

CONSTITUTION AND BY LAWS  
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 underrepresented 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

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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; SU shall III 1inte

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, the black community, and the general populace of Northeast Ohio;
7. To provide both leadership and other supportive services at 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 BFS 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 year of membership in the organization. Meetings of the organization shall be held in the organization.

## Article V . OFFICERS OF THE ORGANIZATION

### Section A Officers

The officers of the BFS 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 elected 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 to 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 maintain 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 persons 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 fiscal year.
- 6. THE PARLIAMENTARIAN: The Parliamentarian shall serve as an active participant in all general meetings and those of the Executive Board. He shall define all rules governing the process by which EXVLQHVV LV WR EH FRQGXFWHG 5REHUWUV UXOHV RI 2U conducting its official business. The Parliamentarian shall have final say on all questions of conflict UHODWLQJ WR EFORH UWLJW. In 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 bi





**Article XII . REMOVAL OF OFFICERS**

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