

# **By-Laws of the Black Alumni, Administrators, Faculty, Students and Staff Organizations (BAAFSSO)**

## **Article I: Name**

The name of this organization shall be the Black Alumni, Administrators, Faculty, Students and Staff Organization of New Jersey City University, hereinafter designated as BAAFSSO. As an organization, the membership shall operate within the limits of BAAFSSO and is subject to, and shall abide by the rules and regulations of New Jersey City University.

## **Article II: Purpose**

The purpose of this organization shall be:

- 1) To create a viable vehicle through which the campus' Black community can come together;
- 2) To communicate ideas emanating from diverse areas and disciplines;
- 3) To act on specific issues to improve the conditions of Blacks on campus;
- 4) To eradicate inequities based upon racial discrimination;
- 5) To facilitate networking;
- 6) To successfully resolve problems involving promotion and tenure of Black faculty, the recruitment and retention of Black faculty, students and staff;
- 7) To enhance our students' collegiate experience;

## **Article III: Membership**

**Section 1:** A person is a member of this organization by virtue of their African/Afro-American heritage and is an administrator, alumni, faculty, staff or student member of New Jersey City University.

## **Article IV: Officers**

**Section 1:** The elective officers of BAAFSSO shall be a President, a Vice-President, a **Recording** secretary, a **Corresponding Secretary** and a Treasurer. *In order to hold an elective office, a member must meet the general membership criteria for a period of two (2) years during which the member must have attended meetings regularly. (Anyone not meeting the time requirement must submit a written statement explaining why this requirement should be waived).*

**Section 2:** BAAFSSO officers *and executive committee members* shall be elected by ballot *no later than May 31<sup>st</sup>*, to serve *for two (2) years in conjunction with the fiscal year (July 1 to June 30)*. If there is only one nominee for an office, election may be via voice. In case of a tie, the presiding officer will cast the deciding vote.

**Section 3:** Vacancies in office may be filled at any meeting of BAAFSSO by a majority vote of the members present, providing that 48-hour notification of this information and impending election has been given to BAAFSSO members.

**Section 4:** The duties of the Officers shall be as follows:

- 1) The President shall:
  - a) preside at all meetings of BAAFSSO;
  - b) in consultation with the Executive Committee, appoint a President for all other standing committees;
  - c) form special committees;
  - d) be empowered to sign and endorse checks by and for BAAFSSO;
  - e) represent the organization at all functions in which BAAFSSO participates;
  - f) approve all notices to members;
  - g) be an ex officio member of all committees except the nominating committee;
  - h) provide an annual written report of BAAFSSO activities, including the financial status of BAAFSSO, no later than May 31<sup>st</sup> of each year;
  - i) provide a report of election results to the BAAFSSO members within five (5) days of the election;
  - j) ensure that the functions of any vacant offices are handled until the vacancy is filled;
  - k) not vote unless there is a tie. The President shall then cast the deciding vote.
- 2) The Vice President shall:
  - a) preside at all meetings of BAAFSSO in the absence of the President;
  - b) assume the office of President should the Presidency become vacant for any reason;
  - c) represent the organization in the absence of the President;
  - d) perform such duties as may be requested by the President.
- 3) The Secretary shall: *Due to the volume of work, this position should be divided into a recording secretary and corresponding secretary positions.*

***The Recording Secretary shall:***

- a) keep an accurate record of all meetings of BAAFSSO;
- b) keep an accurate record of the Executive Committee meetings;
- c) keep records of such other activities as the President may direct;
- d) maintain BAAFSSO charter and file all documents and correspondence belonging to BAAFSSO;
- e) maintain BAAFSSO bylaws and have them available at all meetings of BAAFSSO;

***The Corresponding Secretary shall:***

- a) *distribute minutes of BAAFSSO as directed by the President and/or the Executive Committee;*
- b) *conduct correspondence of the organization as directed;*

- c) *make arrangements for meeting places and notify members of the meetings*
- 4) The Treasurer shall:
  - a) receive funds associated with BAAFSSO related business and issue receipts for the same;
  - b) be empowered to sign and endorse checks by and for BAAFSSO;
  - c) keep an accurate record of all receipts and disbursements and provide a written report at each BAAFSSO meeting;
  - d) submit books for audit at the close of the term or at the request of the Executive Committee or a duly appointed finance committee;
  - e) prepare, under the direction of the President; the annual BAAFSSO financial report, not later than May 10<sup>th</sup> of each year;
  - f) *provide the members of the organization with rules and regulations for obtaining funds;*
  - g) *possess accounting and/or finance knowledge.*

## Article V-Committees

**Section 1.** The organization shall have an Executive Committee that consists of one member from each subgroup of BAAFSSO (Administrator, Alumni, Faculty, Student , Staff), the President, Vice President, ***Recording*** Secretary, ***Corresponding*** Secretary and Treasurer to form the Executive Committee. These ***ten (10)*** members of the Executive Committee shall have equal voting privileges and shall be elected by the membership at large. ***Members of each BAAFSSO constituent group will elect their own representatives.***

The duties of the Executive Committee are as follows:

- 1) to establish BAAFSSO's 1-3 year goals and to present them to the membership at large;
- 2) to review all committee activities;
- 3) to appoint chairs of committees and recommend members for each committee;
- 4) to establish and formulate policies;
- 5) to disseminate information to the membership.

**Section 2.** The standing committees shall be: Program, Financial/Fundraising, By-Laws, Political Action, Recruitment, Student Recruitment, Student Retention, Nominating, Grievance and Affirmative Action.

- 1) Standing committees shall forward all activities, plans and goals to the Executive Committee for review and presentation to the membership for approval;
- 2) Committees may transact business by mail, if necessary.

**Section 3.** The duties of the standing committees shall be as follows:

- 1) Program Committee

- a) To coordinate special programs including marketing, promotions, Sunshine Fund, end of the year affair, Salute to Graduates, Martin Luther King, Jr. Luncheon, Kwanzaa, Student Welcome;
- b) To create and implement yearly calendar of events.

2) Financial/Fundraising Committee

- a) To establish fundraising parameters with the University;
- b) To ensure the establishment and execution of fundraising goals and plans;
- c) To work closely with the Treasurer to establish a projected budget;
- d) The Treasurer shall be an ex officio member of this committee

3) By Laws Committee

- a) Adjudicate by-law issues, violations and reviews

4) Political Action Committee

- a) To review political obligations within the University community;
- b) To advise BAAFSSO community of significant political events of the University;
- c) Develop strategic plans and presentations to help BAAFSSO to become more politically involved and aware.

5) Recruitment Committee

- a) To ensure that all eligible persons are aware of the organization and encourage them to join;
- b) To ensure that publicity items are available at all meetings and functions for distribution.

6) Student Recruitment/Retention

- a) To review admissions and retention data to establish a yearly project for assistance;
- b) Develop and execute a student academic support group;
- c) Make students aware of University support services available to them;

7) Nominating Committee: Officers and members of the Executive Committee are not eligible to serve on the Nominating Committee in any capacity. The Nominating Committee shall consist of one chair and, at least, two additional members. The Nominating Committee shall:

- a) select a slate of candidates with nominees for each position and ensure at the time that the nominee is willing and eligible to serve;
- b) establish an election time which shall provide for the election of officers prescribed in Article V.

8) Grievance Committee

- a) To determine the appropriateness of a grievance presented to the organization;

- b) To recommend course of action to adjudicate grievances that have been accepted by the organization.
- 9) Affirmative Action Committee
  - a) To ensure equal unbiased treatment for all BAAFSSO members;
  - b) To recommend action to adjudicate and eradicate inequities based on racial discrimination.

### **Article VI: Meetings**

**Section 1.** Regular meetings shall be held at least once per month. The frequency of the meetings may be changed by a majority vote of all members. The President, with the consent of the Executive Committee, may cancel a meeting for just cause.

**Section 2.** Special meetings may be called by the President of Executive Committee, by a majority of the officers or by a majority of the members.

**Section 3.** Any actions requiring approval of the members will be determine by a majority of the members present.

### **Article VIII: Amendments**

**Section 1.** All proposed amendments to these bylaws must be submitted to the BAAFSSO Executive Committee for approval prior to submission to the members for vote.

**Section 2.** The Bylaws may be amended at any meeting of the organization by a majority vote, provided the amendment has been submitted in writing to the members prior to the meeting.

**Section 3.** The Executive Committee shall decide all question of interpretation of these bylaws.

### **Article IX: Removal from Active Status**

Should the organization, by majority vote of its members at the time, or by the direction of the Executive Committee, become inactive, disbanded or dissolved for any reason, the records of the organization shall be forwarded to the Lee Hagan Center for safekeeping and historical purposes. The organization's funds shall be transferred to the Controller's Office for use by the New Jersey City University as determined by the Executive Committee.