

**THE BY-LAWS of  
The BLACK FACULTY CAUCUS  
of the University of South Carolina**  
Ratified: April 28, 2014

**Article I. Name**

The name of this organization shall be the Black Faculty Caucus of the University of South Carolina, also known simply as the Black Faculty Caucus (BFC).

**Article II. Purpose**

The Black Faculty Caucus (BFC) of the University of South Carolina exists to promote a strong sense of community, professional welfare, professional development and advocacy for Black faculty and the issues and/or university communities that concern and affect them. This purpose shall be reflected in programmatic efforts to:

1. Address quality of life issues specific to Black faculty and provide opportunities to improve the social wellbeing of faculty both within and outside of the university community;
2. Facilitate the professional welfare and development of Black faculty members through mentoring, cooperative research, and other programs that are focused on improving the rate of faculty who obtain tenure, are promoted and are otherwise retained as faculty members at the University of South Carolina.

**Article III. Membership**

A. Members:

1. Membership in the BFC shall include all persons who are full-time Black faculty of the University of South Carolina, Columbia campus, who sign a membership form indicating their membership, and who pay dues as proscribed in Article III.B.
2. Members of the University community, who are not full-time Black faculty, may be invited to join the BFC, pending the approval by a majority of the BFC membership.

B. Privileges and Responsibilities of Membership:

1. Each member is entitled to one vote.
2. Each member shall be entitled to all services of the organization.
3. Each member shall be entitled to participate in all organizational events.
4. Each member shall pay annual dues.
5. Each member should attend general meetings and participate in other BFC activities or programs.

#### **Article IV. Dues**

Each member shall pay annual dues. Dues shall be determined through a voting process at the first business meeting of the BFC in the fall semester.

#### **Article V. Voting**

Each member is entitled to one vote. All decisions that are made through a voting process require a simple majority of the membership --- fifty-one (51) percent --- for adoption.

#### **Article VI. Executive Board and Officers**

All members of the BFC shall be eligible to run for Executive Board membership.

- A. Executive Board – The administrative responsibility of the BFC shall be vested in an Executive Board comprised of five (5) Executive Board members – two (2) elected officers and three (3) at-large members. Each member of the Executive Board shall be empowered to act on behalf of the Caucus. Executive Board duties are defined in Article VII. of the by-laws. Decisions of the Executive Board require three (3) votes of its members. A quorum of the Executive Board is three (3) members.
- B. Officers – The Executive Board officers will consist of a chairperson as well as a vice-chairperson-treasurer. The officers’ duties are defined in Article VII. of the by-laws.
- C. Nominations and Elections – The Executive Board and at-large members of the BFC shall be elected at the final business meeting in the spring semester. Nominations for these positions shall be accepted from the floor or by whatever method a majority of the General Body decides. The Executive Board (or the initial Steering Committee) shall appoint two (2) members who do not intend to run for office to serve as the Nominations and Elections Co-Chairs. They shall jointly preside over the nominations and elections process, shall faithfully tally the vote (which must be done by secret ballot), and announce the results of the vote. All candidates who receive the highest numbers of votes cast shall be elected to their respective offices and/or Board positions. The General Body shall decide to either conduct the vote in-person or through electronic means. Any ties shall be decided by a second ballot, and if this does not break the tie, by a random draw.
- D. Terms of Office – When first the BFC is established, two (2) of the elected BFC Executive Board members shall serve for three (3) years to ensure continuity for the Executive Board by staggering the terms of its members. All other Executive Board members shall serve a two-year term. The Executive Board will decide which two (2)

members will serve a three-year term. The officers of the chair and vice-chair-treasurer must serve a minimum of one (1) year but no more than two (2) years.

- E. Vacancies – In the event of a vacancy on the Executive Board or in the office of chair or vice-chair-treasurer, members of the BFC are required within the next two general meetings to hold an election to select a new Executive Board member using the relevant elections procedures prescribed by Article VI.C.

## **Article VII. Duties of the Executive Board and Officers**

The members of the BFC have the authority to review all decisions of the Executive Board.  
General Body

A. The Executive Board shall:

1. Assume all duties and make all decisions necessary for the faithful administration and leadership of the organization as prescribed by the General Body;
2. Present a programmatic agenda and budget for the General Body to discuss, amend (as necessary) and approve;
3. Take, or arrange to have taken, and keep in permanent form, minutes from meetings of the Executive Board and of the BFC by appointing Executive Board members to assume the duties of a Recorder;
4. Maintain and file copies of all official documents of the BFC, including the annual membership list, the list of the Executive Board members and officers, and all committee reports;
5. Make available to every new Executive Board member the BFC's membership list and all official documents, including minutes, committee reports, and other records (within thirty (30) days after the election of a new Executive Board member).

B. The chairperson shall:

1. Preside at all meetings of the Executive Board and the General Body;
2. Serve as the chief spokesperson for the BFC;
3. Call special meetings of the General Body when approved by the Executive Board or by a petition of 10 (ten) BFC members.
3. Co-sign disbursements as authorized by the Executive Board.

C. The vice-chairperson-treasurer shall:

1. Perform the duties of the chairperson in her or his absence;
2. Receive all money, keep the books of the BFC, and co-sign disbursements as authorized by the Executive Board;
3. Prepare, publish, and circulate annually to the Executive Board and the membership a financial statement of the BFC;
4. Make available to every new Executive Board member (and the person who succeeds to the office of vice-chairperson-treasurer) the BFC's financial records

within thirty (30) days after the election of a new Executive Board member or vice-chairperson-treasurer.

#### **Article VIII. Committees**

- A. The standing committees of the BFC shall be the:
  - 1. Advocacy Committee
  - 2. Faculty Mentoring, Professional Development, and Research Exchange Committee
  - 3. Social Committee
- B. Chairpersons and members of the standing committees shall be appointed annually by the Executive Board.
- C. Duties of the standing committees shall be as directed and defined by the Executive Board.
- D. Ad Hoc: The Executive Board shall have the power to appoint such other committees as they deem necessary or as directed by the General Body

#### **Article IX. General Body Meetings and Authority**

- A. A general meeting of the entire membership or "General Body" shall be held at least four (4) times a year and as called by the Executive Board. At least two business meetings shall be held in the fall and spring semesters of each year. The General Body shall have the final authority on all matters relating to the BFC, but the Executive Board shall be authorized to act as the agent of the General Body in-between its meetings.
- B. A quorum of the General Body is no less than one fourth (1/4) of all BFC members in good standing.
- C. Notices of all meetings must be emailed to all members at least one week prior to the date of the meeting.

#### **Article X. Parliamentary Authority**

The rules contained in Robert's Rules of Order, Revised, shall govern the BFC in all cases to which they are applicable and in which they are not inconsistent with the by-laws or the special rules of order of the organization.

#### **Article XI. University Policies**

This organization shall abide by all applicable policies instituted by the University of South Carolina.

**Article XII. Amendments**

These by-laws may be amended by a vote of two-thirds of the membership at any regular meeting or at a special meeting called for that purpose. The membership shall be notified of adopted by-law amendments by the most feasible means.