



Texas Association of Black Personnel in Higher Education

Constitution
Revised March 2006

PREAMBLE

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 to discuss concerns pertinent to the well being of African Americans at Texas higher education institutions. It was determined at that time that:

- Whereas: All in attendance served particular functions within these institutions, and
Whereas: We all have a commitment to the strengthening, survival and perpetuation of Black institutions, and
Whereas: We all have a commitment to holding predominantly White institutions accountable for equal employment opportunity, equal opportunity to higher education, and affirmative action efforts, and
Whereas: Predominantly White institutions are lax at utilizing (to their maximum) processes, data and strategies to facilitate and enhance the employment and promotion of African Americans in their institutions and the recruitment, enrollment and provision of a relevant education for African American students.
Therefore: A formally constituted and duly organized association shall be established to promote, maintain and assure the development and growth of African Americans in the educational process.

Article I. NAME

The name of the association shall be the Texas Association of Black Personnel in Higher Education (TABPHE).

Article II. OBJECTIVES

The objectives of this association are:

- Section 1. To act as an advocate for Blacks in the educational process.
Section 2. To evaluate, promote and support programs pertinent to Blacks in colleges, universities and communities.
Section 3. To encourage and promote collaboration among Blacks in the educational process.
Section 4. To assist colleges and universities in the recruitment, placement and retention of Black students, faculty, staff and administrators; and to

- cooperate in other efforts relative to upgrading the educational objectives of the institutions.
- Section 5. To stimulate interest in and awareness of current issues relevant to Blacks in higher education.
- Section 6. To provide a vehicle for disseminating the viewpoint of Blacks regarding the education of African Americans, equal opportunity and affirmative action.
- Section 7. To assist in and be supportive of the development and strengthening of Black student programs at the secondary level.

Article III. MEMBERSHIP

- Section 1. General Membership – The association shall comprise representatives from the faculty, staff and administration at all educational institutions who shall, upon receipt of payment of annual dues, have full voting rights.
- Section 2. Life Membership – Persons who qualify as general, associate or student members shall become Life Members upon full payment of the Life Membership fee as established by the Board. The Life Membership fee shall be at least ten (10) times the regular membership annual dues, and funds shall be used solely for scholarship awards.
- Section 3. Associate/Student Membership – College students and professionals in education-related fields shall comprise the Associate Membership, and upon receipt of payment of annual dues, shall have speaking rights only.
- Section 4. Honorary Membership – Professionals who have rendered distinguished service or who have made outstanding or noteworthy contributions in support of TABPHE shall be recognized as Honorary Members. Honorary members shall be exempt from the obligation to pay dues. They shall have speaking rights only.
- Section 5. Institutional Membership – Institutional members shall be those supporting the Association, through payment of institutional dues.

Article IV. ORGANIZATION

- Section 1. The governing body of the association shall be a 21- member Board. The Board will be comprised of seven elected officers (President, President-Elect, Vice President of Membership, Vice President of Public Relations, Vice President of Programs, Treasurer and Secretary); the Immediate Past President; the association’s Founders; two appointed officers (Parliamentarian and Historian); and ten elected Directors.
- Section 2. Upon annual written notice to the President, former state presidents and current local chapter presidents shall become advisors to the Board. These individuals may be granted voting rights when they are in attendance at a meeting of the Board.

- Section 3. The officers of the association shall comprise the Executive Committee, and they shall hold semi-annual meetings or as determined by the President.
- Section 4. The Board shall meet four times per year or as determined by the President.
- Section 5. There shall be at least one annual meeting of the association. Additional meetings may be called, upon written request to the Board, from two-thirds (2/3) of the membership or at the discretion of the Board.

Article V. COMMITTEES

- Section 1. The Executive, Membership, Audit, Nomination, Legislative and the Communications Committees shall comprise the standing committees of the association.
- Section 2. Task forces or special committees shall be appointed by the President or the Board as deemed necessary.

Article VI. QUORUM AND VOTING

- Section 1. Two-thirds (2/3) of the members attending a meeting of the association shall constitute a quorum authorized to transact any business of the association.
- Section 2. One half (1/2) of the members of the Board shall constitute a quorum authorized to transact any business of the association.
- Section 3. Each general and Life Member shall have one vote at the association meeting.

Article VII. ELECTION OF OFFICERS AND DIRECTORS

- Section 1. The term of office for the President, President-Elect, Vice President of Membership, Vice President of Programs, Vice President of Public Relations, Treasurer, Secretary, Parliamentarian, Historian, Immediate Past President and Directors shall be two (2) years.
- Section 2. The term of office for standing committee chairpersons shall be two (2) years.
- Section 3. The Nominating Committee, consisting of five members, shall be recommended by the President and approved by the Board. Committee members shall serve for one year and shall present to the membership at the annual meeting a written slate of at least one nominee for each officer and director position.
- Section 4. Nominations for officers and directors of this association shall be made from the membership of the association.

- Section 5. Elections shall be conducted by secret ballot at the annual meeting of the association.
- Section 6. The term of office for each standing committee member shall be one (1) year.
- Section 7. Officers and Directors may serve no more than two (2) consecutive terms in the same position.
- Section 8. In the event of a vacancy in any of the offices of the association, the President shall appoint a temporary replacement, subject to the approval of the Board.
- Section 9. In each election, the nominee with the largest number of votes shall become the newly elected officer or director.

Article VIII. RECALL OF OFFICERS

Any officer or director not in attendance at three (3) consecutive meetings of the Board, without demonstrating just cause in writing, shall be subject to recall by the Board.

Article IX. DUES

The association shall have annual dues as determined by the Board.

- Section 1. They amount of state annual dues for every level of membership in the association shall be determined by the Board.
- Section 2. The membership year of the association shall be September 1 to August 31.

Article X. DUTIES OF OFFICERS

Section 1. President

The President shall be empowered to:

- A. Preside and chair all general, Executive Committee and Board meetings of the association.
- B. Execute the legislation of the association.
- C. Delegate to the proper authorities or committees the execution of legislation passed by the association.
- D. Serve as ex-officio member of all task forces and standing committees.
- E. Conduct official business of the association as authorized by the association.
- F. Appoint the members of the Audit and Legislative Committees.
- G. Appoint a person or persons to send notices, cards, flowers, etc. to members when notified of illness and when appropriate.

Section 2. President-Elect

The President-Elect shall:

- A. Work cooperatively with the President, Executive Committee and Board.
- B. Perform such duties and responsibilities as requested by the President.
- C. Become President of the association if the office of the President becomes vacant.
- D. Become President of the association upon the conclusion of the outgoing President's current term.

Section 3. Vice President of Membership

The Vice President of Membership shall:

- A. Coordinate and promote the membership growth of the association.
- B. Appoint ten (10) persons who represent various geographical areas of the state of Texas to serve on the Membership Committee.
- C. Establish and maintain communication with local chapters.
- D. Perform the duties of the President upon request or in the temporary absence of the President.
- E. Perform such duties and responsibilities as requested by the President or the Board.
- F. Maintain the official roll of members of the association.

Section 4. Vice President of Programs

The Vice President of Programs shall:

- A. Coordinate the programs for the annual meeting of the association.
- B. Perform the duties of the President upon request.
- C. Coordinate all task force and committee activities.
- D. Perform other duties as requested by the President or the Board.

Section 5. Vice President of Public Relations

The Vice President of Public Relations shall:

- A. Coordinate and promote positive public relations.
- B. Publish the TABPHE newsletter and other communications at least twice annually.
- C. Appoint the members of the Communications Committee.

Section 6. Treasurer

The Treasurer shall:

- A. Maintain and publish financial records of the association as requested by the Board.
- B. Present financial records upon request of any member.
- C. Work closely with the President in funding activities of the association.
- D. Collect dues and provide proof of membership to the members of the association.

Section 7. Secretary

The Secretary shall:

- A. Keep minutes of all general membership, Executive Committee and Board meetings of the association.
- B. Perform the duties of the Treasurer in his/her absence.
- C. Disseminate all official correspondence of the association, and issue all notices of general meetings as directed by the President.

Section 8. Parliamentarian

The Parliamentarian shall be appointed by the President, subject to the approval of the Board, and shall:

- A. Ensure that meetings of the association are conducted in accordance with parliamentary rules and procedures.
- B. Ascertain that action and determination of these meetings are in accordance with the Constitution of the association.

Section 9. Historian

The Historian shall be appointed by the President, subject to the approval of the Board, and shall:

- A. Compile and maintain files of all significant activities of the association.
- B. Secure photographic and other documentation of annual meetings and other activities of the association.

Article XI. LEGAL ADVISOR

The Board, subject to the approval of the membership, may appoint a legal advisor.

Article XII. STUDENT ADVISORY COUNCIL

The Student Advisory Council shall be comprised of at least seven (7) student members appointed by the President. Any general member of the association may recommend students for appointment.

Article XIII. LOCAL CHAPTERS

Local chapters shall be established as official affiliates of the association and governed by the Constitution of the association. Such chapters shall establish bylaws to govern their local meetings, set local dues, and implement programs in support of the association's objectives. Local chapters shall be duly authorized to collect and transmit dues and assessments to the association's Treasurer.

Article XIV. FUNDING

- Section 1. In accordance with Article, X, Section 6, the Treasurer shall be responsible for the management of funds and the disbursement of such funds in consultant with the President and the Board. Funding for major projects of the association shall be decided by majority vote at a general meeting.
- Section 2. Preparation of the budget for the fiscal year shall be the responsibility of the Executive Committee, subjective to the approval of the Board. The Executive Committee shall solicit suggestions from the membership in regards to the proposed budget.
- Section 3. The Board shall have the power to establish an association bank account. The President, Treasurer and Secretary shall be authorized signatories. Two signatures will be required for any bank transaction.

Article XV. RULES OF ORDER

The rules of Parliamentary Procedures, as indicated in the latest edition of Robert's Rules of Order, shall govern all meetings of the association.

Article XVI. AMENDMENTS

Amendments to this Constitution require a majority affirmative vote of the general membership present at an annual meeting. Proposed amendments, must be submitted to the Board of Directors in writing, at least thirty (30) days prior to the Board meeting. The Board shall, in turn, present such proposals for a vote at the next annual meeting of the association.

Texas Association of Black Personnel in Higher Education
Bylaws
(Adopted October 1997; Last Amended March 2006)

By-law (bi'lo') n. 1. A secondary law. 2. A law or rule governing the internal affairs of an organization (The American Heritage Dictionary).

These Bylaws are adopted and amended at the sole discretion of the TABPHE Board of Officers and Directors by majority affirmative vote. Bylaws shall always be in accord with the Constitutions of the Association, and in the event of an inadvertent conflict, the Constitution shall prevail.

I. Meetings

1. There shall be at least four Board meetings annually; Spring (pre-conference and post-conference meetings), Summer, and Fall; preferably two in the month of March, and one meeting in the months of June and October, respectively.
2. At least one Board meeting shall be at the hotel site of the next conference.
3. Official meeting notices will be sent approximately thirty (30) days in advance of each Board meeting. RSVP will be required to provide adequate meeting accommodations (copies, etc.)
4. Light lunches will be provided at no cost to Board members, and at a minimum cost (\$5-\$7) to others.
5. General members are encouraged to attend meetings of the Board and may participate in all discussions when time permits, but cannot vote on issues.
6. Agenda format for Board meetings shall be as follows (or as determined by the President):

(Sample Agenda)

TABPHE Board Meeting
Month, Day, Year
Location, City

AGENDA

- I. Call to Order
- II. Minutes of Last Meeting
- III. Officers' Reports
- IV. Old Business
 - A.
 - B.
- V. New Business
 - A.

B.

VI. Announcements

VII. Adjournment

7. Schedule of Conference Sites and Tentative Dates: The association’s 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 (sites of major airports). The local conference planning committee, in consultation with the State Board, shall determine conference dates. As a general guideline, the last full weekend in March shall be target dates for the annual conference. The TABPHE State Conference Handbook should be used by the host chapter to coordinate the State conference. A schedule of conference sites and tentative dates follows:

<u>Year</u>	<u>Month</u>	<u>Days</u>	<u>City</u>	<u>Election of:</u>
2006	March	23-25	Fort Worth	Directors
2007	March	29-31	Austin	Officers
2008	April	3-6	Houston	Directors
2009	– Austin, TX			
2010	-- Corpus Christi, TX			
2011	– Austin, TX			
2012	-- Dallas, TX			
2013	– Austin, TX			
2014	– San Antonio			

II. Finances

1. Officers and Directors shall not receive compensation, nor be reimbursed, for expenses or travel to regular Board meetings or to the annual conference. Association promotional items costing not more than \$20 per Board member/annum are encouraged. Minimum amenities (i.e., lunch, notebooks, etc.) are also encouraged.
2. Membership dues are assessed as follows: General (\$25), Associate (\$15), Institutional (\$200) and Life (\$250).
3. The Treasurer, in consultation with the President shall prepare an annual budget and submit it to the Board for approval at its Summer Board meeting. The budget should include “Audit Expense” as a line item.
4. All Association expenditures of more than \$500 must have Board approval and may require multiple price quotes.
5. Invoices for membership shall be sent by the Treasurer at least one a year to individuals (general and associate members) and at least twice annually to colleges and universities (institutional members).

6. An external audit of all association accounts and finances shall be conducted by an Independent Certified Public Accountant every two years, or upon the election of a new association Treasurer. Items necessary for a proper audit are: 1) bank statements, 2) cancelled checks, 3) sales receipts, 4) receipt books, 5) Treasurer Reports, 6) Conference Reports and 7) other documentation of financial transactions.
7. Diligent effort should be made to yield a profit of at least \$1,000 from each annual conference.
8. TABPHE seeks to utilize conference speakers and presenters on a voluntary basis. Major speakers who require more than a modest honorarium (i.e., \$200) are not recommended. Final decisions on major speakers shall rest with the local planning committee who must guarantee that conference revenues will support the expense.

III. Publications

1. The association's newsletter shall be called the TABPHE Tribune
2. The TABPHE newsletter shall be published quarterly (Spring, Summer, Fall and Winter editions) with "special edition" newsletters published when appropriate.

Duties

1. The Treasurer shall provide a financial report at each meeting of the Board.
2. In addition to the duties designated in the Constitution, each Officer and Director shall make the following fundamental commitments to the association:
 - a. Time Commitment
 - i. Commit to attending a minimum of three scheduled Board meetings or voluntarily resigning from the position.
 - ii. Commit to spending at least two hours per month doing something for the association (i.e., recruit new members, gather information for the newsletter, call another Board Member, etc.).
 - b. Financial Commitment
 - i. Commit to absorbing the cost of travel and accommodations to attend Board meetings.
 - ii. Commit personal and/or professional resources in the form of copies, postage, cash, etc., for special projects of the association according to one's ability.
 - c. Conference Support Commitment
 - i. Commit to bringing at least four people to the association's annual state conference. Those who are able, may consider using their own budgets to pay for four persons from their institution.

- ii. Commit to duplicating and distributing conference information to every African American faculty and staff at your institution and at other institutions in your city of residence.
3. To be considered an active local chapter, the chapter must maintain at least ten members who have paid the required membership dues to the state association.
 4. Each chapter must operate in accordance with the TABPHE State Constitution and should strive to achieve the same objectives as listed in the Constitution.
 5. The president of each local chapter may serve on the TABPHE State Board by submitting written notice to the TABPHE President or Board that indicate the local chapter president's commitment to serve. The local chapter president will then be listed as a Board Member and receive all appropriate communications.
 6. Association members may be appointed by the President or Board to perform specific duties for the association. These individuals may be granted voting rights when in attendance at a meeting of the Board.
 7. The Local Conference Planning Committee Chair shall be authorized to conduct all business related to the planning of the association's annual conference in consultation with the President and Vice President of Programs.
 8. 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.

Officer/Director Signature

Date

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

9. Mr. Ivory Moore, a retired administrator of East Texas State University, having conceived and acted upon the original establishment of the Texas Association of Black Personnel in Higher Education, shall be designated as the association's "FOUNDER" and shall be shown all appropriate courtesies by the association. Such courtesies shall include a waiver of both annual membership dues and conference registration fees. As the association's Founder, he shall be the only permanent member of the Board.

Miscellaneous

1. All policy and position statements issues to the public on behalf of the association must be authorized or sponsored by a Board Member or Officer and be in accordance with the following:
 - a. Normal Situations – Statements must be sent to all Board Members; and at least 50% of the Board (eleven plus members) must endorse the statement.
 - b. Urgent Situations – The President may author or sponsor a policy/position statement, which must be sent to all Board Members at least twenty-four hours prior public issuance. The statement shall not be issues if five or more Board Members indicate their disagreement with issuing the statement.
2. The colors of the association shall be red, black and green.
3. The seal of the association shall be as described and illustrated below:
Outline of the State of Texas with the inscription “TABPHE” across its center, all enclosed in three circles of red, black and green. Encasing this is a circular black bank with the inscriptions “Service & 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, depicting the association’s founding year.



4. Coalitions with other organizations (i.e., TABSE, TACHE, etc.) via one-day seminars, “drive-in” conferences and special focus groups concerning issues such as TASP, Hopwood, etc., are strongly encouraged.
5. Membership packets may include the following:
 - a. General Membership Packet – 1) Welcome letter from President, 2) Membership Card, 3) Constitution, 4) History, 5) directory of Officers & Board Members, 6) newsletter, and 7) applications:
 - b. Life Membership Packet – 1) All appropriate items included in the General Membership Packet, 2) permanent membership card, 3) golden key tag, 4) certificate, 5) lapel pin, 6) name to be added to Life Member Scroll.
6. Induction Ceremony for new Officers and Board Members shall be as follows:
President
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 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 objectives 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!

7. Scholarships and Institutes

A. *The Ivory Moore Undergraduate Scholarship*

The Ivory Moore Scholarship is named in honor of Mr. Ivory Moore, a retired educator and administrator at Texas A & M at Commerce (formerly East Texas State University), and founder of the Texas Association of Black Personnel in Higher Education.

Undergraduate Scholarship Criteria Guidelines:

- Must be a student currently enrolled in an accredited undergraduate program.
- Must be a current full-time student (minimum 12 undergraduate hours).
- Must have and maintained a 3.00 overall GPA (on a 4.00 scale)
- Must mail a current official transcript (from all colleges or universities attended) and a current picture for publication purposes only. (Photos will not be returned).
- Must submit a recommendation form completed by either a faculty member or university administrator.
- Must submit a 500-word essay addressing the following topic:

"As an African American student pursuing a degree in the 21st century, how will the Ivory Moore Scholarship assist me in my future career endeavors?"

Scholarship Amount: \$1,000

B. *The Ivory Moore Graduate Scholarship*

The Ivory Moore Scholarship is named in honor of Mr. Ivory Moore, a retired educator and administrator at Texas A & M Commerce (formerly East Texas State University), and founder of the Texas Association of Black Personnel in Higher Education.

Graduate Scholarship Criteria Guidelines:

- Must be a student currently enrolled in an accredited graduate program (masters or doctoral).
- Must be a current full-time student (minimum 9 hrs).
- Must have and maintained a 3.00 overall GPA (on a 4.00 scale)
- Must mail a current official transcript (from all colleges or universities attended) and a current picture for publication purposes only. (Photos will not be returned).
- Must submit a recommendation form completed by either a faculty member or university administrator.
- Must submit a 500-word essay addressing the following topic:

"As an African American student pursuing a graduate degree in the 21st century, how will the Ivory Moore Scholarship assist me in my future career endeavors?"

Scholarship Amount: \$1,000

C. Reby Cary Professional Development Institute

The purpose of the Reby Cary Professional Development Institute is to prepare higher education professionals with the knowledge, skills and abilities necessary to be personally and professionally effective. The Institute is named for Reby Cary, a TABPHE Founder for his commitment and dedication to higher education and is co-ordinated by the Vice President for Programs and the State Conference Committee.

D. Erma Johnson-Hadley Student Leadership Institute

The purpose of the Erma Johnson-Hadley Student Leadership Institute is to equip students with the knowledge, skills and abilities necessary to be personally and professionally effective. The Institute is named for Erma Johnson-Hadley, a TABPHE Founder, for her commitment and dedication to higher education and is co-ordinated by the Vice President for Programs and the State Conference Committee