Tulane University’s Black Faculty and Staff Association

By-Laws of Tulane University’s Black Faculty and Staff Association

Article I – Association

The Association shall be named Tulane University’s Black Faculty and Staff Association

Article II – Purpose

The purpose of Tulane’s Black Faculty and Staff Association is strategic advocacy on behalf of the Black community of Tulane University and its affiliates. The Association exists to provide a forum for dialogue and subsequent action on issues and concerns that impact Black Faculty, Staff and Students at Tulane University. The Association exists to provide the President and the Administration with information and advice regarding issues that impact Black Faculty, Staff and Students in support of Tulane’s Strategic Plan.

The Association’s goals include but are not limited to the following:

- To provide a network of mutual support for Black Faculty and Staff
- To create effective ways to communicate information to the Black community
- To provide advice and consultation to University administrators on ways to improve the recruitment and retention of and the climate for Black faculty, administrators and students
- To identify ways to mentor and support Black faculty and students
- To identify ways that will support the professional development and promotional opportunities for Black faculty, administrators and staff
- To establish a strong bridge between the Black faculty and staff and Black students
- To identify ways to ensure that our work is valued by Tulane
- To identify ways to increase the involvement of Black Alumni with Tulane’s Black faculty, staff and students
To provide a social environment for informal interaction for Black Faculty and Staff

Article III – Representation

All Faculty, Staff and Administrators of African descent or African origin shall be allowed to join the Association

Article IV – Representation

1. Qualifications for Membership
An individual is considered to be a member of the Association if he/she is employed by Tulane University and is current with dues.

Ex-officio Membership – former staff members or affiliates of Tulane having no voting rights and unlimited membership.

A method of selection for affiliates will be decided by Tulane’s Black Faculty and Staff co-chairs and presented to the voting members for vote.

Non-Affiliates of Tulane will be limited to two meetings and will have no voting rights.

2. Membership Dues
For the academic year beginning in August, the annual dues for all members shall be due in August and payable to the Treasurer (or designee) August – July of each year. Dues shall be determined by Salary.

<table>
<thead>
<tr>
<th>Salary Breakdown</th>
<th>Dues</th>
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<tbody>
<tr>
<td>Less than $25,000</td>
<td>$15</td>
</tr>
<tr>
<td>$25,000-$49,999</td>
<td>$45</td>
</tr>
<tr>
<td>$50,000-$74,999</td>
<td>$55</td>
</tr>
<tr>
<td>$ 75,000 and above</td>
<td>$65</td>
</tr>
</tbody>
</table>

Dues paid between January 1 and July 31 of the academic year shall be prorated to half the designated amount if the payee is a new member of the organization.

Paid membership includes:
- Full voting rights
- The right to serve as an Officer of the Association
- The right to provide input on improving your status and condition as a Tulane employee
• Full access to the Tulane Black Faculty and Staff Website with posting privileges
• Members to attend the Tulane Black Faculty and Staff fall and spring gathering to include family members and significant others
• Members to receive a Tulane Black Faculty and Staff Association T-shirt

3. Expectations –

• All members are expected to be active and productive members of the Association
• All members are expected to conduct themselves with the highest degree of decorum
• All members are expected to treat each other with respect and dignity
• All members are expected to keep confidential information confidential – and disseminate Association information only after it is approved for release by the Association as a body
• All members are expected to support the Association to the best of their ability in support of the purpose of the Association
• All members are expected to serve on at least one subcommittee and to assist with at least one meeting or social gathering

5. Membership Meetings

Regular meetings of the Association may be held at 5:00 pm on the third Wednesday of every month. Meeting dates may change to ensure that members are given the greatest opportunity to participate.

Sub-committee meetings will be held according to the chair of that subcommittee. Committee work must be brought to the Association Body for review and voting.

The presence at any membership meeting of 10 regular members and two co-chairs (or Co-chair designee) shall constitute a quorum and shall be necessary to conduct the business of the Association.

The convener shall email a notice of such meetings to all members. Such notices shall state the date, time, and purpose of the meeting. The secretary shall prepare the agenda for each meeting. Members who do not have access to email will be notified by the member of that unit who can easily transfer the meeting notices to the members.

6. Special Meetings

Special meetings of the Association may be called by the Co-chairs. The convener shall email notice of such meetings to all members. Such notices shall state the date, time, and purpose of the meeting. The convener shall prepare the agenda for each meeting. Members who do not have access to email will be
notified by the member of that unit who can easily transfer the meeting notices to
the members.

7. Order of Business

The Order of the business at all meetings shall be as follows:

Call to Order
Reading and acceptance of previous meeting reports
Reports from subcommittees
Old/New Business/Announcements
Adjournment

The meeting order shall proceed in accordance with Robert’s Rules of Order.

Article V – Structure

The Association shall have three co-chairs who will be elected by the body of the
members of the Association. Members may nominate another member or
nominate themselves for officer positions. The nominating period is February
through March. The slate of Officers will be presented to the Association by the
end of March.

Co-chairs:

Co-chairs are responsible for identifying members to serve on their committees.
They are responsible for arranging meeting times, dates, and places. They are
responsible for taking notes of the meetings. They are responsible for guiding
the work of the committee to ensure full support of their committee’s work. They
are responsible for reporting the work of the committee to the Association and
providing a full report at the end of the year on the Committee’s work.

The Co-chairs shall have executive authority to make decisions and take action.
All Co-chairs must agree with such action and provide written documentation of
their rationale and actions regarding executive decision making to the
Association as soon as practicable. The Co-chairs must inform the Association of
the issues, and their decision by email and listserv to provide an opportunity for
review and consultation and voting. Two business days shall be sufficient for the
Association to review, comment and vote on issues.

As agreed and approved by the Association, it is the function of the Co-chairs to
communicate the decisions, reports, advice and information to the Administration
and report back to the Association the outcomes of such communications. The
Co-chairs will serve as the representatives for the Association when approving
the budget, signing documents and/or meeting with University Officials.

Co-Chair for Faculty Issues -
Committee on Faculty Issues: To research quantitative and qualitative information concerning Black faculty, identify issues and concerns and develop best practices to ensure that Black faculty are hired, supported, retained and valued at Tulane University.

Co-Chair for Staff/Administrator Issues - Committee on Staff/Administrator Issues: To research quantitative and qualitative information concerning Black staff, identify issues and concerns and develop best practices to ensure that Black staff is hired, supported, and retained at Tulane University.

Co-Chair for Student Issues - Committee for Student Issues: To research quantitative and qualitative information concerning Black students, identify issues and concerns and develop best practices to ensure that Black students are recruited, admitted, nurtured and graduate from Tulane University.

Convener:

The Convener shall work with the members to identify meeting places, provide notice of meeting times, dates and places. The Convener shall keep the minutes of the membership meetings. The Convener shall control the agenda for each meeting, read the minutes and ask for approval. He/She shall attend to the giving and serving of all notices of the Association, and shall have charge of such books and papers as the Association may direct. He/She shall attend to such correspondence as may be assigned, and perform all the duties incidental to his/her office. He/She shall keep a membership roll containing the names, alphabetically arranged, of all persons who are members of the Association, showing their office address, mail point, and office telephone number. The Convener shall monitor all emails to ensure that the contents of emails conform to the goals of the Association. The Convener should be knowledgeable of Robert’s Rule of Order.

Treasurer:

The Treasurer shall be responsible for keeping account of the membership’s dues and expenditures using standards accounting principles and will provide the chairs with quarterly financial updates. The Treasurer shall have the care and custody of all the funds of the Association, and shall deposit said funds in the name of the Association in such bank or trust company as the Association may elect. He/She shall, when duly authorized by the Co-chairs, shall sign and execute all contracts in the name of the Association. He/She shall also sign all checks, drafts, notes, and orders for the payment of money, which shall be duly authorized by the Co-chairs, and countersigned by the Convener. He/She shall at all reasonable times exhibit his/her books and accounts to any member of the
Association upon request. At the end of each academic year he/she shall have an audit of the accounts of the Association made by a committee appointed by the Co-chairs, and shall present such audit in writing at the first meeting of the oncoming academic year.

Historian:

The Historian shall keep a record of the history of Blacks at Tulane, including such information as student body and workforce data. The Historian shall serve as the Convener when the Convener is absent. This record will be shared with all Blacks at Tulane University.

Term of Office

The term of office shall be from August 1 to July 31.

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<thead>
<tr>
<th>Officer</th>
<th>Term</th>
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<tbody>
<tr>
<td>Co-chairs</td>
<td>2 years</td>
</tr>
<tr>
<td>Convener</td>
<td>1 year</td>
</tr>
<tr>
<td>Treasurer</td>
<td>1 year</td>
</tr>
<tr>
<td>Historian</td>
<td>3 years</td>
</tr>
</tbody>
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Each officer may be elected no more than three (3) consecutive terms for the same position.

Removal or Termination

Any officer of the Association may be removed from office for probable cause (i.e., failure to perform designated duties, misuse of funds, and conviction of a felony) by a two-thirds vote of the membership. In case of death or resignation from the University, retirement, or removal of an officer from office, the Executive Committee shall appoint a successor to fill the remainder of the term.

Article VI - PARLIMENTARY AUTHORITY

All matters not covered by the by-laws shall be governed by the current edition of Roberts's Rules of Order newly revised edition.

Article VII – AMENDMENTS

The by-laws may be amended or repealed by two-thirds of the membership present and voting. The original by-laws were approved and adopted by the charter members of BFSA on March 30, 2005.