

**CONSTITUTION AND BYLAWS
BLACK FACULTY AND STAFF ORGANIZATION
CLEVELAND STATE UNIVERSITY**

Article I. NAME

The name of this organization shall be the Black Faculty and Staff Organization of Cleveland State University, hereinafter referred to as the BFSO of CSU.

Article II. PREAMBLE

The purpose of the Constitution and Bylaws is to provide the organizational structure for stability and accountability in the operation of the BFSO of CSU. The black faculty and staff are integral, though under represented, members of the CSU community. Due to our small numbers and the significance of the issues that face the University related to racial and ethnic diversity, we have established an organization with provisions for representatives to advance the rights and responsibilities of this body. We are firm in our commitment to ensure that the University is aware of and responsive to the needs of the black faculty, staff and students and to ensure that the black community is equitably represented at CSU. It is in the spirit of maintaining harmony and diversity, and furthering the University's mission, that the BFSO was established.

Article III. PURPOSE AND OBJECTIVES

Section A. Purpose

The BFSO of CSU shall exist for the following purposes:

1. To represent the interests of black faculty and staff;
2. To promote the individual and collective well-being of black faculty and staff;
3. To ensure and facilitate the development and advancement of black faculty and staff.
4. To maintain an effective and positive relationship between the University and its black constituency.

Section B. Objectives

The objectives of the BFSO of CSU shall be:

1. To ensure the representation of black faculty, staff and students within the University at all levels;
2. To advance the retention and upward mobility efforts of black faculty and staff at all levels of the University;
3. To improve the condition of the black community by supporting the enrollment of a significant number of black students and the employment of greater numbers of black persons in the faculty and staff ranks;
4. To urge the University to provide equal educational and career opportunities for professional growth and upward mobility for members of the CSU black community, especially, clerical and service employees;

5. To provide the University community with a black perspective for institutional and programmatic development to enhance inclusiveness.
6. To serve as a resource bureau of concerned black people for CSU, the black community, and the general populace of Northeast Ohio;
7. To provide both leadership and other supportive services on the administrative and academic levels to facilitate delivery of efficient and effective service to all elements of the University.

Article IV. MEMBERSHIP OF THE ORGANIZATION

Section A. Membership

The membership of the BFSO of CSU is open to all full-time and part-time employees (faculty and contract and classified staff) who are financially in good standing and who support the purpose and objectives of the organization. All such persons are eligible for membership irrespective of the position held at the University.

Section B. Type of Membership

There shall be one type of membership; active members in financial good standing shall be entitled to one vote in the organization's business, attend business meetings of the organization and hold office in the organization.

Article V. OFFICERS OF THE ORGANIZATION

Section A. Officers

The officers of the BFSO of CSU shall be President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer and Parliamentarian. The President and Vice President shall be either faculty or staff members, respectively. If the president is a member of staff the Vice President shall be a faculty member; and vice versa.

1. All officers of the organization shall be voted upon by the active membership present at the electoral meeting.
2. The officers of the organization shall be elected by a majority vote of all votes cast by members in good standing.
3. Term of office shall be for two years. Officers may serve a maximum of two consecutive terms in the same office. In the event of a vacancy, the President shall appoint with the approval of the executive committee, a replacement serve the remainder of the term.

Section B: Duties of Officers

1. **THE PRESIDENT:** The President shall preside at all meetings of the organization and shall be chairperson and preside at meetings of the Executive Committee. The President shall perform the duties as necessary to assure progress of the organization, especially:
 - a. To execute policy set by the organization and assume ultimate responsibility for executing decisions of the Executive Committee members or members present at a regular or call meeting;
 - b. To serve as spokesperson of the organization;
 - c. To appoint members of all standing and ad-hoc committees;

- d. To delegate responsibilities to each standing committee.

The President shall be an ex officio member of all committees.

2. **THE VICE PRESIDENT:** The Vice President shall perform duties of the President in his or her absence or incapacity of the President and serve as the official link to the Division of Institutional Diversity to keep BFSO apprised of its activities and ways that BFSO may interact with this office.
3. **THE RECORDING SECRETARY:** The Recording Secretary shall be responsible for maintaining accurate records and minutes of all general membership meetings and Executive Committee Meetings. The Recording Secretary, in conjunction with the President, shall prepare agendas for all general membership and Executive Committee meetings. Said person shall perform in the absence of the Corresponding Secretary.
4. **THE CORRESPONDING SECRETARY:** The Corresponding Secretary shall communicate meeting notices to all members before organization calls or schedules meetings. He or she shall coordinate telephone calls to members to give or obtain information for the President or the Executive Committee. He or she shall affix the seal and execute official legal documents of the organization. Said person shall perform in the absence of the Recording Secretary.
5. **THE TREASURER:** The Treasurer shall collect payment of dues, propose on an annual basis a budget for adoption by the body and make disbursements in accordance with the annual budget. The Treasurer shall also execute the duties essential to the disbursement of funds and to the maintenance of accurate and up to date fiscal records. The Treasurer shall report in writing the financial status of the organization to the President, general body, and Executive Board. The Treasurer shall also provide the general body with an annual report at the end of the fiscal year.
6. **THE PARLIAMENTARIAN:** The Parliamentarian shall serve as an active participant in all general meetings and those of the Executive Board. He or she shall define all rules governing the process by which business is to be conducted. Robert's rules of Order shall be the organization's guide in conducting its official business. The Parliamentarian shall have final say on all questions of conflict relating to Robert's Rules of Order. In the absence of the Parliamentarian, the said authority shall rest with the President.
7. In the absence of the President or Vice President of BFSO to preside at an Executive Committee or general meeting, officers in succession will preside.

Article VI. ELECTION

The Nominating Committee shall be appointed by the President in March and the elections take place biennially in May. The Nominating Committee shall conduct the annual election.

1. The Nominating Committee shall present a slate of nominees for the vote of the BFSO at the biennial election meeting. Nominations may also be made from the floor.
2. The biennial election meeting shall be held in May.
3. Article VI-2 of these bylaws can be suspended by a majority vote of the membership in attendance at a regular meeting.
4. Officers shall assume their duties June 1.

Article VII. STANDING COMMITTEES

The President shall appoint standing Committees unless otherwise indicated herein.

Section A. Executive Committee

The Executive Committee shall be composed of all current elected officers and the chairs of standing committees elected by the majority of the membership at the meeting scheduled for the election of the officer; and shall act as a planning committee and conduct the business of the organization between regular meetings.

1. The Executive Committee will work in the conceptual phase of the organization by developing goals, objectives and purpose for the ensuing year. It will also develop policy statements as necessary for consideration by the body.
2. All Committee action must be presented to the membership for approval before it can be issued in the name of the organization. A simple majority vote on the part of the membership present will constitute approval.
3. Two-thirds of the Executive Committee shall constitute a quorum for voting. The voting of the majority shall be necessary for passage of a motion.

Section B. Nominating Committee

The Nominating Committee shall consist of at least four persons appointed by the President in March biennially. The nominating committee shall present a roster of candidates for all offices at the last meeting of the academic year (May). The biennial annual election shall take place in May. The nominating committee shall ensure that the faculty and staff are represented in the offices of President and Vice President. The Nominating Committee shall conduct the biennial election.

Section C. Constitution and Bylaws Committee

The Constitution and Bylaws Committee shall respond to inquiries and proposed changes to the bylaws as prescribed in Article XIV of these by-laws. The committee shall review the bylaws annually and shall insure that new members receive them.

Section D. Faculty and Staff Development Committee

The Faculty and Staff Development Committee shall propose and initiate means through which the personal enrichment and professional recruitment, retention and advancement of black faculty, contract and classified staff can be achieved.

Section E. University Relations Committee

The University Relations Committee shall monitor the activities of the university relative to the status of black persons at every rank and propose actions needed to the BFSO.

Section F. Scholarship Fund Committee

The Scholarship Fund Committee shall work on behalf of the BFSO with the Black Alumni Association (BAO) and Office of Diversity and Multicultural Affairs (ODAMA) to plan and carry out fundraising activities to raise scholarship monies for and to award the Curtis Wilson Freshmen Scholarship Award, the Wanda M. Coleman Continuing Student Award, and the Frank Adams Cultural Award.

Section G. Membership Committee

The Membership Committee shall undertake activities to recruit and retain membership in the BFSO. This committee shall contact new employees to introduce membership in the BFSO. This committee shall also enlist member attendance and participation in BFSO functions.

Article VII. AD HOC COMMITTEES

Ad Hoc Committees shall be established as needed by majority vote of the BFSO. The President shall appoint the members.

Article IX. VACANCIES

Vacancies among the officers other than President shall be filled by appointment of the President subject to ratification by a majority vote of the membership. The President shall fill vacancies on committees.

Article X. FREQUENCY OF MEETINGS

Section A. Regular Meetings

The Executive Committee shall determine the frequency of meetings, but the BFSO shall hold no less than one general meeting per month. Beginning with the September meeting, a schedule of monthly meetings of the Executive Committee and the General Membership should be sent out quarterly to the members.

Section B. Call Meetings

The President or a two-thirds majority of the Executive Committee may call a special meeting. The agenda and notices of meetings should be disseminated to all members at least three days prior to the call meeting. An officer must be present to preside over all call meetings.

Section C. Emergency Meetings

A BFSO member with approval of at least three Executive Committee members can call an emergency meeting. The President or Vice President shall preside over the meeting. In their absence, officers in succession, as stated in Article V, shall preside.

Article XI. QUORUM

A quorum shall be established when one-fourth of dues paying members are present at any meeting listed in Article X, Sections A, B, C. A quorum is required to conduct official business.

Article XII. REMOVAL OF OFFICERS

A motion for removal of an officer of the BFSO of CSU shall require a majority vote of the persons in attendance at a regular or call meeting for further consideration. Members shall present a motion for a vote of persons in attendance at the next regular or call meeting. A vote of two-thirds or majority of the membership in attendance at that meeting shall be required for removal of an officer.

Article XIII. DUES

Membership in the BFSO of CSU shall require the payment of dues as determined by the Membership Committee and approved by the body. Financial good standing shall require payment of dues when assessed. The fiscal year of this organization will be October 1 – September 30 and dues are payable any time during the fiscal year.

Article XIV. AMENDMENT OF CONSTITUTION AND BYLAWS

Amendment to the Constitution and Bylaws may be proposed by any member at a regular meeting for consideration by the Constitution and Bylaws Committee or by the Constitution and Bylaws Committee on its own initiative. The Committee shall review each proposed amendment for legality and appropriateness, and make modifications as needed. The Constitution and Bylaws Committee shall make a recommendation regarding proposed amendments to the BFSO by the second meeting following their presentation.

A motion to amend the Constitution and Bylaws shall require a majority vote of the persons in attendance at a regular or call meeting for further consideration. The members shall present the motion for voting of those in attendance at the next regular or call meeting. A vote of two-thirds of the membership in attendance at that meeting shall be required for amendment of the Constitution and Bylaws.

*The term “black” is used throughout to denote persons of African descent.

Ratified on September 25, 1990
Cleveland State University
Cleveland, Ohio

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