ARTICLE I - NAME
The name of the organization shall be The Black Faculty and Staff Association at the University of Texas at Austin (BFSA); formerly, The African American Staff Advocating Progress (AASAP).

ARTICLE II - MISSION
Black Faculty Staff Association (BFSA) seeks to achieve a visible commitment of the inclusion and valuing of Black Staff, Faculty, and Students at The University of Texas at Austin. Each year, the Association shall develop a vision for the organization in line with the overall mission of BFSA.

ARTICLE III - PURPOSES
1. To provide a forum for the exchange of ideas and the discussion of issues and problems of concern to African American staff members at The University of Texas at Austin.
2. To provide a mechanism for interacting with the administration and the broader University community on issues which affect or are of concern to African American staff at The University of Texas at Austin.
3. To promote increased opportunities for initial employment, retention, and career growth and development for African American staff at The University of Texas at Austin.
4. To provide a mutually supportive social and cultural milieu for African American staff at The University of Texas at Austin.

ARTICLE IV - MEMBERSHIP AND DUES
Section 1- There shall be no discrimination within the association for reasons of religion, age, race or color, sex, marital status, national origin, disability, or sexual orientation.

Section 2- Types of Membership
1. Membership shall be open to University of Texas at Austin personnel whom has a full or part-time position. Members must agree to abide by the rules and regulations of the university. Individuals shall become active members in good standing upon payment of dues.
2. Active members shall be eligible to vote, hold office, and attend meetings of the association, and are entitled to all the services and benefits provided by the association.
3. Membership will be a one-year term, effective from 1 Sep through 31 Aug.

Section 3- Membership Dues
1. Membership dues may be assessed in such amounts as may be established from time to time, by the vote of BFSA.

ARTICLE V - MEETINGS
Section 1- The membership shall meet monthly at scheduled times as determined by the executive council.
Section 2- The agenda is prepared by the executive council. Individual members shall submit agenda items to council members in advance of the meeting.
Section 3- The agenda is prepared by the executive council. Individual members shall submit agenda items to council members in advance of the meeting.
Section 4- The President of BFSA can call special meetings. Special meetings shall be called by the President upon written petition of not less than ten (5) members of BFSA. Special meetings, however called, shall require not less than two (2) days prior notice to members.
Section 5 - The President of BFSA can call special meetings. Special meetings shall be called by the President upon written petition of not less than ten (5) members of BFSA. Special meetings, however called, shall require not less than two (2) days prior notice to members.

Section 6 - At all meetings of BFSA, either regular or special, two thirds of the members present and in good standing shall constitute a quorum for any action, except as otherwise provided in the Constitution or these Bylaws.

ARTICLE IV - OFFICERS AND THEIR ELECTION (Executive Board)
1. Officers.
   (a) The officers of BFSA shall consist of a President, Vice President, Treasurer, Scribe, Public Relations Officer and Parliamentarian.
   (b) Officers shall serve the Membership and shall be elected annually commencing at the first meeting of the year following election of its members.
   (c) Officers shall assume their official duties immediately upon their election and shall serve until the election and qualification of their successors.
   (d) No officer shall be eligible to serve more than two consecutive years in any office.
2. Election. Voting for officers may be either by written ballot, by show of hands, or online voting at the election of a majority of the members of the Association.
3. Vacancy. If a vacancy occurs in any officer position, a new officer, elected by a majority of the voting Membership, will fulfill the duties of that office for the unexpired term.

ARTICLES V – DUTIES OF OFFICERS
1. President: The President shall be chief executive officer of the Association and shall perform all duties customarily performed by a chief executive officer. The President shall preside at all meetings of the Association and perform duties prescribed in the bylaws or as assigned to the President by the Membership. The President will also coordinate the duties of the officers and committees of BFSA in order that the mission and purpose may be promoted. The President shall coordinate solicitations and donations.
2. Vice President: The Vice President shall perform the duties of the President in the absence or disability of the President. The Vice President will coordinate all the committees for the Association, with all committees reporting directly to the Vice President. The Vice President will oversee arrangements for food/refreshments at the meetings.
3. Treasurer: The treasurer shall be the chief financial officer and shall be responsible for the management of all the funds of this organization. The treasurer shall produce financial reports monthly; collect dues; maintain the membership roster; coordinate the budget process; and propose an annual budget. All transactions shall be cosigned by the treasurer and chair or vice-president.
4. Scribe: Scribe shall be responsible for documenting all official meetings of the association; shall distribute minutes to all members and maintain all documents, records, contracts and agreements; and shall maintain the BFSA listserv.
5. Public Relations Officer: The public relations officer shall promote the goals, objectives, and programs of the association, and facilitate internal and external communication. The Public Relations Officer will keep the Membership and community at-large informed through the following means (but not limited to): email correspondence, invitations, business letters, publicity and promotional materials, press releases and telephone
7. Historian: The Historian shall document association events; keep photos and memorabilia; coordinate the creation of an annual historical report; coordination of the newsletter and shall maintain the BFSA website
ARTICLE V - ELECTION PROCEDURES

SECTION A - NOMINATIONS AND PLATFORMS

1. A Nomination and Election Committee will convene each academic year to conduct Officer Elections for BFSA as well as when an officer vacancy occurs.
2. Nominations shall occur during a specified meeting of the general body, to be announced at least one month in advance.
3. Nominations shall be opened at least two weeks prior to the secret ballot voting by the Membership of BFSA.
4. Each candidate shall be presented in the following order: Historian, Parliamentarian, Treasurer, Scribe, Vice-President, and President.
5. Platform presentations by each candidate for her/his desired office shall immediately precede secret ballot or online voting.

SECTION B - ELECTION PROCESS

1. Shall be carried out during each spring semester.
2. Must be completed by the first Wednesday in May of the given year.
3. Shall be a general body at large election by secret ballot or online voting.
   a. Secret ballot voting shall consist of a submission of votes with the voting member’s signature.
4. Electors shall be limited to two one-year terms in any one office.
5. Tabulation shall be a confidential process where only Nomination and Election Committee Chair and Parliamentarian count the ballots and the President remains on standby.
6. Selection of officers shall be determined by a simple majority vote. In the event no candidate receives the a simple majority vote, the President shall have the tie breaking vote and the vote shall be kept confidential between the Nomination and Election Committee Chair, Parliamentarian and President.
7. The preceding procedures shall be followed under all circumstances. If any question should arise, Robert’s Rules of Order shall be consulted.
8. Elections for all Executive Officers of BFSA shall follow the preceding process.

ARTICLE VII - STANDING AND AD HOC COMMITTEES

The Association shall have such standing committees as may be provided for in the bylaws of the Association. In addition, the President shall have the authority to create such ad hoc committees, from time to time, as it may deem appropriate. Members of all committees, standing or ad hoc, shall be appointed by the President.

ARTICLE VIII - ADOPTION AND AMENDMENTS

1. Adoption. This Constitution shall take effect upon its adoption by two thirds of the voters present at a meeting duly called by the conveners of the Association via notice to all persons eligible for membership in the Association.
2. Amendments. This constitution may be amended by resolution adopted by a two thirds vote at a duly called meeting of the Association; provided that such a resolution is proposed in writing by an active member of the Association and is included in the notice of the meeting sent to all members in good standing (dues, attendance, and services rendered) of the Association no less than seven (7) days prior to the meeting at which the resolution is to be presented.
ARTICLES VI – STANDING COMMITTEES
Standing Committees of the association shall be comprised of the meetings and events committee, BFSA Dr. James Hill Endowment Scholarship Committee, nomination and election committee, and constitution committee.

a) Meetings and Events Committee: The committee will be responsible for coordinating any special events for the organization. This may include annual holiday party, annual Martin Luther King, Jr. luncheon, Black History Program, end-of-the-year event, as well as guest speakers and additional social occasions. Any member of the organization can chair the various events.

b) Dr. James L. Hill Education Scholarship Committee: The Scholarship Committee will coordinate or solicit funds for the annual scholarship awards. The Committee will be responsible for distributing scholarship applications, rating essays, and selection of winners of the awards. The awarding of the scholarship should take place at the Annual Holiday Party.

c) Nomination and Election Committee: The Nomination and Election Committee will coordinate all functions in relation to Officer Elections to be held at the end of each academic year as well as at any time when a vacancy needs to be filled by election. This committee will be charged with publicity, collection of nominations, creating the election ballot and tallying of the secret ballots for the election. A Member of BFSA who is running for an officer position cannot serve on the Nomination and Election Committee in the same year they wish to be a candidate for an office. The Parliamentarian shall coordinate this committee, unless s/he is running for an office, at which point the Parliamentarian will appoint a committee chair.

d) Constitution Committee: The Constitution Committee will be charged with convening to interpret the constitution and its meaning as well as recommend and implement changed, amendments and revisions to the constitution to be voted on by a majority of the voting membership of BFSA.

ARTICLE VII – AMENDMENTS
These bylaws may be amended at any regular or special meeting of the members of BFSA at which a quorum exists by a vote of a majority of the members present, provided that prior written notice of the nature of the proposed amendment is provided to all members not less than seven (7) days prior to such meeting and the written text of the proposed amendment is presented at the meeting at which the vote of the proposed amendment is to be taken.

ARTICLE VII – ADOPTION OF BYLAWS
The Bylaws shall become effective upon their adoption by a two-thirds vote of the members present at a duly called regular or special meeting of members. Such meeting may be the same meeting at which the Constitution of BFSA is adopted.

ARTICLE IX – EMERGENCY PROCEDURES

SECTION A – OFFICE VACANCY

1. If at anytime the office of the President shall become vacant, the Vice-President shall assume the duties of the President and serve the remainder of the term as President.
2. In the event that the office of Vice-President shall become vacant, the Membership of BFSA shall call a special election meeting to convene and elect a replacement by a two-thirds majority vote.
3. In the event that any other office becomes vacant, the Membership of BFSA shall call a special election meeting to convene and elect a replacement by a two-thirds majority vote.
SECTION B – IMPEACHMENT

1. The Membership of BFSA shall have the power to impeach any officers, but shall abide by the following process:
   a. The plaintiff must obtain signatures of one-third of the voting membership.
   b. These signatures shall be presented to the Executive Board.
   c. There shall be a hearing held before the General Assembly.
      1. The plaintiff shall present a written documentation of grievances to each member of the Executive Board and read the grievances or present a short verbal comment during the hearing.
      2. The General Assembly shall vote by secret ballot.

2. The Executive Board shall have the power to impeach all officers, but shall abide by the following process:
   a. The plaintiff must obtain signatures of one-third of the Executive Board.
   b. These signatures shall be presented to the advisor of the BSA.
   c. There shall be a hearing held before the Executive Board.
      i. The plaintiff shall present a written documentation of grievances to each member of the Executive Board and read the grievances or present a short verbal comment during the hearing.
      ii. The Executive Board shall vote by secret ballot.
      iii. The offending officer must be given written notice of the hearing at least 7 business days before the hearing. If the offending officer does not attend the hearing they give up their right to defend their case.
      iv. The Executive Board shall present the impeachment decision to the general body.

3. Removal from office must be approved by a two-thirds majority vote of the general voting body.