BYLAWS
Black Faculty and Staff Employee Resource Group
University of Virginia

ARTICLE I

Name

The name of this organization shall be “Black Faculty and Staff Employee Resource Group (BFS-ERG)”

ARTICLE II

Mission

Section 1. The Black Faculty and Staff Employee Resource Group will actively engage in the recruitment, mentorship, collegiality, professional development, retention and promotion of faculty and staff for an inclusive environment that will benefit all UVA faculty, administrators, staff, students, and the Charlottesville community.

Section 2. Enhance the environment for members of the BFS-ERG by promoting social and intellectual enrichment and networking opportunities.

(a) Assist the UVA mission by hosting activities such as:
   1. Recruitment events
   2. Community Relations
   3. Organizing events to celebrate and showcase the unique contributions of BFS-ERG.
   4. Enhance the public image and presence of UVA.

ARTICLE III

Meetings

Section 1. Annual Meeting

The BFS-ERG shall hold an annual meeting to conduct elections at which time members elected by the BFS-ERG shall take office and to transact any other business within its powers. The Annual Meeting shall be held in the month to be determined each year. Failure to hold an annual meeting does not invalidate the BFS-ERG existence or affect any otherwise valid Group acts.

Section 2. Regular Meetings

At least three regular membership meetings in addition to the Annual Meeting required for elections should be held at the discretion of the BFS-ERG.

Section 3. Meeting Notification

Notification of meetings in writing shall be made at least seven days in advance.
Section 4. Quorum

A quorum for meetings of the BFS-ERG shall consist of 10 members present at a given meeting.

Section 5. Meeting Minutes

The secretary shall record the minutes of each meeting, distribute these minutes for at least one week prior to the next meeting, and move for approval of the minutes at the start of the meeting immediately following the one for which the minutes were taken. BFS-ERG shall retain a record of these minutes for [time period TBD].

ARTICLE IV

Officers

Section 1. Officers

The BFS-ERG shall have a Chair, a Vice Chair, a Secretary and a Treasurer each of whom shall be a Member of the Employee Resource Group. No Member shall serve more than three (3) successive terms in the office of the Chair or in the office of Vice Chair, but any time spent in either such office shall not apply to the time that may be spent in the other such office. All officers shall be employed in good standing at the time of election. Employment in good standing shall be deemed to mean the individual is not then under documented progressive discipline.

Section 2. Chair

The Chair must be an employee of UVA in good standing. The Chair shall preside over the meetings of the Employee Resource Group. The term of the office is normally two years. The Chair shall appoint special committees to ensure the functions and duties of the BFS-ERG are completed as mandated. Additional duties include the mentorship and development of a successor and new members.

Section 3. Vice Chair

The Vice Chair must be an employee of UVA in good standing. The Vice Chair shall act as second in command and provide support to the Chair and the BFS-ERG. In the event the Chair is unable to serve the entire two-year term, the Vice Chair will succeed to the position of Chair for the then remaining period of the term.

Section 4. Secretary

The Secretary must be an employee of UVA in good standing and will serve a two-year term. The Secretary shall generate the minutes of each BFS-ERG meeting held which minutes shall inform the members of the BFS-ERG regarding all planned activities. The Secretary shall also be responsible for the sending of notices and maintenance of membership records (e.g., member names, office addresses, office phone numbers and email addresses.

Section 5. Treasurer

Revised Sep 30, 14, 9:40 AM
The Treasurer must be an employee of UVA in good standing and will serve a two-year term. The treasurer shall receive the funds of the BFS-ERG unless otherwise provided for and shall disburse said funds on the authorization of the Executive Committee. The Treasurer shall give a report at each membership meeting of the BFS-ERG.

ARTICLE V

Committees

Section 1. The Executive Committee shall consist of the officers of the BFS-ERG and shall determine the appropriate standing committee(s). It shall appoint any committee necessary to further the work of the BFS-ERG.

Section 2. The Nominating Committee shall be appointed by the Executive Committee. It is the duty of this committee to nominate a candidate for each officer position. The names of these candidates shall be presented and voted upon at the annual meeting. However, floor nominations must be admissible for vote as well.

Section 3. Executive Committee Meetings

Meetings of the Executive Committee may be called by any of its members at any time.

Section 4. Nominating Committee

Nominations shall be made by a Nominating Committee. The Nominating Committee will present a single slate of officers.

ARTICLE VI

Miscellaneous Provisions

Section 1. Fiscal Year

The fiscal year of the Employee Resource Group shall be the twelve calendar month period ending June 30 in each year.

Section 2. Books and Records

The BFS-ERG shall keep correct and complete books and records of its accounts and transactions and minutes of the meetings. The books and records of the BFS-ERG may be in written form or in any other form that can be converted within a reasonable time into written form for visual inspection.

Section 3. Prohibition against Discrimination

The BFS-ERG shall prohibit discrimination against any member, or potential member, on the
basis of political or religious opinion or affiliation, marital status, race, color, creed, national origin, gender, age, sexual orientation, physical or mental disability.

Section 4. Collaboration between Employee Resource Groups

Consistent with the UVA commitment to diversity and inclusion, Employee Resource Groups are encouraged to collaborate to the maximum extent feasible to facilitate understanding between groups and to maximize resources for the benefit of each group.

ARTICLE VII

Amendments

Bylaws may be amended at any regular meeting of members by two thirds majority vote of those present or by a majority vote of the members of the BFS-ERG voting by mail under the supervision of the Executive Committee.

Adopted by Black Faculty and Staff Employee Resource Group
University of Virginia

_(date)__________________________________, 2____

By ________________________________, President

______________________________, Secretary