



BLACK STAFF and FACULTY ORGANIZATION BYLAWS

Provisions of the Bylaws shall not be in conflict with the Partnership Agreement.

Article I. Name of Organization

The name shall be the University of California, Berkeley, Black Staff and Faculty Organization (BSFO), henceforth referred to as “the organization.”

Article II. Location

- The mailing address of the organization shall be the Office of Equity and Inclusion (104 California Hall, Berkeley, CA 94720-1508), University of California, Berkeley.
- The Executive Board and Steering Committee shall decide meeting locations as resources allow. Members will be notified of meeting locations via newsletter and/or email.

Article III. Mission

The University of California, Berkeley, Black Staff and Faculty Organization is comprised of individuals dedicated to creating a climate which is conducive to the well-being and professional development aspirations of Black identified staff, faculty and students.

Article IV. Goals & Objectives

Goals:

- Strengthen relationships among Black Identified staff, faculty alumni, and students as well as campus community and local community.
- Encourage the recruitment and retention of Black staff, faculty and students on campus.
- Enhance staff advancement and career development opportunities.

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Objectives:

- Develop supportive systems and programs that enhance the educational, social and professional opportunities for Black Identified staff, faculty and students.
- Establish and maintain an internal communication network among faculty, staff and students (e.g., calendar, newsletter, etc.).
- Coordinate activities to facilitate Black Identified staff, faculty and student interaction (e.g., organization socials).
- Publicize relevant research and publications concerning the status of Black identified employees.
- Generate financial resources to sustain the activities of the organization.

Article V. Programming Criteria

All programs, initiatives and projects should have at least one of the following expectations:

- Build membership
- Align with the BSFO Mission and Vision
- Generate revenue
- Raise visibility
- Have a positive impact on the Black Community
- Build a bridge between BSFO and the Community

Article VI. Membership

Any current Black Identified employee of the University of California, Berkeley, or Black Identified campus affiliate shall be considered a member at their discretion.

Active Membership is considered:

- Participation in consistent BSFO general body meetings.
- Attendance at BSFO social and professional programming.

- If membership fees are assessed, then this will also be a determination for active membership.
- Have the ability to vote in the event an all member vote is needed.

Non-Active membership:

- Subscriptions to the BSFO list serve only.
- Do not have the right to vote and may not represent BSFO on any campus committees.

*Retired and former employees may subscribe to the newsletter.

Article VII. Officers & Duties

Past Chairperson

Term: One Fiscal Year

- Perform the role of Organizational Resource Consultant and advise the Chairperson and members of the Steering Committee accordingly.
- Perform the duties and responsibilities as outlined.
- Notify EB/SC if unable to attend meetings.
- Additional duties and responsibilities as identified in Additional Committees, subsection Steering Committee.
- Attend Executive Board and Steering Committee meetings and General meetings.
- Leave final report of progress and next suggested steps.

Chairperson

Term: One Fiscal Year

- Preside over the General Organizational meetings and the Steering Committee meetings unless otherwise stated in the bylaws.
- Appoint chairs and members of all committees.
- Act as spokesperson for BSFO with the approval of the Executive Board and Steering Committee (EB/SC).
- Serve as ex-officio member of all committees.

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- Approve reimbursements and check disbursements along with Treasurer/Finance and Membership/Records Chair.
- Hold regular monthly meetings of the Executive Board and Steering Committee (EB/SC) at least two weeks before the general meetings to outline and plan the agenda.
- Notify the Vice Chairperson and then Executive Board and Steering Committee (EB/SC) in advance when unable to attend meetings.
- Has the authority to appoint an Audit Committee to review the financial records (on a bi-annual basis).
- Functions as liaison to the Senior Black Identified Administrators, Council of Staff Organizations (CSO) and other outward facing committees. May appoint a delegate as needed.
- Additional duties and responsibilities as identified in Additional Committees, subsection Steering Committee.
- Attend Executive Board and Steering Committee meetings and General meetings.
- Serves as Chairperson of the Nomination Committee. If unable, responsibility would shift to Vice Chairperson.
- Perform other functions and duties as voted upon by the Executive Board and Steering Committee.
- Leave final report of progress and next suggested steps.

Vice Chairperson (Chairperson Elect)

Term: Three Fiscal Years

One Year Each: Vice Chairperson; Chairperson; Past Chair

- Perform all the duties of the Chairperson in their absence or vacancy of the position.
- Succeed the Chairperson on the expiration of their term in office.
- Countersign checks disbursed in the absence of the Chairperson or Treasurer/Finance Chair.
- Notify Chairperson and then EB/SC if unable to attend meetings.
- Shall recommend appointments to serve as liaisons with various groups on campus.
- Serve as liaison to student community.

- Functions as liaison to the Council of Ethnic Staff Organizations and any other committees as delegated by the EB/SC.
- Attend Executive Board and Steering Committee meetings and General meetings.
- Additional duties and responsibilities as identified in Additional Committees, subsection Steering Committee.
- Leave final report of progress and next suggested steps.

Communications Chair

Term: One Fiscal Year

- Email all meeting notices and special events to members.
- Send thank you acknowledgements to guest speakers.
- Coordinate and distribute regular newsletter.
- Attend Executive Board and Steering Committee meetings and General meetings.
- Maintains Calendar with support with the support of the Membership/Records Chair.
- Recommends to the EB/SC appointments of communications committee as needed not to exceed 3 people in total.
- Maintains BSFO and CSO web presence.
- Maintain clear and accurate notes of every BSFO (General and EB/SC and special) meetings and distribute notes to the EB/SC and General Body when applicable. If not present, the Communications Chair will delegate note taking responsibilities to another member of the EB/SC who will be in attendance.
- Works with the Chairperson to make sure that meeting topics are included in the newsletter and that all agendas are documented on shared drive.
- Additional duties and responsibilities as identified in Additional Committees, subsection Steering Committee.
- Leave final report of progress and next suggested steps.

Treasurer/Finance Chair

Term: One Fiscal Year

- Receive and promptly deposit all monies in the BSFO account within a 48-hour period after receipt. In extenuating circumstances an extension to

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72 hours may be granted by approval from the Chairperson and Vice Chairperson. Not to include weekends/holidays.

- Sign and have all authorized disbursements (checks) countersigned by the Membership/Records and Treasurer/Finance Chair. The Chairperson must approve all financial requests. In the absence of the Chairperson, Vice Chairperson may approve.
- Attend Executive Board and Steering Committee meetings and General meetings.
- Make a financial report at each EB meeting and at all general meetings.
- Maintain accurate records of all monies collected and disbursed.
- Pay all bills as authorized.
- Sign the official receipt book for monies received.
- Make available to the Chairperson at the EB meetings, the deposit slips and/or vouchers for financial transactions.
- Notify the Chairperson or Vice Chairperson of expected absence from the meetings as soon as possible.
- Work in conjunction with the Membership/Records Chair.
- Coordinate and turn over all financial records to the Audit committee for bi-annual audit of financial bookkeeping to ensure that BSFO remains in good financial standing.
- Additional duties and responsibilities as identified in Additional Committees, subsection Steering Committee.
- Other duties as may be required by the organization.
- Coordinate and implement fundraising activities with EB/SC approval. Work with Communications Chair to publicize.
- Turn over all financial records, books and materials to successor upon completion of term of office. Set meeting to have new signatories added to bank account.
- Leave final report of progress and next suggested steps.

Membership/Records Chair
Term: One Fiscal Year

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- Attend Executive Board and Steering Committee meetings and General meetings.
- Keep attendance record for all formal meetings.
- Maintain accurate records of all monies collected and disbursed.
- Review all receipts and transactions submitted by the Treasurer/Finance Chair.
- Provide all new members with a welcome letter and link to helpful resources (time off request from managers).
- Works closely with Communications Chair to maintain updated membership information, maintains events calendar and ensure that calendar is up to date.
- Prepares monthly and annual reports of all membership, attendance and financial income to the Steering Committee.
- Maintain BSFO's attendance records.
- Recommend appointments of membership committee, if needed; not to exceed 3 people in total.
- Reconcile attendance and fundraising monies at the end of every month in conjunction with the Treasurer/Finance Chair.
- Perform other duties that may be assigned by the Chairperson.
- Additional duties and responsibilities as identified in Additional Committees, subsection Steering Committee.
- Leave final report of progress and next suggested steps.

Article VIII. Structures & Committees

Executive Board:

An active Executive Board Committee Member shall:

- Participate in a minimum of 4 hours' worth of organizational work a month, including additional organization events (as long as events are scheduled at least a month in advance).
- Attend all Retreats (x3/year), General Meetings (x1/month), EB/SC Meetings (1-2 month), and Executive Board Meeting (x1/month).
- Establish working agreements per EB/SC cohort.
- Establish Year at a Glance – Administrative and Programming Calendar.

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- Be responsible for the administration, communications, operations, partnerships, strategic planning, and fiduciary compliance of the Black Staff & Faculty Organization; and is comprised general body elected officials: Past-Chairperson, Chairperson, Vice Chairperson, Communications Chair, Membership & Records Chair, and Treasurer & Finance Chair.

Steering Committee:

An active Steering Committee Member shall:

- Be responsible for the general supervision of affairs between its regular meetings; and is comprised of the Chairperson, Vice Chairperson, Past Chair, other elected officers, and up to three (3) general members appointed by Chairperson and Vice Chairperson.
- Members are responsible for implementing the recommendation of the Steering Committee, which are subject to the approval of the organization.
- Each Executive Board/Steering Committee member shall lead/co-lead at least one committee (i.e. fundraising, etc....) with the exception of the Chairperson and Past Chair.
- In dyads, Steering Committee members will co-facilitate monthly general meetings. Under this function, Steering Committee members will be responsible for planning and implementing all elements of the general meeting, including but not limited to: securing location and logistics; inviting guest speakers, if applicable; and communicating meeting topic to Communications Chair in timely manner to publicize meeting.
- On a rotating basis (established at the beginning of the year), each member will keep time & take notes at Steering Committee meetings using a preset note-taking template. The existing Communication Chair will set the note-taking template.

Additional Committees:

Each committee shall be comprised of a maximum of three (3) general members and one (1) Steering Committee member as the lead. All committee members acknowledge that there is an in-person and online expectation of time commitment. All committee leads should provide a status report at with an Executive Board or Steering Committee meeting.

Fundraising Committee: Coordinated by Treasurer/Finance Chair and SC member

- In absence of Treasurer/Finance Chair, a designated member may create and deliver a fundraising report as needed at general meetings.
- Coordinate and implement fundraising activities with Chairperson approval.
- Work with social committee as necessary to prevent event overlap.

- Work with Communications Chair to publicize fundraising activities.

Communications Committee: Coordinated by Communications Chair and SC Member

- Supports web and social media design and maintenance as directed by Communications Chair.
- Help maintain database and social media presence and support Communications Chair as needed.

Membership and Social Committee: Coordinated by Membership/Records Chair and SC Member

- A designated member may fill in and deliver membership report as needed at general meetings, in absence of Membership/Records Chair.
- Coordinate and implement BSFO Outreach opportunities and info sessions on election activities with Chairperson approval.
- Work with social committee as necessary to prevent event overlap.
- Work with Communications Chair to publicize activities.
- Responsible for social/networking events for staff and faculty with a minimum of 1 per semester, but may do more.
- Coordinate Winter Break Holiday and end of academic year event planning in addition to abovementioned events.
- Events to be held at local Black-Owned Businesses whenever possible.
- Reports directly to Vice Chairperson.
- Work with Communications Chair to publicize social events.
- Plan and hold annual events.
 - Examples:
 - Black History Event
 - Black Wednesday
 - Inauguration
 - Family Day

Scholarship Committee: Coordinated by Vice Chairperson

- Responsible for awarding of George Scotlan award and associated presentation. Awarded in spring semester for following academic year when funding is available.

- Works with Vice Chairperson and Treasurer/Finance Chair to determine award amount and guidelines (GPA, public service, and written personal statement).
- Reports directly to Vice Chairperson
- Works with Vice Chairperson for student outreach purposes.
- Work with Communications Chair to publicize Scholarship announcement, deadlines and guidelines.

Nomination Committee: Coordinated by Chairperson

- The Nomination Committee is responsible for implementing and supervising BSFO's elections and establishing appropriate procedures for conducting the election.
- The committee shall consist of three (3) members from the Steering Committee and up to two (2) members from the general body when possible.
- The Past Chair or Chairperson as appointed shall chair the Nomination Committee. Unless they are running for a position.
- No person running for a position may serve on the nominations committee.
- Ballots must include the names of all persons nominated for office, and is the only ballot that can be used at the election.
- Candidates may be nominated with their approval or self-nominated. All nominees shall be seconded by at least one (1) general member for offices to be filled.
- Members running for an office - including those running unopposed - are required to prepare a 250-word statement (to be provided to general membership). Preferred to be submitted, one week in advance of Election Day; and shall give a 3 to 5 minutes presentation regarding their qualifications and interest in the office for which they are running on the day of elections.
- Ballots available immediately following speeches via paper and electronic format. ¹
- Election deadline to be set by Nominations Committee.
- If a member is nominated and elected for more than one office, he/she may opt for the office of their choice.

- Following the election the Nominations Committee will make arrangements for the BSFO Inauguration installation to formally recognize the new officers.

¹ Electronic ballot via doodle or something similar that has ability to calculate nominations and close at preset date.

Article IX. Criteria for Election of Officers

- In order to be nominated; must be an active member of the BSFO and be aligned with the vision and philosophy of BSFO.
- Candidates must be a UC Berkeley staff member (including contract employees with enough time to carry out the term of their office) or faculty of the University of California Berkeley in order to be elected in to an office.
Grandfather Clause: Any staff person in an elected position shall maintain that position throughout the duration of the term of office as long as they are in an affiliated role on campus.
- All officers and appointed members of the Executive Board shall be elected by ballot and shall hold office for one (1) year and/or until the successor is elected. Except for the Vice Chairperson, Chairperson and Past Chair positions.
- Any member running for an elected office must be present to deliver a speech for candidacy during the general election. If the candidate cannot be present to deliver their speech they can pre record or send in their remarks.
- No member shall hold more than one office at a time.
- The current Past Chair may fill any open elected position, otherwise the Chair will appoint a replacement from the steering committee as long as they:
 - o Avoid a conflict of interest
 - o No perception of collusion
- No voting by proxy.

- One vote per member. There will be a voting period of no less than 10 business days.

Article X. Termination of Officers

- A dereliction of duties and responsibilities may result in the impeachment of an officer.
- There shall be a process involving the general membership before anyone is removed.
- Officers who are absent from (3) consecutive EB/ SC meetings and general meetings without an excused absence may be impeached. Impeachment proposal will refer to attendance records.
- The Chairperson in consultation with the EB/SC may fill a vacancy until the next general election. (See Section on Elections for more details)
- Any officer who does not abide by the respect and civility statement can be removed by a majority vote of active EB/SC members.
- Any officer who is not participating in organizational activities with some regularity and is not communicating why, may be impeached

Article XI. Fund Accounting

- BSFO will collect funds through fundraising efforts, grants and donations.
- Funds will be managed as a collaborative effort between Treasurer/Finance Chair and Membership/Records Chair with oversight from the Chairperson.
- BSFO funds may be granted on a case-by-case basis only after being reviewed by the EB/SC. A two-thirds majority vote is required.
- The Treasurer/Finance Chair shall give a report on the financial health of BSFO on a monthly basis.

Article XII. Bank Account

- BSFO funds must be kept and monitored in an approved account.
- There shall always be 4 signatories on the account.

- The incoming Vice Chairperson (will remain on the account for 3 years or for their time on BSFO), the Chairperson, Membership/Records Chair and Treasurer/Finance Chair.

Article XIII. Meetings (General & Special)

- General meetings of the organization shall be held on a fixed day and week of each month.
- The Chairperson, three (3) EB/SC members, or at least ten (10) members of the general body may call special meetings for the general membership at any time with a three-day notice.
- If a vote is needed, majority of active Executive Board members is required to be present in order to pass a motion. A majority of the current Steering Committee is to be present as this is sufficient to conduct business and vote on motions.
- In the instance where a community vote is needed, a majority of active members must be present in order to pass a motion.
- Reserve February meeting for Black History Month. Activities to be determined by the social subcommittee comprised of Steering Committee members.
- On a rotating basis, each EB/SC member will take notes at meetings using a preset note-taking template. The existing Communication Chair will provide the note-taking template.
- On a rotating basis, each member will be responsible for keeping time at Steering Committee meetings.

Article XIV. Respect & Civility Statement

Respect:

Our committee treats each other with a sense of worth, appreciation and courtesy. We will share in each other's success and support each other in challenging times.

Communication:

Our communication will be clear, honest, timely, respectful and, above all, polite. We will direct our concerns to the source for clarification and resolution. We will listen to others' points of view and remain open-minded with respect to understanding cultural

differences and work styles.

Involvement:

Our work reflects the mission and goals of BSFO. We value and expect input from all levels of the organization. We actively and positively participate in creating the future of BSFO.

Teamwork:

We promote teamwork by sharing workload, information and ideas. We assist each other to achieve our goals.

Cultural Understanding:

We promote, encourage and invite an exchange of ideas, customs and beliefs with each other. We will learn more about the culture of those around us and share our own culture with them.

Article XV. BSFO Listserv

The BSFO listserv is a confidential list of Black Identified employees at the University of California, Berkeley. This list is to be used only by the BSFO organization. All requests regarding access to our listserv are subject to the review of the EB and approval will be decided on a case-by-case scenario.

Article XVI. Amendments of Bylaws

These bylaws can be amended at any EB/SC meeting of the BSFO by a majority vote of current EB/SC members present, provided that amendment has been submitted in writing at the previous regular meeting and reviewed by the Chairperson and Vice Chairperson. Implementation of new changes will go into effect immediately following a vote and approval.

Article XVII. Publicly Representing BSFO

The BSFO Chairperson and Vice Chairperson is the main public representative of the organization. Any letters, notices or publications intended to represent the entire Steering Committee and/or Executive Board. Must be voted on and get approval by a majority of the EB/SC

Communications Chair will make a concerted effort to share substantial BSFO decisions with general membership within 1 week.

Article XVIII. Fundraising & Donations

- Levels for donating
- Crowdsourcing
- Annual Membership Give

