

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 Rockland Community College (RCC) 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 RCC;
- 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 two-thirds (2/3) of its 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. 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 Diversity, Equity 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, college programs, and other authorized occasions. The Chair position 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 Diversity, Equity and Inclusion in the absence of the Chair. 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 RCC, 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. 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 three-fourths ($\frac{3}{4}$) 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.

Section 2. Elections. All members 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 ($\frac{2}{3}$) of the active membership.