



BYLAWS OF THE BLACK STAFF AND FACULTY ORGANIZATION, OFFICE OF THE PRESIDENT

Location: University of California, 1111 Franklin Street, Oakland, CA 94607
ADOPTED **November 1992**, AMENDED **November 1995, January 1, 1996**
Amended Bylaws Effective **February 2, 2024**

ARTICLE I: BSFO NAME

This organization shall be known as the Black Staff and Faculty Organization, Office of the President (BSFO-OP).

ARTICLE II: LOCATION

The BSFO-OP shall be in the elected chairperson's department within the University of California, Office of the President (UCOP)

ARTICLE III: PURPOSE

- a. To function as a proactive organization to formally address, develop and influence policy recommendations, resolutions and practices which affect Black faculty and staff at UCOP.
- b. To educate its members concerning those issues unique to Black faculty and staff at UCOP.
- c. To establish and maintain a network of communication between Black faculty and staff at UCOP.
- d. To promote and conduct relevant research and publication concerning the Black community.

ARTICLE IV: GOALS/OBJECTIVES

- a. Foster and strengthen relationship amongst Black staff and faculty within UCOP, surrounding campuses, and local communities.

- b. Sponsor cultural, educational, and celebratory programming throughout the year.
- c. Partner with UCOP ERG groups and other entities (i.e., campus BSFO chapters, other UC groups with aligned missions) to coordinate on programming and address/elevate social justice topics.
- d. Encourage recruitment, retention, staff advancement, and career opportunities of Black staff and faculty.

ARTICLE V: MEMBERSHIP & ANNUAL DUES

Any staff and faculty who fully participate in the organization's activities by volunteering to be a part of the upcoming events. All members shall have the same rights, privileges, restrictions, and conditions.

- a. **Good Standing** - Membership in good standing shall be defined as any member who is current with his/her annual dues and who fully participates in the organization's activities. Any person in an BSFO officer position (Chair, co-Chair, Steering Committee, UC Path Planning Team, sub-committee, etc.) membership in good standing is defined as being current with annual dues and cannot miss more than three consecutive (monthly meeting, steering committee, UC Path planning and sub-committee) meetings).

Categories of Memberships:

- a. **Membership** - Regular membership: Any current employee of UCOP or other surrounding campus under the umbrella of the UCOP shall be eligible for membership. Individuals in this category has full rights and privileges in the organizations.
- b. **Contributing Membership** – Members wishing to contribute to BSFO- OP, as well as sustain their membership after retirement or separation from the University are eligible for this category. Membership dues shall be the same as regular membership.

Annual dues will be established on an as-needed basis; as of Fiscal Year 2023-24, collection of annual dues from members are currently not in effect

ARTICLE VI: DUTIES OF OFFICERS

a. Chairperson

The Chairperson shall:

1. Preside over Steering Committee, UC Path Planning Team, sub-committee, etc.) and surrounding campus under the umbrella of the UCOP.
2. Appoint members to all committees.
3. Act as a spokesperson for BSFO-OP and surrounding campus under the umbrella of the UCOP.
4. Overseeing all disbursements of funds.
5. Be an ex officio member of all committees.
6. Be knowledgeable of the OP-BSFO Bylaws.
7. Determine the need to call special meetings.
8. Notify the co-Chairperson and/or Steering Committee when unable to attend meetings.
9. Meet annually or as need with co-Chairperson and Treasurer to review the financial records.
10. Establish Ad Hoc committees upon recommendation of the co-chair and/or Steering Committee.
11. Consultation with the co-Chairperson and/or the Steering Committee when filling any vacant office positions.
12. Perform other functions and duties as required by the organization.

b. co-Chairperson

The co-Chairperson shall:

1. Perform all the duties of the Chairperson in his/her absence.
2. Overseeing all disbursements of funds in the absence of the Chairperson and Treasurer.
3. Succeed the Chairperson on the expiration or interruption of their term in office.

4. Notify the Chairperson and Steering Committee when unable to attend meetings.
5. Meet annually or as need with the Chairperson and Treasurer review the financial records.
6. Perform other duties as required by the organization.

c. BSFO STEERING COMMITTEE

The BSFO Steering Committee shall:

1. Be made up of 6-8 BSFO members (not including Chairperson and co-Chairperson).
2. Serve until expiration of their term in office (two years) or an interruption of their term occurs.
3. Meet with the Chairperson and co-Chairperson monthly or as needed for up to one hour to discuss BSFO program events as well as other topics.
4. Facilitate or lead at least one of our OP-BSFO's event activities throughout the calendar year.
5. Notify the Chairperson and co-Chairperson when unable to attend meetings.
6. Candidate(s) for Chairperson and co-Chairperson will be selected through the Steering Committee Members.
7. Perform other functions and duties required by the organization.

d. BSFO sub-Committee

The BSFO sub- Committee shall:

1. Will consist of 6-8 BSFO members (not including Chairperson, co-Chairperson, Steering Committee Members).
2. Collaborate very closely with the Steering Committee as well as the Chairperson and co- Chairperson on upcoming events.
3. Meet monthly with Chairperson and co-Chairperson.
4. Candidate(s) for Steering Committee will be selected through the Chairperson, co-Chairperson and Steering Committee Members.
5. Perform other functions and duties required by the organization.

e. BSFO Secretary

The BSFO Secretary shall:

1. Maintain minutes for our Steering Committee and Monthly meetings.
2. Provide typed minutes to the Chairperson and co-Chairperson.
3. Notify the Chairperson and/or co-Chairperson when unable to attend meetings.
4. Share BSFO upcoming events through the email listserv.
6. Perform other functions and duties required by the organization.

f. Treasurer

1. Oversee all deposits in the BSFO-OP Wells Fargo Bank account (CashApp, Venmo, Zelle and checks).
2. Overseeing all disbursements of funds in the absence of the Chairperson and co-Chairperson.
3. Provide a Treasurer's Report quarterly or as needed to the Chairperson and co-Chairperson for review.
4. Maintain accurate records of all monies collected and disbursed.
5. Pay all bills as authorized by the Chairperson and/or co-Chairperson related to the organization.
6. Turn over all financial records, books, and materials to Successor upon completion of term of office.
7. All financial records will be made available to the Chairperson and co-Chairperson annually or as needed.
8. Turn over all financial records to any appointed Audit Committee for examination.
9. Keep a current roster of all members and status of dues paid (as needed).
10. Notify the Chairperson and/or co-Chairperson when unable to attend meetings.
11. Perform other functions and duties required by the organization.

g. Special Advisory Team

Executive Sponsor: Executive Sponsor will support the BSFO organization as well as give suggestions on topics and/or issues within the organization. Chair and co-Chair will meet with the Executive Sponsor at least once a month or as needed. Executive Sponsor has the option to attend our monthly meetings. However, encouraged to attend our yearly upcoming events. Individuals in this category are not eligible to hold an officer position and has no voting privileges.

ARTICLE VII: MEETINGS

BSFO Monthly Meetings:

Regular BSFO meetings of the organization shall be held monthly or as needed.

BSFO Steering Committee Meetings:

Steering Committee meetings shall be held monthly or as determined by upcoming events.

BSFO Special Meetings:

Special meetings may be called at any time by the Chairperson or co-Chairperson. Every effort must be made to inform the BSFO members prior to the assembly of a special meeting.

Quorum:

A quorum of six (6) members is required to pass a motion.

Proxy:

A vote by proxy is acceptable during the election of officers.

ARTICLE VII: COMMITTEES

These standing committees are necessary to accomplish and/or assist with the work of BSFO organization.

BSFO STEERING COMMITTEE:

Facilitate or lead at least one of our BSFO-OP's event activities throughout the calendar year as well as other duties that may be assigned.

BSFO SUB-COMMITTEE:

Collaborate very closely with the Steering Committee as well as the Chairperson and co- Chairperson on upcoming events as well as other duties that may be assigned.

BSFO SPECIAL COMMITTEE(S):

BSFO BLACK HISTORY MONTH COMMITTEE:

This committee shall be responsible for planning and developing activities and events reflecting the cultural heritage of African Americans in the month of February.

AFFIRMATIVE ACTION COMMITTEE:

This committee shall be responsible for informing members of affirmative action policies and procedures as well as recommendations for plans of action.

BSFO MEMBERSHIP COMMITTEE:

BSFO will have an open call for volunteers at our monthly meetings and/or recommendations for current or former members.

BSFO NOMINATING COMMITTEE:

This committee along with the Chairperson and co-Chairperson shall oversee the BSFO elections and establish appropriate procedures for conducting the elections. The Nominating Committee shall be comprised of (3) members from the Steering Committee and (3) members from the sub-Committee.

These procedures shall:

- a. Announcement will be made at our monthly meetings regarding the vacant positions. All members electing to service in office must be in good standing see **ARTICLE V GOOD STANDING**.
- b. It shall be the duty of the committee to recommend the officers to fill the vacant positions. Once the candidate(s) have been selected the Chairperson and/or co-Chairperson will have the final recommendation and formally recognize the new officers at next BSFO Monthly Meeting.
- c. Members can only run for one office. If a member is nominated for more than one office, the member may select which office, they wish to run for.

SCHOLARSHIP COMMITTEE:

This committee shall be responsible for soliciting and reviewing scholarship applications, fundraising, making recommendations to the Chairperson and co-Chairperson on elected students and presenting scholarship awards to selected scholars at our Annual BSFO Student Scholarship Award Ceremony.

AD HOC COMMITTEE:

Ad Hoc Committees shall be formed on an as-needed basis at the recommendation of the members.

ARTICLE IX: ELECTIONS

Criteria for Elections:

- a. Nominations shall be members in good standing as defined under the Article V, section A.
- b. No one shall be nominated by the Nomination Committee without having first obtained their consent.

Election Procedures:

1. All ballots will be optional for electing Officers. Officers shall hold office for (2-4) years or until their successor(s) are elected.
2. Steering Committee members shall be elected by the Chair and co-Chairperson. Officers shall hold office for (2-4) years or until their successor(s) are elected.
3. No member shall hold more than one office at a time. No members shall be eligible to serve more than two consecutive terms in the same office or unless the committee recommends longer term in office.
4. Vote by proxy is acceptable during the annual elections of officers.

ARTICLE XI: BSFO-OP Listserv

The BSFO-OP Listserv is a list of BSFO-OP members. This list is maintained by the Chairperson and co-Chairperson, is confidential, and is to be used only for BSFO—OP organizational purposes.

ARTICLE XII: AMENDMENTS OF BYLAWS

Bylaws can be amended at any general meeting of OP- BSFO by the Chairperson, co-Chairperson.