



UNIVERSITY OF CALIFORNIA, SAN DIEGO  
**BLACK STAFF ASSOCIATION**  
9500 Gilman Drive, Mail Code 0053  
La Jolla, CA 92093-0914

## **BSA: Black Staff Association Constitution**

### **PREAMBLE**

We, the members of the UCSD Black Staff Association, in order to facilitate the continued development of self-esteem, increased knowledge and understanding of the UC system, career development, and greater competency and effective job performance of Black employees, do ordain and establish this constitution

### **ARTICLE I - NAME**

The name of this organization shall be the UCSD Black Staff Association (BSA).

### **ARTICLE II – PURPOSE**

The purpose of the UCSD Black Staff Association shall be to bring together Black staff members in an atmosphere of mutual understanding and support to address the special concerns of UCSD Black employees, with particular emphasis on promoting the full and equitable participation of the membership in all aspects of the University. The purpose shall be accomplished through the following objectives:

- 1) To create and promote a campus environment that fosters mutual understanding and support among the UCSD's Black staff, faculty, and students.
- 2) To provide the membership with opportunities for personal development, cultural enrichment, social interaction, and meaningful involvement in the UCSD and San Diego communities.
- 3) To provide the membership with educational and employment information and to provide training, scholarships, and job skill development opportunities, using both campus and outside resources.
- 4) To serve as a resource to various campus-recruiting agencies in their effort to attract more Black staff to the University.
- 5) To promote the principles of equal employment opportunity, staff development, and fair employment practices.
- 6) To promote an understanding and appreciation for ethnic difference through the presentation of cultural events and the establishment of informal discussion groups between BSA and other campus units.
- 7) To communicate annually with the Chancellor and his appointees on the effectiveness of diversity and affirmative action programs.

- 8) To work with the Staff Affirmative Action Office, Human Resources, Education and Training Offices and relevant committees to develop ways to increase and enhance employment and promotional opportunities for Black staff at UCSD.

### **ARTICLE III – MEMBERSHIP**

- 1) Membership in the UCSD Black Staff Association shall be open to any person who is presently employed at UCSD (career, causal or contract)
- 2) Annual membership shall coincide with the university's fiscal year (7/1-6/30)
- 3) Annual membership benefits include:
  - Participation in the governance of the BSA
  - Voting on BSA issues
  - Receiving discounts on specific BSA activities
  - Invitations to social and cultural events
  - Eligibility for BSA scholarships, which include education and staff development workshops and seminars, and
  - Notification via the BSA Newsletter and BSA-NET Listserve of upcoming activities sponsored or supported by the Association
- 4) Lifetime membership benefits include all annual membership benefits as well as:
  - 50% discount for all BSA sponsored events.
  - Lifetime membership card
  - Embroidered polo shirt
- 5) Any member wishing his/her name dropped from the membership list should so indicate in writing to the membership committee chair
- 6) The power to levy dues shall rest with the Executive Board
- 7) Each paid member shall be entitled to all association privileges and run for executive and committee chair positions
- 8) Scholarship eligibility. Every paid member is eligible for a scholarship.  
See Article III, Section 5.

### **ARTICLE IV – MEETINGS**

- 1) Meetings shall be held as determined by the Executive Board and shall be planned at the annual retreat.
- 2) Notices of meetings shall be distributed to the membership via the BSA-NET listserv, BSA webpage and/or flyers.
- 3) The Executive Board shall meet as necessary
- 4) 70% of the Executive Board members must be present to constitute a quorum for conducting business.

- 5) Meetings will also be scheduled at the Medical Center for Black staff at that location. The Medical Center meetings shall be open to all. The Medical Center Chapter shall establish its quorum standards with the written approval of the BSA Executive Board.
- 6) Medical Center meetings shall be facilitated by the BSA Co- Chair for the Medical Center. The Secretary of the BSA Medical Center Chapter will be responsible for taking minutes and providing copies of those minutes to the Executive Board.
- 7) The Chair may call meetings of the officers as needed.

## **ARTICLE V - OFFICERS AND COMMITTEES**

The UCSD Black Staff Association shall have the following officers who have completed their probationary period and are active (paid) BSA members.

- Chair
- Co-Chair, Campus
- Past-Chair
- Co- Chair, Medical Center
- Secretary, Campus
- Secretary, Medical Center
- Treasurer

The UCSD Black Staff Association shall have the following committees and be co-chaired by members of the general body. Committee chairs are members of the executive board

- Programs and Activities
- Membership
- Fundraising
- Scholarship
- Training and Development
- Communication/ Public Relations
- Any others as deemed necessary by the Executive Board

Officers and committee chairs will be eligible for all membership benefits

## **ARTICLE VI - AMENDMENT OF CONSTITUTION**

The Constitution may be amended by the following procedure:

- 2) Proposed changes will be submitted in writing to the Executive board
- 3) The written proposed amendment will be distributed for comments to all active members after review by the Executive Board.
- 4) At the next general meeting and following a specified comment period, the proposed revision, with any comments received, is presented for ratification. Ratification will be by a majority of all active members voting.
- 5) The Executive Board may propose additional comments or procedures that may be necessary to clarify and implement the provisions of this constitution.

## **ARTICLE VII - ELECTIONS**

1. Elections of Executive Board members will be held during the spring of every year. If elections are not held during the spring term, the Chair and two selected executive board members can appoint chairs.
2. Nominations will be accepted from the general membership. Any general member may make a nomination; however, nominees must meet the following criteria:
  - a) Nominees must be paid members.
  - b) Nominees must be career staff employees and must have successfully completed their probationary period.
  - c) Nominees must be willing to accept the responsibilities of the position and term of office for which they are nominated.
  - d) Majority vote wins.
3. Only active (paid) members may vote.

## **ARTICLE VIII - DISBANDING OF THE ASSOCIATION**

**Pending**

## **DUTIES OF EXECUTIVE BOARD AND COMMITTEES**

### **EXECUTIVE BOARD**

- 1) Shall have general responsibility for the direction of the affairs of the Association. It shall determine the hour and place of meetings, appoint representatives to other bodies, and have responsibility for carrying out programs consistent with the purpose of the Association.

- 2) The Executive Board has the authority to appoint any paid member to fill an elected position should they become vacant or the elected member is unable to accept the position.
- 2) Responsible for appointing task force(s) and/or ad hoc committees to carry out the functions of the Association.
- 3) All major appointments and decisions by the Executive Board may require approval of the general membership.
- 4) The Executive Board is comprised of all elected officers and committee chairs

## **CHAIR**

The Chair serves a 1-year term and is the official representative of the organization in all matters. The Chair shall be an ex-officio member of all standing committees. The Chair shall enforce the observance of the by-laws, decide all questions of order, offer for consideration all motions regularly made and perform such duties as the offices and by-laws may require.

Establishes meeting agendas and presides over all Executive Committee meetings; attends Medical Center meetings whenever possible;

Organizes the annual planning meeting and executive retreat

Responsible for overseeing development of the annual program of activities for the Association at both locations, based on the needs and requests of the membership and the recommendations of the other officers and committee chairs.

Shall review all Association announcements, fliers, status reports and training materials as needed. May delegate some of this responsibility to the Chair-Elect, other officers, committee chairs, or paid members, but retains final responsibility for the finished product.

May appoint, with the approval of the Executive Board, and is a member to any committee(s) needed to further the objectives of the Association.

Assumes primary responsibility for representing the Association to other organizations, committees and at activities, both within and outside of the University.

Representative to Ujima Network Sub-committee on Staff Concerns

## **CO-CHAIR, Campus**

Plans and presides over all regular campus meetings of the Association.

Has primary leadership responsibility in the absence of the Chair

Principle coordinator and co-chair for the Black Staff Recognition Program

Assist the Chair in developing the annual budget request and supplemental requests.

Assist in developing the annual Retreat program of activities for the Association at both locations.

Assists, as needed, in production of the monthly newsletter.

Co-Chair of Programs/ Activities Committee

## **PAST-CHAIR**

Serves as a professional advisor to the Chair and the executive board.

Interprets matters before the organization and presents recommendations for consideration

Is a voting member of the executive board

Specific Duties Include:

Represent BSA on the UCSD Staff Associations.

Preside as co-chair of the membership committee

## **CO-CHAIR - Medical Center**

The Co-Chair, Medical Center, has primary leadership responsibilities at the Medical Center in the absence of the Chair, and has the following responsibilities:

Presides at all regular Medical Center meetings.

Primary responsibility for developing and organizing the Association's activities at the Medical Center, in coordination with the campus Chair or Co- Chair and for

Primary responsibility for identifying the budgetary needs of the membership located at the Medical Center and for providing status reports on activities and meetings to the Chair, and Campus Secretary as needed.

Successfully executes their duties and responsibilities as BSA officers.

## **SECRETARY CAMPUS AND MEDICAL CENTER**

Assists the Chair, Chair-Elect, and committee chairs in organizing and scheduling activities as needed

Records the important developments of all meetings

Maintain and retains all related records, masters of all publications and announcements

Assists the Chair and Co- chairs with furnishing/maintaining copies of all documents.

Primarily responsible for providing or locating clerical support for Association's announcements and correspondence INCLUDING E-MAIL AND BSA-NET

Ordering and obtaining supplies, as needed

## **TREASURER**

The Treasurer has the following responsibilities:

Co-chair of fundraising and scholarship committees

Primary responsibility for recording and revising the annual budget in coordination with the Chair and Co-Chair.

Responsible for budget requests and any other supplemental requests that are needed.

Primary responsibility for receiving, disbursing, and accounting for all Associations' funds, and for confirming and recording all expenses.

Responsible for promptly processing all payments, and for ensuring that all approvals and all steps needed to make such payments are obtained.

Responsible for reporting on the budget, expenses, and balances at all regular campus meetings, and for providing this information to medical Center officer(s) upon request. Prior to this reporting, will meet with the Chair and participate with the Chair in liaison with the Chancellor's Office representative to ensure that all budget revisions and all expenses are mutually agreed to.

Developing and submitting to the Chair a statement of expenses by activity at the end of the year (6/30).

Overseeing audits EACH QUARTER (as needed.)

Makes monthly deposits and reports on Membership.

Attends all Subcommittee meetings and participates in Subcommittee tasks, guided by the Association's objectives.

Represents the interests of the Association, and explains its budget requests and planned activities.

## **COMMITTEES**

Reports on Subcommittee efforts, purpose, accomplishments, and plans at regular campus meetings, and, when possible, at the Medical Center meetings. Provides

information on these efforts, accomplishments, and plans to officers and members upon request and periodically.

The Committees have the following responsibilities and chairs are members of the executive board:

### **ACTIVITIES AND PROGRAMS**

- 1) Responsible for scheduling and organizing all social and cultural functions and coordinating related advertising with the Public Relations Committees.
- 2) Responsible for Hospitality and Membership activities.
- 3) Responsible for selecting a committee chair, scheduling meetings, making reports at regular meetings, and maintaining strong lines of communication with the Chair.

#### Program Evaluation

Programs should be evaluated. Some evaluations may be done informally by a committee or the executive board, while others may be more formal. Evaluation sheets can ask detailed questions or could be answered with a "yes or no."

### **TRAINING AND DEVELOPMENT**

Researches and develops educational, training, and related activities for the Association.

- 1) Responsible for coordinating the advertisement of committee's activities with the Public Relations Committee and the Chair.
- 2) Responsible for selecting a committee chair, scheduling meetings, mailing reports at regular meetings, and maintaining strong lines of communication with the Chair.

#### Program Evaluations

Programs should be evaluated. Some evaluations may be done informally by a committee or the executive board, while others may be more formal. Evaluation sheets can ask detailed questions or could be answered with a "yes or no."

### **COMMUNICATIONS/ PUBLIC RELATIONS**

- 1) Responsible for maintaining the BSA-NET listserve email list (add/delete members)
- 2) Maintenance/update of the BSA webpage (and Newsletter)
- 3) Coordinate with Board members and committee chairs the dissemination of general information, announcements and minutes to BSA members of the via the BSA-NET listserve, as needed



- 4) Review/forward email messages sent to the BSA mailbox on UCSD's Popmail Server (bsa-net@ucsd.edu) to the appropriate committee chair or Board member
- 5) Provide a BSA-NET membership list to Board members quarterly

#### Program Evaluations

Programs should be evaluated. Some evaluations may be done informally by a committee or the executive board, while others may be more formal. Evaluation sheets can ask detailed questions or could be answered with a "yes or no."

#### **MEMBERSHIP COMMITTEE**

- 1) Bring the forms, the checks/cash to the next BSA Board or general meeting
- 2) Send the new member their BSA card, along with a Thank You letter, stating when their membership is due to expire
- 3) Notify the Communication chair of the new member's email address, so they can be added to the BSA-Net list
- 4) Send member's name, mail code and birthday to the current BSA Newsletter editor

#### **APPENDIX: Job descriptions and more detailed information**

##### Training and Development Chair

- 1) To be pro-active in encouraging BSA members to prepare and plan for career development and advancement through collaboration with the Human Resources Offices (i.e. Staff and Training Development).
- 2) Maintain strong lines of communication with the BSA Chair regarding the committee's goals and plans and schedules committee meetings as appropriate.
- 3) Conduct research for educational and career training/development workshops, Opportunity Enrichment Programs, Scholarship Awards seminars and any other related activities that are offered on campus, UCSD Extension and in the community. Provide this information and encourage members to avail themselves of these opportunities.
- 4) Arrange for speakers to address the membership regarding career advancement and training development at UCSD. Coordinate programs/workshops with the Communications, Program Activities, Political Action, Communication and Scholarship Committees.
- 5) Assist the Communications committee to solicit information to input in the BSA database for distribution to the members regarding career training and development programs offered by the Equal Opportunity/Staff AA (i.e. Career Connection) office.

## **Membership Chair**

Always have plenty of membership applications on hand for every event (not just BSA events)

Be responsible for coordinating, along with the co-chair, any membership drive activities

The new (or renewing) member fills out an application and gives - or sends - to you. It should include a check payable to UCSD Black Staff Association or cash

Write the amount, check number, and date on the application form. Photocopy form and the check

Enter member's name, mail code, e-mail address & expiration date on electronic membership list

Bring the forms, the checks/cash to the next BSA Board or general meeting

Send the new member their BSA card, including a Thank You letter, stating when their membership is due to expire

Verify new member's email address, so they can be added to the BSA-Net list

Send member's name, mail code and birthday to the current BSA Newsletter editor

## **Programs/ Activities Chair**

The chair of the Program/Activities Committee is appointed by the Chair to plan and manage all components of all identified BSA's programs and events. The chair reports to Chair and serve as a member of the Executive Board. It is recommended that the chair serves on the proceeding Program/Activities Committee and shadows their predecessor, prior to assuming the responsibilities as chair of their respective committee.

For the BSA, the term program means several things: the total planned activities of the association, the presentations or special events scheduled for each meeting and the printed program of activities for the year.

This committee will make recommendations on the activities that will most effectively serve the needs of the membership and UCSD community. The program planned will attain certain objectives. The program plans should be sufficiently flexible so that they may be modified to meet changing conditions, concerns and needs of the community members.

The committee need not be large, but it should be broadly representative of the entire membership location and should be appointed as soon after the election of the new officers as possible, so that it may have sufficient time to plan the programs for the coming years.

## Planning the Program

Program planning should be a cooperative venture. The chairperson of the other standing committees should be consulted whenever the program touches their specific fields.

A program procedure book should be created and updated as needed to serve as an essential tool of this committee. It should list a record of past programs, with details of the arrangements, an evaluation of the success of each program, list of available speakers, helpful publications and instructions and a complete file of all publications sent out on events.

The first step in preparing the program for the year is to select the goals that the association wishes to attain, determined by the needs and interests of the local community. These may be discovered in a variety of ways:

- Through discussions by the program committee
- Questionnaires circulated to the entire membership
- Consultation with key administrators and other staff associations.

The organizational needs of the association should also be considered in planning the programs, for example, the desire to increase membership participation, provide opportunities for networking and/or leadership development.

The program plans should be reviewed with the following standards in mind:

- Is it in harmony with the Objects and basic policies of the BSA?
- Does it deal with a definite need or interest?
- Did the executive board approve the program?
- Are the suggested activities suited to the interests and capacities of the members who must cooperate in carrying them out?
- Are the program plans reasonable in its demands upon the BSA's treasury?

After the executive board has approved the proposed plan, detailed work on the year's program participants selected and invited. Any necessary financial considerations should be discussed with the participants in the letter of invitation.

The program/activities chairperson and Chair elect should work closely in the development of the agenda prior to general body meetings. Copies of the agenda should be given to program participants and a copy should be kept on file.

## **Scholarship Chair**

There will be a quarterly selection committee to review all scholarship applications.

The selection committee is comprised of 3 or 5 General Body members. Scholarship chair will facilitate the process, but will refrain from voting.

## **Fundraising Chair**

The real working capital of a Staff Association lies in its members, not in its treasury. The primary emphasis in BSA should be focused upon the promotion of the Object, not upon fund-raising.

Every Staff Association should have its own programs to promote staff well being, and BSA funds should be used for its advancement in educating staff on the many issues of well-being within the workplace and home life.

Any funds generated by the BSA, including the membership dues, should be predetermined and budgeted for that further BSA work, such as conducting or attending conferences, participating on committees, and under-taking projects and programs.

BSA is often called upon to co-finance programs and purchase-needed equipment, and should decide what it will do. These items should be discussed and budgeted for at the end of the fiscal year, when possible.

BSA funds should always be used to further its educational purpose. BSA should not raise money to be diverted into other channels- for example, by providing donations to other organizations.

### **How Should BSA Raise Funds?**

Two well-planned events will usually raise whatever funds are needed in addition to funds received from the Chancellor Office to finance the year's activities.

If the funds-raising events are to reflect the high principles of the association, they will have educational, social or recreational value.

The following questions should be used as a guideline in selecting and planning a money-raising project that will be both successful and worthy of the BSA:

- Does it conform to the basic policies stated in the BSA bylaws?
- Does the project have the approval and support of the University authorities?
- Will it create goodwill for the BSA?
- Will it enlist the participation of many people?
- Is the welfare and safety of all being considered?

- If the project is held on the UCSD campus or medical center, are the regulations, fire, and safety precautions strictly observed?

#### Suggested Fund-Raising Events

- Annual staff association picnic
- Remnants, garage, and white elephant sale
- Sale refreshments at campus or community events
- Family fun night,
- Fashion show
- Hot link sale

Revised 7/31/07