

BY-LAWS
THE BLACK EDUCATION ASSOCIATION

ARTICLE I

Name

Section 1.

The name of this organization shall be the **Black Education Association** (also referred to as the **BEA**).

Preamble

Section 2.

This organization was formed to provide a basic support system as well as a conduit for addressing issues related to African Americans at Virginia Commonwealth University. Therefore, we, the members of the Black Education Association resolve to create a community of scholars committed to using our resources and knowledge to improve the quality of higher education and enhance professional development at Virginia Commonwealth University (VCU).

ARTICLE II

Objectives

- a. The objectives of this organization shall be:
 1. To monitor and serve as a resource for information on the status of Blacks on campus and in the community.
 2. To serve as an advocate for Black students, faculty and administrators at VCU and in higher education in general.
 3. To assist in the recruitment of Black faculty, administrators, and students at VCU.
 4. To provide an avenue for professional development of Black faculty and administrators.
 5. To facilitate Black faculty participation in the formulation of policy and decision-making processes of the University.
 6. To develop and support programs relevant to Black experiences in order to enhance cultural awareness within the University community.
 7. To bridge the gap between Virginia Commonwealth University and the African American community.
 8. To establish and maintain a communication network among Black students, faculty and administrators.

ARTICLE III

Membership

The following persons may qualify for membership in this organization: *All current full-time VCU teaching and administrative faculty and retired faculty who are committed to support and promote the objectives of the BEA.*

ARTICLE IV

Responsibilities and Privileges

Section 1.

Membership in this organization includes the following responsibilities and privileges:

- a. Support the purposes and programs of the organization,
- b. Vote on BEA policies and procedures,
- c. Attend meetings of the membership,
- d. Serve on standing and adhoc committees,
- e. Pay annual membership dues.

Section 2.

At least one-fourth (1/4) of the membership in attendance at any general meeting of the organization shall constitute a quorum.

Section 3.

All members of BEA are expected to pay annual dues. The Executive Committee will set the amount of the annual dues. Any increases in dues will be placed on the ballot and voted on by the full membership as part of the annual elections. Any member who fails to adhere to the payment of dues shall be unable to hold office in this organization until such time when the above conditions are met.

Section 4.

The fiscal year shall be July 1 - June 30.

ARTICLE V

Duties of Officers

The duly elected officers of this organization shall be: President, President-Elect, Vice-President, Secretary, Treasurer, and Archivist.

The President shall:

- a. Preside at all meetings of the organization,
- b. Appoint the chairs of the standing committees, with the approval of the Executive Committee,
- c. Appoint special committees or taskforces when deemed necessary,
- d. Authorize and approve all financial transactions,
- e. Prepare and disseminate agenda before each meeting,
- f. Serve as liaison to the University, community, and media.

The President-Elect shall:

- a. Serve as chair of the Program Committee,
- b. Assume the duties of the President in his/her absence,
- c. In case of resignation or inability of the President to perform his/her duties, the President-Elect shall serve the remainder of the term,
- d. Assist the President as needed.

The Vice President shall:

- a. Chair the Equity and Diversity Committee and serve as ex-officio member of the University Equity and Diversity Committee.
- b. Assume the duties of the President-Elect in his/her absence.

The Secretary shall:

- a. Record the proceedings of all meetings and/or arrange for the minutes to be taken in his/her absence and distribute to the membership.
- b. Maintain permanent records of the By-Laws, standing rules, and any amendments to each.
- c. Ensure that minutes of all meetings are forwarded to the membership, along with meeting notices, at least seven (7) days prior to any scheduled, regular meeting.
- d. Provide updated materials to be posted electronically.

The Treasurer shall:

- a. Have custody of all BEA funds
- b. Serve as Chair of the Finance Committee.
- c. Notify members of their dues, collect all dues and monitor the organizations' funds.
- d. Keep accurate records of receipts and disbursements,

BY-LAWS

THE BLACK EDUCATION ASSOCIATION

- e. See that only such bills that have been approved or authorized by the President and/or Executive Committee shall be paid.
- f. Submit a financial report, citing paid memberships, at each regular business meeting;
- g. Submit an annual financial report, audited by an accountant obtained by the Executive Committee.

The Archivist shall:

Maintain records and artifacts of the organization and store annually in appropriate campus locations.

ARTICLE VI

Committee Responsibilities

Executive Committee

The Executive Committee shall:

- a. Be responsible for monitoring the activities of all officers and committees and of the organization as a whole,
- b. Serve as the decision-making body of this organization in between meetings and/or case of emergencies,
- c. Convene at least one meeting prior to each regular meeting,
- d. Schedule periodic meetings with the University President, Provost, and Vice President of Health Sciences,
- e. Develop, in conjunction with the Finance Committee, the organizations' annual budget,
- f. Submit an annual funding request to the Provost.

The composition of the Executive Committee shall be elected officers and chairs of the standing committees.

Standing Committees of BEA:

All members of the standing committee serve for 2 year terms

Program Committee

The program Committee shall:

- a. Consist of a minimum of 3 members and is chaired by the President-Elect of BEA,
- b. Present a calendar of annual activities no later than August of each calendar year,
- c. Plan programs for the year, in conjunction with and subject to approval by, the Executive Committee,
- d. Plan and execute any BEA retreats.

Finance Committee

The Finance Committee shall:

- a. Consist of three members who shall be appointed by the Executive Committee and the president and is chaired by the treasurer.

BY-LAWS

THE BLACK EDUCATION ASSOCIATION

- b. Develop the annual operating budget,
- c. Provide financial oversight to the BEA including assuring adequate financial resources, fund raising, and auditing. .

Fundraising and Scholarship Committee

The Fundraising and Scholarship Committee shall:

- a. Consist of a minimum of 3 members
- b. Plan and implement fund development activities in conjunction with the goals and objectives of the organization.
- c. Present annual fund development plan to membership no later than August of each year.
- d. Determine criteria for awarding BEA scholarships.
- e. Determine, with approval from membership, the amount of award.
- f. Advertise the availability of the BEA Scholarship awards.
- g. Select and announce the award recipients.
- h. Develop publicity strategy, in conjunction with the President, to present the recipients to the greater community.

Equity and Diversity Committee

The Equity and Diversity Committee shall:

- a. Consist of a minimum of 3 members and is chaired by the Vice President of BEA,
- b. Require the Chair to serve as an ex-officio member of the University Equity and Diversity Committee,
- c. Collaborate closely with staff or faculty who have responsibility for this function in the University,
- d. Research and review issues related to the institutional climate, policy, and decision-making processes of the university,
- e. Recommend action to the body, based upon findings.

Professional Development Committee

The Professional Development Committee shall:

- a. Consist of a minimum of 3 members
- b. Identify and disseminate professional development opportunities to members,
- c. Sponsor on-going professional development and training activities,
- d. Facilitate continued professional development of individual faculty and administrators.

Membership Committee

The Membership Committee shall:

- a. Consist of a minimum of 3 members
- b. Inform all newly hired faculty about possible membership in BEA.

BY-LAWS

THE BLACK EDUCATION ASSOCIATION

- c. Partner with university and community organizations to increase awareness of issues of African American faculty in higher education,
- d. Increase the membership of BEA by developing strategies for recruitment and retention.

ARTICLE VII

Method of Election

The President shall appoint a Nominating Committee in February to present a slate of officers at the March meeting. Nominations may be made from the floor. Secret ballot shall be used. Proxy ballots may be accepted at the discretion of the body.

- a. The term of office shall be one year from the date of installation for all officers except the Treasurer and President-elect who will serve two -year terms. Terms of officers will be staggered.
- b. A member need not be present to be elected or appointed but must be notified within seven (7) calendar days of their election or appointment.
- c. Officers are limited to one term in the same office unless there are extraordinary circumstances or no other candidates seeking the position. In this instance, an officer's name may be entered on the ballot for a second term.
- d. The Executive Committee may appoint a person to fill an unexpired term until the next annual election is held.
- e. Voting must occur by the last working day in April. Installation of new officers will occur in May and terms are effective beginning on July 1.

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Revised 7/14/09

8/4/09