

**Texas Association of Black Personnel in Higher Education  
TABPHE Constitution & Bylaws**



**TABPHE 2022-2023  
Members of the State Board of Directors**

**OFFICERS**

President:	Dr. Alexander Okwonna (Houston)
President Elect:	Dr. LaVelle Hendricks (Commerce)
Treasurer:	Mr. Dewy Brooks (Austin)
Secretary:	vacant
Vice President Membership:	Mrs. Sandra McCrary-Marshall (Austin)
Vice President Programs:	Ms. Nicole Bell (Austin)
Vice President Public Relations:	Mrs. Adrian Jackson (San Antonio)
Parliamentarian:	Dr. Shannon Solis (Houston)
Historian:	Dr. Akilah Martin (Houston)
Immediate Past President:	Dr. Connie Williams (Austin)

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Mr. Winfred Barnes	Dr. Donna M. Delancy
Ms. Kemmiko Grant	Dr. Julia Ballenger
Dr. Yvonne Frear	Dr. Tamara Clunis
Ms. Shayla Andrews	Ms. Ceshia Love
Dr. Lamar McWaine	Ms. Angela Allen

**EXECUTIVE DIRECTOR**

Dr. Rod Fluker, Sr.

### **\*ACTIVE PAST PRESIDENTS**

Pearl Conyers (2001-2003)	*Arthur Gregg (2005-2007)
*Dr. Laurie Fluker (2007-2009)	*Joseph Hebert (2013-2015)
*Dr. Rod Fluker (1997-2001)	*Dr. Curtis Hill (2017-2019)
*Dr. Cherry Gooden (2011-2013)	*Tanisha Shorter-Lott (2015-2017)
*Dr. Connie Williams (2018-2020)	

### **CHAPTER PRESIDENTS**

Ms. Simone' Sanders:	Corpus Christi Chapter
Dr. Barbara Knotts:	San Antonio Chapter
Mr. Dewy Brooks:	Austin Area Chapter
Dr. LaVelle Hendricks:	Texas A&M Commerce Chapter
Mr. Terrell Shaw:	Tarrant County Chapter
Dr. Angela Anderson:	Houston Chapter
Ms. Beverly Morehouse	East Texas Chapter
Dr. Jared Avery	Dallas Chapter
Comin Soon	West Texas Chapter

### **STANDING COMMITTEES**

#### **Finance Committee**

Mr. Dewy Brooks, Chairperson

#### **Audit Committee**

Dr. Alexander Okwonna, Chairperson

#### **Legislative Committee**

Dr. Charles Leslie, Chairperson

#### **Membership Committee**

Mrs. Sandra McCray-Marshall, Chairperson

#### **Nominating Committee**

Ms. Tanisha Shorter-Lott, Chairperson

#### **Public Relations Committee**

Mrs. Adrian Jackson, Chairperson

#### **Scholarship Committee**

Dr. LaVelle Hendricks, Chairperson

#### **Statewide Conference Planning Committee**

Ms. Nicole Bell, Chairperson

#### **Governance Committee**

Dr. Shannon Solis, Chairperson

#### **Fundraising Committee**

Kemmiko Grant, Co-Chairperson

### **AD HOC COMMITTEES & SPECIAL TASKFORCES**

#### **TABPHE Fellows**

Dr. LaVelle Hendricks, Co-Chairperson

#### **TABPHE Journal**

Dr. LaVelle Hendricks, Chairperson

#### **Life Membership Services**

Dr. Angela Anderson, Chairperson

# TEXAS ASSOCIATION OF BLACK PERSONNEL IN HIGHER EDUCATION CONSTITUTION

## PREAMBLE

We, the members of this organization, in order to identify, define and develop strategies that promote the progress of Blacks in the pursuit of access to all aspects of the educational process, do hereby establish this Constitution for the governance of its members.

## CONSTITUTION

### ARTICLE I - NAME AND OBJECTIVES

#### Section 1 – Name

1.1 The name of this organization shall be the TEXAS ASSOCIATION OF BLACK PERSONNEL IN HIGHER EDUCATION (TABPHE).

#### Section 2 – Objectives

2.1 To act as an advocate for Blacks in the educational process;

2.2 To evaluate, promote and support programs pertinent to Blacks in colleges, universities and communities;

2.3 To encourage and promote collaboration among Blacks in the educational process;

2.4 To assist colleges and universities in the recruitment, placement and retention of Black students, faculty, staff and administrators;

2.5 To stimulate interest in and awareness of current issues relevant to Blacks in all aspects of higher education;

2.6 To provide a vehicle for disseminating the viewpoints of Blacks regarding education, equal opportunity and affirmative action;

2.7 To assist in and be supportive of the development and strengthening of Black student programs at the secondary level;

2.8 To collaborate with all institutions of higher education in Texas in pursuit of these objectives.

### ARTICLE II - ORGANIZATIONAL STRUCTURE

#### Section 1– The Association (also referred to as TABPHE)

1.1 The Association shall include all categories of membership, officers, directors and duly organized committees.

#### Section 2 – Membership

2.1 General Membership in the Association shall be open to faculty, staff and administrators at educational or education-related institutions throughout the State who, upon payment of annual dues, shall have full voting rights.

2.2 Associate Membership in the Association shall be open to personnel in non-education fields who, upon payment of annual dues, shall have speaking rights only.

**2.3 Student Membership** in the Association shall be open to students who, upon payment of annual dues, shall have speaking rights only.

**2.4 Life Membership** in the Association shall be granted to members upon full payment of the life membership fee stipulated in the Bylaws of this Association.

**2.5 Honorary Membership** shall be open to personnel who have rendered levels of distinguished service or who have made outstanding contributions in support of Association initiatives. These members shall be exempt from the payment of dues and shall have speaking rights only.

**2.6 Institutional Membership** shall be open to institutions of higher education and education-related organizations that support the Association through payment of institutional dues as established in the Association Bylaws. This membership category allows for representation with speaking rights only.

**2.7 Corporate Membership** shall be open to businesses and industries that support the Association's mission and may be entitled to representation with speaking rights only.

### **Section 3 – The Board of Directors**

**3.1** The Board of Directors, hereafter referred to as the Board, shall be responsible for managing the affairs of the Association and is empowered to make routine decisions for the Association.

**3.2** The Board shall be comprised of ten at-large Directors, the President, and President-Elect, Vice President of Membership, Vice President of Public Relations, Vice President of Programs, Treasurer, Secretary, Immediate Past President, Parliamentarian, Historian, chapter presidents and active former state presidents.

**3.3** The Board shall maintain a direct relationship with each local chapter, typically via the Chapter President. When present at a Board meeting, Chapter Presidents shall have voting rights.

**3.4** Former State Presidents shall be ex officio members of the Board, and may be granted voting rights when present at a Board meeting.

**3.5** The Board shall convene to conduct at least four (4) face-to-face meetings per year, which may include pre- and post-conference meetings, winter board meeting and summer board meeting, or as otherwise directed by the President, for the purpose of addressing Association business.

### **Section 4 – Standing Committees**

**4.1** The Executive Committee shall be comprised of the elected officers of the Association and shall meet semi-annually, or as otherwise directed by the President, for the purpose of addressing matters not requiring full Board approval.

**4.2** The Membership Committee, consisting of 5-10 members from across the State, shall be chaired by the Vice President of Membership and shall pursue initiatives designed to promote numerical growth in the Association.

**4.3** The Finance Committee, consisting of at least 3-5 members, shall be chaired by the Treasurer.

**4.4** The Audit Committee shall be comprised of at least 3-5 members. The chair, appointed by the Board, shall conduct an annual review of the Association's fiscal affairs, and submit a summary of findings to the Board.

**4.5** The Nominating Committee, consisting of at least 3-5 members recommended by the President and approved by the Board, shall prepare a complete slate of officers with at least one nominee for each elected position, and present this slate at the Annual Meeting of the Association.

**4.6** The Legislative Committee, consisting of at least 3-5 members recommended by the President and approved by the Board, shall monitor all legislative matters impacting the Association and present these matters to the Board for review.

**4.7** The Public Relations Committee shall be chaired by the Vice President of Public Relations and shall coordinate and promote positive communications between the Association and other entities.

**4.8** The Statewide Conference Committee shall recommend policies and procedures, and develop an action plan which ensures that the TABPHE State Conference is consistent, well attended and profitable. The Vice President of Programs, in collaboration with the conference co-chairs and designated local chapter, shall plan, coordinate and execute the annual conference for the Association.

**4.9** The Governance Committee, consisting of at least 3-5 members recommended by the President and approved by the Board, shall be chaired by the Parliamentarian.

**4.10** The term of service for standing committee members shall be 2 years.

**4.11** Taskforces, special initiatives and ad hoc committees shall be appointed by the Association President or the Board as deemed necessary.

### **Section 5 – Meetings**

**5.1** The Annual Meeting of the Association shall be convened at least once each year in conjunction with the Annual State Conference for the purpose of addressing legislative matters and conducting elections. Additional meetings may be held upon written petition to the Board by two-thirds (2/3) of the membership.

**5.2** The Annual Conference shall be held preferably during the month of March and shall consist of programs that allow for personal and professional development, networking and other forms of positive interaction between Association members.

### **Section 6 – Quorum and Voting**

**6.1** One half (1/2) of active Board members shall constitute a quorum and authorized to transact any business presented for its consideration.

**6.2** Two-thirds (2/3) of the Association members attending the Annual Meeting shall constitute a quorum authorized to transact any business presented for consideration.

**6.3** Each eligible member shall have one vote at the Annual Meeting of the Association.

### **Section 7 – Local Chapters**

**7.1** Local Chapters may be established as official affiliates of the Association and shall be governed by the Constitution and Bylaws of the Association.

**7.2** Local Chapters may elect officers, create chapter bylaws to govern their local meetings, set local dues and implement programs that support the goals and objectives of the Association. Local Chapters may collect and transmit dues and assessments to the Association Treasurer.

**7.3** Local Chapter Bylaws shall not be in conflict with the Constitution or Bylaws of the Association.

## **ARTICLE III - ELECTION OF OFFICERS AND DIRECTORS**

### **Section 1 – Eligibility**

**1.1** To qualify for an elected position, a member must have been active with the Association for at least two (2) years and receive the support of their Local Chapter if such a chapter exists.

### **Section 2 – Nominations**

**2.1** A slate of qualified candidates formed by the Nominating Committee shall be presented at the Annual Meeting of the Association.

2.2 Nominations and candidates for all positions shall also be drawn from the active membership of the Association.

2.3 A member cannot be nominated for, nor serve, more than two consecutive terms in an elected position.

2.4 Provisions shall be made for nominations from the floor at the Annual Meeting.

### **Section 3 – Election Procedure**

3.1 The election shall be conducted by secret ballot at the Annual Meeting.

3.2 The nominee receiving the largest number of votes, as established by simple majority rule, shall become the newly elected Officer or Director.

### **Section 4 – Term of Office**

4.1 Each elected Officer of the Association shall serve a term of two (2) years.

4.2 Each appointed Officer of the Association shall serve a term of two (2) years.

4.3 Each Director of the Association shall serve a term of two (2) years.

4.4 Officers and Directors shall be elected in alternating years, with officers elected in odd-numbered years, and Directors elected in even-numbered years.

## **ARTICLE IV - DUTIES OF OFFICERS AND DIRECTORS**

### **Section 1 – President**

1.1 The President is the official representative of the Association to all internal and external constituencies.

1.2 The President shall set the agenda for Executive Committee and Board Meetings of the Association.

1.3 The President shall execute the legislation of the Association by direct action or by delegating responsibility to the appropriate committee or individuals.

1.4 The President shall appoint membership of all standing and ad hoc committees pending Board approval, and serve as an ex officio member of these committees.

1.5 In the event that an office becomes temporarily or permanently vacant, the President shall appoint a replacement to serve in that position, subject to the approval of the Board.

1.6 The President shall perform other duties and responsibilities as related to this office.

### **Section 2 – President-Elect**

2.1 The President-Elect shall work cooperatively with the President, the Board and Executive Committee in promoting the objectives of the Association.

2.2 The President-Elect shall become President of the Association in the event that the office of President becomes vacant, or upon conclusion of the current term of the sitting President.

2.3 The President-Elect shall assume the interim duties of President of the Association in the temporary absence of the President.

2.4 The President-Elect shall perform other duties and responsibilities as requested by the President or as directed by the Board.

### **Section 3 – Vice President of Membership**

3.1 The Vice President of Membership shall work with local chapter membership chairs and persons from various geographical areas of the State to serve on the Membership Committee and assist in coordinating efforts to promote the growth of the Association membership.

**3.2** The Vice President of Membership shall maintain communication with local chapters; maintain an official record of membership in the Association; prepare and send out solicitation for membership to general and associate members at least once annually, and twice annually to prospective institutional members.

**3.3** The Vice President of Membership will develop and implement a membership recruitment and retention plan.

**3.4** The Vice President of Membership shall assume the duties of President in the temporary absence of both the President and the President-Elect.

**3.5** The Vice President of Membership shall serve as Chair of the Membership Committee.

**3.6** The Vice President of Membership shall perform other duties as requested by the President or directed by the Board.

#### **Section 4 – Vice President of Programs**

**4.1** The Vice President of Programs, in collaboration with conference co-chairs and the designated local chapter, shall plan, coordinate and execute the annual conference for the Association.

**4.2** The Vice President of Programs shall coordinate scholarship initiatives of the Association.

**4.3** The Vice President of Programs shall perform other duties as requested by the President or as directed by the Board.

#### **Section 5 – Vice President of Public Relations**

**5.1** The Vice President of Public Relations shall gather, write, edit and publish newsworthy articles for the *TABPHE Tribune* at least twice annually; serve as the primary media contact; and serve as a clearing agent for press releases and other information to be disseminated by the Association.

**5.2** The Vice President of Public Relations shall serve as chair of the Public Relations Committee.

**5.3** The Vice President of Public Relations shall perform other duties as requested by the President or directed by the Board.

#### **Section 6 – Treasurer**

**6.1** The Treasurer shall receive all funds that are remitted to the Association, maintain the financial records of the Association, submit financial reports to the Board and to the Association, prepare an annual budget via collaboration with the Executive Committee, honor all invoices and disburse funds upon consultation with the President and the Board, and prepare and submit all financial records for audit purposes upon request.

**6.2** The Treasurer shall establish a bank account for the deposit of Association funds and serve as a signatory on that account along with the President.

**6.3** The Treasurer shall serve as chair of the Finance Committee

**6.4** Board members who are bonded shall be qualified to temporarily assume duties in the absence of the Treasurer.

**6.5** The Treasurer shall perform other duties as requested by the President or directed by the Board.

#### **Section 7 – Secretary**

**7.1** The Secretary shall record the minutes of all Executive Committee, Board and Annual Meetings, disseminate correspondence of the Association, and issue meeting notices as directed by the President.

**7.2** The Secretary shall perform other duties as requested by the President or directed by the Board.

## **Section 8 – Parliamentarian**

**8.1** The Parliamentarian, a member who is appointed by the President and confirmed by the Board, shall ensure that meetings of the Association are conducted in accordance with parliamentary rules and procedures, and ensure that all actions that transpire during these meetings are consistent with the Constitution and Bylaws of the Association. The Association will adopt *Robert’s Rules of Order* for conducting all meetings.

**8.2** The Parliamentarian shall perform other duties as requested by the President or directed by the Board.

## **Section 9 – Historian**

**9.1** The Historian, a member who is appointed by the President and confirmed by the Board, shall maintain artifacts, minutes, notes, photographs and other forms of documentation of conferences, meetings and activities of the Association.

**9.2** The Historian shall perform other duties as requested by the President or directed by the Board.

## **Section 10 – Directors**

**10.1** Ten Directors shall serve as core resources for statewide committee and taskforce assignments.

**10.2** The Directors shall serve as at-large generalists who represent the membership and provide a broader perspective on the day-to-day management of the Association and Board activities.

## **ARTICLE V - DISCIPLINE**

### **Section 1 – Recall of Officers and Directors**

**1.1** Any Officer or Director not in attendance at 3 consecutive face-to-face or technology-assisted meetings of the Board, without providing written just cause, shall be subject to recall by the Board.

**1.2** Any Officer or Director who is found in derelict of duty or other significant act of gross misrepresentation of the Association shall be subject to recall by the Board.

**1.3** A motion to remove an elected Officer or Director must be presented in writing to the Board by a current Board member, or by a petition signed by 25% of TABPHE’s active membership. The letter or petition shall be given to the President, unless the President is the subject of the removal action, in which case, the letter or petition should be given to the President-Elect.

**1.4** After receipt of the above petition, and ensuring there are legitimate grounds for removal, the Board shall conduct appropriate hearings or deliberations to consider removing the Officer or Director from his/her position. The Officer or Director shall be removed from his/her position by an affirmative vote of three-fourths (75%) of the Board.

**1.5** In the event of a recall, the President shall appoint, with Board approval, a qualified replacement to complete the current term of office.

## **ARTICLE VI - EMBLEMS AND INSIGNIA**

### **Section 1 – Official Colors**

**1.1** The official colors of the Association shall be red, black and green.



## **Section 2 – The Official Seal**

**2.1** The official seal of the Association is described as follows: An outline of the State of Texas with the inscription “TABPHE” across its center, all enclosed in three circles of red, black and green. Encasing these circles is a black band with the inscriptions “Service and Excellence” at the top and “In Higher Education” at the bottom, each inscribed on ribbons. On the left and right sides are the numbers “19” and “73” respectively.



## **ARTICLE VII - CONTRACT AND SUPPORT PERSONNEL**

### **Section 1 – Executive Director**

**1.1** The Board shall be authorized to negotiate a contractual agreement with a qualified individual to serve as Executive Director. The Executive Director will be evaluated annually by the Board, based on the contractual agreement.

**1.2** The Executive Director shall have a range of responsibilities as stipulated by the Board.

**1.3** The Executive Director shall formulate plans and provide advice on policies and procedures for the accomplishment of Association goals; and upon approval by the Board, be responsible for their administration.

**1.4** The Executive Director shall provide advice on the annual budget and assist with securing funds through corporate and institutional sponsorships.

**1.5** The Executive Director may work with the Treasurer/Finance Committee for budget implementation and fiscal management of Association funds.

**1.6** The Executive Director shall serve as an ex officio member of the Board, without a vote.

**1.7** In the event that the position of Executive Director becomes vacant, the Board shall select a qualified successor.

### **Section 2 – Webmaster**

**2.1** The Board shall be authorized to negotiate a contractual agreement with a qualified individual to perform the duties of Webmaster.

**2.2** The Webmaster shall be responsible for developing and maintaining an Association web page, and shall report to the President or his/her designee.

### **Section 3 – Auditor**

**3.1** The Board shall be authorized to negotiate a contractual agreement with a certified auditor who shall conduct an audit every two years or following a change of leadership (as deemed necessary) in order to ensure that financial records of the Association are current and accurate.

**3.2** The term for the auditor shall be determined by the length of time required to complete the audit process.

### **Section 4 – Legal Advisor**

**4.1** In the event that there is a documented need for legal advice, the Board shall be authorized to negotiate a contractual agreement with a licensed attorney who shall assist in addressing the legal issue.

**4.2** The term for the legal advisor shall terminate upon resolution of the legal issue under consideration.

## **ARTICLE VIII - FISCAL MANAGEMENT**

## **Section 1 – Fiscal Year**

**1.1** The fiscal year of the Association shall begin on September 1 and end on August 31.

## **Section 2 –Membership Year**

**2.1** The membership year (or period) in the Association shall begin on date of dues payment and continue for 12 months. Therefore, membership becomes effective for twelve consecutive months, beginning on the actual date dues are received.

## **Section 3 – Dues**

**3.1** The annual dues for each level of membership in the Association shall be established by the Board, and approved by the Association.

## **Section 4 – Fundraising Initiatives**

**4.1** An on-going process of revenue-generating activities shall be instituted and maintained to support costs associated with the general operation and goals of the Association.

## **Section 5 – Budgetary Considerations**

**5.1** The Annual Budget shall include line items to address all operational costs of the Association.

**5.2** Standard budgetary practices shall be mandated, including a balanced budget. A zero-based budget is practiced annually, and this process involves preparation of a new budget every year.

# **ARTICLE IX - RULES OF ORDER AND ETHICAL PRACTICE**

## **Section 1 – Parliamentary Procedure**

**1.1** The Rules of Parliamentary Procedure, as indicated in the latest edition of *Robert's Rules of Order*, shall govern all meetings of the Association.

## **Section 2 – Statement of Ethical Practice**

**2.1** Members of the Board and committees of the Association shall at all times exercise the utmost standard of ethical practice. All Board and committee members are expected to exhibit professionalism, conduct honest dealings and avoid any appearance of conflicts of interest. While avoiding any abuse of power, members of the Board and committees shall be committed to serving the needs of Association members.

# **ARTICLE X - AMENDMENTS**

## **Section 1 – Proposals for Amendments**

**1.1** Valid proposals for amendments to this Constitution shall be submitted in writing to the Board at least sixty (60) days prior to the Association's Annual Meeting.

**1.2** The Board shall make available for comments proposed constitutional amendments to the membership not less than thirty (30) days prior to the Association's Annual Meeting.

## **Section 2 – Adoption of Amendments**

**2.1** The Board shall present to the membership proposals to amend the Constitution for vote at the next Annual Meeting of the Association.

2.2 All constitutional amendments shall require a two-thirds (2/3) majority vote of the Association members present and voting at an Annual Meeting in order to be adopted.

**This edition of the TABPHE Constitution was duly approved and adopted by the full TABPHE membership on \_\_\_\_\_.**  
**TEXAS ASSOCIATION OF BLACK PERSONNEL IN HIGHER EDUCATION**  
**BYLAWS**

These Bylaws are established to provide specificity to issues addressed in the Constitution. Bylaws shall always be in accord with the Constitution, and in the event of an inadvertent conflict, the Constitution shall prevail.

**Article 1 – Goals**

1.1 Goals of the Association shall be included in the Strategic Plan, and presented to and approved by the Association.

**Article 2 – History and Founders**

2.1 History – April 7-9, 1973, marked the period when several representatives of state and private higher education institutions from across the state of Texas met at the Ramada Inn Central in Dallas, Texas. Within the confines of this gathering, a discussion occurred concerning the status and well-being of African Americans (Blacks) at Texas higher education institutions. As a direct outcome of the discussion, an organizational foundation was created, and the Texas Association of Black Personnel in Higher Education (TABPHE) was duly formed.

2.2 Founders - Among those present at the April 1973 gathering were Mr. Ivory Moore, an administrator at Texas A&M University-Commerce; Mrs. Erma Johnson Hadley, who later became Chancellor of Tarrant County College District; and the Honorable Reby Cary, an educator and later a member of the Texas State House of Representatives. These three distinguished individuals have been designated as *Association Founders* by the membership and TABPHE State Board.

**Article 3 – Financial Management**

3.1 The fiscal operations of the Association shall be established by an annual budget, prepared by the Treasurer and approved by the Board and the Association during the Annual Meeting. Association expenditures in excess of \$500 must have Board approval and may require at least 3 price quotes.

3.2 Officers and Directors shall not receive compensation, nor be reimbursed, for expenses or travel to regular Board meetings or to the Annual Meeting.

3.3 Annual membership dues shall be assessed as follows, effective January 1, 2021:

General Membership -	\$40.00
Associate Membership -	\$30.00
Student Membership -	\$20.00
Life Membership -	\$400.00 or ten (10) times the annual fee for general membership
Institutional Membership -	\$500.00
Corporate Membership -	\$500.00

**3.4** Subscribing life members shall have up to 24 months to complete life membership payments.

**3.5** All life membership fees shall be used only to fund scholarships.

**Article 4 – Annual Conference and Annual Meeting**

**4.1** The Annual Conference shall be held in Austin during every odd-numbered year to coincide with the meeting of the Texas State Legislature. In every even-numbered year, the conference shall be held on a rotating basis in Houston, Dallas, San Antonio and Fort Worth. The Board, in consultation with the statewide conference planning committee, shall determine conference dates. As a general rule, the first full weekend in March shall be the preferred target dates for the conference. Each conference must generate funds to be self-supportive and profitable. Conference speakers and presenters shall be utilized on a voluntary basis. The use of major speakers who require more than a modest honorarium (e.g., \$500.00) is not recommended. Guidelines outlined in the *State Conference Handbook* shall provide directions for planning the conference.

**4.2** The Annual Meeting shall be held during the Annual Conference. The President shall be responsible for setting the agenda for the meeting. A schedule of Annual Meeting sites and elections follows.

<b>Year</b>	<b>City</b>	<b>Election of:</b>
2019	Austin	Officers
2020	Dallas	Directors
2021	Austin	Officers
2022	Round Rock	Directors
2023	Austin	Officers
2024	San Antonio	Directors
2025	Austin	Officers
2026	Houston	Directors
2027	Austin	Officers
2028	Dallas	Directors
2029	Austin	Officers
2030	Corpus Christi	Directors

The Annual Meeting will be held in odd years in Austin due to legislation meetings. The even year Meeting locations will be stated on the TABPHE website.

**4.3** Other meetings may be scheduled as deemed necessary by the Board.

**Article 5 – Board Meetings**

**5.1** Meetings of the Board shall be conducted in accord with the guidelines contained in the Constitution and Bylaws of the Association. At the beginning of each meeting, the President shall determine whether a quorum has been met for the purpose of voting.

**5.2** There shall be at least four face-to-face meetings of the Board annually, preferably two meetings in the Spring, one meeting in the Summer and the fourth meeting in the Fall. The first meeting should be set as a pre-conference meeting, and the second one as a post-conference meeting. In addition, monthly teleconference calls are scheduled, and participation is required. Each Board member should present a written report at least 4 times a year and copies given to the President and Secretary.

**5.3** At least one Board meeting shall be held at the hotel site of the next Annual Meeting.

**5.4** Official meeting notices for face-to-face Board meetings shall be sent approximately 30 days in advance of each Board meeting. Advance confirmation of attendance will be required in order to provide adequate accommodations.

**5.5** TABPHE members are encouraged to attend meetings of the Board and may participate in discussions when time permits, but cannot vote on issues.

**5.6** The President shall be responsible for setting the agenda for the meetings.

Sample Agenda for Board Meetings:

Date

Location

~ Call to Order

~ Determine Quorum

~ Minutes of Last Meeting

~ Officer's Reports

~ Committee Reports

~ Unfinished Business

~ New Business

~ Announcements

~ Adjournment

## **Article 6 – Board Commitments, Installation and Vacancy**

**6.1** In addition to the duties designated in the Constitution, each Board Member shall make the following fundamental commitments to the Association:

### Time Commitment

- Commit to attending a minimum of three scheduled face-to-face Board meetings, or voluntarily resign from the position.
- Commit to spending at least two hours per month doing something for the Association, i.e., recruiting new members, gathering information for the newsletter, calling another Board member, etc.

### Financial Commitment

- Commit to absorbing the cost of travel and accommodations to attend Board meetings.
- Commit personal and/or professional resources in the form of copies, postage, cash, etc., for special projects of the Association in accordance with one's ability.

### Conference Support Commitment

- Commit to bringing at least four people to the Association's annual conference. Those who are able may consider using their own budgets to pay for four persons from their institutions.
- Commit to duplicating and distributing conference information to every African-American faculty and staff member at all institutions with which you have contact.

**6.2** Installation/Induction Ceremony for Officers and Directors –

The outgoing President shall conduct the ceremony as follows:

“Will all Officers and Board Members of the Texas Association of Black Personnel in Higher Education please come forward and stand before the membership.”

(Addressing the Membership)

“Standing before you are the Officers and Directors of the Association.”

(Addressing the new Officers and Board Members)

“Please raise your right hand and respond to each question. Do you pledge to support and uphold the Constitution and Bylaws of the Texas Association of Black Personnel in Higher Education? If so, the answer is ‘I Do.’”

(Response)

“Will you commit your labor and love to the execution of the duties and responsibilities of the office to which you were elected or appointed? If so, the answer is ‘I will.’”

(Response)

“As a representative of the membership and for the membership of the Texas Association of Black Personnel in Higher Education, I hereby induct you to the respective office to which you were elected or appointed. THANK YOU and CONGRATULATIONS!”

**6.3** Vacancy of Office - In the event that an Officer or Director is unable to perform the duties of his/her office, he/she should submit to the Board (via the President) a notice similar to that indicated below. This notice may also be initiated by the President/Board and sent to an inactive Officer/Director for signature.

Dear TABPHE Board:

Due to unanticipated circumstances and/or commitments, it has become increasingly difficult to devote the necessary time and energy to the Texas Association of Black Personnel in Higher Education as an Officer/Director of the Association. Therefore, I must respectfully resign this position, effective immediately, so that another may be appointed to fulfill the duties of this important position.

Thank you for your prior support and the opportunity to serve.

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Signature of Officer/Director

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Date

## **Article 7 – Local Chapters and Coalitions**

**7.1** Local chapter affiliates may be established for the purpose of promoting the goals and objectives of the Association. The guidelines for establishing a local chapter are as follows:

- A minimum of ten members who have paid the required state membership dues to the Association is required in order to maintain an active local chapter.
- Each chapter must operate in accordance with the TABPHE Constitution and Bylaws, and should strive to achieve the same objectives as defined for the Association.
- The president of each local chapter shall receive all Association communication, and shall further communicate such information to members of the chapter.
- Local chapter members may be appointed by the President or the Board to perform specific duties for the Association. These individuals may participate in deliberations when in attendance at a meeting of the Board.

**7.2** Coalitions - In an effort to enhance its potential for organizational success, the Association will seek to establish and maintain coalitions with other organizations (e.g., American Association of Blacks in Higher Education, Texas Association of Black School Educators, Texas Association of Chicanos in Higher Education, etc.) via one-day seminars, “drive-in” conferences and special focus groups concerning issues that are aligned with the goals and objectives that TABPHE has in common with each of these entities. These coalitions may be short-term or long-term in nature.

## **Article 8 – Scholarships**

**8.1** The Association awards three annual scholarships which are named in the honor of TABPHE Founder Ivory Moore. The *Ivory Moore Undergraduate 4-year Scholarship* shall be awarded to full-time undergraduate students at baccalaureate-granting institutions. The *Ivory Moore Undergraduate 2-year Scholarship* shall be awarded to full-time undergraduate students at associate-degree granting institutions, and The *Ivory Moore Graduate Scholarship* shall be awarded to full-time students seeking graduate- and profession-level degrees.

**8.2** Guidelines and criteria for the Ivory Moore Undergraduate 2-year and 4-year scholarships include the following:

- Each applicant must be a student currently enrolled in an accredited undergraduate program.
- Each applicant must be a current full-time student enrolled for a minimum of twelve (12) semester credit hours.
- Each applicant must maintain a cumulative GPA of 3.00 on a 4.00 scale.
- Each application packet must include a current official transcript for all colleges or universities attended.
- Each application packet must include a current photo for publication purposes only. Photos will not be returned.
- Each application packet must include a recommendation form completed by a faculty, staff or administrator at a college or university.
- Each applicant must submit an essay of no more than 500 words, addressing a relevant topic selected by the Scholarship Committee.
- Each application packet will be evaluated and certified by the Scholarship Committee, whose members are appointed by the President.
- Each scholarship award amount shall be \$500 to \$1,000, and there may be multiple annual awards.

**8.3** Guidelines and criteria for the Ivory Moore Graduate Scholarship include the following:

- Each applicant must be a student currently enrolled in an accredited graduate program (masters, doctoral or post-graduate professional program).
- Each applicant must be a current full-time student enrolled for a minimum of 9 semester credit hours.
- Each applicant must have maintained a 3.00 cumulative GPA on a 4.00 scale.
- An official transcript from all colleges and/or universities attended must be included in each application packet.
- A current photo (for publication purposes only) must accompany each application. Photos will not be returned.
- Each application packet must include a recommendation form completed by either a faculty member or administrator.
- Each applicant must submit an essay of no more than 500 words, addressing a relevant topic selected by the Scholarship Committee.
- Each application packet will be evaluated and certified by the Scholarship Committee, whose members are appointed by the President.
- Each scholarship award amount shall be \$1,000, and there may be multiple annual awards.

**8.4** Funding of scholarships shall be obtained from Life Membership payments and other revenue-generating activities that are undertaken by the Association.

## **Article 9 – Signature Programs**

**9.1** Three of the signature programs of the Association that may occur outside of the Annual State Conference are the TABPHE Mentoring & Leadership Program, the TABPHE Swing and TABPHE Town Halls.

**9.2** *The TABPHE Mentoring & Leadership Program* is conducted by seasoned higher education professionals to assist aspiring administrators, faculty and staff for promotion in Texas colleges and universities. Guidelines for participation in this academy are outlined in the appropriate Association document.

**9.3** *The TABPHE Swing* is an annual summer event where the TABPHE State President, accompanied by other state officers, "swing" through each chapter to meet both current chapter members and prospective members (i.e., membership drive) and to share the good news about TABPHE, its programs and its future. As the group of officers swing across the state of Texas, every chapter would host the event according to the chapter's own local style and liking, so each unique event can be as informal as a reception or regular monthly meeting, or as formal as a banquet or evening social affair. In all cases, the TABPHE Swing can be thought of as a synchronized dance between local chapters and state officers (like a Texas Two-Step) that symbolizes the mutual relationship necessary to achieve the organization's critical objectives.

**9.4** *TABPHE Town Halls* are semi-annual events hosted in October and February by every local chapter, concerning two pre-determined critical issues. The significance of each Town Hall is that the same critical issue is addressed at the same time, across the entire state at every local chapter. In the traditional "town hall" style, the entire community would be invited, and at least half of the program would involve the audience as program participants, with a host facilitating this interactive process. The audience would ask general questions and make comments on the topic either as individuals or as representatives of an organization/group. In addition to audience participation, each local chapter would determine if the program would be organized as a panel discussion, or use a keynote speaker, or show film/news clips for critique, or any other structure according to the chapter's own local style and liking. The typical TABPHE Town Hall would last 1-2 hours, and may include refreshments. Ideally, the Town Hall is a solution-driven event. Therefore, it is most important that a summary of each Town Hall is reported to the TABPHE State Board in an effort to capture and act upon creative solutions resulting from the program.

## **Article 10 – Institutes**

**10.1** Funding of institutes shall be obtained from revenue generated by the Annual Conference, and from other revenue-generating activities that are undertaken by the Association. Institutes shall be coordinated by the Vice President of Programs and the Statewide Conference Planning Committee.

**10.2** *The Reby Cary Professional Development Institute* is designed to provide higher education professionals with knowledge, skills and abilities necessary to be personally and professionally effective at their respective institutions.

**10.3** *The Erma Johnson Hadley Student Leadership Institute* is designed to equip college students with the knowledge, skills and abilities necessary to be personally and professionally effective at their respective institutions.

**10.4** *The Faculty Institute* is designed to address issues pertinent to college/university faculty members and to improve instructional pedagogy, classroom management skills and education innovation.

## **Article 11 – Fundraising Initiatives and Resource Development**



**11.1** Fundraising initiatives will be coordinated by the Executive Director or a designee appointed by the President, and in addition to revenues generated by conference registrations, the Association may pursue funding from grants, donations and sponsorships.

**11.2** The following conference sponsorship levels are currently established:

1. Patrons List .... \$ 100
2. Copper ..... \$ 500
3. Bronze ..... \$ 1,000
4. Silver .....\$ 2,000
5. Gold ..... \$ 4,000
6. Platinum.....\$ 5,000

## **Article 12 - Membership Packets**

**12.1** The Vice President of Membership shall prepare membership packets for new members. Each packet shall contain items that provide a general overview of the Association.

**12.2** General Membership Packets may include the following items:

1. Welcome letter from the President
2. Constitution and Bylaws
3. History
4. Directory of Officers & Board members
5. *TABPHE Tribune* Newsletter
6. Membership card or certificate

**12.3** Life Membership Packet may include the following items:

1. Welcome letter from the President
2. Constitution and Bylaws
3. History
4. Directory of Officers & Board members
5. *TABPHE Tribune* Newsletter
6. Certificate of Life Membership
7. Permanent gold membership card
8. Lapel pin
9. The name of each life member shall be added to the Life Member Scroll that is displayed at each Annual Conference.

## **Article 13 – Public Relations and Communications**

**13.1** The Vice President of Public Relations will be responsible for publishing an Association newsletter, the *TABPHE Tribune*, on a regular basis. The Vice President of Public Relations will take the lead in gathering, writing, editing and publishing newsworthy articles for the *TABPHE Tribune*. The Board will determine the method of publication and distribution.

**13.2** The Vice President of Public Relations will develop position statements and press releases. The need for such communication instruments to be used in various situations may be identified by the Board or the membership. Once developed, one of the following two processes should be followed.

**Normal Situations** – Public statements on the official stance of the Association must be sent to all Board members and must be approved by a favorable vote of at least 50% prior to release.

**Urgent Situations** – Public statements on the official stance of the Association must be sent to the Board at least 24 hours prior to release. The statement will not be released if five or more Board members indicate their disagreement with its contents or the intent associated with the statement.

**Article 14– Amendment to Bylaws**

**14.1** Amendments to the Bylaws shall be proposed at a duly scheduled Board meeting.

**14.2** Amendments shall be voted upon by the Board no later than 90 days after the amendment is proposed.

**14.3** Amendments shall require a two-thirds (2/3) majority affirmative vote of the Board in order to be adopted.

**This edition of the TABPHE Constitution & Bylaws was duly approved, and adopted by the TABPHE membership on March 1, 2022 at 4:30pm at the State Annual Meeting held at the Kalahari Resort in Round Rock, Texas.**

**Submitted by Dr. Shannon Solis, Parliamentarian**