

# **TEXAS ASSOCIATION OF BLACK PERSONNEL IN HIGHER EDUCATION CONSTITUTION AND BYLAWS**

## **PREAMBLE**

We, the members of this organization, in order to identify, define and develop strategies that serve to 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 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 cooperate with all institutions of higher education in Texas in pursuit of these objectives.

### **ARTICLE II - ORGANIZATIONAL STRUCTURE**

#### **Section 1– The Association (known as TABPHE in this section)**

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-supporting 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 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, President-Elect, Association Founders (when present), Vice President of Membership, Vice President of Public Relations, Vice President of Programs, Treasurer, Secretary, Immediate Past President, Parliamentarian and Historian.

3.3 The Board shall maintain a direct relationship with each local chapter, typically via the Chapter President, who may be granted voting rights when present at a Board meeting.

3.4 Past State Presidents shall be ex-officio members of the Board and shall have speaking rights only.

3.5 The Board of Directors shall convene to conduct four (4) face-to-face meetings per year—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 presence.

4.2 The Membership Committee, consisting of 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 Audit and Finance Committee, consisting of five (5) members who are recommended by the President and appointed by the Board, shall conduct an annual review of the Association fiscal affairs, and submit a summary of findings to the Board.

4.4 The Nominating Committee, consisting of five (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.

4.5 The Legislative Committee, consisting of at least five (5) members recommended by the President and approved by the Board, shall monitor all legislative matters impacting the mission of the Association and present these matters to the Board for review.

4.6 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.

4.7 The Statewide Conference Committee shall be chaired by the Vice President of Programs, and in conjunction with the designated local chapter, shall coordinate, plan and execute the annual conference for the Association. The committee will recommend policies, procedures and develop an action plan which ensures that the TABPHE State Conference is consistent, well attended and profitable.

4.8 The term of service for standing committee members shall be two (2) years.

4.9 Taskforce's, special initiatives and ad hoc committees shall be appointed by the Association President or Board of Directors 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 the members of the Board of Directors shall constitute a quorum 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 set guidelines 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 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 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 a given position.

2.4 Provisions shall be made for nominations from the floor.

### **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 the odd-numbered years and Directors in the 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 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, Board of Directors 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.

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

2.4 The President-Elect shall assume the office of President in the event that the office becomes vacant or upon conclusion of the current term of the sitting President.

2.5 The President-Elect shall perform other duties and responsibilities as requested by the President.

### **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 invoices for membership to general and associate members at least once annually and twice annually to 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, and shall perform other duties as requested by the President or as directed by the Board of Directors.

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

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

4.1 The Vice President of Programs shall coordinate the programs for the Annual Conference of the Association and coordinate all program related task force and committee activities.

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 of Directors.

4.4 The Vice President of Programs shall serve as co-chair of the Statewide Conference Committee.

### **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.

### **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 a standing member of the Audit and Finance Committee, and the President-elect shall appoint a chair with the approval of the Board of Directors.

### **Section 7 – Secretary**

7.1 The Secretary shall record the minutes of all Executive Committee, Board of Directors and Annual Meetings, perform the duties of Treasurer in his/her absence, disseminate correspondence of the Association, and issue meeting notices as directed by the President.

### **Section 8 – Parliamentarian**

8.1 The Parliamentarian shall be appointed by the President upon approval by the Board and shall ensure that the 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 the Roberts Rules of Order for conducting all meetings, which is overseen by the Parliamentarian.

### **Section 9 – Historian**

9.1 The Historian shall be appointed by the President with approval of the Board and shall maintain photographic and other forms of documentation of conferences, meetings and activities of the Association.

### **Section 10 – Directors**

10.1 Ten (10) Directors shall serve as core individuals for 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 three (3) consecutive face-to-face or technology-assisted meetings of the Board, without providing in writing 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 shall be presented in writing to the Board of Directors by a current Board of Director's 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 motion and ensuring there is legitimate grounds for removal, the Board of Directors shall conduct appropriate hearings or deliberations to consider removing the Officer or Director from their position. The Officer or Director shall be removed from their position by an affirmative vote of three-fourth (or 75%) of the Board of Directors.

1.5 In the event of a recall, the President shall appoint with the Board of Directors 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 shall be as described below:

An outline of the State of Texas with the inscription "TABPHE" across its center, all enclosed 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 of Directors 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 of Directors based on contractual agreement.

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

1.3 Formulate plans and advise on policies or procedures for the accomplishment of Association goals, and upon approval by the Board of Directors, be responsible for their administration.

1.4 Advise on the annual budget and assist with securing funds through corporate and institutional sponsorships.

1.5 Work with the Treasurer 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 of Directors shall select a qualified successor.

### **Section 2 – Webmaster**

2.1 The Board of Directors 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 of Directors shall be authorized to negotiate a contractual agreement with a certified auditor who shall conduct at least a bi-annual audit of the financial records of the Association.

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 of Directors 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 payment. In other words, your membership becomes effective for twelve-months on 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 of Directors upon approval by the Association.

### **Section 4 – Fundraising Initiatives**

4.1 An on-going process of revenue-generating activities shall be designed 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 of Directors at least sixty (60) days prior to the Annual Meeting.

1.2 The Board of Directors shall send copies of valid proposed amendments to the membership not less than thirty (30) days prior to the Annual Meeting.

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

2.1 The Board shall present each proposal for vote at the next Annual Meeting of the Association.

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



# **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 – Meetings**

1.1 There shall be at least four face-to-face meetings of the Board of Directors 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.

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

1.3 Official meeting notices for face-to-face Board meetings shall be sent approximately thirty (30) days in advance of each Board meeting. Confirmation of attendance will be required in order to provide adequate accommodations.

1.4 Members are encouraged to attend meetings of the Board and may participate in all discussions when time permits, but cannot vote on issues.

1.5 The Annual Meeting and Annual Conference of the Association 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 meeting and conference shall be held on a rotating basis in Houston, Dallas, San Antonio and Fort Worth.

1.6 The Annual Meeting shall be scheduled during the Annual Conference. Guidelines outlined in the State Conference Handbook shall provide directions for planning the conference. A schedule of Annual Meeting sites and elections follows.

<b>Year</b>	<b>City</b>	<b>Election of:</b>
2016	Fort Worth	Directors
2017	Austin	Officers
2018	Houston	Directors
2019	Austin	Officers
2020	Dallas	Directors
2021	Austin	Officers
2022	San Antonio	Directors
2023	Austin	Officers
2024	Fort Worth	Directors
2025	Austin	Officers

1.7 Other meetings may be scheduled as deemed necessary by the Board of Directors.

## **Article 2 – Goals**

2.1 Goals of the Association shall be established in the Strategic Plan and presented to and approved by the Association.

### **Article 3 – Financial Management**

3.1 The fiscal operations of this Association shall be established by an annual budget prepared by the Treasurer and approved by the Board of Directors and the Association during the Annual Meeting. Association expenditures in excess of \$500 must have Board approval and may require multiple 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:

General Membership - \$35.00

Associate Membership - \$25.00

Student Membership - \$20.00

Life Membership - \$350.00 or ten (10) times the annual *fee for general membership*

Institutional Membership - \$300.00

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 – Signature Programs**

4.1 The Ivory Moore Undergraduate 4-year Scholarship in an amount of at least \$1,000.00 shall be awarded to full-time undergraduate students. Guidelines for this scholarship are outlined in the appropriate Association document.

4.2 The Ivory Moore Undergraduate 2-year Scholarship in an amount of at least \$500.00 shall be awarded to full-time undergraduate students. Guidelines for this scholarship are outlined in the appropriate Association document.

4.3 The Ivory Moore Graduate Scholarship in an amount of at least \$1,000.00 shall be awarded to a full-time graduate student. Guidelines for this scholarship are outlined in the appropriate Association document.

4.4 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. Guidelines for participation in this institute are outlined in the appropriate Association document.

4.5 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. Guidelines for participation in this institute are outlined in the appropriate Association document.

4.6 The TABPHE 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.

4.7 The *TABPHE Swing* is an annual summer event where the TABPHE State President is accompanied

by other state officers in visiting local chapters in the state. Guidelines for participation in this activity are outlined in the appropriate Association document.

4.8 A *TABPHE Town Hall* is a semi-annual program where a single topic of importance is addressed across the state by each chapter during the same period (February and October). Each program uses a town hall format whereby at least half of the program focuses on questions and comments from the audience/attendees. Guidelines for participation in this program are outlined in the appropriate Association document.

### **Article 5 – Amendment to Bylaws**

5.1 Amendments to the Bylaws shall be proposed at a duly-scheduled Board meeting.

5.2 Amendments shall be voted upon by the Board no sooner than 90 days after the amendment is proposed.

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

### **Article 6 - Operations**

6.1 Purpose - This article contains directions and procedures for addressing certain logistical matters associated with the management of the various operational procedures of the Texas Association of Black Personnel in Higher Education. It is in no way intended that this article should be in conflict with or supersede any parts of the Constitution of the Association.

6.2 History – On April 7-9, 1973, several representatives of state and private institutions of higher education in and outside the State of Texas met at the Ramada Inn Central in Dallas, Texas. Within the confines of this gathering, a discussion of concerns pertinent to the status and well-being of African Americans (Blacks) at Texas higher education institutions took place. From this meeting, the foundation leading to the formation of the Texas Association of Black Personnel in Higher Education (TABPHE) emerged.

6.3 Founders - Among those present at this gathering were Mr. Ivory Moore, a retired administrator at Texas A&M University-Commerce; Ms. Erma Johnson Hadley, who later became Chancellor of Tarrant County College District; and the Honorable Reby Cary, a retired educator and State Representative. Each of these individuals has been designated as Association Founders, and shall be shown appropriate courtesies by the Association. Such courtesies shall include the waiver of both annual membership dues and conference registration fees. In addition, Association Founders shall be the only permanent members of the Board of Directors.

6.4 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 we have in common with each of these entities. These coalitions may be either short-term or long-term in nature.

6.5 Commitments of Officers and Directors - In addition to the duties designated in the Constitution and Bylaws, each Officer and Director shall make the following fundamental commitments to the

Association:

Time Commitment

- Commit to attending a minimum of three scheduled physical Board meetings or voluntarily resigning 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 meeting. 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 that you have contact with.

6.6 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 newly-elected Officers and Board Members 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!”

6.7 Vacancy of Office - In the event that an Officer or Director is unable to perform the duties of his/her office, s/he should submit to the Board (via the President) a notice similar to the following:

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.

\_\_\_\_\_  
Signature of Officer/Director

\_\_\_\_\_  
Date

This notice may also be initiated by the President/Board and sent to an inactive Officer/Director for signature.

6.8 Board Meetings - The meetings of the Board of Directors shall be conducted in accord with the guidelines contained in the Constitution and Bylaws of this Association.

Sample Agenda for Board Meetings:

Date

Location

~ Call to Order

~ Minutes of Last Meeting

~ Officer's Reports

~ Committee Reports

~ Unfinished Business

~ New Business

~ Announcements

~ Adjournment

6.9 The Annual Meeting - The Annual Meeting shall be conducted during the Annual Conference in accordance with guidelines contained in the Constitution and Bylaws of the Association. The President shall be responsible for setting the agenda for the meeting.

6.10 The Annual Conference - 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.

Every effort will be made to ensure that each conference generates funds to be self-supportive and solvent. 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) are not recommended.

6.11 Local Chapters - Local Chapter affiliates may be established for the purpose of promoting the goals and objective of the Association. The guidelines for establishing a local chapter are as follows:

- A minimum of ten members who have paid the required membership dues to the Association is required in order to maintain an active local chapter.

- Each chapter must operate in accordance with the TABPHE State 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 communications to be further communicated to chapter membership.
- 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.

#### 6.12 Scholarships - Guidelines and Criteria for the Ivory Moore Undergraduate 2-year and 4-year Scholarship

- 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) 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 a 500-word essay addressing a relevant topic selected by the Scholarship Committee.
- Each application packet will be evaluated and certified by an Application Review Team appointed by the President.
- Each scholarship award amount shall be at least \$500 to \$1,000.00 and there may be multiple annual awards.

#### Guidelines and Criteria for the Ivory Moore Graduate Scholarship

- Each applicant must be a student currently enrolled in an accredited graduate program (masters or doctoral program).
- Each applicant must be a current full-time student enrolled for a minimum of 9 semester credit hours (SCHs).
- Each applicant must have maintained a 3.00 cumulative GPA on a 4.00 scale.
- A current 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 a 500-word essay addressing a relevant topic selected by the Scholarship Committee.
- Each application packet will be evaluated and certified by an Application Review Team appointed by the President.
- Each scholarship award amount shall be at least \$1,000.00 and there may be multiple annual awards.

Funding of scholarships shall be obtained from Life Membership payments and other revenue generating

activities that are undertaken by the Association.

6.13 Institutes - Funding of institutes shall be obtained from *funds* 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.

**The Reby Cary Professional Development Institute**

*The purpose of the Reby Cary Professional Development Institute is to prepare higher education professionals with the knowledge and skills necessary to be personally and professionally effective at their respective institutions.*

**The Erma Johnson Hadley Student Leadership Institute**

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

**The Faculty Institute**

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

6.14 Programs and Activities – Two of the signature programs of the Association that occur outside of the Annual State Conference are the TABPHE *Swing* and *Town Halls*.

**The TABPHE Swing**

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 swings 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.

**TABPHE Town Halls**

TABPHE Town Halls are bi-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.

6.15 Fundraising Initiatives and Resource Development - Fundraising initiatives will be coordinated by the Executive Director, and in addition to revenues generated by conference registrations, the Association may pursue funding from grants, donations and sponsorships. The following conference sponsorship levels are currently established:

- |                                   |                                  |
|-----------------------------------|----------------------------------|
| <b>1. Patrons List .... \$100</b> | <b>4. Silver ..... \$2,000</b>   |
| <b>2. Copper ..... \$500</b>      | <b>5. Gold ..... \$3,000</b>     |
| <b>3. Bronze ..... \$1,000</b>    | <b>6. Platinum . . . \$4,000</b> |

6.16 Public Relations and Protocol - The Vice President of Public Relations will be responsible for developing position statements and press releases. The need for such communication instruments may be identified by the Board or the membership. Once developed, the following process will 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 twenty-four 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.

6.17 The *TABPHE Tribune* Newsletter - The Vice President of Public Relations will be responsible for gathering, writing, editing and publishing newsworthy articles in the *TABPHE Tribune*. The publication method will be determined by the Board of Directors.

6.18 Membership Packets - The Vice President of Membership shall prepare membership packets for new members. Each packet shall contain the following items:

General Membership Packets

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

Life Membership Packet

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. Gold key tag
9. Lapel pin



10. The name of each life member shall be added to the Life Member Scroll that is displayed at each Annual Conference.

*5/19/2016 Dr.C. Hill*

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