ARTICLE I - Name

The name of this organization shall be referred to as the African American Faculty and Staff Council, henceforward known as the AAFSC.

ARTICLE II - Purpose

To be a viable and visible organization of African American faculty and staff committed to promoting and enhancing a sense of community, equity, and professional and educational development at the University of Wisconsin-Milwaukee.

Guiding Principles:

1. Advocating for greater participation of African American faculty and staff in the leadership and decision making process of the University.
2. Participating in and advocating for the recruitment, retention, and promotion of African American faculty and staff.
3. Participating in and advocating for the recruitment, retention, and graduation of African American students.
4. Establishing and maintaining effective lines of communication between the African American faculty, staff, and the University.
5. Maintaining an ongoing professional development support group and a communication network for African American faculty and staff to keep members informed of common issues and concerns.

ARTICLE III - CPC Boundaries/Membership

Section A – Eligibility: Any University of Wisconsin-Milwaukee African American faculty or staff employee, and all parties interested in promoting the purpose of the organization.

I. Voting Privileges

* Voting is an act reflecting *active participation in the AAFSC. Votes shall normally be taken:

* To elect officers of the Association,
* To amend this constitution and bylaws,
* To accomplish AAFSC business,
* To poll the opinion (s) of members on matters of collective interest/concern.
ARTICLE IV - Regular Meetings

The AAFSC shall meet no less than twice a year. AAFSC business shall be conducted at regular meetings, with the members attending constituting a quorum for transacting any business for regular meetings. Members shall receive at least five (5) days advance notice of regular meetings. To take action shall constitute (2/3) of the membership in attendance.

Special Meetings - Special meetings may be called by the co-chairs upon three (3) days advance notice to members. A simple majority of those in attendance shall constitute a quorum.

Regular Meetings

1. Meetings and or special events will be held once every six months or more often as AAFSC Officers deem necessary.
2. Meetings shall be held on the UWM campus or agreed upon location.
3. Meetings may last up to two (2) hours, consisting of business and announcements.

ARTICLE V - Executive Officers

The Executive Officers shall consist of two co-chairs, a secretary and treasurer. Each officer shall be elected for a two (2) year term.

Officers - The Executive Officers of the AAFSC shall include two co-chairs, secretary, and treasurer. Officers shall meet to develop agenda, approve previous meeting minutes, and discuss any concerns and/or business prior to the AAFSC meeting.

Officer’s Resignation - In the event an officer cannot fulfill his or her role, nominations will be taken from the floor. The officer in question must submit a written resignation letter at least two (2) weeks prior to the AAFSC meeting.

Co-Chairs - The Co-chairs shall preside at AAFSC meetings, appoint committee chairpersons if there are no volunteers, and represent the AAFSC at all public functions and hearings.

Secretary - The Secretary shall keep in permanent form, complete and accurate minutes and records of all meetings of the organization; shall distribute electronic copies of the meeting minutes, have copies available at meetings and maintain an updated roster of members.

Treasurer - The Treasurer shall receive, deposit and disburse all funds of the organization; shall keep an accurate account of financial transactions and give financial reports to the membership at all general meetings.
Web Master - The web master, in the order designated by the Executive Officers, shall maintain the organizations web page, and at other times may perform such duties as are directed by the co-chairs of AAFSC.

Committee Chairs - Committees shall be presided over by a committee chairperson appointed by the co-chairs. Committee chairpersons shall serve one (1) year renewable terms or until the committee is dissolved, whichever is shorter.

ARTICLE VI - Inactive Officers

Section A

Officers have the following duty with regards to the officer in question who has failed to serve in a satisfactory role. These duties may include such concerns as regular attendance at meetings and fulfilling responsibilities for designated duties.

1. The Co-chairs shall speak with the officer in question regarding failure to serve satisfactorily. Indicate to him/her in writing what the expectations are for his/her role.
2. If no change in performance/activity, all officers shall consult with the officer in question about his/her failure to perform.
3. If there is still not change in behavior, the Co-chairs shall make a report to the membership of the AAFSC regarding the continued service of the officer in question.
4. Membership shall vote on the action(s) to be taken.

ARTICLE VII - Committee Meetings

Section 1. Constitution and Bylaws Committee (meet in the Fall of every year to review and/or update)

1. Responsible for keeping the organization in compliance with the Constitution and Bylaws.
2. Interpret, review, and recommend revisions to the constitution.

Section 2. Membership and Program Committee (meet as needed)

1. Responsible for recruiting and sustaining membership for the AAFSC.
2. Plan and coordinate program and special events for the AAFSC.
3. Nominate AAFS members for University awards/recognition.

Section 3. Nominating and Election Committee (meet every year in the Fall)

1. Responsible for soliciting nomination for all offices.
2. Develop and present a slate of nominees to officers and to the membership body.

***Anything not covered in these By-Laws are covered by "Robert Rules of Order."

ARTICLE VIII - Constitution and Bylaw Changes

*The quorum shall have the power to vote and make decisions for the AAFSC.

1. Any proposed change must be submitted in writing to the AAFSC Co-chairs at least two weeks prior to the AAFSC meeting. The proposed change should be passed on to the chairperson of the Constitution and Bylaws committee for review and

2. A notice of Bylaw changes shall be e-mailed to all members before the meeting of the proposed changes vote.

3. Bylaws shall be voted on and approved by the majority of members in attendance.

4. Proposed Bylaw changes can be submitted at anytime. However, changes will be reviewed and recommended for vote in the Fall of each year or as essential.

ARTICLE IX - Membership and Program Committee

The Co-Chairs of the AAFSC shall request at least three (3) volunteers to plan, develop, coordinate and implement socials, special events and recreational functions for the purpose of recruiting and sustaining an active membership. Prepare a slate of nominees for the University Annual Fall Award, Supervisor Awards, and other recognition. This committee shall meet as needed.

ARTICLE X - Nominating and Election Committee

The Co-chairs, in the Spring of every year shall request volunteers to constitute a nominating committee of at least three (3) members. Should the request for volunteers be less than the required minimum for the committee, the co-chairs shall appoint members such that the nominating committee shall consist of at least three (3) members. Such appointments shall be ratified by the membership. The Nominating Committee will prepare a slate of nominees for each office, having secured nominees to the membership by the Spring of every year. Additional nominations may be made from the floor prior to the election, provided those so nominated agree to serve.

Election - Elections shall be held during the Spring meeting of the AAFSC. Persons receiving the majority of the votes cast at the meeting for each office shall be declared elected.

Assumption of Duties - Officers shall assume their duties in the Fall.
Parliamentary Procedures - In the absence of any rules in this constitution and by-laws, the proceedings of this AAFSC shall be conducted in accordance with Robert's Rules of Order.

Endorsements - This AAFSC shall be nonpartisan, and shall take no position or action endorsing or condemning any person, candidate, or official submitted to the vote of the people.

Foot Note: Amendments

Amending Action - This constitution and by-laws may be amended at any regular meeting by one-third (1/3) vote of those members present voting, provided the following conditions have been met:

1. A notice of intent for amending action has been provided to members at least two (2) weeks prior to the regular meeting at which the action is anticipated.
2. The proposed amendment has been provided as part of the notice of intent.
3. The proposed amendment has been presented at the meeting for action.

Submission - Any eligible *active member may propose an amendment to the constitution and bylaws. Such a proposal shall be submitted to the Secretary of the AAFSC for purposes of preparing a notice of intent for amending action. In submitting an amendment, the petitioner shall draft the proposed changes to the constitution and bylaws and state the reason(s) such action is considered necessary in writing. The petitioner shall then present the proposed amendment to the membership to be voted on at a designated time.