

African Heritage Caucus By-Laws

(Ratified November 5, 2021)

Article 1: Name

The name of this organization is the University of Delaware (UD) African Heritage Caucus, hereafter designated AHC or the Caucus.

Article 2: Mission Statement

The Mission of the AHC is to facilitate the full engagement of African heritage faculty and staff in professional achievement and advancement at all employment levels across the University in order to promote equity and inclusion at the University of Delaware for all students, staff, faculty, and administrators.

Article 3: Aims and Objectives

The aim of the AHC at the University of Delaware is to promote an equitable and empowering environment in which African heritage faculty and staff can achieve their fullest potential as employees and strongest impact as formal and informal instructors, mentors and sponsors for UD community members, particularly students.

Caucus Objectives

- The Caucus functions to encourage and facilitate professional development and social networking among its members.
- The Caucus functions to increase awareness and knowledge among its membership about matters related to their professional welfare and development at the University of Delaware.
- The Caucus functions to support and encourage the University administration's efforts to make the work environment increasingly conducive to members' retention, success and advancement.

Article 4: Membership

Membership shall be open to all permanent University of Delaware Faculty members (tenured, tenure-track and continuing non-tenure track), and Staff members, who support and promote the AHC mission and objectives. All persons of self-identified African heritage employed full-time by the University of Delaware are considered members of the Caucus. Voting membership status is based on Caucus list-serve

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registration. Members who do not register shall not be eligible to vote or to serve as an officer or on a committee, but shall be welcome to attend meetings and participate in programs and events. Membership in the association will not be denied to anyone on the basis of race, religion, national origin, age, sex, disability, veteran's status, or sexual orientation.

All voting members in good standing shall be entitled to vote on all matters pending before the Caucus. Proxy votes documented by email at least 18 hours prior to the meeting to the Caucus Secretary may be counted and recorded.

Article 5: Governance

The Caucus leadership will consist of a Board comprised of voting members representing the Caucus community at large, but drawn from the faculty and staff constituencies and as many University units as practical. The Board is charged with working in good faith to advance the mission and objectives of the AHC, particularly by developing resources to support Caucus members' knowledge of University administrative structure and policies, by documenting the impact of administration policies on the African Heritage community and by submitting progress reports to the appropriate Administration unit, managing the day-to-day operations of the Caucus, and organizing Caucus meetings, networking events, and other programming.

Board Membership

The Board will consist of ten voting members, elected by voting members to staggered three-year terms. The Board shall be led by Co-Chairs, a Secretary and Chairs of Board-appointed committees.

- The faculty constituent group will have up to five members on the board; and the staff constituent group will have up to five members on the Board.
- The Caucus leadership will consist of Co-Chairs, drawn from the faculty and Executive level Professional Staff whenever possible. When senior Board members from both constituencies (faculty and staff) are available and the Board concurs, a Co-chair will be drawn from each constituency, but the Board must take into account the rank, length of service, independence and availability of members.
- With the consultation of the Board, the Co-Chairs will fill vacancies on the Board occurring during the term. Vacancies occurring due to the expiration of a term will be filled by election.

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- Those wishing to stand for election to the Board must make their intent known by April 1st.
- A Board member serves a three-year term and can serve a second three-year term.

Officers

• Co-Chairs

- The responsibilities of the Co-Chairs
 - To call and conduct meetings
 - To serve as spokespersons for the Caucus
 - To represent the Caucus at events and other activities requiring representation
- The Co-Chairs will be elected by the sitting members of the Board in the May meeting and will assume the position at the beginning of the academic year
- The Co-Chairs serve three-year terms and can serve consecutive terms.
- A Co-Chair can be removed by a simple majority vote of the Board.

○ Secretary

- The responsibilities of the Secretary
 - Keep a written record of Board Meetings
 - Keep a written record of Caucus General Meetings
 - Distribute minutes and announcements of events to appropriate members

Article 6: Committees

The Co-Chairs, in consultation with the rest of the Board, appoint Board or Caucus members to head and/or serve on ad-hoc committees and/or positions.

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Article 7: Meetings

The Board will hold regular business meetings at least once a semester, but typically once per month. The May meeting of the Board will be devoted to finalizing matters pertaining to the next academic year's agenda and the composition of the Board. The May meeting may be replaced by a summer meeting, if approved by a Board majority.

All Board meetings are open to Caucus members. A general body meeting shall be held at least once a semester during the academic year. The general body meeting may be combined with other Caucus events.

The Board on special occasions may call a closed-door meeting that is open only to Board members

Article 8: Rules of Business

A quorum of a simple majority is needed to conduct official Board business. The presence of a proxy counts for purposes of determining a quorum.

Passage of orders of business requires a simple majority of affirmation.

Article 9: Amending the By-Laws

Any Board or Caucus voting member can propose an amendment to the by-laws, but only Board members vote to approve the amendment. The by-laws are amended when a simple majority votes. The amendments will be dated and attached to the end of the Bylaws document for easy access and reference. Amendments will be presented in the following format: Current wording; Proposed Wording; Rationale for the Change.