

**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. Participation and membership is voluntary and open to all employees.

Section 2. Enhance the environment for members of the B F S -E R G 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 announce nominations for BFS-ERG officers. After the nominations and elections are completed, the newly-elected offices will assume their roles and transact any other business within their 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.

Edited 5/9/2024

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 a period of three years.

## **ARTICLE IV**

### **Officers**

Section 1. Officers

The B F S -E R G shall have a Chair, a Vice Chair, a Secretary and a Communications Officer 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 President must be an employee of UVA in good standing and will serve a two-year term as acting President and one year as Past President. The President shall preside over the meetings of the Employee Resource Group. The term of the office is two-years. The President 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

Edited 5/9/2024

The Vice President must be an employee of UVA in good standing and will serve a two-year term as acting Vice President and one year as Past Vice President. The Vice President shall act as second in command and provide support to the President. In the event the President is unable to serve the entire two-year term, the Vice President will succeed to the position of President for the remaining period of the term. The Vice President coordinates programs with the President and the Executive Committee; serves as an ex-officio member of all standing committees; and provides leadership & support for special projects and ongoing initiatives.

#### Section 4. Secretary

The Secretary must be an employee of UVA in good standing and will serve a two-year term as acting Secretary and one year as Past Secretary. The Secretary shall generate the minutes of each BFS-ERG meeting to 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.

#### Section 5. Communications Officer

The Communications Officer must be an employee of UVA in good standing and will serve a two-year term as acting Communications Officer and one year as Past Communications Officer. The Communications Officer shall lead marketing and communication outreach on behalf of BFS-ERG. This is to include email, web site, and social media communications. The Communications Officer shall also chair the Communications Committee.

### **ARTICLE V** Committees

#### Section 1. The Executive Committee

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

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.

Edited 5/9/2024

**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.

Edited 5/9/2024

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

This \_\_\_\_ day of \_\_\_\_\_, 2019

By \_\_\_\_\_  
President

\_\_\_\_\_  
Secretary