

Black Faculty and Staff Caucus at LSU

Constitution and Bylaws (Amended May 13, 2003)

be used in connection with a commercial concern or with any partisan interest, or for any purpose not appropriately 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 publication 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 attempting to influence legislation by propaganda or otherwise.

Section 5.

The organization shall cooperate with the University to support the improvement of education, employee relations, 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 commitment that binds the organization.

ARTICLE IV: MEMBERSHIP AND DUES

Section 1.

- member must have been an active member of the organization for one (1) academic year.
- B. Must be in good standing by having all dues and debts owed the organization paid in full and is not currently under censor by the organization for unethical behavior.
 - C. To seek a second elected term for any office, an officer 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 this constitution or as assigned to him/her by the organization or by the Executive Committee; he/she shall coordinate the work of the officers and committees in order that the objectives may be accomplished. The President shall provide a copy of the agenda to the members and notify the members of time, place and date of all meetings. The President shall call a special or emergency meeting when necessary in order to address immediate concerns or needs.
- B. The Vice-President 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 President or the Executive Committee.
- C. The Recording Secretary shall record the minutes of all meetings of the organization and of

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 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, the time to be fixed by the Committee at its first meeting of the year. A simple majority of active members present shall constitute a quorum. Special meetings of the Executive Committee may be called by the President, or by 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 chairperson of the standing committee shall be appointed by the officers. His/Her 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 a standing committee shall be filled by the Executive Committee.

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 a special 362.9 Tm[)JTJETBT4s51p10(ma)-7(y9h)-11 1ETBT

Section 3.

ARTICLE XII: FINANCES AND DISBURSEMENT OF FUNDS

Section 8.

The Executive Committee shall maintain a general account. Additional accounts shall be established, as needed, by the majority approval of the Executive Committee.

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ARTICLE XIII: AMENDMENTS

Section 1.

This constitution may be amended by any regular meeting of the organization by a two-thirds majority 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 majority vote of the Executive Committee. The requirements for adoption of a revised constitution shall be the same as in the case of an amendment.

Bylaws of the Black Faculty and Staff Caucus

Adopted May 7, 2002

ARTICLE I: CODE OF ETHICS

Section 1: Importance of a Code of Ethics.

The importance of the Code of Ethics is to establish a standard of conduct for members of the Black Caucus. The result of adhering to this code will be an effective, efficient, and respected Caucus. Therefore, all officers of the Black Caucus, whether they be appointed or elected, should heed the Code of Ethics at the forefront of their affairs, and always be prepared to give account of their actions and word.

Section 2: Representation.

A. The Black Caucus represents the faculty, staff and students in two ways: members represent not only their constituency within the University, but they represent, in their person, the

Section 3: Use of the Code.

Members of the Black Caucus should encourage their colleagues to adhere to the Code of Ethics by holding each other accountable, while striving to be examples themselves.

Section 4: The Code.

A . No member shall knowingly misrepresent the truth while acting in his/her capacity as an

finish out the term, subject to the approval of two-thirds (2/3) of the Executive Committee present and voting.

Section 4: Reports.

All Presidential appointees shall report to the Executive Committee on their activities, both orally and in writing, at least once per academic semester. All officers shall report to the Executive Committee and the Caucus once per month, both orally and in writing.

Section 5: Terms of office of Presidential appointees.

All appointees shall serve a term concurrent with that of the President who appointed them.

Section 6: Simultaneous positions on the Executive Committee.

No officer shall be elected or appointed to two or more offices.

ARTICLE III: INSTALLATION

Section 1: Installation of office.

C. When all monies have been collected for a particular purpose, this record will be forwarded to the Vice-President. The Vice-President will use this record to verify the records of the Treasurer.

Section 9: Handling of funds.

A. The Financial Secretary will not hold money collected for dues, events, etc. for more than ten working days before forwarding to the Treasurer. When forwarding collected money, the

C. Any failure to comply with paragraph B of this Section will automatically result in that group being ineligible to receive Caucus funds for one academic year from the date of the event.

Section 12: Notification of Caucus sponsorship.

A. When a project or activity is funded by the Caucus, proper public notice, where practical, shall be given indicating Caucus sponsorship.

B. For the purpose of this Section, proper public notice shall include, but not be limited to, inclusion of the name of the Black Faculty and Staff Caucus in publicity for the funded project or activity.

C. If the proper public notice is not given, the organization or group which was to have received the funds shall have forfeited all rights to those funds, and the funds shall automatically revert to the line from which they were appropriated. The Executive Committee shall notify the President of the fact through the agency of a simple resolution.

Section 13: Restrictions on Caucus funds.

A. The amount of the grant shall not exceed self-generated funds by the organization, except by a vote of three-fourths (3/4) of the Executive Committee present and voting. Previous grants of the Caucus funds shall not constitute any part of self-generated funds shall be the responsibility of the organization and the Treasurer of the Caucus.

B. Upon final approval which appropriates funds and/or regulates any appropriation of funds to an organization, the Treasurer shall issue the duly authorized representatives for the organization a list of all requirements which an organization must meet to receive funds from the Caucus, as specified elsewhere.

Section 14: General Account and Foundation Scholarships Account.

The Executive Committee shall maintain a general account. Additional accounts shall be established, as needed, by the majority approval of the Executive Committee. Those existing accounts are as follows:

A. Foundation Scholarships Account

B. General Account the organization shall have a Foundation/Scholarship Account to support undergraduate and graduate students(s) who shall be selected by a committee(s) appointed by the President and confirmed by the Executive Committee.

The amount of said funds shall be set by vote of the Executive Committee. Awards shall be defined as plaques, certificates, and trophies for the purpose of recognizing individuals who best exemplify University citizenship, service and contributions to the objectives and goals of the Black Faculty and Staff Caucus.

The organization shall maintain a fund for the purpose of hosting and conducting banquets, honors programs, etc , as necessary to promote the objectives of the organization and to recognize contributions, service, and achievements of individuals and groups deserving of special recognition.

Section 15: Fiscal year financial roll-over.

Amounts not expended by the end of a fiscal year can be carried over into the next fiscal year's

General Account upon approval by three fourths of the Executive Committee members present and voting.

ARTICLE V: RECORDS MANAGEMENT

Section 1: Review of records.

Section 1: Interpretation.

Words and phrases in the Caucus Constitution and the Bylaws or any other document of the Caucus shall be read within their context and shall be construed to the common and approved usage of the language; technical words and phrases, and such others as may have acquired a peculiar and appropriate meaning in law, shall be construed and understood according to such peculiar appropriate meaning; unless otherwise provided for in the Constitution and these