CONSTITUTION

ARTICLE I -- NAME
The name of the organization shall be: The Organization of African American Staff, (OAAS).

ARTICLE II – MISSION
The Organization of African American Staff, (OAAS) seeks to achieve a visible commitment of the inclusion and valuing of African American Staff, Faculty, and Students at East Carolina University through the promotion of cultural and professional development, wellness, networking, mentorship, leadership, community outreach, scholarship and economic prosperity. Each year, the Organization shall develop a vision in line with the overall mission of OAAS.

ARTICLE III -- PURPOSES
1. To provide a forum for the exchange of ideas and the discussion of issues and problems of concern to African American staff members at East Carolina University.
2. To provide a unified voice to the administration and the broader University community on issues which affect or are of concern to African American Staff and Students at East Carolina University.
3. To promote increased opportunities for initial employment, retention, and professional growth and development for African American Staff at East Carolina University.
4. To provide a mutually supportive, social and cultural environment to celebrate the contributions of African American at East Carolina University.
5. To encourage the creation, funding and retention of academic and scholarly programs that promotes research and study of the traditions of the African American community.

ARTICLE IV -- MEMBERSHIP AND DUES
Section 1- There shall be no discrimination within the organization for reasons of religion, age, race or color, sex, marital, status, national origin, disability, or sexual orientation.

Section 2- Types of Membership
1. Membership shall be open to East Carolina University personnel who hold a full or part-time position. Members must agree to abide by the rules and regulations of the university. Individuals shall become active members in good standing upon payment of dues.
2. Active members shall be eligible to vote, hold office, and attend meetings of the organization, and are entitled to all the services and benefits provided by the organization.
3. Membership will be a one-year term, effective from 1 July through 30 June.

Section 3- Membership Dues
1. Membership dues may be assessed in such amounts as may be established from time to time, by the vote of OAAS.

ARTICLE V -- MEETINGS
Section 1- The membership shall meet monthly at scheduled times as determined by the executive committee.
Section 2- The agenda is prepared by the executive committee. Individual members shall submit agenda items to committee members in advance of the meeting.
Section 3- The Chair of OAAS can call special meetings. Special meetings shall be called by the Chair upon written petition of not less than ten (10) members of OAAS. Special meetings, however called, shall require not less than two (2) days prior notice to members.
Section 4- At all meetings of OAAS, either regular or special, two thirds of the members present and in good standing shall constitute a quorum for any action, except as otherwise provided in the Constitution or these Bylaws.

ARTICLE VI -- OFFICERS AND THEIR ELECTION (Executive Board)
1. Officers.
(a) The officers of OAAS shall consist of a Chair, Chair Elect, Treasurer, Secretary, Public Relations Officer, Parliamentarian, and Historian.
(b) Officers shall serve the Membership and shall be elected every two years commencing at the first meeting of the year following election of its members.
(c) Officers shall assume their official duties immediately upon their election and shall serve until the next election.
(d) No officer shall be eligible to serve more than two consecutive years in any office.
2. Election. Voting for officers may be either by written ballot, by show of hands, or online voting at the election of a majority of the members of the Organization.
3. Vacancy. If a vacancy occurs in any officer position, a new officer, elected by a majority of the voting Membership, will fulfill the duties of that office for the unexpired term.

ARTICLES VII -- DUTIES OF OFFICERS
1. Chair: The Chair shall be chief executive officer of the Organization and shall perform all duties customarily performed by a chief executive officer. The Chair shall preside at all meetings of the Organization and perform duties prescribed in the bylaws or as assigned to the Chair by the Membership. The Chair will also coordinate the duties of the officers and committees of OAAS in order that the mission and purpose may be promoted. The President shall coordinate solicitations and donations.
2. Chair Elect: The Chair Elect shall perform the duties of the President in the absence or disability of the President. The Chair Elect will coordinate all the committees for the Organization, with all committees reporting directly to the Chair. The Chair Elect will oversee arrangements for food/refreshments at the meetings.
3. Treasurer: The treasurer shall be the chief financial officer and shall be responsible for the management of all the funds of this organization. The treasurer shall produce financial reports monthly; collect dues; maintain the membership roster; coordinate the budget process; and propose an annual budget. All transactions shall be cosigned by the treasurer and chair or vice-president.
4. Secretary: Secretary shall be responsible for documenting all official meetings of the organization; shall distribute minutes to all members and maintain all documents, records, contracts and agreements; and shall maintain the OAAS listserv.
5. Public Relations Officer: The public relations officer shall promote the goals, objectives, and programs of the association, and facilitate internal and external communication. The Public Relations Officer will keep the Membership and community at-large informed through the following means (but not limited to): email correspondence, invitations, business letters, publicity and promotional materials, press releases and telephone
6. Parliamentarian: The Parliamentarian shall keep order at all business meetings in line with Newly Revised (10th Edition) Robert’s Rules of Order: such as conduct voting procedures for elections and handle any other legality. The Parliamentarian shall coordinate the Nomination and Election Committee.
7. Historian: The Historian shall document Organization events: keep photos and memorabilia; coordinate the creation of an annual historical report; coordination of the newsletter and shall maintain the OAAS website.

ARTICLE VIII – ELECTION PROCEDURES
SECTION A - NOMINATIONS AND PLATFORMS
1. A Nomination and Election Committee will convene each academic year to conduct Officer Elections for OAAS as well as when an officer vacancy occurs.
2. Nominations shall occur during a specified meeting of the general body, to be announced at least one month in advance.
3. Nominations shall be opened at least two weeks prior to the secret ballot voting by the Membership of OAAS.
4. Each candidate shall be presented in the following order: Historian, Parliamentarian, Treasurer, Secretary, Chair Elect, and Chair.
5. Platform presentations by each candidate for her/his desired office shall immediately precede secret ballot or online voting.

SECTION B - ELECTION PROCESS
1. Shall be carried out during each spring semester.
2. Must be completed by the first Wednesday in May of the given year.
3. Shall be a general body at large election by secret ballot or online voting.
   a. Secret ballot voting shall consist of a submission of votes with the voting member’s signature.
4. Electors shall be limited to two one-year terms in any one office.
5. Tabulation shall be a confidential process where only Nomination and Election Committee Chair and Parliamentarian count the ballots and the Chair remains on standby.
6. Selection of officers shall be determined by a simple majority vote. In the event no candidate receives the a simple majority vote, the Chair shall have the tie breaking vote and the vote shall be kept confidential between the Nomination and Election Committee Chair, Parliamentarian and Chair.
7. The preceding procedures shall be followed under all circumstances. If any question should arise, Robert’s Rules of Order shall be consulted.
8. Elections for all Executive Officers of OAAS shall follow the preceding process.

ARTICLE VIII -- STANDING AND AD HOC COMMITTEES
The Organization shall have such standing committees as may be provided for in the bylaws of the Organization. In addition, the Chair shall have the authority to create such ad hoc committees, from time to time, as it may deem appropriate. Members of all committees, standing or ad hoc, shall be appointed by the Chair.

ARTICLE IX -- ADOPTION AND AMENDMENTS
1. Adoption. This Constitution shall take effect upon its adoption by two thirds of the voters present at a meeting duly called by the conveners of the Organization via notice to all persons eligible for membership in the Organization.
2. Amendments. This constitution may be amended by resolution adopted by a two thirds vote at a duly called meeting of the Organization; provided that such a resolution is proposed in writing by an active member of the Organization and is included in the notice of the meeting sent to all members in good standing (dues, attendance, and services rendered) of the Organization no less than seven (7) days prior to the meeting at which the resolution is to be presented.

ARTICLES X– STANDING COMMITTEES
Standing Committees of the Organization shall be comprised of the Meetings and events committee, OAAS, Education Scholarship Committee, Nomination and election committee, and Constitution committee.
   a) Meetings and events committee: The committee will be responsible for coordinating any special events for the organization. This may include annual holiday party, annual Martin Luther King, Jr. luncheon, Black History Program, end-of-the-year event, as well as guest speakers and additional social occasions. Any member of the organization can chair the various events.
   b) Education Scholarship Committee: The Education Scholarship Committee will coordinate or solicit funds for the annual scholarship awards. The Committee will be responsible for distributing scholarship applications, rating essays, and selection of winners of the awards.
   c) Nomination and Election Committee: The Nomination and Election Committee will coordinate all functions in relation to Officer Elections to be held at the end of each academic year as well as at any time when a vacancy needs to be filled by election. This committee will be charged with publicity, collection of nominations, creating the election ballot and tallying of the secret ballots for the election. A Member of
OAAS who is running for an officer position cannot serve on the Nomination and Election Committee in the same year they wish to be a candidate for an office. The Parliamentarian shall coordinate this committee, unless s/he is running for an office, at which point the Parliamentarian will appoint a committee chair.

d) Constitution Committee: The Constitution Committee will be charged with convening to interpret the constitution and its meaning as well as recommend and implement changed, amendments and revisions to the constitution to be voted on by a majority of the voting membership of OAAS.

**ARTICLE XI -- AMENDMENTS**

These bylaws may be amended at any regular or special meeting of the members of OAAS at which a quorum exists by a vote of a majority of the members present, provided that prior written notice of the nature of the proposed amendment is provided to all members not less than seven (7) days prior to such meeting and the written text of the proposed amendment is presented at the meeting at which the vote of the proposed amendment is to be taken.

**ARTICLE XII -- ADOPTION OF BYLAWS**

The Bylaws shall become effective upon their adoption by a two-thirds vote of the members present at a duly called regular or special meeting of members. Such meeting may be the same meeting at which the Constitution of OAAS is adopted.

**ARTICLE XIII -- EMERGENCY PROCEDURES**

**SECTION A – OFFICE VACANCY**

1. If at any time the office of the Chair shall become vacant, the Chair Elect shall assume the duties of the Chair and serve the remainder of the term as Chair.

2. In the event that the office of Chair-Elect shall become vacant, the Membership of OAAS shall call a special election meeting to convene and elect a replacement by a two-thirds majority vote.

3. In the event that any other office becomes vacant, the Membership of OAAS shall call a special election meeting to convene and elect a replacement by a two-thirds majority vote.

**SECTION B – IMPEACHMENT**

1. The membership of OAAS shall have the power to impeach any officers, but shall abide by the following process:
   a. The plaintiff must obtain signatures of one-third of the voting membership.
   b. These signatures shall be presented to the Executive Board.
   c. There shall be a hearing held before the General Assembly.

2. The plaintiff shall present a written documentation of grievances to each member of the Executive Board and read the grievances or present a short verbal comment during the hearing.

2. The General Assembly shall vote by secret ballot.

2. The Executive Board shall have the power to impeach all officers, but shall abide by the following process:
   a. The plaintiff must obtain signatures of one-third of the Executive Board.
   b. These signatures shall be presented to the advisor of the OAAS.

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