President.

This [Executive Board](#) shall provide leadership and direction to the BFSA in all matters and serve in an advisory capacity. The [Executive Board](#) shall also act on behalf of the BFSA in the interim between regular meetings and on matters of an "emergency" nature. An "emergency" matter is one which cannot be presented to the membership-at-large for its consideration, either at a regularly scheduled meeting or at a special meeting because it requires immediate attention for the BFSA disposition. The Executive Board shall present the Treasury Audit Report at the first meeting of the new academic year.

5.6 Advisory Board

[The Advisory Board is board](#) shall serve the BFSA in an advisory capacity. It shall consist of community representatives and the BFSA Executive Board. The Advisory Board shall meet a minimum of once per quarter but can meet more frequently as deemed necessary.

5.7 Removal or Termination

Any officer of the BFSA may be removed from office for probable cause ([e.g.t.e.](#), failure to perform designated duties, misuse of funds, and conviction of a felony) by a simple majority vote of the membership. In case of death, resignation from the University, retirement, or

removal of an officer from office, the Executive Board by a majority vote shall appoint a successor to fill the remainder of the term.

6 ARTICLE VI - COMMITTEES

The committee structure enables the membership to conduct business in environments that are conducive for dialogue, debate, and conversation. General Membership meetings shall be held to transact business that requires formal resolution. The BFSA shall have the following Standing Committees:

6.1 Nominating Committee

The Nominating Committee shall be elected by members of the BFSA no later than the October meeting. This committee shall consist of ~~three~~ members and shall select its own chairperson. In the event that the BFSA is unable to or has not elected a Nominating Committee by the October meeting, the President of BFSA shall appoint the members of the Nominating Committee. The Nominating Committee shall be responsible for soliciting active/current members who are willing and able to carry out the responsibilities of the offices described in these By Laws. The Nominating Committee shall be responsible for validating the current membership of potential candidates.

6.2 Social Committee

The Social Committee shall be selected from BFSA volunteers. There shall be a chair selected by the committee members. The chair shall work in conjunction with subcommittee leads on various events throughout the year. This committee shall be responsible for planning yearly social events. At a minimum shall be responsible for the New Faculty/Staff Breakfast Reception, the Scholarship Banquet, the Mentorship Reception and the End of the Year Bash. The Social Committee can organize any other approved event of their choosing.

6.3 Community Liaison Committee

The Community Liaison Committee shall be selected from BFSA volunteers. This committee shall link the BFSA with the University's internal and external Black communities and shall serve as a liaison to the University's Committee on Black Affairs (COBA) and the Black Student Union (BSU).

6.4 Scholarship Committee

The Scholarship Committee shall be selected from BFSA volunteers. This committee shall solicit and secure funds for scholarships, contingency monies for Black students and the ~~forthcoming~~ BFSA Endowment fund. This committee shall work in conjunction with the Social Committee on the planning and execution of the annual BFSA Scholarship Banquet.

6.5 Membership Development Committee

The Membership Development Committee shall be selected from BFSA volunteers. This committee shall be responsible for marketing the BFSA to Black employees of the University,

inviting them to become active members. The Committee shall also be responsible for inviting former employees and affiliates of USF to become non-voting members of the BFSA.

6.6 Mentorship Committee

The Mentorship Committee shall be selected from BFSA volunteers. This committee shall be responsible for engaging with Black students and strive to create positive mentorship connections between Black students and Black faculty, ~~and staff members, and also~~ community members ~~(hopefully at a ratio of one (1) student to one (1) faculty/staff/community member).~~ Mentors ~~will~~ shall be composed of active and annual membership paid ~~USF-BFSABFSA~~ members. This committee ~~will~~ shall work on recruiting both Black students and ~~USF-BFSABFSA~~ members to be part of the program, along with pairing the students with the best possible match related to a ~~USF-BFSABFSA~~ member. ~~This committee will work to create various events throughout the year to create additional opportunities for the mentees and mentors to interact, along with partnering with other mentorship programs and areas/departments for development opportunities throughout the University across all campuses. This committee shall partner with other mentorship programs and organizations throughout the University, across all campuses. This committee shall also work to create various events throughout the year to facilitate interactions between mentees and mentors.~~

6.7 Marketing and Technology Committee

The Marketing and Technology Committee shall be selected from BFSA volunteers. This committee shall be responsible for marketing the BFSA to Black employees of the University, inviting them to become active members. The Committee shall also be responsible for updating the ~~USF-BFSA~~ website, posting and interacting with individuals via ~~all~~ social media platforms related to the ~~USF-BFSA~~. This committee shall be responsible for digital and non-digital marketing platforms for BFSA-related efforts. BFSA-related efforts shall include internal and external marketing, i.e., marketing for BFSA to University/non-University platforms and partnering organizations to BFSA members.

7 ARTICLE VII – PARLIAMENTARY AUTHORITY

All matters not covered by the by-laws shall be governed by the current edition of Robert's¹ Rules of Order, Newly Revised.

8 ARTICLE VIII - AMENDMENTS

The By-Laws may be amended or repealed by two-thirds of the membership present and voting at any regular or special meeting. The proposed amendment must have been submitted in writing to the Executive Board prior to a general meeting. Proposed amendment must also be discussed with

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members before any action can be taken on the proposed amendment(s). The original By-Laws were approved and adopted July 2017.

