

## **BYLAWS\*** **Sample Bylaws**

This is intended to help applicants by providing an example of a bylaws format and the type of information that they might include therein, not to be proscriptive or required template.

### ARTICLE 1 – Name

The name of this Employee Resource Group (ERG) shall be the \_\_\_\_\_ Faculty and Staff Association).

### ARTICLE 2 – Mission and Objectives

Section 1. The mission of the \_\_\_\_\_ Faculty and Staff Association is to foster a welcoming and inclusive environment at SDSU for individuals interested in issues facing the \_\_\_\_\_ community.

Section 2: There are three primary objectives of the \_\_\_\_\_ Faculty and Staff Association. These objectives include:

- a) Recruiting \_\_\_\_\_ faculty and staff who are reflective of the diverse students and communities served by SDSU;
- b) Fostering an environment of inclusion for \_\_\_\_\_ faculty and staff;
- c) Enhancing the career pathways of \_\_\_\_\_ faculty and staff

### ARTICLE 3 –Meetings

Section 1. Annual Meeting - The \_\_\_\_\_ Faculty and Staff Association will hold an annual meeting to conduct elections of officers. The meeting will be announced at least two weeks in advance.

Section 2. Regular Meetings - The \_\_\_\_\_ Faculty and Staff Association will meet monthly at a time and date that is set in advance by the association's leadership. Meetings will occur at times that increase the likelihood that all faculty and staff members can attend. All official meetings should be announced at least seven days in advance. The body must have at least 10 members present to have quorum for meetings.

Section 3. Meeting Minutes – The secretary of the \_\_\_\_\_ Faculty and Staff Association will document all formal business that occurs at the meeting. Meeting minutes must be sent to all members within seven days of the meeting and must be approved at the following meeting.

### ARTICLE 4 – Officers

Section 1. Leadership. The \_\_\_\_\_ Faculty and Staff Association shall have a Chair, Vice Chair, and Secretary. Each Officer must be a member of the ERG. No individual can serve more than three consecutive one-year terms in the Office of Chair or as Vice Chair. However, service as Chair or as Vice Chair shall not count against this term limit. All Officers must be in good standing at the time of election.

Section 2. Chair. The Chair shall preside over ERG meetings and serves as the official liaison between the ERG and the Office of Faculty Diversity and Inclusion. The Chair shall appoint all leaders of special committees with the approval of the membership. The Chair also represents the \_\_\_\_\_ Faculty and Staff Association at public meetings and events, university programs, and other authorized occasions. The Chairship should rotate between faculty and staff, with neither group serving more than three consecutive terms.

Section 2. Vice Chair. The Vice Chair shall support the Chair in presiding over ERG meetings and serves as a representative between the ERG and the Office of Faculty Diversity and Inclusion in the absence of the Chair. The Vice Chair is responsible for the collection and distribution of all monies as well as keeping accurate financial accounting of all ERG monies and resources. The Vice Chair also assumes the duties of the secretary in their absence.

Section 3. Secretary. The Secretary will record, maintain, and distribute minutes for each meeting with the membership. The Secretary is also responsible for handling, receiving, and retaining any administrative paperwork between the ERG and the University, including both formal and informal correspondence. The Secretary serves in the absence of the Vice Chair when not present.

Section 5. Participation. Officers are responsible for attending ERG monthly meetings. All Officers are members of the executive board. The executive board has the authority to carry out the provisions of these bylaws and to expend funds in line with the wishes of the membership. An officer who is absent from three (3) consecutive meetings without approval from the Chair must vacate their role. Officers may be removed by a  $\frac{3}{4}$  vote of the active membership.

## ARTICLE 5 –Membership and Elections

Section 1. Membership in the ERG is open to all individuals of any race who have a commitment to issues facing \_\_\_\_\_ faculty, staff, and students. To maintain active membership, faculty and staff are responsible for \$20 membership fees (dues) per year. Dues should be paid within 30 days of the beginning of the new academic year.

Section 2. Elections. All members with updated dues can vote in elections. Votes are effected by a simple majority vote of active members. The bylaws can only be changed with a vote from at least two-thirds of the active membership.

RATIFIED ON DECEMBER 1, 2020