

**BYLAWS
OF
THE BLACK FACULTY AND STAFF ASSOCIATION

UNIVERSITY OF CENTRAL FLORIDA
ORLANDO, FLORIDA**

ARTICLE I

Name, Mission, and Vision

Section 1. NAME.

The name of this organization shall be the Black Faculty and Staff Association (BFSA).

Section 2. MISSION.

The University of Central Florida's Black Faculty and Staff Association (BFSA) is an organization representative of UCF's goal to be more inclusive and diverse. The mission of BFSA is to promote an environment that fosters cultural awareness and enrichment through advocacy, mentoring, professional networking, and quality programming.

Section 3. VISION.

Advocacy

Advocate, promote, and support a university-wide investment campaign for diversity in the areas of recruitment, professional development opportunities, promotion & tenure, and the career advancement of Black faculty, staff, and students.

Mentoring

Aid in the enhancement of faculty, staff, and student growth and development through mentoring, role modeling, and spreading cultural awareness.

Professional Development

Be the vehicle through which Black faculty, staff, and students can connect, network, and support each other's development; personally and professionally.

Cultural Program

Celebrate cultural events and encourage the larger campus community to become more culturally aware of African-American contributions to our campus and society-at-large.

ARTICLE II

Annual Objectives

BFSA shall adopt specific annual objectives to guide the organization in its activities. These objectives, and the activities to achieve them, shall be identified at the beginning of the summer term by the Executive Committee. These proposed objectives and activities will be presented to the membership for approval at the first fall meeting.

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ARTICLE III

Membership and Dues

Section 1. MEMBERSHIP.

BFSA membership is open to all UCF employees, regardless of race, gender, creed, nationality, religion, or sexual orientation, who support the mission and goals of BFSA as outlined in the Bylaws.

Section 2. VOTING MEMBERS.

Voting shall be restricted to dues-paying members of the organization. Voting on by-law changes, elections, and the termination of membership is restricted to dues-paying members only. Non-dues paying members can vote on all other items brought before the association.

Section 3. TERMINATION OF MEMBERSHIP.

Termination of membership from this organization may be voluntary or for actions inconsistent with the established goals of the organization. Any actions of a member considered to be inconsistent with the established goals of the organization should be documented and brought to the Executive Committee. A special committee appointed by the President and led by the Membership Officers shall evaluate each case including but not limited to speaking with the member involved. The committee shall present its recommendations to the Executive Committee. If the recommendation is for termination of membership, the Executive Committee will bring the matter before the general membership for a vote. The voting members of the general membership must vote for the recommendation by a 2/3 majority.

Section 4. DUES.

July 1 through June 30 is the membership year. Dues shall be \$30 annually. Each spring the Executive Committee shall review the dues structure of the organization and make any appropriate recommendations for increases to the general membership for approval. The approved increases will be effective for the new fiscal year. Dues-paying members have the benefit of attending some BFSA activities free of charge to the member or at a reduced rate versus the non-dues paying members.

ARTICLE IV

Officers

Section 1. OFFICERS.

The officers of the organization will serve as its Executive Committee. Executive Committee Officers must be dues-paying members before taking office. The Executive Committee shall consist of the following officers:

- a. President
- b. Immediate Past-Year President

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- c. Vice President
- d. Administrative Chair
- e. Communications Chair
- f. Treasurer/ Finance Chair
- g. Historian
- h. Membership Chairs (Staff and Faculty)
- i. Ex-Officio Officer (Senior Administrator selected by a vote of the membership.) (When Applicable)
- j. Chairs of each Standing Committee of the organization.

Section 2. DUTIES.

- a. **President:** The President shall be the chief executive officer of BFSA and shall chair all meetings of the Executive Committee and General Assembly. During elections, the President shall only vote in the event of a tie. The President shall also be the chief spokesperson of the Association and shall represent BFSA in relations with other organizations unless this responsibility has been delegated to a member of the Executive Committee.
- b. **Immediate Past-Year President:** The Past-year President shall serve in an advisory capacity and assume other official duties assigned, as deemed necessary, by the President.
- c. **Vice President:** The Vice President shall ensure the proper performance of all Executive Committee duties and the proper operation of all committees. The Vice President will be the liaison for the UCF Satellite and Regional Campuses: UCF Downtown, Rosen, Lake Nona, Cocoa Beach, Daytona, Valencia-West, Valencia-Osceola, South Lake, Altamonte, and Sanford-Lake Mary. In the President's absence, the Vice President shall chair the Executive Committee and General Assembly meetings.
- d. **Administrative Chair:** The Administrative Chair shall be the chief records officer of BFSA. The Administrative Chair shall be ultimately responsible for taking, maintaining, and distributing the minutes of the Executive Committee and the General Assembly meetings as well as any special business/election meetings as requested or dictated by BFSA Bylaws. Additionally, Administrative Chair is responsible for maintaining organizational orders (catering, materials, etc.) at the request of the President or Vice President.
- e. **Communications Chair:** The Communications Chair shall be the chief communications officer of the BFSA. The Communications Chair shall be ultimately responsible for all correspondence between the General Body Members and the Executive Committee.

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- f. **Treasurer/ Finance Chair:** The Treasurer shall be the chief financial officer of the BFSA. The Treasurer shall be ultimately responsible for proposing the annual budget along with oversight of proper deposits and disbursement of all funds of the BFSA and for the establishment and maintenance of appropriate records of all fiscal transactions. The Treasurer shall ensure that all expenditures are within the approved budget and have been properly incurred under the policies of BFSA.
- g. **Historian:** The Historian shall be responsible for documenting the history of the BFSA and for maintaining the organization's archives.
- h. **Membership Chairs (Faculty and Staff):** Membership Officers will work with the Treasurer and Treasurer-Elect to maintain an on-going list of paid members. They will also assist in the special committee to evaluate any membership awards/ terminations before sharing the recommendation with the Executive Committee. They will lead planning on membership specific (faculty/staff) events.
- i. **Ex-Officio Officer:** The Ex-Officio Officer shall advocate for the advancement, mission, and vision of BFSA as a member of the Executive Committee, and shall have additional duties assigned, as deemed necessary, by the President.
- j. **Chairs of Standing Committees:** Chairs of Standing Committees shall ensure the proper operation of their committees as members of the Executive Committee and shall have duties assigned, and operate as deemed necessary, by the President. Standing Committees are:
 - a. Mentoring Breakfast Committee.
 - b. Special Events Committee. (Outreach, Fundraising, etc.)
 - c. Technology Committee. (Website)
 - d. Special Committees, as deemed necessary by the President

Section 3. TENURE OF OFFICERS.

Officers shall be elected for two (2) calendar academic years beginning June 1 of the first year and ending May 30 of the second year, with exception of "Immediate Past President". Immediate Past-President shall serve a 1 year term and an optional additional year with the approval of current President. Officers may be reelected for a succeeding term.

Section 4. SUCCESSION OF TERMS.

Any officer who wishes shall serve in that capacity for as many terms as he or she is elected.

Section 5. ELECTION OF OFFICERS.

The election procedures for all Officers shall be as follows:

- a. Confirmation of all officers shall be held by a majority of the voting membership.
- b. The nomination process of all officers shall be held during the Fall term of the academic calendar year, between November and December. Elections to be held subsequent January.

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Section 6. TRANSITION OF OFFICERS.

The transition of officers shall be made at the last regular Executive Committee meeting of the spring semester.

Section 7. REMOVAL OF OFFICERS.

Elected officers can be removed for cause by a 2/3 majority vote of the voting General Body membership.

Section 8. FILLING OF VACANCIES.

If any office becomes vacant during the appointed year, the position shall be filled by appointment of the President with a 2/3 majority vote of the Executive Committee.

Section 9. MEETING OF OFFICERS.

The Executive Committee shall meet no less than three (3) times each semester (i.e., fall and spring terms only).

ARTICLE V

General Body Meetings

Section 1. MEETING DATES.

Regular meetings shall be held at least twice during each semester (i.e., fall and spring terms only), and the membership will be notified at least two weeks before each meeting. Meetings will be held at a location as convenient as possible to members.

Section 2. SPECIAL MEETINGS.

Special meetings may be scheduled by the Executive Committee of the organization, as deemed necessary.

Section 3. QUORUM.

A quorum shall consist of paid members present. A proxy vote(s) may be used to constitute a quorum. A proxy vote must be in written form and can be submitted by any member of the Executive Committee. The proxy should be submitted before a scheduled meeting. There is no quorum required to conduct the regular business of the membership.

ARTICLE VI

Committees

Section I. STANDING COMMITTEES.

Standing committees may be established and discontinued by the membership. Each committee chair shall submit periodic reports to the Executive Committee via the Vice President. (See duties of Standing Committee Chairs described in Article IV, Section 21.)

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Section 2. SPECIAL COMMITTEES.

Special committees may be established and discontinued by the membership or by the Executive Committee to accommodate a specific task(s) within a limited period.

ARTICLE VII

Amendments

Section 1. REVIEWING BYLAWS.

The Bylaws shall be reviewed annually by the Executive Committee. The Executive Committee or any paid members may suggest changes in the Bylaws at any time.

Section 2. AMENDMENTS.

The voting paid membership will vote on changes in the Bylaws during the first regular meeting of the fall semester. Changes in the Bylaws may be approved by a simple majority of votes.

Revised by Executive Committee: June 17, 2009
Ratified by the Membership: April 21, 2010
Lasted Revised by Executive Committee: October 19, 2016
Lasted Ratified by the Membership: October 31, 2016
Lasted Revised by Executive Committee: April 30, 2020
Lasted Ratified by the Membership: May 25, 2021
***Last Revised by Membership: May 1, 2024

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What BFSA at UCF Does:

- We actively serve as mentors for students of the Legacy Mentoring program which is hosted and managed through the Office of Diversity and Inclusion.
- We plan and coordinate the annual Joseph C. Andrews Mentoring Breakfast, a well sought after event that highlights, encourages, and promotes the importance and the impact of mentoring to the university community.
- We provide annual scholarship awards to students that are excelling in and out of the classroom and making a significant contribution to the UCF legacy.
- We proactively address, provide, and/or seek out useful resources that can help to alleviate any personal, financial, and/or social burdens that our students, faculty, and staff members are facing.
- We advocate for equitable financial compensation for BFSA members.
- We annually host an open forum with the University President and Vice-President(s) to articulate the needs and concerns of Black faculty, staff, and students.
- We have and continuously maintain a well-established, advocacy-based relationship with the University's Provost on matters concerning the professional welfare of all Black faculty and staff.
- We have and maintain representation on key university-wide advisory boards that focuses on issues of University strategic planning, diversity & inclusion, retention, and advancement.
- We provide engaging and relevant topic-based discussions and forums that address academic and/or cultural trends afflicting Black faculty, staff, and students.
- We maintain a diverse membership roster of individuals from all facets of the UCF community. (University Vice-Presidents, Associate Deans, Pegasus Professors, Tenured-Faculty, Department Directors, Program Coordinators, Academic Advisors, Office Managers, Program Assistants, and even graduate students).
- We are a group of professionals that proudly fosters a culture of inclusiveness, collaboration, and support for ALL.