

Constitution of the African American Caucus of Montclair State University

Article I. Name

This organization shall be known and cited as the African American Caucus of Montclair State University, hereafter referred to as "The Caucus."

Article II. Purpose

Section 1. It shall be the purpose of The Caucus (a) to identify and to seek to effect changes in the education practices that have served as barriers to people of African descent; (b) to increase the number of employees and students of African descent; (c) to advocate for enhanced roles of employees of African descent in the overall governance of the institution; and (d) to raise awareness, serve as a resource, and provide an ongoing forum related to African and African American cultures and issues.

Section 2. It shall be the function of The Caucus to assist members and the campus community in understanding and addressing issues that affect African and African American members of the university community by: (a) identifying problems and seeking solutions; (b) influencing the design of new educational programs; (c) serving as a change agent within Montclair State to ensure a quality education for students of African descent; and (d) along with allies, mobilizing all identifiable and available resources for maximizing participation in activities at the institution.

Article III. Membership

Section 1. Membership shall be open to all employees at Montclair State University.

Section 2. Voting membership is based on current dues status and entitlements to special events and programming.

Section 3. Annual dues shall be assessed in an amount determined by the membership each year at the May meeting. Dues are payable in September and valid through the chosen membership term. Dues are collected all year round. These funds shall comprise the treasury and be used to support the financial needs of the Caucus.

Article IV. Officers, Terms of Office, Elections, and Boards

Section 1. Executive Board

The elected officers of The Caucus—President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, At-Large, and Parliamentarian—shall constitute the Executive Board.

Section 2. Advisory Board

There shall be an Advisory Board comprised of the officers, all committee chairs and the Ex Officio, Immediate Past President. This Board shall also include the representative to the President's Commission on Affirmative Action, Caucus representatives from the clerical staff, building/grounds, food service, MSU police, and at least one representative of an MSU student group committed to concerns of the African Diaspora. These representatives shall be appointed for one academic year by the Executive Board and convened and chaired by the Vice President.

Section 3. Election of Officers

All officers shall be elected in May and begin the term of office at the close of the last scheduled meeting of the academic year. The nomination process shall be conducted at a March meeting. The ballot will be presented at the April meeting, and the voting process may be managed electronically by the Nominations and Election Committee.

Section 4. Terms of Office

President - 3 years

Vice President - 2 years

Recording Secretary - 2 years

Corresponding Secretary - 2 years
Treasurer - 2 years
Parliamentarian - 2 years
At-Large Member - 2 years

The last year of the President's term converts to that of an Ex-officio, Immediate Past President and overlaps the first year of the term of the newly elected President.

Article V. Meetings

Section 1. Executive Board

The Executive Board shall establish its meeting schedule as deemed necessary by the President to facilitate The Caucus' business in between meeting of the general membership.

Section 2. General Membership

The Caucus shall meet regularly in accordance with the schedule adopted by the Executive Board at the first meeting of each academic year.

Section 3: Advisory Board

The Advisory Board shall meet twice a year.

Section 4. Committees

Each committee shall meet as required to complete its work.

Section 5. A Quorum

For Executive Board, General, and Advisory Board meetings, quorum shall be a simple majority. No quorum is required for committee meetings.

Article VI: Committees

Section 1. Standing Committees

There shall be the following standing committees. The committee chair shall be appointed for a one-year, renewable, term at the discretion of the Executive Board for an unlimited number of years.

1. Fundraising
2. Programming
3. Nominations & Election
4. Constitution & Bylaws

Section 2. Ad Hoc Committees

Ad hoc Committees shall be formed and charged by the officers as needed and exist as needed to complete their charge. An ad hoc committee that exists for at least three years shall be reviewed for a change of status to a standing committee or have its charge incorporated into an existing committee.

Article VII: Amendments

Section 1. Procedures

This constitution shall be amended at any general meeting by a simple-majority vote of the members in good standing and present, and/or, if conditions dictate, electronically. The proposed amendment shall be circulated in written form to the membership no less than seven days prior to the meeting date.

Section 2. Issuance of Revisions

The revised Constitution shall be provided to the membership within one month from the ratification date of the revisions, and approved by a simple-majority of the membership in good standing.

Article VIII: Removal of Officer

Section 1: Procedure

An officer can be removed from office by a simple-majority vote of the membership in good standing.

Article IX: Dissolution

Section 1. Procedure

This Caucus shall be dissolved by a simple-majority vote of the membership in good standing following at least a two-month period of review of cause by a group comprised of at least one representative from each constituency.

Bylaws of the African American Caucus of Montclair State University

Article I: Duties of Officers

Section 1. President

- Shall prepare the agenda, with the assistance of the Recording Secretary, if requested, and preside at all meetings of The Caucus
- Shall present to membership the Executive Board and all committee chairs
- Shall perform the duties of any vacated office or appoint a designee until the office is filled
- Shall serve as The Caucus's ambassador/representative to the University campus and community
- Shall appoint liaisons as needed

Section 2. Vice President

- Shall perform all duties of the President during the President's absence or incapacity
- Shall coordinate the functions of all standing committees

- Shall work with all ad hoc committees as directed by the President

Section 3. Recording Secretary

- Shall assist the President in preparation of the agenda, if requested
- Shall arrange physical or digital space for Executive Board meetings
- Shall record all proceedings of the general and Executive Board meetings
- Shall make the minutes and records available to all members in good standing, with the assistance of the Corresponding Secretary, if requested
- Shall keep on file all records, reports, and information necessary to the function and purpose of the organization
- Shall preside over meetings during the absence or incapacity of the President and Vice President

Section 4: Corresponding Secretary

- Shall send all correspondence to the members in good standing and to other persons or groups as directed, including the minutes if requested by the Recording Secretary
- Shall arrange physical or digital space for general membership meetings
- Shall be responsible for the reproduction and dissemination of materials designated by the Caucus
- Shall act in place of the recording secretary as needed
- Shall maintain a roster of members in good standing

Section 5: Treasurer

- Shall be responsible for all monies received, including membership dues
- Shall be responsible for the disbursement of all funds as designated by The Caucus
- Shall serve on the Fundraising Committee
- Shall maintain a roster of members in good standing and provide said roster to the Nominations and Election Committee prior to elections

Section 6. Parliamentarian

- Shall advise the President of proper parliamentary procedures
- Shall serve as the Chair of the Constitution and Bylaws Committee

Section 7: At-Large

- Shall assist any officer or committee chair in the fulfillment of their duties
- Serve as chair of Nominations and Election Committee
- Shall provide input on behalf of the general membership to the Executive Board
- Shall act a liaison to university and surrounding community organizations

Section 8. All Officers

All officers shall assume fiduciary responsibility for Caucus funds

Article II. Standing Committee

Section 1. Fundraising Committee

- Shall propose activities to the Executive Board which will generate revenue for the Caucus
- Shall coordinate and organize all approved fundraising activities
- Shall arrange for payment of all bills generated by its activities through the treasurer
- Shall submit all money raised to the treasurer

Section 2. Programming Committee

- Shall develop and propose to the Executive Board programs for the MSU community to enhance awareness of matters and concern about the African diaspora
- Shall lead the organization and implementation of approved cultural and social affairs programs for students, faculty, staff, and the wider community
- Shall confer and work with the Fundraising committee when these programs have the potential to produce revenue
- Shall contribute to faculty and staff advancement and development

Section 3. Nominations and Election Committee

- Shall facilitate the election process
- Shall identify eligible candidates to be nominated and submit the slate of nominees

Section 4. Constitution and Bylaws Committee

- Shall prepare revisions as needed

- Shall facilitate the amending process
- Shall interpret the constitution and bylaws as needed

Article III: Elections

Section 1. Officers

The President shall charge the Nomination and Elections Committee no later than at the February meeting. The nominating Committee shall present the proposed slate of nominees at the April meeting and/or electronically and accept nominations from the floor and/or electronically at the March meeting.

Election of the officers shall be held during the May meeting. No nominations will be received from the floor at this meeting.

Section 2. Eligibility of Nominees

Any member in good standing as of the February meeting shall be eligible to hold any office. The Nominations and Election Committee shall verify good standing before placing a name in nomination.

Section 3. Vacancies

Should the President be unable to complete the term, the Vice President shall succeed immediately to that office and the Executive Board shall activate the Nominating committee to conduct an election for the office of Vice President.

Vacancies occurring in any of the other offices or chair position shall be filled immediately by an Executive Board appointment. All appointed replacements of officers and chairs will serve the remainder of the filled term and may be nominated for election, in the case of officers, or reappointed, in the case of committee chairs, to fill a full term.

Section 4. Consecutiveness

All officers may succeed themselves in office.

Article IV: Meetings

Section 1. Executive Board

The officers shall meet at least once a month, at the discretion of the President. Additional meetings may be scheduled if necessary by the President at the suggestion of any officer to discuss special matters or issues. This schedule shall be provided to the general membership at the September meeting.

Section 2. General Membership

General membership meetings shall occur monthly from September through May. The schedule of meetings shall be established at the September Executive Board meeting.

Section 3. Advisory Board

The Advisory Board shall meet twice a year. Additional meetings may be scheduled if necessary by the Vice President at the suggestion of any officer to discuss special matters or issues.

Section 4. Committees

Each committee shall meet as required to complete its work as determined by the committee chair. The President may also request a meeting in consultation with the committee chair.

Article V: Amendments

These Bylaws shall be amended by a simple-majority vote of members in good standing provided that such proposed amendment has been circulated to the membership at least 7 days prior to the scheduled meeting; or, within 14 days if voting is to occur by mail ballot or electronically.

Article VI: Parliamentary Authority

Robert's Rules of Order, Currently Revised, shall be the parliamentary authority and shall govern all matters not covered specifically by these Bylaws.

Article VII: Suspension of the Bylaws

The Bylaws may be suspended in case of emergency or to convene the committee for general off-the-record deliberation by the simple-majority vote of the members present at a meeting.

THE END

Constitution and Bylaws Committee Members: Danné E. Davis
Thomas Green
Kate E. Temoney, Chair
Melissa Velez

This document was ratified by a simple-majority vote on the 4th of March 2021 at a scheduled and duly announced general membership meeting by members in good standing.