

1. Amended by Executive Committee: August 12, 1991; ratified by Body: September 19, 1991.
2. Revised by Executive Committee: April 30, 1996; ratified by body: June 13, 1996.
3. By-Laws were reviewed again on 2/2/2004. **NOTE: bold print, in the body, represents new (additional) language,** and is pending ratification.

**BY-LAWS**  
**OF**  
**THE BLACK EMPLOYEES' ASSOCIATION OF**  
**FLORIDA INTERNATIONAL UNIVERSITY**

**ARTICLE I**

**Name and Purpose**

**Section 1. NAME.** The name of this organization shall be **THE BLACK EMPLOYEES' ASSOCIATION OF FLORIDA INTERNATIONAL UNIVERSITY**

**Section 2. PURPOSE.** The purpose of this organization shall be to:

a. Review policies and procedures and make recommendations to policy-making and administrative bodies (and other agencies) that ~~effect~~ **affect** the well being of Florida International University's Black population.

b. Assist in the recruitment and retention of Black employees and students.

c. Assist in establishing and maintaining inter-communications between the University and Black communities.

**ARTICLE II**

**Membership and Dues**

**Section 1. MEMBERSHIP.** Any Florida International University employee may obtain membership to this organization, provided s/he has the sincere interest and concern of Florida International University Black population foremost in mind, and provided s/he can relate to such interests and concerns from the Black perspective.

**Section 2. VOTING MEMBERS.** Voting shall not be restricted to dues paying members of the organization. A vote by proxy may be submitted by any member of the organization prior to scheduled meeting.

**Section 3. TERMINATION OF MEMBERSHIP.** Membership may be terminated for actions inconsistent with the established purpose of the organization. An ad hoc committee shall consider termination cases and shall present its recommendations to the

membership. The ~~total membership~~ **body** of the organization shall vote upon termination matters.

**Section 4. Dues.** Annual dues shall be paid by all members. A statement shall be sent to all eligible persons no later than September 15<sup>th</sup> of each year, **and periodically as necessary.**

### ARTICLE III

#### Officers

**Section 1. OFFICERS.** The officers of the organization will be known, collectively, as the “EXECUTIVE COMMITTEE”. The executive committee shall consist of the following:

- a. President – shall provide vision and direction to the association for the achievement of association’s goals and mission.
- b. Vice President – shall assist the president, preside in the absence of the president, and coordinate the performance of the committee chairs.
- c. 2nd Vice President – shall assist the president and vice president, preside in the absence of the president and vice president, and head special projects as requested by the president and/or vice president.
- d. Secretary – shall record and distribute minutes of all meetings and other correspondence to members, and maintain a supply of BEA stationary.
- e. Assistant Secretary – shall perform in the absence of the secretary, and assist the Secretary as necessary.
- f. Treasurer – account for, maintain and reconcile all records of all income and expenses of the association; collect monies owed the association; pay bills in a timely manner, and perform related duties as necessary.
- g. Chairs of each Standing Committee of association (see functions in other documents published by the association):
  1. Program and Community Affairs
  2. Scholarship and Student Development
  3. Finance and Fund-raising
  4. Hospitality and Social
  5. Newsletter and Public Relations
  6. Career Advancement
  7. Membership, and such committees as may be formed in the future.

**Section 2. TENURE OF OFFICERS.** Officers shall be elected **normally** for one (1) academic year. However, whenever feasible, any one member of the Executive Committee should have a staggered term to maintain continuity.

**Section 3. SUCCESSION OF TERMS.** Any officer shall serve in that capacity as many terms as elected.

**Section 4. ELECTION OF OFFICERS.** The election procedures for all officers shall be as follows:

- a. Confirmation of all officers shall be by a majority of the membership of the organization who took part in the voting.
- b. Voting ~~shall~~ **may or may not** be taken by secret ballot.
- c. The election of all officers shall be held during the regularly scheduled meeting for the month of April, **whenever feasible**.

**Section 5. TRANSITION OF OFFICERS.** The transition of officers shall be made at the first regular meeting of the new fiscal year, following the April election.

**Section 6. REMOVAL OF OFFICERS.** Duly elected officers shall be removed, automatically, by missing three (3) consecutive Executive Committee meetings, without acceptable explanation given the association, or for cause by a 2/3 vote of the voting membership.

**Section 7. FILLING OF VACANCIES.** Vacancies shall be filled by adhering to the procedure set forth in section 4 and 5. If a vacancy should occur after the regular slate of officers has been elected, the membership will fill the vacancy by holding a special election.

**Section 8. MEETING OF OFFICERS.** The frequency of meetings shall be no less than six (6) each ~~academic~~ **fiscal** year.

## **ARTICLE IV**

### **Meetings**

**Section 1. MEETING DATES.** Regular meetings shall be held once per month on alternating campuses (six at the University Park and four at the North Miami Campus) according to the calendar distributed to membership two weeks before the first meeting in the new fiscal year.

**Section 2. SPECIAL MEETINGS.** Special meetings may be scheduled by the Executive Committee of the organization.

**Section 3. QUORUM.** A quorum shall consist of 15 members; and a proxy vote may help to constitute a quorum. This may include a written proxy from any member of the organization submitted prior to a scheduled meeting.

## **ARTICLE V**

### **Committees**

**Section 1. STANDING COMMITTEES.** Standing committees shall be formed and approved by the membership.

**Section 2. SPECIAL COMMITTEES.** Any ad hoc committee deemed necessary by the Executive Committee or the general membership may be formed.

## **ARTICLE VI**

### **Amendments**

**Section 1. AMENDMENTS.** Amendments to the By-Laws may be made by a simple majority of votes, when a quorum exists.