

Constitution

ARTICLE I

The name of this organization shall be Black Faculty and Staff Council, Indiana University Purdue University Indianapolis (IUPUI).

ARTICLE II

The mission of the IUPUI Black Faculty and Staff Council is to enhance educational, professional and cultural opportunities for members of the Indiana University Purdue University Indianapolis African American community.

ARTICLE III

Said organization is organized exclusively for these purposes:

- Provide leadership in addressing issues that are of vital concern to the African American campus community.
- Encourage collaboration and strive to develop community interaction within the larger Indianapolis community.
- Promote the professional and educational attainment, and research opportunities for American development of the Faculty, staff and students.
- Support African American students in their academic endeavors.

ARTICLE IV

This constitution may be amended at any regular meeting of IUPUI Black Faculty and Staff Council by a two-third vote, provided that either (a) the amendment has been submitted in writing at the previous regular meeting, or (b) the scope of the amendment is limited to changes required to conform to university policies.

BYLAWS OF THE IUPUI BLACK FACULTY AND STAFF COUNCIL

ARTICLE I

MEMBERSHIP

Section 1.

The qualifications for membership are as follows:

- Membership shall consist of three classes (a) active, (b) associate, and (c) honorary; and
- The member shall have paid the annual dues.

Section 2.

Active membership shall be open to faculty and staff members at the IUPUI campus. Active members shall have all membership privileges, which includes the right to end or hold an office.

Associate membership shall be available to interested persons. Associate members shall have all membership privileges except the right to hold an elected office:

Honorary membership will be awarded to individuals at the discretion of the membership of the Council or the Executive Board. Honorary members will not be eligible to hold office or chair committees.

Section 3.

The membership year will coincide with academic year 9/1-9/31. The yearly dues for members and associate members shall be determined by the members of the Council at the May meeting and shall be payable in September. To continue as an active or an associate member, annual dues must be paid by October 1st.

ARTICLE II

OFFICERS

Section 1.

The officers of the Council shall be the Chair and Co-Chairs, Vice Chair and Co-Chairs, Recording Secretary, Corresponding Secretary, Treasurer, and Assistant Treasurer. These officers shall perform the duties prescribed by the "Constitution of the IUPUI Black Faculty and Staff Council", these bylaws, and by the parliamentary authority adopted by the Council.

Section 2.

The Chair and Co-Chairs shall be the chief executive officer(s) of the Council and shall preside at all meetings of the Executive Board and Council. The Chair or Co-Chairs shall be the official representative of the Council, and shall perform such other duties as these bylaws or the Executive Board may prescribe.

Section 3.

The Vice-Chair shall perform all duties incumbent upon the Chair during the absence or disability of the President and shall perform such other duties as these bylaws or the Executive Board may prescribe.

Section 4.

The Recording Secretary shall attend all meetings of the Council and the Executive Board, for the purpose of keeping a true and complete record of the proceedings of such meetings. The Recording Secretary of the Council shall perform such other duties as the bylaws or the Executive Board may prescribe.

Section 5.

The Corresponding Secretary shall attend all meetings of the Council and the Executive Board, and when required, shall prepare correspondence to external organizations and shall read at all meetings of the Council and the Executive Board correspondence received from external organizations. The Correspondence Secretary shall perform such other duties as the bylaws or the Executive Board may prescribe.

Section 6.

The Treasurer shall receive and deposit all income into approved banking accounts, as directed by the Executive Board. The Treasurer shall maintain an accurate record of all Council funds and shall report on the status of the account(s) at Council meetings. The Treasurer shall disburse funds as directed by the

Executive Board. All checks must be signed by the Treasurer and co-signed by either the Chair or Co-Chair or Vice-Chair or Co-Chair.

Section 7.

The Assistant Treasurer shall perform all duties incumbent upon the Treasurer during the absence or disability of the Treasurer and shall perform such other duties as these bylaws or the Executive Board may prescribe.

Section 8.

Nominations for each office shall be made from the floor (open nominations) during the April meeting of the Council. Nominees shall provide acceptance of their nomination to the Secretary no later than two weeks after the April meeting. Election of officers shall be by ballot at the may meeting, and when otherwise required by these bylaws. If there is no candidate for an office at the time of an election, nominations shall be requested from the floor prior to taking the ballot for the office. Separate ballots shall be taken, starting with the office of President and proceeding in order through each subsequent office to be elected. The ballot may be dispensed with if there is only one candidate, or if no candidate is nominated. The new officers shall take possession of their offices at the end of the meeting, in which, they are elected. This process may be modified at the discretion of the executive committee.

Section 9.

Officers shall hold office for a term of one year commencing with the election of officers in May, and until their successors take possession of the office. Officers shall not be elected to another term in the same office if it would result in serving for more than two consecutive terms in that office. In no case shall an officer hold one office for more than two consecutive terms. This process may be modified by a two-thirds vote of the membership

Section 10.

When there is a vacancy in the office of Vice-President, Secretary, or Treasurer, the Executive Board may elect a member to fill the vacancy for the unexpired term. If the Executive Board does not fill a vacant office, the membership shall hold an election to fill any vacancy for the unexpired term at the next regular meeting.

ARTICLE III

MEETINGS

Section 1.

Regular meetings shall be held once a month.

Section 2.

Special meetings may be called by the Chair or Co-Chairs or by the Executive Board and shall be called upon the written request of eight (8) members of the Council. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least seven days' notice shall be given.

Section 3.

Fifty percent of the members who are in good standing shall constitute a quorum for transaction of business at regular and special meetings of the Council.

ARTICLE IV**EXECUTIVE BOARD****Section 1.**

The officers and chairman of the standing committees shall constitute the Executive Board.

Section 2.

The Executive Board shall have general supervision of the affairs of the Council between its business meetings, fix the hour and place of meeting, make recommendations to the Council, and shall perform such other duties as are specified in these bylaws. The Executive Board shall be subject to the orders of the Council, and none of its acts shall conflict with the action taken by the Council.

Section 3.

Executive Board meetings shall be held every month unless canceled by the Executive Committee. Special meetings of the Executive Board may be called by the Chair or Co-Chairs or shall be called upon the written request of three (3) members.

Section 4.

Three (3) officers shall constitute a quorum.

ARTICLE V**EXECUTIVE COMMITTEE****Section 1.**

The officers shall constitute the Executive Committee.

Section 2.

The Executive Committee shall fix the hour and place of meetings, make recommendations to the Executive Board, and shall perform such other duties as are specified in these bylaws. In an emergency, the Executive Committee shall have general supervision of the affairs of the Executive Board and the Council between their business meetings. The Executive Committee shall be subject to the orders of the Executive Board, and none of its acts shall conflict with the action taken by the Council.

Section 3.

Executive Committee meetings shall be held monthly unless cancelled, and when called by any two of the President, Secretary and Treasurer.

Section 4.

Three (3) officers shall constitute a quorum.

ARTICLE VI

COMMITTEES

The standing committees shall include:

- The Student Programming Committee-The Student Programming Committee will plan and coordinate the cultural, social and educational activities provided by the BFSC for African-American students.
- The Constitution/By-Laws Committee-The Constitution/By-Laws Committee will review, update and submit changes to the BFSC regarding the current Constitution of the organization. This committee will also coordinate the formal campus recognition of BFSC.
- The Professional Development Committee-The Professional Development Committee will recommend and implement educational, professional, recruitment and retention activities for the Council to participate in or undertake for African-American staff and faculty.
- The Activities Committee-The activities Committee will plan and coordinate social, cultural, and networking opportunities for the BFSC to participate in for African-American staff.

Other standing or special committees may be appointed, as necessary.