



BAAFSSO

This is to announce that the Call for Nominations for the Black Administrators Alumni Faculty Student and Staff Organization (BAAFSSO) is open. Officer responsibilities include leading BAAFSSO under its established vision and strategic plan, recruiting and managing members and committees and assuming responsibility for the completion of current year activities.

Below you will see the list of open offices and the duties ascribed to those positions. We also invite you to visit the BAAFSSO website for further information on the organization.

<https://www.njcu.edu/student-life/campus-services-resources/baafssso>

We are at a critical junction related to this stellar organization that opened doors for many of us to be here – it's not time to shy away from exerting the necessary energy to maintain the visibility and vitality of the only organization representing the African Heritage members of the campus community. I sincerely ask you to consider how and where you fit it to *'Stand Up and Speak Out'* for our Black Administrators, Alumni, Staff and most importantly our Students.

Nominations will open on May 12th and we will vote on May 29 and 30th –electronically, & also at stations where you can submit a ballot.

The purpose of this organization shall be:

- 1) To create a viable vehicle through which the campus' Black community can come together;
- 2) To communicate ideas emanating from diverse areas and disciplines;
- 3) To act on specific issues to improve the conditions of Blacks on campus;
- 4) To eradicate inequities based upon racial discrimination;
- 5) To facilitate networking;
- 6) To discuss with the intent to resolve problems involving promotion and tenure of Black
1. faculty, the recruitment and retention of Black faculty, students and staff;
- 7) To enhance Black students' collegiate experience;

Membership

A person is a member of this organization by virtue of their African/Afro-American heritage and is an administrator, alumni, faculty, staff or student member of New Jersey City University

Article IV: Officers

Section 1: The elective officers of BAAFSSO shall be a President, a Vice-President, a Recording Secretary, a Corresponding Secretary and a Treasurer. In order to hold an elective office, a member must meet the general membership criteria for a period of one year.

Section 2: BAAFSSO officers and executive committee members shall be elected by ballot no later than May 31st, to serve for two (2) years in conjunction with the fiscal year (July 1to June 30). If there is only one nominee for an office, election may be via voice. In case of a tie, the presiding officer will cast the deciding vote. In an emergency situation voting time frames can be extended



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Section 3: Vacancies in office may be filled at any meeting of BAAFSSO by a majority vote of the members present, providing that 48-hour notification of this information and impending election has been given to BAAFSSO members.

Section 4: The duties of the Officers shall be as follows:

1. The President shall:
 - a. preside at all meetings of BAAFSSO;
 - b. in consultation with the Executive Committee, appoint a President for all other standing committees;
 - c. form special committees;
 - d. be empowered to sign and endorse with a Treasurer co-signature, checks by and for BAAFSSO;
 - e. represent the organization at all functions in which BAAFSSO participates;
 - f. approve all notices to members;
 - g. be an ex officio member of all committees except the nominating committee;
 - h. provide an annual written report of BAAFSSO activities, including the financial status of BAAFSSO, no later than May 31st of each year;
 - i. provide a report of election results to the BAAFSSO members within five (5) days of the election;
 - j. ensure that the functions of any vacant offices are handled until the vacancy is filled;
 - k. not vote unless there is a tie. The President shall then cast the deciding vote.
2. The Vice President shall:
 - a. preside at all meetings of BAAFSSO in the absence of the President;
 - b. assume the office of President should the Presidency become vacant for any reason;
 - c. represent the organization in the absence of the President;
 - d. perform such duties as may be requested by the President.
3. The Recording Secretary shall:
 - a. keep an accurate record (minutes) of all meetings of BAAFSSO;
 - b. keep an accurate record of the Executive Committee meetings;
 - c. keep records of such other activities as the President may direct;
 - d. maintain BAAFSSO charter and file all documents and correspondence belonging to BAAFSSO;
 - e. maintain BAAFSSO bylaws and have them available at all meetings of BAAFSSO;
4. The Corresponding Secretary shall:
 - a. distribute minutes of BAAFSSO as directed by the President and/or the Executive Committee;
 - b. conduct correspondence of the organization as directed;
 - c. make arrangements for meeting places and notify members of the meetings
5. The Treasurer shall:
 - a. receive funds associated with BAAFSSO related business and issue receipts for the same;



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- b. be empowered to co-sign and co-endorse checks with the President by and for BAAFSSO;
- c. keep an accurate record of all receipts and disbursements and provide a written report at each BAAFSSO meeting;
- d. submit books for audit at the close of the term or at the request of the Executive Committee or a duly appointed finance committee;
- e. prepare, under the direction of the President; the annual BAAFSSO financial report, Not later than May 10th of each year;
- f. provide the members of the organization with rules and regulations for obtaining funds;
- g. possess accounting and/or finance knowledge

The organization shall have an Executive Committee that consists of one member from each subgroup of BAAFSSO (Administrator, Alumni, Faculty, Student, Staff), and the President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer.

These ten (10) members of the Executive Committee shall have equal voting privileges and shall be elected by the membership at large. Members of each BAAFSSO constituent group will elect their own representatives, in the absence of a nominee, the President shall have the option to appoint with membership confirmation.

The duties of the Executive Committee are as follows: To

- 1) establish BAAFSSO's 1-3 year goals and to present them to the membership at large;
- 2) review all committee activities;
- 3) approve chairs of committees and recommend members for each committee;
- 4) establish and formulate policies for membership approval;
- 5) disseminate information to the membership

Nominations can be submitted with supporting material to

Brandi warren BWarren@njcu.edu or Gloria Boseman Gboseman@njcu.edu

Closing Date for Nominations is Friday May 24

Examine a piece of the history

<https://www.youtube.com/watch?v=AygIWSnYycA>