

***UNIVERSITY OF LOUISIANA AT LAFAYETTE***  
**BLACK STAFF AND FACULTY CAUCUS**

**CONSTITUTION**

**ARTICLE I**

NAME

The name of the organization shall be the Black Faculty and Staff Caucus, **University of Louisiana at Lafayette**.

**ARTICLE II**

PURPOSE

Section 1. The general purpose of the organization shall be twofold: (1) To serve the special needs of employees by promoting understanding of Black concerns and by providing assistance, education, and social interaction for the employees, and (2) To provide for employees and students a pro-active organization capable of addressing problems, and, when necessary, informing the Office of Minority Affairs and the University administration of these concerns and making recommendations as required to resolve the issues.

Section 2. The specific purpose shall be to develop an organization with a mission to insure and maintain equitable treatment in promotions, job opportunities, and a work environment free of discrimination and racial tensions for UL Lafayette Black employees.

Section 3. Achievement of these purposes shall be achieved through participation in workshops, lectures, seminars, meetings, and employee assistance programs and through other contacts within and outside the University community.

**ARTICLE III**

BASIC POLICIES

Section 1. The organization shall be non-commercial, non-sectarian, and non-partisan.

Section 2. The organization shall act as the official voice of its members only. It will, on behalf of any **black** employee or student in need, act regardless of membership status when asked to do so if the concerns are considered important to a significant number of **UL Lafayette** Black employees and students and is of a nature that might be detrimental to the organization or its members if not addressed.

Section 3. The name of the organization or the names of any members in their official capabilities shall not be used in connection with a commercial concern or with any partisan interest or for any purpose not approximately related to the promotion of the objectives of the organization.

Section 4. The organization shall not – directly or indirectly—participate or intervene (in any way, including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than any insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

Section 5. The organization shall cooperate with the University to support the improvement of education, employee relationships and employee welfare in ways that will not interfere with the administration of the University and shall not seek to control its policies.

Section 6. The organization may cooperate with other organizations and agencies, but persons representing the organization in such matters shall make no commitments that bind the organization.

## ARTICLE IV

### MEMBERSHIP AND DUES

Section 1. Any UL Lafayette employee or graduate student who subscribes to the purpose and basic policies of the organization may become a member of this organization, subject only to compliance with the provisions of the constitution.

Section 2. Active membership in the organization is open to UL Lafayette faculty, staff, graduate students and retired employees. Active members are defined as those employees whose dues are current. Voting privileges are restricted to active membership.

Section 3. The organization shall conduct an annual membership drive, but persons may be admitted to membership at any time.

Section 4. Only active members in good standing with the organization shall be eligible to participate in its business meetings or to serve any of its elective or appointive positions. A member in good standing has paid yearly dues.

Section 5. A member in good standing will be called to account for behavior considered harmful to the organization. Harmful is defined as unethical behavior directed toward the organization or its members. A hearing may be convened at the discretion of the Executive Committee to resolve any issues(s) related to the unethical behavior.

Section 6. Each member of the organization shall pay annual dues. The amount of said dues for the coming academic year shall be determined by a vote of the active members present at the first regular meeting of the current academic year. **A majority of those in attendance must vote in favor of any fee change for approval.**

Section 7. In the event of the dissolution of the organization, its assets shall be given to the Office of Minority Affairs **to be used at the discretion of the Director for University approved activities.**

# ARTICLE V

## OFFICERS AND THEIR ELECTIONS

### Section 1.

- a. **Black Faculty and Staff Caucus** officers will consists of the current President, President-elect, Secretary, Treasurer, and Parliamentarian.
- b. **All officers, except the parliamentarian,** shall be elected by a majority vote of active members. Officers shall be elected by secret vote via a mail-out ballot prior to the last regularly scheduled meeting of the academic year. During an election year unopposed candidates shall be automatically elected. **The Parliamentarian shall be appointed by the current Black Faculty and Staff Caucus President.**
- c. The nominations committee shall open for recommendations one (1) month prior to the last regular meeting.
- d. Officers shall assume their official duties at the close of the last regular meeting of the academic year and shall serve for a term of one (1) year and/or until their successors are elected.
- e. No limits shall be affixed to the number of consecutive terms in the same office that a person may serve.

Section 2. There shall be a nominating committee consisting of five (5) members appointed by the Executive Committee (as defined in Article VI) at its second regular meeting. Following the report of the nominating committee, nominations may be made from the floor provided the consent of the nominee has been secured.

Section 3. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by majority vote of the remaining members of the Executive Committee.

### Section 4.

- a. To be eligible to be elected to, appointed to, or to hold office or a standing committee chairpersonship, a member (1) must have been an active member of the organization for (1) academic year; (2) must be in good standing by having all dues and debts owed the organization paid in full; and (3) is not currently under censor by the organization for unethical behavior.
- b. To seek a second elected term for any office, an officer, **if not elected by a majority vote,** must provide a statement of accomplished goals.

## Section 5.

a. The president shall preside at all meetings of the organization and of the Executive Committee; shall perform such other duties as may be prescribed in the constitution or are assigned to him by the organization or by the Executive Committee; and shall coordinate the work of the officers and committees, in order that the objectives may be promoted. The President shall call a special or emergency meeting when necessary in order to address immediate concerns or needs.

b. The president-elect shall serve as chairperson of the Nominating Committee and shall perform the duties of the president in the absence or inability of that officer to serve. Other duties may be assigned when necessary **by** the current Black Faculty and Staff President **or** the Executive Committee.

c. The secretary shall record the minutes of all meetings of the organization and of the Executive Committee and keep a record of attendance. The secretary shall serve as a member of the constitution and constitution revision committee. The secretary will prepare election materials for all elections. The secretary shall provide a copy of the agenda to the members and notify the members of the time, place, and date of all meetings.

d. The treasurer shall receive all monies of the organization; shall keep an accurate record of receipts and expenditures; shall pay out local funds in accordance with approved budget as authorized by the organization. The treasurer shall present a financial statement at every meeting of the organization and at other times when requested by the Executive Committee. The treasurer's accounts shall be examined annually by an auditor or an auditing committee of not less than three (3) members and the president-elect as chairperson, who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The auditing committee shall be appointed by the Executive Committee at least two (2) weeks before the meeting.

e. The parliamentarian shall assist the presiding officer in the interpretation of the constitution of the organization and shall insure that all meetings are orderly, and the parliamentary procedures are in accord with Robert's Rules of Order.

## ARTICLE VI

### EXECUTIVE COMMITTEE

#### Section 1.

a. The Executive Committee shall consist of the officers of the organization, **the Director of Minority Affairs and the immediate Past President.**

b. **The immediate Past President and the Director of Minority Affairs shall be included as voting members of the Executive Committee. Each must be a Black Faculty and Staff Caucus member in good standing and may attend all Executive Committee meetings.**

Section 2. The duties of the Executive Committee shall be to transact necessary business between organizational meetings and such business as may be referred to it by the organization; to approve the plans of work of each standing committee chairperson; and to present a report at the regular meeting of the organization.

Section 3. Regular meetings of the Executive Committee shall be held monthly during the academic year. A majority of active members present shall constitute a quorum. Special meetings of the Executive Committee may be called by the president, or by a majority of the committee.

## ARTICLE VII

### STANDING AND SPECIAL COMMITTEES

Section 1. Such standing committees shall be created by the Executive Committee as may be required to promote the objectives and interests of the organization. The standing committees of the organization shall be Nominating Committee, Membership Committee, and Fundraising Committee. The chairperson of the standing committee shall be appointed by the **Black Faculty and Staff President**. Their term of office shall be one (1) year.

Section 2. The chairperson of each standing committee shall present plans of work to the Executive Committee, and no work shall be undertaken without the approval of the Executive Committee. Any vacancies occurring in the chairmanship of the standing committee shall be filled by the **Black Faculty and Staff President**.

Section 3. Such special committees may be created as may be required to promote the special interests and objectives of the organization. The chairperson of the special committee shall be appointed by the Black Faculty and Staff President. Their term of office shall expire upon completion of assigned task. The chairperson of each special committee shall present plans of work to the Executive Committee and no work shall be undertaken without the approval of the Executive Committee. Any vacancies occurring in the chairpersonship of a special committee shall be filled by the **Black Faculty and Staff President**.

Section 4. The president shall be an ex-officio member of all committees except the nominating committee, **if he/she is running for re-election**.

## ARTICLE VIII

### MEETINGS

Section 1. Regular meetings of the organization 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 organization or Executive Committee by a change of date no less than five (5) days prior to the date of the scheduled meeting. Any active member can request convening of a special or emergency meeting by contacting the president.

Section 2. The newly elected officers shall be formally installed at the regularly scheduled last meeting of the academic year of an election year.

Section 3. Active members present will constitute a quorum for conducting business at any scheduled meeting.

Section 4. The privilege of holding office, introducing motions, debating, and voting shall be limited to active members.

## **ARTICLE IX**

### **CODE OF ETHICS**

Section 1. A member or officer shall refrain from participation in any discussion, debate, purchasing goods or services, or vote on issues where there is a conflict of interest. A conflict of interest is defined as any advantage(s) a member or officer may gain not afford the general membership.

Section 2. The organization shall make no demands upon a member or officer which may cause the member to be in conflict with lawful instructions of the member's superiors or the member's written job description.

## **ARTICLE X**

### **REMOVAL FROM OFFICE**

Section 1. An officer shall be removed from office by a two-thirds vote of the active voting membership. Any active member may call for a vote at a regular meeting. However, a vote may not take place less than 10 days after the recommendation. Active members must be given written notice of a recall vote no less than five (5) working days prior to the taking of the vote. An officer may end the recall proceedings by resigning.

Section 2. A committee chairperson shall be removed from office by two-thirds vote of the Executive Committee. The committee chairperson may end the proceedings by resigning.

Section 3. An active member of the committee shall be removed upon the recommendation of the committee chairperson. The Executive Committee shall have the power to sustain the recommendation.

Section 4. An active member's removal from the organization shall be the same as that of the officer and as set forth in this constitution.

## **ARTICLE XI**

### **PARLIAMENTARY PROCEDURE**

Robert's Rules of Order Revised shall govern the organization in all cases in which they are applicable.

## ARTICLE XII

### FINANCES AND DISBURSEMENT OF FUNDS

Section 1. The Executive Committee shall prepare at the beginning of each academic year a financial budget for the ensuing year. All purchases and expenditures of the organization shall be made only upon approval by the voting members except an amount per academic year determined by the members shall be allocated for use by the Executive Committee to meet daily expenses and emergencies. The expenditure of these funds are not subject to a vote by the members.

Section 2. All cash funds of the organization shall be deposited in the name of the Black Faculty and Staff Caucus in an institution secured by depositor's insurance. The University's treasurer's facilities may be utilized in lieu, concurrent if desired. Checks, drafts, and other items for collection, requiring endorsement. Shall be endorsed in the stamp or in person. All checks, **drafts, and other items for collection** issued against any of the organization's accounts shall be signed by the treasurer and countersigned by the **Black Faculty and Staff President or his/her representative**.

Section 3. The books shall be audited annually as prescribed elsewhere in the constitution.

Section 4. Organizational membership dues shall be paid on or before **November 1<sup>st</sup>**. New members shall pay the full amount at the time of joining regardless of the date of membership. The full amount of dues as set elsewhere in this constitution.

## ARTICLE XIII

### AMENDMENTS

Section 1. This constitution may be amended at any regular meeting of the organization by a two-thirds vote of the active members present and voting, provided that notice of the proposed amendment shall have been given at the previous meeting or written notice of no less than five (5) working days prior to the vote.

Section 2. A committee may be appointed to submit a revised constitution for the existing constitution only by a majority vote of active members at a meeting of the organization, or by a two-thirds vote of the Executive Committee. The requirements for adoption of a revised constitution shall be the same as in the case of an amendment.