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**Northern Kentucky University**  
**Highland Heights, Kentucky 41076**  
**(606) 572-5100**

MEMORANDUM

TO: Dr. Leon Boothe

FR: Black Faculty and Staff Association

DT: May 23, 1988

RE: Black Faculty and Staff Constitution

This memo is to inform you and your staff that the Constitution of the Black Faculty and Staff Association of Northern Kentucky University has been accepted and adopted by all active members of the Association.

Enclosed you will find a copy of the Constitution for your reference.

# CONSTITUTION

## Black Faculty And Staff Association of Northern Kentucky University

### Article I Name

Section 1. The name of this organization shall be known as the Black Faculty and Staff Association.

### Article II Purpose

Section 1. The purpose of the Black Faculty and Staff Association shall be to facilitate and influence educational, administrative, and personnel policies that affect the welfare of the black members of Northern Kentucky University.

Section 2. Functions of the Association shall be to:

- (a) serve as a support forum for black members of the university community;
- (b) develop financial and other resources necessary to maintain the effectiveness of the association;
- (c) establish, maintain, and expand channels of communication with the university community;
- (d) assemble consultants from businesses, industry, government, social agencies, and organizations to conduct workshops, seminars, and programs aimed at addressing the needs of members of Black Faculty and Staff Association of NKU.

### Article III Membership

Section 1. The Association shall consist of black faculty and staff of Northern Kentucky University.

Section 2. With payment of annual dues, membership status shall be granted those persons interested in and sensitive to the purpose of the Association.

Association members who have not received active status via payment of annual dues shall have all of the privileges of the Association except those of making motions, of voting and of holding office.

Section 3. The title of Honary Membership shall be conferred upon appropriate persons who exemplify expertise in addressing the purpose of the Association. Nominees for Honorary Membership shall receive at least 51% of the votes of active members during the meeting at which honorary members are elected.

The title of Honorary Member shall carry with it none of the obligations of the Association, but shall entitle the holder to all privileges except those of making motions, of voting, and of holding office.

Section 4. There shall be annual dues covering the fiscal period of August through July. Annual dues shall be \$12.00.

#### Article IV Officers and their Duties

Section 1. The officers of the Association shall be President, Vice President, Secretary, Treasurer, and Parliamentarian.

Section 2. The President shall preside at all General Body meetings of the Association. The President shall serve as chairperson of the Executive Committee. The President shall serve as an ex-officio member of all committees. The term of office of the President shall be one year.

Section 3. The Vice President shall act in the behalf of the President in his/her absence. The term of office of the Vice President shall be one year.

Section 4. The Secretary shall record proceedings of meetings of the General Body, the Executive Committee, and other meetings identified by the President. He/She shall be responsible for all official Association correspondence during his/her term.

The Secretary shall serve as chairperson of the Membership Committee. The term of office of the Secretary shall be one year.

Section 5. The treasurer shall be responsible for all fiscal matters related to the Association including allocations of funds to support activities of the various committees. He/She shall make financial reports at each Executive Committee meeting as well as General Body meetings.

The term of office of the Treasurer shall be one year.

Section 6. The Parliamentarian shall decide all questions of order. He/She shall see that the Constitution of the Association is complied with and that its order is properly executed. The term of office of the parliamentarian shall be one year.

Section 7. Upon expiration of term of office, officers shall forward official Association minutes, materials, correspondence, books, and so on to newly elected officers.

Section 8. Robert's Rules of Order Revised shall be used to cover procedures not prescribed by this Constitution.

#### Article V Committee

Section 1. 1. Membership Committee  
The Secretary shall serve as chairperson of the Membership Committee. The Membership

Committee shall be responsible for recruiting and sustaining membership for the Association. The Membership Committee shall be responsible for contacting all new black personnel on a continuing basis. This committee should be formed as soon as new officers are elected.

2. Executive Committee

The Executive Committee shall consist of officers of the Association and standing committee chairpersons. The President shall serve as chairperson of the Executive Committee.

The Committee shall consult with resource persons as deemed necessary to fulfill the mission of the Association.

The Executive Committee shall meet at least once prior to the regular scheduled General meeting.

The Committee shall meet at the pleasure of the President or upon written request of three or more of its members.

The Executive Committee shall have general supervision of the affairs of the Association and shall arrange its business meeting; and perform such other duties as are specified in this Constitution. The Executive Committee is subject to the orders of the Association; and none of its acts shall conflict with actions taken by the Association.

Section 2.

Any officer desiring to resign from his/her elected office shall submit his/her resignation in writing to the Secretary.

The Executive Committee shall make nominations to the Association of persons to fill vacancies and unexpired terms. The membership shall vote on the nominees.

No member shall hold more than two office positions at any one time.

Article VI

Meetings

Section 1.

There shall be regularly scheduled General Body meetings each academic year. Meetings shall be scheduled bi-monthly, except the Summer Session, when special meetings may be called.

Section 2.

Meetings shall be devoted to an issue or topic of interest or concern to the black faculty and staff.

Section 3.

The last General Body meeting during the Spring Semester shall be known as the Annual meeting, and shall be for the purpose of electing officers, installing officers, and conducting such other business as may properly be brought before the Association.

Section 4.

Special meetings may be called by the Executive Committee, the President, or upon the written request of three members of the Association.

Section 5. Agenda items will be received in writing by the Executive Committee for presentation to the body at least two weeks prior to each meeting shall be the presentation of the agenda. Additional items may be added to the agenda at any regular meeting by majority vote of those present.

Section 6. Twenty-five percent of the membership shall constitute a quorum for official business.

Article VII Parliamentary Authority

Section 1. Rules contained in Robert's Rules of Order Revised shall govern the Association in all cases in which they are applicable and in which they are not inconsistent with this Constitution.

Article VIII Admendment and Repeal

Section 1. This Constitution may be amended or repealed at a regular or special meeting by vote of a majority of the Association.

Section 2. Admendment and repeal recommendations shall be reviewed by an ad hoc constitution committee. The Committee shall review and make recommendations in writing to all Association members prior to the meeting at which the Admendment or repeal will be voted upon.

Executive Committee Members

Mike Mimms	President
Dr. W. Neal Simpson	Vice President
Beverly Burton	Secretary
Leah Alexander	Treasurer
James Wilson	Parlimentarian