

**CONSTITUTION AND BY-LAWS OF THE  
CSULB BLACK FACULTY AND STAFF ASSOCIATION**



**Adopted 03/05/2021**

**PREAMBLE**

Our association's mission is to build a strong community of Black faculty, staff, and students where we provide opportunities to connect, contribute, and serve.

It is our specific intent to:

- Build a community where Black employees and students can share their successes and stresses, by cultivating a supportive atmosphere.
- Recognize and promote the advancement of current and future Black faculty & staff on our campus through advocacy, support, networking opportunities, and community engagement.
- Collaborate with other university departments to ensure that diverse applicants are recruited, nurtured, developed and retained as important members of CSULB and the surrounding community.
- Contribute to student success by building a foundation of resources for the community.

We look forward to establishing our presence as an organization created for the purposes outlined in the Constitution and By-laws which follow.

# **CONSTITUTION**

## **ARTICLE I. NAME**

The name of this organization shall be the CSULB, BLACK FACULTY AND STAFF ASSOCIATION.

## **ARTICLE II. PURPOSE**

The purpose of this organization shall be:

- Section 1. To serve as a safe place to discuss issues unique to the Black professional experience attributable to historical and institutional racism.
- Section 2. To promote unity, provide support and build community among California State University, Long Beach Black faculty, staff and students.
- Section 3. To ensure and facilitate the recruitment, retention, and promotion of Black faculty and staff.
- Section 4. To ensure and facilitate recruitment, retention and graduation of Black students.
- Section 5. To establish liaisons and work with Black/African American campus partners and other organizations, as deemed relevant and appropriate.
- Section 6. To ensure accountability for the CSULB President's Equity and Action Plan from all stakeholders (President, Provost, Academic Senate, et al).

## **ARTICLE III. MEMBERSHIP**

- Section 1. Membership in this organization shall be extended to all employees of California State University, Long Beach, as well as any of its auxiliary corporation employees, or retirees, who agree to be governed by its Constitution and By-laws herein set forth, or as duly amended.
- Section 2. All active members shall have voting privileges. Their respective rights, qualifications and privileges shall be set forth in the By-laws.

## **ARTICLE IV. OFFICERS**

- Section 1. The Officers of this organization shall consist of President or co-

Presidents (as defined in the By-laws), President Elect/Vice President, Secretary, Treasurer, Parliamentarian and Communications Officer which shall comprise the Executive Board.

Section 2. Duties, responsibilities, and terms of office of said officers shall be set forth in the By-laws.

#### **ARTICLE V. MEETINGS**

All business and special meetings of the organization shall be called by the President(s) or designee, normally in consultation with the Executive Board, as appropriate and necessary. In unusual circumstances, the Executive Board may call a business or special meeting.

#### **ARTICLE VI. COMMITTEES**

The President(s), in consultation with the Executive Board, shall establish committees and appoint individuals to all committees and special assignments to carry out the purposes and goals of the organization as deemed necessary.

#### **ARTICLE VII. FINANCES**

Section 1. All funds for the operation, development and maintenance of the organization shall be provided by voluntary gifts, donations and contributions and by special fund-raising efforts specifically authorized by the Executive Board.

Section 2. All monies shall be deposited in a responsible banking institution and all disbursements shall be made in accordance with the By-laws.

#### **ARTICLE VIII. AMENDMENTS**

This Constitution shall be amended by the process outlined in the By-laws.

#### **ARTICLE IX. DISSOLUTION**

In the event of dissolution, all assets of this organization shall be donated to such on-campus organizations as designated by the majority of the Executive Board.

## BFAS BYLAWS

### ARTICLE III. MEMBERSHIP

**SECTION 1.0**      **Membership Eligibility.** Membership eligibility in this organization is open to CSULB faculty, staff, and administrators. Any CSULB employee who subscribes to the purpose and policies of BFAS as proposed in the Constitution, may become a member of this organization, subject only to compliance with the provisions of the BFAS Constitution and Bylaws.

**SECTION 1.1**      **Membership Privileges.** Members in good standing are defined as: active and dues paying. Voting rights, participation privileges, standing committee membership, and other appropriate interests are restricted to members in good standing. Membership eligibility and membership privileges (include committee work).

**1.1.A** Members in good standing are current with dues and have been a member for a minimum of ninety (90) days. The waiting period of ninety (90) days shall begin on the date when the membership form is accepted and recorded by the BFAS E-Board (or delegated membership committee chair).

**SECTION 1.2**      **Membership Conduct.** Any conduct of behavior that is detrimental to the organization could be grounds for dismissal as determined by 50% plus one (1) vote of the members of the Executive Board. A member in good standing will be called to account for unethical behavior directed toward the organization or its members. A hearing may be convened at the discretion of the Executive Board to resolve any issue(s) related to unethical behavior.

**SECTION 2.0**      **Membership Fees.** Dues are payable in two ways; per semester or annually per fiscal year. A member may elect to pay their dues in full at the start of the fall semester. \*The annual amount of dues each member is to pay and the collection of dues shall be authorized and governed by the Executive Board. The Executive Board may review the annual dues each fiscal year and shall issue a notice of any change by August 1 or within 30 days after the end of the fiscal year. All monies shall be deposited in a responsible banking institution. \**This could include a sliding scale that is determined and agreed upon between the E-board and the member on a case by case basis*

**SECTION 2.1**      **Membership Fee Proration.** New member dues shall be prorated for the current year based upon the month joined.

**SECTION 2.2**            **Mediation of Membership Status.** The first dues payment must be made by the end of ninety (90) days of becoming a member or the applicant loses their status as a member in good standing. Members shall be responsible for verifying payment of dues.

**2.2.A.** Non-payment of annual dues or receipt of written notification by the BFAS Executive Board or Membership Committee, shall prompt a review of membership status with the individual member in the form of a mediation, to determine a resolution.

**2.2.B.** If after mediation, it is determined that a member is terminated, in order to regain status as a member in good standing, they shall be responsible for providing proof of dues payment to the BFAS E-board (or delegated Membership Committee Chair). The member shall begin a thirty (30) day waiting period commencing on the payment date. After the thirty (30) day period has passed, the member shall regain status as a member in good standing. The first day after this thirty (30) day period shall be considered the first day of membership.

**SECTION 2.3**            BFAS shall conduct membership outreach annually, but persons may be admitted to membership at any time.

## **ARTICLE IV. OFFICERS**

**SECTION 1.0**            **Executive Board.** The BFAS Executive Board shall consist of the officers of the organization: Co-President(s), President Elect/ Vice President, Secretary, Treasurer, Communications Officer and Parliamentarian.

Officers shall be elected for a one (1) year term, and may serve in the same office for as many terms as they are elected. Each member may serve on the board during the length of their tenure in office and as many times as the officer is elected.

**SECTION 1.2**            **Duties of Executive Board.** The duties of the Executive Board shall be to transact pending or necessary business between general community meetings, the campus community, and other organizations; to approve the plans of work of the E-Board on behalf BFAS members and each standing committee; and to present a report at the general community meetings.

**SECTION 1.3**            **President/Co-President.** Shall be the chief executive officer(s), subject to election by the general membership. Shall direct the administration of the organization in consultation with the Executive Committee.

Shall preside over all meetings of the organization and shall be an ex-officio member of all committees

Shall maintain an informational exchange with the University President or Designee.

Shall submit to the Division of Student Affairs a written report of achievements and goals for the following year.

Shall submit to the Division of Student Affairs at the end of spring semester, a budget and request for resources to conduct programming.

Shall call a special or emergency meeting when necessary in order to address immediate concerns or needs.

All duties shall be performed according to the *Constitution and Bylaws*, or as may be prescribed from time to time by the Executive Board or by the general membership.

#### **SECTION 1.4**

**Vice President.** Shall preside at all meetings of the general membership and Executive Board in the absence of the President, or at the request of the President.

Shall serve as Parliamentarian in the absence of the BFAS parliamentarian and serve on other committees as appointed.

Shall perform such duties as may be prescribed from time to time by the President, Executive Board, or the BFAS general membership and shall succeed to the office of President in the event of a vacancy in that office.

#### **SECTION 1.5**

**Secretary.** Shall preside at all meetings of the general membership and Executive Board unless prior notification has submitted.

Shall record the minutes and agendas of each regularly scheduled Executive Board and general membership meetings and any other key meetings as requested by the President.

Shall distribute the minutes and agendas of each general meeting to the general membership.

Shall perform such duties as may be required from time to time by the association.

#### **SECTION 1.6**

**Treasurer.** Shall receive all monies of the organization.

Shall establish a checking account with a recognized financial institution (and deposit funds) for the association.

Shall maintain an accurate record of all receipts and expenditures.

Shall maintain an accurate roster of paid members and provide Executive Board with current list of paid members on a quarterly basis, beginning July 1st.

Shall pay bills incurred on behalf of BFAS in accordance with approved campus procedures upon written authorization from the BFAS President and Vice President.

Shall maintain all financial statement records, and present

financial statements of BFAS transactions at the regularly scheduled Executive Board and BFAS general community meetings on an annual basis, starting at the beginning of the fiscal year and when requested by the Executive Board. Shall work with the Executive Board to establish a Budget and Finance Committee which shall consist of no less than three (3) members and a chair. Once established, the Budget and Finance committee shall work with the Treasurer to review financial records. Shall perform other fiduciary duties required by law, or by this *Constitution and Bylaws*. Shall perform additional duties as may be prescribed from time to time by BFAS. In the event that the Treasurer role has not been filled, the duties of Treasurer shall fall upon the Secretary.

**SECTION 1.7** **Parliamentarian.** Shall assist in the interpretation of the Association's *Constitution and Bylaws* during regularly scheduled Executive Board and general community meetings, should an issue arise, and ensure that parliamentary procedures are in accord with the *selected hybrid model of African Consensus and Robert's Rules*. Shall also serve as the Historian until such a role is established by the Executive Board and general membership.

**SECTION 2.0** **Qualifications.** BFAS officers must be active, dues paying members in good standing for one year in addition to the ninety (90) days membership waiting period. Friends of BFAS are not eligible to become BFAS officers.

**SECTION 2.1** Executive Board members must sign and honor the terms of the Association Executive Board Member Conflict of Interest Agreement (Appendix 2) upon taking office or no later than the second Executive Board meeting of the fiscal year. A conflict of interest exists when a board member has a competing personal or professional interest. A breach of the agreement may be grounds for removal from office and from membership in the organization.

**SECTION 3.0** **Candidates.** Candidates must be eligible to run for office according to the eligibility requirements identified in Article IV Section 2 of these Bylaws. The Elections Committee Chair, in consultation with the Membership Committee Chair, will verify the qualifications of candidates running for office as indicated in the aforementioned section.

- SECTION 3.1** A candidate must use their legal first and last name on record with the University on the ballot. The order of the candidates appearing on the ballot shall be determined by a random drawing of names that shall occur at a meeting of the Elections Committee. In the event of a run-off election, a new ballot order will be determined by a random drawing of names that shall occur after the results are announced.
- SECTION 3.2** **Filing for Nomination.** Candidates may run for only one office during a single election.
- SECTION 3.3** **Write-In Candidates.** A write-in candidate must meet all the qualifications for the office they are running for.
- SECTION 4.0** **Campaigning.** To campaign shall be defined as the posting or distribution of campaign materials, and/or speaking to members of the campus community. Candidates and their supporters shall use the highest standards of ethics when campaigning and discussing other candidates.  
Endorsement of individual candidate(s) is allowed. Individuals may not endorse a candidate until after campaigning has begun.  
BFAS Executive officers and committee chairs may support individual candidates but not under the title of BFAS leadership.
- SECTION 5.0** **Election Timeline.** The BFAS general elections for officers of the Executive Board will be held between 8:00am on Monday and 5:00pm on Friday in the month of May. Run-off elections will also be held in the month of May if necessary (See Article IV Section 2).
- SECTION 5.1** Public notice of an election must be given to BFAS general members no later than ten (10) business days prior to the election. The notice shall specify the place(s), the legal day(s), the hours of such elections, and the officers to be elected or the general nature of the issue(s) to be decided.
- SECTION 5.2** **Voting.** Voting will begin at 8:00 a.m. on Monday of the week of the election and shall be continuous until 5:00 p.m. on the Friday of the week of the election. The Voting System refers to the method of submitting ballots. Eligible voters shall submit their votes as predetermined by the Elections Committee. For run-off elections, the System will be identical to those for the general elections.



### **SECTION 5.3**

The votes shall be tallied by the Elections Committee by 5:00 p.m. the next business day after the last day of voting. All write-in ballots shall be verified and counted by a majority (50% plus one) of Elections Committee members. A witness from the Elections Committee shall be present when ballots are counted. This witness shall sign a BFAS Elections Committee Conflict of Interest Agreement (Appendix 1) prior to counting ballots.

The names of the winners shall be communicated electronically to the BFAS general membership by the Elections Committee Chair and the results shall be released to the public once finalized. Interim results will not be released to BFAS general membership or the public.

The electronic communication of the results shall constitute notification of the results to all candidates.

### **SECTION 6.0**

**Recount.** A recount may be requested by any candidate for the race in which he or she is running if he or she has reason to believe the count was inaccurate. Recounts must be requested within one (1) business day of the final vote count for that election.

### **SECTION 6.1**

The Elections Committee Chair shall recount the votes of the specific race requested within three (3) business days of the request.

**6.1.A.** Winners shall be the candidate who receives a majority of votes in the regular election. A majority shall be defined as 50% plus one (1) individual vote of the total votes cast.

**6.1.B** If the election results in a tie, a second election will be held within two weeks of the date the first election results are announced. A tie is defined as both candidates receiving the same number of votes.

**6.1.C** If no candidate receives a majority of votes (e.g., less than 50% for all candidates) in the regular election, the top two candidates receiving the most votes shall participate in a run-off election within two weeks of the date the first election results are announced. The run-off election shall be conducted according to BFAS elections rules.

### **SECTION 7.0**

**Special Elections.** Special Elections will only be held as determined by the BFAS Executive Board. They will be held during a general election whenever possible.

**7.0.A.** Such special elections shall be subject to approval by a majority vote of the BFAS Executive Board, indicated by 50% plus (1) one vote. Voting for special elections shall normally take place the week designated for the general election.

**7.0.B.** When a special election is held separate from a general election, the following conditions shall apply: the availability of the Voting System, including method and hours of operation, will be identical to that of the most recent previous general election. Eligibility requirements shall not change. Winners shall be determined by the same method as noted for the general election.

## **SECTION 8.0**

**Violations.** If a candidate violates any provision of the BFAS Constitution and Bylaws or a directive of the Elections Committee Chair, the Elections Committee Chair may refer the violation to the BFAS Executive Board to determine course of action. Disqualification is a last resort; other disciplinary action should be tried first.

## **SECTION 8.1**

**Complaints.** Any individual having knowledge of a violation of these election procedures may make a written complaint to the Elections Committee Chair. Formal complaints will be made in written form and submitted to the Elections Committee Chair for review. A complaint must state matters pertaining to who, what, where, when, and how of the violation. The complaint must be signed and have a contact phone number or e-mail address. Anonymous complaints will not be considered. Election complaints must be submitted by 5:00 p.m. on the Monday following the election.

## **SECTION 8.2**

Complaints against the Elections Committee Chair, Elections Committee, or the election process shall be filed in writing with the Executive Board. If the complaint is upheld and action is appropriate, the Executive Board shall notify the Elections Committee Chair.

## **SECTION 8.3**

### **Removal.**

**8.3.A.** The Elections Committee Chair may be removed for cause by a 50% plus one (1) vote of a majority of members of the Executive Board.

**8.3.B.** The Elections Committee Chair may remove any Elections Committee Member whose actions may improperly affect the outcome of an election or violate the ethical code of conduct.

**8.3.C. Elections Committee Conflict of Interest Agreement:** If needed, this removal may be subject to review and 50% plus one (1) vote by members of the BFAS Executive Board.

**SECTION 9.0 Recordkeeping.** The Elections Committee Chair shall transfer records of all elections on an annual basis. A designated officer shall collect, update, and keep permanent files of all elections-related documents, publications, and records.

**SECTION 10.0 Vacant Officer Positions.** In the event of a vacancy in the position of the Elections Committee Chair, the President shall appoint a new Elections Committee Chair confirmed by a 50% plus one (1) vote of a majority of Executive Board members.

**SECTION 10.1** If the BFAS President is unable to complete their term in office, the President Elect shall serve as President of ASSOCIATION for the unexpired term.

**SECTION 10.2** The general membership shall nominate and vote at one of BFAS's scheduled meetings to fill vacancies of unexpired terms of other elected officers of BFAS.

**SECTION 10.3** In the event that fifty percent (50%) or more of elected officers vacate their offices, an appropriate member of the Executive Board/BFAS general membership shall call a special election to fill the unexpired terms of the vacated offices. The special election shall follow the procedures outlined in Article VII (Section 7.3) of these Bylaws

## **ARTICLE V. MEETINGS**

**SECTION 1.0 Membership Meetings.** General BFAS community meetings shall be conducted according to established parliamentary procedures. BFAS parliamentary procedures follow a hybrid model consisting of African Consensus and Roberts Rules. This hybrid model uses participatory decision making by discussing community issues, arriving at a shared agreement and handling participant opposition to such agreement with dignity to establish the mode of direction in BFAS. Our Executive Board structure and meetings follow this hybrid model of African Consensus and Robert's Rules.

- SECTION 1.1** General BFAS community meetings shall be held monthly during the academic year. The dates shall be set for regular meetings at the first regular meeting of the fall semester, unless otherwise provided by the Executive Board by a change of date no less than five (5) days prior to the date of the scheduled meeting. Meetings shall be held at a site designated or agreed upon by the membership.
- SECTION 1.2** A schedule of meetings with meeting dates, times, and locations, shall be provided to each member via email distribution or at our general community meeting.
- SECTION 1.3** The President or a majority of BFAS Executive Board members may call emergency meetings of the general membership. Emergency meetings of the general membership may be called without notifying members prior to meeting. Special meetings of the general membership may be called by the President, a majority of Executive Board members, or written petition of one-third of the general membership. Written notice of special meetings shall be sent to the general membership at least five (5) working days prior to such meetings.
- SECTION 1.4** A quorum, for the purpose of conducting business in the BFAS general community meetings, consists of an executive officer and at least 10% (ten percent) of members in good standing. BFAS will not conduct business in the absence of a quorum.
- SECTION 1.5** The privileges of holding office, introducing motions, debating, and voting shall be limited to members in good standing.
- SECTION 2.0** **Executive Board.** Executive Board meetings shall be held during the fiscal year. A majority of board members present, represented by 50% plus one (1) voting members of the Executive Board, shall be empowered to conduct BFAS business. Minutes from such meetings shall be taken by the BFAS Secretary, or appointed designee, and provided to the general membership at the next scheduled general community meeting. In the absence of a majority, the Executive Board shall not transact business, except as otherwise permitted in the Constitution and Bylaws.
- SECTION 2.1** The BFAS President(s) shall notify each Executive Board member, in writing delivered by mail or electronic means, of the meeting agenda, time and place, at least four days prior to any such meeting. Notification about special or emergency meetings may be delivered sooner.

## **SECTION 2.2**

Attendance at Executive Board meetings shall be mandatory. Individual board members shall notify the Board president of an absence at least 48 hours prior to the meeting date. More than three times absent over the course of the fiscal year, without cause, shall represent a breach of board member ethical behavior and constitute grounds for review by the Executive Board, to determine course of action; removal from office.

## **ARTICLE VI. COMMITTEES**

### **SECTION 1.0**

The BFAS President(s), in consultation with the Executive Board, shall establish Standing and Ad hoc committees.

Each Standing and Ad Hoc committee shall have a chairperson.

The Standing and Ad Hoc Committee Chairpersons shall be appointed and confirmed by a majority vote of the BFAS Executive Board

Appointment of Committee Chairpersons shall occur after July 1 of the fiscal year, but no later than the second general membership meeting.

If an election for Committee Chairpersons is needed, the Executive Board will conduct the election and the general membership shall vote for the nominee no later than the third membership meeting of the fiscal year. The decision to hold an election for any

Chairpersons shall be determined by a majority vote of Executive Board members. The winning tally shall be declared according to 50% plus one (1) votes of the Executive Board members. Members in good standing and Friends of BFAS may serve on all committees. Friends of BFAS do not have voting rights on these committees.

### **SECTION 1.2**

**Membership Committee.** The Membership Committee (Standing) shall be responsible for all activities supporting the recruitment of new active members and Friends of BFAS.

### **SECTION 1.3**

**Elections Committee.** The Elections Committee (Standing) shall be responsible for all activities supporting Election communication and the dissemination, collection, and tallying of ballots.

**1.3.A.** Elections Committee members shall maintain an impartial attitude and shall not campaign, nominate, or vote in any election in which they are working.

**1.3.B.** During their term, an Elections Committee Member shall not serve as an Executive Board Member. Elections Committee Members

shall sign a BFAS Elections Committee Conflict of Interest Agreement (Appendix 1).

**SECTION 1.4**

**Elections Committee Chair.** The Elections Committee Chair shall be appointed by the BFAS Executive Board and confirmed by a majority vote of BFAS Executive Board members. The appointment shall occur after July 1 of the fiscal year, but no later than the second general membership meeting.

**1.4.A.** If an election for the Elections Committee Chair is needed, the Executive Board will conduct the election and the general membership shall vote for the nominee no later than the third general community meeting of the fiscal year. The decision to hold an election for the Elections Committee Chair shall be determined by a majority vote of Executive Board members. The winning tally shall be declared according to 50% plus one (1) vote.

**SECTION 1.5**

**Elections Committee Chair.**

Shall oversee the election process, organize elections and encourage member participation through legal and acceptable means

Shall be accountable for implementing and enforcing all provisions of these Constitution and Bylaws that pertain to elections.

Shall be charged with the recruitment (in consultation with the BFAS Executive Board), oversight, and training of Elections Committee member, to promote voter participation prior to and during an election. The Chair shall lead oversight and training of committee members.

Shall immediately mediate all infractions, quarrels, disputes, and disagreements involving campaigns and elections and make a determination that is appealable to the Executive Board.

Shall maintain an impartial attitude towards elections and election issues.

Shall not campaign in any election nor publicly support any candidate or cause in any election they are overseeing.

Shall not hold an office within BFAS during the semester in which they are overseeing an election.

Shall sign an BFAS Elections Committee Conflict of Interest Agreement (Appendix 1).

Shall be prohibited from privately discussing elections and election issues. If any interpretation or question of the Constitution and Bylaws is required, the Elections Committee Chair shall consult with the Elections Committee first, then, if necessary, with the Executive Board and Parliamentarian.

Shall issue a report to the BFAS Executive Board no later than early summer summarizing the election(s) from that semester and making any recommendations for the next fiscal year.

**SECTION 1.6            Budget and Finance Committee.**

The Budget and Finance Committee (Standing) shall be responsible for examining financial statement records and other duties as assigned by the Executive Board. Once satisfied that the records are correct, the Budget and Finance committee shall sign a confirmation statement. The Budget and Finance committee shall present a financial report the BFAS Executive Board.

**SECTION 1.7            Event Planning Committee**

The Events Planning Committee (Standing) shall be responsible for coordinating BFAS participation at events on and off campus, especially events involving Black students attending CSU Long Beach. Sample events include:  
Cultural Welcome  
Cultural Graduation  
Student Recognition  
Professional and Cultural Development

**SECTION 1.8            Outreach Committee**

The Outreach Committee (Standing) shall be responsible for sharing and promoting the CSU Long Beach experience to potential Black students and their families.

**ARTICLE VII. FINANCES**

**SECTION 1.0**            The fiscal year of ASSOCIATION shall be from July 1st to June 30th.

**SECTION 1.1**            All monies shall be deposited in a responsible banking institution and all disbursements shall be made in accordance with the By-laws.

**ARTICLE VIII. AMENDMENTS**

**SECTION 1.0**            These Bylaws were created by the duly elected Parliamentarian and general community members in good standing between Jan. – Feb. 2021. Upon completion, the document has been named “The Black Faculty & Staff Association or BFAS Bylaws” to accurately reflect its content.

**1.1.A.** In order to amend these Bylaws, request for revisions need brought to the Executive Board. The Executive Board needs to then

present the requested revisions to the general community meeting for discussion and vote to uphold revisions.

**1.1.B.** Amendments to these Bylaws may be made by a 50% plus one (1) vote of the BFAS membership. Amendments will need to be recorded in the Bylaws and shall include, semester revision occurred, if the amendment was ratified by at least two thirds of the BFAS members in good standing, and date.

## **ARTICLE IX. DISSOLUTION**

### **SECTION 1.0**

In the event of the dissolution of BFAS, its assets shall be given to the Catalyst for Change Scholarship Fund or such on-campus organizations, as designated by the majority of the Executive Board, to benefit Black students.



## **DEFINITIONS**

### **AFRICAN CONSENSUS MODEL**

A cooperative, full participatory method of discussing community issues and arriving at a shared agreement. Getting to a collective agreement honorably and handling participant opposition to such an agreement with dignity.

### **MEMBER IN GOOD STANDING**

A member in good standing is current with dues and performs in an ethical manner. The member avoids situations where an implied or actual conflict of interest exists. The member makes decisions that benefit the organization and does not promote their own self-interest. The member does not make decisions or enter BFAS into contracts that benefit family members. The member does not extend favorable treatment to friends in their dealings with BFAS. The member deals with the public, BFAS members, and BFAS officers fairly. The member does not exercise personal authority over BFAS members or BFAS officers. The member speaks positively about BFAS in public. If an officer or committee member handles private information, that person maintains confidentiality. The Executive Board may remove any member whose conduct violates the BFAS Constitution and Bylaws. The decision to remove a member shall be determined by 50% plus one (1) vote by members of the ASSOCIATION Executive Board.

Participation privileges, voting rights, sub-committee membership, and other appropriate interests extend to BFAS members in good standing.

It is the responsibility of the member to ensure that they are current with dues. A member in good standing is current with dues and has been a member for a minimum of ninety (90) days. The waiting period of ninety (90) days shall begin on the date when the membership form is accepted and recorded by the Membership Committee Chair (or delegate). The first dues payment must be made by the end of ninety (90) days or the applicant loses their status as a member in good standing.

In order for a member to regain status as a member in good standing, he/she shall be responsible for providing proof of dues payment to the Membership Committee Chair (or delegate). The member shall begin a thirty (30) day waiting period commencing on the payment date. After the thirty (30) day period has passed, the member shall regain status as a member in good standing.

### **BOARD MEMBER IN GOOD STANDING**

Regularly attends scheduled board meetings and general meetings. More than three times absent over the course of the fiscal year, without cause, shall represent a breach of board member ethical behavior and constitute grounds for removal from office.

### **FRIENDS OF ASSOCIATION MEMBER:**

Employees of any CSU Long Beach auxiliary corporation, CSU Long Beach retirees, or CSU Long Beach alumni shall be extended membership associated with Friends of the Black Faculty and Staff Community, who agree to be governed by its Constitution and Bylaws herein set forth, or as duly amended. Friends of ASSOCIATION may not elect the Officers of

the Executive Board. Friends of ASSOCIATION may attend meetings, but are not entitled to make motions, vote, or hold office.

**STANDING COMMITTEE:**

A group of members formed to perform specific duties on a regular basis as prescribed in Article VI of the Bylaws.

**AD HOC COMMITTEE:**

A group of BFAS members who come together for particular tasks or assignments. Once the task/assignment is complete, the committee is no longer needed.

## APPENDIX 1 BLACK FACULTY & STAFF ASSOCIATION

### Elections Committee Conflict-of-Interest Questionnaire

The following questionnaire must be completed annually by those seeking membership on the Elections Committee of the Black Faculty and Staff Association (hereafter identified as BFAS). Answers to this questionnaire should relate to relationships that occurred from <insert month, date, year> through <insert month, date, year>. Once you have completed this questionnaire, please sign and date in the space provided and return it to:

<Elections Committee Chair's name>

<Elections Committee Chair>

<Office Address>

<Office Phone #>

<Office Fax #>

<Campus E-mail address>

1. Are you an officer of an organization that conducts business or has a relationship with BFAS? Yes No
2. Have you ever served on the board of a business in which BFAS invests?  
Yes No
3. Do you have a family relationship with anyone who has a noted relationship with BFAS?
4. Family connections include an individual's spouse, parent, child, grandparent, grandchild, great- grandchild, and sibling. The spouses of any children, grandchildren, great-grandchildren, and siblings are considered family relationships as well.  
Yes No
5. Have you participated, directly or indirectly, in any employment agreement, compensation relationship, or any other arrangement/investment opportunity with a third-party vendor doing business with BFAS that has resulted or could result in personal benefit to you?  
Yes No
6. Have you received, directly or indirectly, any salary payments, loans, or gifts of any kind or any free service, discounts, or other fees from any person/organization engaged in any transaction with BFAS?  
Yes No
7. Do you share ownership of a business that does business with BFAS? Ownership means voting power in a corporation, profits, interest in a partnership, or beneficial interest in a trust.  
Yes No

Print name

Signature

Signature Date (mm/dd/yyyy)

## APPENDIX 2: BLACK FACULTY & STAFF ASSOCIATION

### Executive Board Member Conflict-of-Interest Questionnaire

The following questionnaire must be completed annually by those seeking to serve on the Executive Board of the Black Faculty and Staff Association (hereafter identified as BFAS). Answers to this questionnaire should relate to relationships that occurred from <insert month, date, year> through <insert month, date, year>. Once you have completed this questionnaire, please sign and date in the space provided and return it to:

<Name>

<Position>

Black Faculty and Staff Association

<Office Address>

<Office Phone #>

<Office Fax #>

<Campus E-mail address>

1. Are you an officer of an organization that conducts business or has a relationship with BFAS?  Yes  No

2. Have you ever served on the board of a business in which BFAS invests?  Yes  No

3. Do you have a family relationship with anyone who has a noted relationship with BFAS?

Family connections include an individual's spouse, parent, child, grandparent, grandchild, great-grandchild, and sibling. The spouses of any children, grandchildren, great-grandchildren, and siblings are considered family relationships as well.

Yes  No

4. Have you participated, directly or indirectly, in any employment agreement, compensation relationship, or any other arrangement/investment opportunity with a third-party vendor doing business with BFAS that has resulted or could result in personal benefit to you?

Yes  No

5. Have you received, directly or indirectly, any salary payments, loans, or gifts of any kind or any free service, discounts, or other fees from any person/organization engaged in any transaction with BFAS?

Yes  No

6. Do you share ownership of a business that does business with BFAS? Ownership means voting power in a corporation, profits, interest in a partnership, or beneficial interest in a trust.

Yes  No

Print name

Signature

Signature Date (mm/dd/yyyy)