

BYLAWS**CHAPMAN UNIVERSITY BLACK STAFF AND FACULTY FORUM BYLAWS****ADOPTED: DECEMBER 1, 2020****PREAMBLE**

The Chapman University Black Staff and Faculty Forum is hereby established to satisfy the academic, political, philosophical, professional and social needs of Black administrators, staff and faculty. The Black Staff and Faculty Forum shall promote community and support for Black students, staff, and faculty and collaborate with administration to foster a diverse and inclusive campus culture.

ARTICLE I: NAME

Section I: The name of the organization shall be the Black Staff and Faculty Forum (BSFF).

ARTICLE II: PURPOSE

Section I: The Chapman University Black Staff & Faculty Forum provides community and support for Black students, staff, and faculty through mutual collaboration with campus partners, alumni, and the greater Chapman and Orange County community.

Section II: The Black Staff and Faculty Forum objectives:

- A. Foster a safe and inclusive environment for Black students, staff and faculty.
- B. Create and sustain stronger relationships between Black students, staff and faculty.
- C. Improve working and learning environments for Black staff and faculty with personal and professional development opportunities.
- D. Collaborate with university administrators to increase and retain Black students, staff and faculty.
- E. Promote, support, and design initiatives and events celebrating Black history, identity and culture.
- F. Develop strategic partnerships with local Black professionals and community organizations.

ARTICLE III: MEMBERSHIP

Section I: All full-time and part-time administrators, staff, and faculty at Chapman University, on the Orange Campus and Rinker Campus, shall be eligible for membership.

Section II: Chapman University students, unless employed full-time by the University, are not eligible for membership.

Section III: Membership is granted upon attending a General Assembly Meeting.

Section IV: Members who attend at least 25% of General Assembly Meetings per fiscal year (June 1-May 31) will be entitled to one vote at General Assembly Meetings and Elections.

Section V: Annual dues are not required for membership.

ARTICLE IV: OFFICERS

Section I: Officers of the Black Staff and Faculty Forum will consist of a President, Vice President, Treasurer, Secretary, Director of Marketing and Events. The aforementioned officers shall consist of the Executive Board and perform the duties described herein.

Section II: Officers shall serve a two-year term beginning June 1 of each fiscal year.

Section III: Officers may not serve more than two consecutive terms in the same position.

Section IV: Powers and Duties of Officers

- A. President:** The President shall be the elected chief executive officer of the Black Staff and Faculty Forum. The President shall establish an agenda and preside over all Executive Board meetings, General Assembly Meetings, and annual retreats. The President provides leadership and direction in developing current and new initiatives aligning with the Black Staff and Faculty Forum's mission and purpose. The President oversees the organization in its total operational capacity and possesses discretionary powers when making major decisions. The President shall develop and maintain relationships with key campus partners and local community leaders. The President, in conjunction with the Treasurer, shall approve all expenditures. The President shall serve as the liaison to Chapman University's Office of the President, Office of the Provost, and other administrative offices. The President shall perform other duties as necessary or requested by the Executive Board.
- B. Vice President:** The Vice President, in absence of the President, shall perform and execute all acts and duties of the President. The Vice President shall assist the President in executing initiatives aligning with the Black Staff and Faculty Forum's mission and purpose. The Vice President shall oversee all appointed ad-hoc committees. The Vice President shall perform other duties as necessary or requested by the President.
- C. Treasurer:** The Treasurer shall maintain an accurate financial recording system of all financial and business transactions. The Treasurer shall receive, record, and deposit all monies received by the Black Staff and Faculty Forum. The Treasurer shall make approved purchases by the Executive Board. The Treasurer shall serve as the financial liaison to the Office of the Provost and Financial Aid Office. The Treasurer shall oversee and maintain the gift fund account in accordance with University policy. The Treasurer shall prepare and submit monthly financial reports to the Executive Board. The Treasurer, alongside the President and Vice President, is an authorized signer of all

checks. The Treasurer shall perform other duties as necessary or requested by the President.

- D. Secretary:** The Secretary shall record minutes for all Executive Board and General Assembly Meetings. The Secretary shall oversee and maintain an archival system for all minutes. The Secretary shall coordinate meeting time and location for all Executive Board and General Assembly Meetings. The Secretary shall oversee the mailing list and distribute meeting agendas and invites. The Secretary shall record and provide attendance sheets for Executive Board and General Assembly Meetings. The Secretary shall perform other duties as necessary or requested by the President.
- E. Director of Marketing and Events:** The Director of Marketing and Events shall oversee and design marketing and promotional materials for meetings, events or initiatives. The Director of Marketing and Events shall coordinate and oversee the planning and execution of events, workshops, activities, and fundraisers relating to the Black Staff and Faculty Forum. The Director of Marketing and Events shall manage the forum's social media accounts and website. The Director of Marketing and Events shall perform other duties as necessary or requested by the President.

Section V: Vacancy of the office of President: In the event the President can no longer carry out their duties or fails to perform their duties in a manner satisfactory to the Black Staff and Faculty Forum, or should resign before the expiration of their term of office, the Vice President shall immediately assume the office of President and the Executive Board shall appoint an interim Vice President to serve the unexpired term.

Section VI: Vacancy of the Office of Vice President: In the event the Vice President can no longer carry out their duties or fails to perform their duties in a manner satisfactory to the Black Staff and Faculty Forum, or should resign before expiration of the term of office, the Executive Board shall appoint an interim Vice President to serve the unexpired term.

Section VII: Vacancy of Secretary, Treasurer, or Director of Marketing and Events: In the event that the Secretary, Treasurer, or Director of Marketing and Events can no longer carry out their duties or fails to perform their duties in a manner satisfactory to the Black Staff and Faculty Forum, or should resign before the expiration of their term of office, the President shall appoint an interim Secretary, Treasurer, or Director of Marketing and Events to serve the unexpired term with the consent of the Executive Board.

Section VIII: Removal from Office: Any elected officer of the Black Staff and Faculty Forum may be removed from office when the officer no longer meets the requirements of the office. The officer in question shall receive a letter stating the grounds for which the inquiry is being called, including specific times and incidents. It shall also state the date, time and location of the inquiry if applicable. The officer shall be allowed to rebuttal the grounds of the inquiry and provide defense against claims. Removal can be made only by majority vote of the present Executive

Board. In the event of a tie, the Office of the Provost shall be the official mediator of the final vote.

Section IX: The Black Staff and Faculty Forum co-founders shall become ex-officio members of the Executive Board as Founding Board Member, Emeritus

ARTICLE V: ELECTION OF OFFICERS

Section I: **Eligibility for Nomination.** Any member who is in good standing and has attended at least 25% of General Assembly Meetings during the current fiscal year shall be eligible to run for office on the Executive Board.

Section II: **Elections.** The Black Staff and Faculty Forum Executive Board Officer Application (EBOA) will open biennially in February. Eligible members are required to complete and submit the application by March 15 to be placed on the ballot. Elections will be held by blind ballot at the General Assembly Meeting in April. Members who attend at least 25% of General Assembly Meetings per fiscal year (June 1-May 31) will be entitled to one vote. The results of the election will be announced within 48-hours following the conclusion of the voting period.

Section III: **Installation.** The Executive Board shall collaborate with the Executive Board-Elect in May to ensure the successful transition of power to the new officers, effective June 1.

ARTICLE VI: MEETINGS

Section I: **Executive Board.** The Executive Board shall convene monthly at least 10 times per year as determined by the Executive Board. Quorum is constituted by majority.

Section II: **General Assembly.** The General Assembly shall convene monthly at least 10 times per year at such times and places as determined by the Executive Board. Executive Board members are responsible for attending all meetings unless emergency or prior arrangements shall occur. Executive Board members must advise the President or Vice President if unable to attend a meeting. Quorum is constituted by one-fourth ($\frac{1}{4}$) of the body.

ARTICLE VII: POWER OF EXECUTIVE BOARD

Section I: **Power of the Executive Board:** The Executive Board shall have the power and responsibility to conduct the affairs of the organization.

Section II: **Duties of the Executive Board:** The Executive Board shall have the authority to:

- A. Establish appropriate policies and procedures, and implement the same subject to the consent of the General Assembly.
- B. Hear allegation of misconduct of members and temporarily suspend members pending judgment by the General Assembly.



Section III: The Executive Board shall have all other powers and duties as might be assigned to it by the Bylaws of the Black Staff and Faculty Forum.

Section IV: The Executive Board shall have the authority to appoint ad hoc committees to fulfill the mission and purpose of the Black Staff and Faculty Forum.

ARTICLE VIII: AMENDMENTS

Section I: Proposal of Amendments: Amendments to the Bylaws may be proposed by any member of the Black Staff and Faculty Forum. Proposed amendments to the Bylaws must be submitted to the Executive Board at least 14 days before a General Assembly Meeting. The Secretary shall circulate the proposed amendment(s) to all members in good standing at least 7 days before a General Assembly meeting. Proposed amendment(s) must be acted upon at the next General Assembly Meeting. Amendments shall be adopted by a three-fourths ($\frac{3}{4}$) vote of the assembled members. Adopted amendments shall become effective immediately following the adjournment of the General Assembly Meeting.