

Texas Association of Black Personnel in Higher Education Corpus Christi Chapter

BYLAWS

(Revised February 11, 2013)

By-law (bi'lo') n. 1. A secondary law. 2. A law or rule governing the internal affairs of an organization (*The American Heritage Dictionary*).

Article I. NAME, OBJECTIVES AND PHILOSOPHY

Section 1. NAME

The Texas Association of Black Personnel in Higher Education – Corpus Christi Chapter, referred to as (TABPHE-CC) is an established official affiliate of the State Association and shall be governed by the Constitution and Bylaws of the State Association. These Bylaws are established to provide specificity to issues addressed, govern the local meetings, set local dues and implement programs that support the goals and objectives of the State Association. TABPHE-CC bylaws are adopted and amended at the sole discretion of CORPUS CHRISTI CHAPTER OF TABPHE by majority affirmative vote and shall always be in accord with the State Constitution of the Association. In the event of an omission or advertent conflict, the State Constitution and Bylaws shall prevail.

Original Adoption: **March 26, 1999**

Last Amended: **2012**

Section 2. OBJECTIVES

1. To act as an advocate for Blacks in the educational process.
2. To evaluate, promote and support programs pertinent to Blacks in colleges, universities and communities.
3. To encourage and promote collaboration among Blacks in the educational process.
4. To assist colleges and universities in the recruitment, placement and retention of Black students, faculty, staff and administrators.
5. To stimulate interest in and awareness of current issues relevant to Blacks in all aspects of higher education.
6. To provide a vehicle for disseminating the viewpoints of Blacks regarding education, equal opportunity and affirmative action.
7. To assist in and be supportive of the development and strengthening of Black student programs at the secondary level.
8. To cooperate with all institutions of higher education in Texas in pursuit of these objectives.

Section 3. PHILOSOPHY

TABPHE-CC believes that human performance, increased productivity, and quality of life are enhanced through the sharing of individual experiences. Higher education personnel are rich in experience, knowledge and skills that play a vital role in helping educational institutions address key goals for achieving success. TABPHE-CC provides a statewide vehicle for a diverse, multicultural workforce to learn, share, direct, lead and influence our educational system and serves as a support network for students of African descent promoting higher education, student enrollment, retention, tutoring and networking through the Village initiative.

Article II. ORGANIZATIONAL STRUCTURE

To be considered an active local chapter, the chapter must maintain at least ten members who have paid the required state membership dues to the state association.

Section 1. MEMBERSHIP

Membership is defined as a person who has paid their local dues. State dues are optional but encouraged.

Categories

- A. **General Membership** is open to professional representatives from the faculty, staff and administration presently employed or retired from higher education and/or educational-related fields committed to the aims and objectives of TABPHE-CC upon payment of local dues shall have voting rights.
- B. **Associate Membership** is open to individuals committed to the aims and objectives of TABPHE and who may be employed in, or retired from, professions other than those in higher education upon payment of local dues shall have voting rights.
- C. **Student Membership** is open to students currently enrolled in higher education committed to the aims and objectives of TABPHE-CC upon payment of local dues shall have voting rights.
- D. **Honorary Membership** may be conferred upon professionals who have rendered distinguished service or who have made outstanding or noteworthy contributions in support of TABPHE. These members shall be exempt from the payment of dues and shall have speaking rights only.
- E. **Life Membership** is a local member who has paid their life membership to the state shall also have local voting rights.

Section 2. DUES

- General Membership (\$25.00 – which represents local dues only)
- State Membership (\$30.00) – optional but required of some officers)
- Associate Membership (\$30.00)
- Student Membership (\$25.00)
- Honorary Membership (\$0.00)

Section 3. MEETINGS

- A. There shall be a monthly meeting, every second Thursday of the month. Meetings may be rescheduled, respectively
- B. The meetings will be held for one (1) hour no longer than one and a half (1.5) hours.
- C. Items to be included on the agenda must be presented to the President ten (10) days prior to the scheduled meeting and/or added to the agenda on the day of the scheduled meeting.
- D. Conference call capabilities are available through the State Association for meetings.
- E. The agenda should be distributed to the membership seven (7) days prior to the scheduled meeting.

- F. Items to be voted on should be asterisked (*) on the agenda indicating a vote will be taken and include a brief description.
- G. If a voting member will be absent and wishes to vote on an agenda item(s), a sealed proxy vote must be presented to the Parliamentarian. In the absence of the Parliamentarian, said proxy should be provided to the Secretary.
- H. The TABPHE -CC Agenda format shall be as follows:

TABPHE Association Meeting
Date, 20XX
Location, City

**** AGENDA ****

- I. Call to Order
- II. Minutes of the Last Meeting
- III. Officers Reports
- IV. Old Business
 - A.
 - B.
- V. New Business
 - A.
 - B.
- VI. Announcements
- VII. Adjournment

**** items to be voted upon to include a brief description (See "New Business" example below)***

NEW BUSINESS:

- A. *Bylaw Committee Report* (a report will be provided regarding changes made to the current bylaws)***

- I. The TABPHE State Annual Conference shall be held in Austin in every odd numbered year to coincide with the meeting of the Texas State Legislature. In every even numbered year, the conference shall be held in Houston, Dallas, and San Antonio (sites of major airports) on a rotating basis.

Section 4. QUORUM and VOTING

- A. One-half of the paid members of the local chapter plus one (1) shall constitute a quorum authorized to transact any business presented for its consideration.
- B. Majority vote constitutes 2/3 of paid membership present or by proxy in order to amend TABPHE-CC bylaws.
- C. Each eligible member shall have one vote at the local chapter meetings.

Section 5. TOWN HALL MEETINGS

A **TABPHE Town Hall** is a semi-annual program where a single topic of importance is addressed across the State by every chapter during the same period (February and October). Each program uses a town hall format whereby at least half of the program focuses on questions and comments from the audience/attendees.

In the traditional "*Town Hall*" style, the entire community would be invited, and at least half of the program would involve the audience as program participants, with a host facilitating this interactive process. The audience would ask general questions, and make comments on the topic either as individuals or as representatives of an organization/group. In addition to audience participation, each local chapter would determine if the program would be organized as a panel discussion, or use a keynote speaker, or show film/news clips for critique, or any other structure according to the chapter's own local style and liking. The typical TABPHE Town Hall would last 1-2 hours, and may include refreshments. Ideally, the Town Hall is a solution-driven event. Therefore, it is most important that a summary of each Town Hall is reported to the TABPHE State Board in an effort to capture and act upon creative solutions resulting from the program.

Section 6. STANDING COMMITTEES

- A. **The Finance Committee** shall be responsible for reviewing Treasurer's reports quarterly, chapter budget, reviewing dues structure and performing an annual audit after the fiscal year ends which will be presented when the next fiscal year begins.
- B. **The Membership Committee** shall be chaired by the Vice President of Membership and shall pursue initiatives designed to promote numerical growth in the chapter.
- C. **The Nominating Committee shall begin meeting in the month of June of each year** to prepare a complete slate of officers with at least one nominee for each elected position, **set established deadlines for nominations** to be presented at the regularly scheduled meeting in August of each year.
- D. **The Legislative Committee** shall monitor all legislative matters impacting the mission of the chapter and State Association in conjunction with the State Association and present these matters to the chapter for review.
- E. **The Public Relations Committee** shall be chaired by the Vice President of Public Relations and shall coordinate and promote positive communications between the chapter and other entities.
- F. **The Town Hall Committee** shall ensure that the local chapter is in compliance with the pre-determined state mandated topics and is responsible for the setup and summary report outcome. (See "*Town Hall Meetings*" requirements above for full details).
- G. The term of service for standing committee members shall be two (2) years.
- H. Task force, special purpose and ad hoc committees shall be appointed by the Chapter president as deemed necessary.
- I. **The Student Committee** shall be responsible for "The Village" initiative(s), TABPHE scholarship, and other student engaging activities.

Section 7. TABPHE SCHOLARSHIP

The TABPHE Corpus Christi scholarship criteria shall follow the TABPHE State scholarship rating and category system to review the applications submitted for the Corpus Chapter scholarship.

Article III. ELECTION OF OFFICERS

Section 1. Eligibility

- A. To qualify for an elected position, a member must have been active with the chapter for at least six (6) months and receive the support of their Local Chapter if such a chapter exists and become a paid state board member after elected.
- B. To qualify for the position of President, a member must have been active with the local chapter for at least one (1) year prior to nomination and have attended at least one TABPHE Annual State Conference within the preceding three (3) years.

Section 2. Nominations

- A. A slate of candidates formed by the Nominating Committee shall be presented at the August local chapter meeting.
- B. Nominations and candidates for all positions shall be drawn from the active membership of the chapter.
- C. A member cannot be nominated for, nor serve, more than two consecutive terms in a given position.
- D. Provisions shall be made for nominations from the floor.

Section 3. Election Procedure

- A. The election shall be conducted by secret ballot at the August local chapter meeting.
- B. The nominee receiving the largest number of votes as established by majority vote of paid members shall become the newly elected officer.

Section 4. Tenures of Office

- A. Each elected Officer of the chapter shall serve a term of two (2) years.
- B. Each appointed Officer of the chapter shall serve the expiration of that office.

All elected officers, other than those appointed to fill a vacant office, will be installed at the chapter's September meeting to coincide with the chapter new year. For clarification purposes in Election of Officers sections above, "Active" means paid members.

Article IV. DUTIES OF OFFICERS

Section 1. President

- A. The President is the official representative of the chapter to internal and external constituencies.
- B. The President shall set the agenda for the local chapter meetings of the TABPHE-CC.
- C. The President shall execute the legislation of the chapter by direct action or by delegating responsibility to the appropriate committee or individuals.
- D. The President shall appoint membership of all standing and ad hoc committees and serve as an ex officio member of these committees.
- E. In the event that an office becomes temporarily or permanently vacant, the President shall appoint a replacement to serve in that position for the remainder of its terms, subject to the approval of the chapter members.
- F. The President shall perform other duties and responsibilities as related to this office.

Section 2. Vice President of Membership

- A. The Vice President of Membership shall promote the growth of the chapter membership.
- B. The Vice President of Membership shall maintain an official record of local membership; prepare and send out reminders/applications for membership to general and associate members at least once annually.
- C. The Vice President of Membership shall assume the duties of President in the temporary absence of the President, and shall perform other duties as requested by the President.

Membership packets may include the following:

- 1) Welcome letter from President
- 2) Membership Card
- 3) Constitution
- 4) History
- 5) Directory of Officers
- 6) Newsletter; and
- 7) Applications

Section 3. Vice President of Programs

- A. The Vice President of Programs shall coordinate all program related task force and committee activities.
- B. The Vice President of Programs shall coordinate scholarship initiatives of the chapter.
- C. The Vice President of Programs shall perform other duties as requested by the President.

Section 4. Vice President of Public Relations

- A. The Vice President of Public Relations shall gather, write, edit and publish newsworthy articles and announcements for the local chapter newsletter and/or social media networking; serve as the primary media contact; and serve as a clearing agent for press releases and other information to be disseminated by the chapter.
- B. The Vice President of Public Relations shall develop and maintain the chapter's webpage and social media webpage(s) and report to the President.
- C. The Vice President of Public Relations shall serve as Chair of the PR Committee.

Section 5. Treasurer

- A. The Treasurer shall serve on the Finance Committee and receive all funds that are remitted to the chapter, maintain the financial records of the chapter, submit financial reports to the President and to the chapter members, prepare an annual budget via collaboration with the chapter President, honor all invoices and disburse funds upon consultation with the President, and prepare and submit all financial records for audit purposes upon request.
- B. The Treasurer shall deposit all chapter funds and serve as one of the authorized signatures on the TABPHE account.

Section 6. Secretary

- A. The Secretary shall record the minutes of all chapter regular, called and special meetings, perform the duties of Treasurer in his/her absence, disseminate correspondence and meeting minutes of the local chapter, and issue meeting notices as directed by the President.

Section 7. Parliamentarian

- A. The Parliamentarian shall be appointed by the President upon approval by the chapter members and shall ensure that the meetings of the chapter conducted in accordance with parliamentary rules and procedures, and ensure that all actions that transpire during these meetings are consistent with the TABPHE-CC Bylaws.

Article V. OFFICERS AND MEMBERS

In addition to the duties designated in the Bylaws, each Officer and Local Chapter Member shall make the following fundamental commitments to the chapter:

Section 1. Time Commitment

- A. Commit to attending a minimum of nine (9) scheduled physical chapter meetings or voluntarily resigning from the officer position.
- B. Commit to spending at least two hours per month doing something for the chapter, (i.e. recruiting new members, gathering information for the newsletter, collaborating with other groups, etc.)

Section 2. Financial Commitment

- A. Commit to absorbing the cost of travel and accommodations to attend State Board meetings and Annual Conferences.
- B. Commit personal and/or professional resources in the form of copies, postage, cash, etc., for special projects of the chapter in accordance with one's ability and in compliance with all local and state rules and regulations associated with one's place of employment.

Section 3. Conference Support Commitment

- A. Commit to supporting the Association's Annual State Conference. Support may include, but is not limited to, assisting in the local advertisement of the conference, attending the conference, bringing individuals or sponsoring individuals to attend the conference, and donations of finances and/or time in support of the conference.

Article VI. INSTALLATION AND INDUCTION OF OFFICERS

Section 1. Induction Ceremony for New Officers:

The Outgoing President shall conduct the ceremony as follows:

“Will all Officers of the Texas Association of Black Personnel in Higher Education Corpus Christi Chapter please come forward and stand before the membership.”

(Addressing the Membership)

"Standing before you are the newly-elected Officers of the local chapter."

(Addressing the new Officers)

"Please raise your right hand and respond to each question. Do you pledge to support and uphold the Constitution and Bylaws of the Texas Association of Black Personnel in Higher Education? If so, the answer is "I Do."

(Response)

"Will you commit your labor and love to the execution of the duties and responsibilities of the office to which you were elected or appointed? If so, the answer is "I will."

(Response)

"As a representative of the membership and for the membership of the Texas Association of Black Personnel in Higher Education Corpus Christi Chapter, I hereby induct you to the respective office to which you were elected or appointed. THANK YOU and CONGRATULATIONS!"

Section 2. Vacancy of Office

- A. In the event that an Officer or appointed chair is unable to perform the duties of his/her office, (s)/he should submit to the President a notice similar to the following:

Dear TABPHE President:

Due to unanticipated circumstances and/or commitments, it has become increasingly difficult to devote the necessary time and energy to the Texas Association of Black Personnel in Higher Education as an Officer/Appointed Chair of the Association. Therefore, I must respectfully resign this position, effective immediately so that another may be appointed to fulfill the duties of this important position.

Thank you for your prior support and the opportunity to serve.

Signature of Officer/Appointed Chair

Date

- B. This notice may also be initiated by the President and sent to an inactive Officer/Appointed Chair for signature.

Article VII. RULES OF ORDER AND ETHICAL PRACTICE

Section 1. Policy and Position Statements

- A. All "policy and position statements" issued to the public on behalf of the chapter must be authorized or sponsored by an officer and be in accord with the following:

1. **Normal Situations** – Statements must be sent to all officers and at least 50% of the officers (or ten members) must endorse the statement.
2. **Urgent Situations** - The President may author or sponsor a policy/position statement which must be sent to all officers at least twenty-four hours prior to public issuance. The statement shall not be issued if five or more members indicate their disagreement with issuing the statement.

Section 2. Parliamentary Procedure

The Rules of Parliamentary Procedure, as indicated in the latest edition of *Robert's Rules of Order*, shall govern all chapter meetings.

Section 3. Statement of Ethical Practice

Officers and all local chapter members of the TABPHE-CC chapter shall at all times exercise the utmost standard of ethical practice. All officers and members are expected to exhibit professionalism, conduct honest dealings and avoid any appearance of conflicts of interest. While avoiding any abuse of power, officers and members shall be committed to serving the needs of TABPHE-CC chapter.

Article VIII. DISCIPLINE

- A. Any elected officer not in attendance at nine (9) consecutive face-to-face or technology-assisted chapter meetings, without providing in writing just cause, shall be subject to recall.
- B. Any elected officer that is not performing his/her duties according to the local chapter bylaws is subject to a vote of "No Confidence" which means chapter members will then vote for removal from office immediately and a replacement shall be appointed by the President to complete the current term.
- C. If the office is that of the President receiving a vote of "no confidence" and is removed, then the Vice President of Membership shall act as Interim President in order to appoint a replacement.

Article IX. EMBLEMS AND INSIGNIA

Official Colors: The official colors of the Association shall be red, black and green.

The Official Seal: The official seal of the Association shall be as described below:



An outline of the State of Texas with the inscription "TABPHE" across its center, all enclosed three circles of red, black and green; encasing these circles is a black band with the inscriptions "Service and Excellence" at the top and "In Higher Education" at the bottom, each inscribed on ribbons; on the left and right sides are the numbers "19" and "73" respectively.

Article X. FISCAL MANAGEMENT

Section 1. Fiscal Year

The fiscal year of the chapter shall begin on September 1 and end on August 31.

Section 2. Membership Year

The membership year of the Association shall coincide with the fiscal year.

Section 3. Dues

The annual dues for each level of membership in the chapter shall be established by the **Finance Committee** upon approval by the active chapter members.

Section 4. Fundraising Initiatives

An on-going process of revenue-generating activities shall be designed and maintained to support costs associated with the general operation and goals of the chapter.

Section 5. Officer Compensation

Officers shall not receive compensation nor be reimbursed for travel to regular board meetings or the annual conference. Minimum amenities (i.e., lunch, notebooks, etc.) are allowed when the budget permits.

Section 6. Budgetary Considerations

- A. The Treasurer, in consultation with the President, shall prepare an annual budget and **submit to Chapter members for approval.**
- B. The Annual Budget shall include line items to address all operational costs of the chapter and standard budgetary practices shall be mandated, including a balanced budget.
- C. All chapter expenditures of **more than \$100** must have **chapter** approval and may require multiple price quotes.
- D. The President of the local chapter may serve on the TABPHE State Board of Directors by submitting written notice to the TABPHE President/Board which indicates the local chapter president's commitment to serve. The local chapter president will then be listed as a Board Member and receive all appropriate **state** communications.
- E. Two authorized signatures shall be required for all check writing purposes from the TABPHE-CC Chapter account which shall be the chapter President and the Treasurer. Two additional members from the Finance Committee shall also serve as signatures on the TABPHE-CC bank account.

Article XI. INDEMNITY

An officer/chair of TABPHE shall not be liable to TABPHE for monetary damages for an act of omission by the officer/chair in the capacity by the officer/chair except that this section does not eliminate or limit the liability of an officer/chair for a breach of duty of loyalty, an act or omission not in good faith that constitutes a breach of duty or dereliction of duty to TABPHE-CC that involves intentional misconduct or knowing violation of the law, a transaction from which officer/chair receives improper benefit whether or not the benefit resulted from an action taken within the scope of his/her duties: or an act or admission for which liability is expressly provided by state statute.

Article XII. DISSOLUTION

Upon termination and dissolution of TABPHE-CC there will be no distribution of the property or assets of TABPHE-CC until all debts of TABPHE-CC are paid in full. Upon dissolution, the assets will be distributed to the TABPHE State Association as required as an exempt organization under the 501(c)(3) of the Internal Revenue Code and if not then to, such organization or organizations organized and operated exclusively for charitable, social or educational purposes under section 501(c)(3) of the Internal Revenue Code, as TABPHE-CC general body shall determine.