

**Bylaws for
The African American Faculty and Staff Association
California State University, Fullerton**

PREAMBLE

To promote unity among faculty and staff and offer positive support to students. The name of this organization shall be The African American Faculty and Staff Association (AAFSA) of California State University, Fullerton (CSUF).

ARTICLE I PURPOSE

SECTION 1.

The purpose of this organization, hereinafter referred to as the Association, is to bring together members of the CSUF African American faculty and staff for the purpose of promoting effective communication between all segments of African Americans and other minority communities of the university including:

- To schedule fundraisers and award scholarship funds for incoming and continuing African American students.
- To serve as mentors for African Americans and other minority students.
- To sponsor and host cultural events, academic and festive activities, faculty and staff luncheons, and other appropriate activities for African Americans and other minority students.
- To coordinate social & cultural activities to build community and camaraderie of the CSUF African American community.

SECTION 1.1

Promote the networking, collaboration and building the community of African American faculty & staff.

SECTION 1.2

Promote recruitment, retention, and graduation of African Americans students at all levels of education.

SECTION 1.3

Promote effective communication between university administration and the African American community at CSUF.

ARTICLE II MEMBERSHIP

SECTION 2

Membership is open to, but not limited to African American faculty and staff at CSUF. A member is defined by a dues paying CSUF faculty or staff who has submitted a membership application.

SECTION 2.1

Participation privileges, voting rights, and other appropriate interests of each member of the Association shall be equal among all dues paying members in good standing.

ARTICLE III MEMBERSHIP DUES

SECTION 3

Annual membership dues of twenty-five dollars (\$25.00) are payable to the Association on an annual basis. Dues may be paid in installments throughout the year through “It’s Our University” or another appropriate method of payment. Dues are to be submitted to the treasurer.

SECTION 3.1

Dues shall be prorated for the current year for new members based upon the month that the member joins.

SECTION 3.2

Non-payment of annual dues or receipt of written notification by the Executive Board will terminate membership in the Association.

ARTICLE IV MEMBERSHIP MEETINGS

SECTION 4

Meetings shall be conducted according to established parliamentary procedures.

SECTION 4.1

The Association’s general membership meetings shall be held on the third Wednesday of each month at 11:30 am or another time agreed upon by the membership, at a site designated or agreed upon by the membership.

SECTION 4.2

A schedule of meetings with meeting dates, times, and locations, shall be provided to each member via email or distribution at each meeting.

SECTION 4.3

The President or the Executive Board may call emergency meetings without prior written notification to the membership. Special meetings may be called by the President, a majority of the Executive Committee membership, 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 meeting.

SECTION 4.4

A quorum, for the purpose of conducting business in a regular membership meeting of the Association, shall consist of at least thirty percent (30%) of the dues paying members. The Association shall conduct no business in the absence of a quorum.

ARTICLE V EXECUTIVE BOARD

SECTION 5

The Executive Board of the Association shall consist of President, Vice President, Secretary, Treasurer, and Historian. Each member may serve on the board for two consecutive years.

SECTION 5.1

The Executive Board shall manage, direct, and administer activities and affairs of the Association except as otherwise stipulated by the full membership of the Association.

SECTION 5.2

The Executive Board shall delegate such duties as may be necessary, to the proper board officer, or ad hoc committees on which they shall serve in an ex officio capacity.

SECTION 5.3

Board members shall serve without compensation.

SECTION 5.4

The Executive Board shall meet once each semester or as needed. The Board president, or any two Board members may call special meetings.

SECTION 5.5

Notice of time and place of Executive Board meetings shall be sent to each Board member at least seven (7) days prior to any such meeting.

SECTION 5.6

A quorum for the purpose of conducting Board business shall consist of one-half (1/2) or more of Board members. Minutes from such meetings shall be provided to the general membership at the next scheduled general meeting. In the absence of a quorum, the Board shall not transact business, except as otherwise provided by the bylaws in the absence of a quorum.

SECTION 5.7

Attendance at Executive Board meetings shall be mandatory. Individual Board members shall notify the Board president within forty-eight (48) hours of non-attendance.

ARTICLE VI OFFICERS OF THE ASSOCIATION

SECTION 6

The President of the Association shall be the chief executive officer and shall, subject to the approval of the general membership, administer and conduct the activities and affairs of the Association. All duties shall be performed according to the bylaws, or as may be prescribed from time to time by the Executive Board and/or by the general membership.

SECTION 6.1

The Vice President shall serve at all official meetings of the Association in the absence of the President, or at the request of the President. Shall serve as a voting member of all committees chair the membership committee, and shall be responsible for membership recruitment. Shall perform such duties as may be prescribed from time to time by the Association.

SECTION 6.2

The Secretary shall record minutes of each meeting of the Association and meetings of the Executive Board. Shall notify the membership of the time and location of all general meetings; read minutes of previous meetings at each subsequent meeting; and make corrections of minutes as designated. Shall maintain records of all minutes of Association meetings. Shall maintain a file of all correspondence sent by the Association and received by the Association; and perform such duties as may be prescribed from time to time by the Association.

SECTION 6.3

The Treasure shall serve as custodian of all monies of the Association. Shall establish a checking account with a recognized financial institution for the Association. Shall maintain a written record of all funds collected. Upon written authorization from the president and the Association, shall pay bills incurred on behalf of the Association. Shall present a reconciled statement of accounts of Association transactions and at each general meeting of the Association. Maintain an accurate roster of paid members, provide the vice president with current lists of paid members, or as maybe required by law or by these bylaws; and perform such duties as may be prescribed from time to time by the Association.

SECTION 6.4

The Historian shall be responsible for documenting all Association activities. The documentation shall include photographic as well as written record including annual calendar & past time lines.

ARTICLE VII QUALIFICATIONS FOR ASSOCIATION OFFICERS

SECTION 7

The Association Officers must be dues paying members in good standing for one year prior to nomination for office.

ARTICLE VIII ELECTION OF ASSOCIATION OFFICERS

SECTION 8

The election of Association officers shall be held during the month of May.

SECTION 8.1

A Nomination Committee shall be appointed at the April general membership meeting of each year, and shall be responsible for conducting nominations and elections the following month.

SECTION 8.2

With the approval of the current Executive Board, the Nominations Committee shall be responsible for establishing rules and procedures for nomination and election of Board officers.

SECTION 8.3

The election of officers shall be by majority vote.

SECTION 8.4

Officers shall be elected for two (2) year term, and may not serve in the same office for more than two consecutive terms.

SECTION 8.5

Only members shall be eligible to vote.

ARTICLE IX ASSOCIATION COMMITTEES

SECTION 9

The Association shall establish standing and ad hoc Committees. Each standing and ad hoc committee shall have a chairperson appointed at the establishment of the committee by the Association president.

SECTION 9.1

The Fundraising Committee (Standing) shall be responsible for all activities relating to fundraising in support of all AAFSA program activities. The Committee shall maintain an active, aggressive and effective campaign for locating, contacting, and applying for monies/funding.

SECTION 9.2

The Scholarship Committee (Standing) shall be responsible for all activities relating to establishing scholarship procedures, and application; selection of recipients, and presenting the AAFSA scholarship awards.

SECTION 9.3

The Events Committee (Standing) shall be responsible for coordinating AAFSA participation at events on and off campus, especially events involving African American students attending CSUF.

SECTION 9.4

The Membership Committee (Standing) shall be responsible for all activities supporting recruiting CSUF faculty and staff.

SECTION 9.5

The Multicultural Mentoring Project Committee (Standing) shall be responsible for all activities supporting the mentoring of CSUF student by association members.

ARTICLE X VACANT ASSOCIATION OFFICES

SECTION 10

The vice president shall serve as President of the Association for the unexpired term.

SECTION 10.1

The general membership shall nominate and vote at the Association's scheduled meeting to fill vacancies of unexpired terms of other elected officers of the Association.

SECTION 10.2

In the event that fifty percent (50%) or more of elected officers vacate their offices, an appropriate member of the Executive Board/Association to fill the offices of the unexpired terms shall call a special election.

ARTICLE XI FISCAL YEAR

SECTION 11

The fiscal year of the Association shall be from July 1st to June 30th.

ARTICLE XI BYLAWS AMENDMENTS

SECTION 11

Amendments to these bylaws may be made by 2/3 vote of the Association membership;

The bylaws of the African American Faculty and Staff Association of California State University, Fullerton, were ratified by members in good standing of the Association on May 1, 2004

These bylaws are hereby amended and ratified by members in good standing of the Association on May 1, 2004.