

# UNT Black Professional Network Constitution

## Article 1. Name

Name. The name of the organization shall be UNT Black Professional Network (BPN).

## Article 2. Purpose

### Section A. General Purpose

Purpose. The UNT Black Professional Network is an employee resource group which shall:

- a) Be operated for professional development, civic or charitable causes, student mentorship or other educational purposes.
- b) Assist and support the values of the University of North Texas (UNT) to recruit and retain a diverse workforce and to make UNT a *Best Place to Work* through the promotion of community development, social and intellectual enrichment, and networking opportunities.
- c) Assist the UNT mission by hosting:
  1. Activities that enhance the relationship between UNT and the local community.
  2. Events to celebrate and showcase the unique contributions of BPN members or the communities to which they identify.
  3. Activities that enhance the public image and presence of diverse and inclusive communities.
  4. Activities that enhance retention focused activities for both faculty, staff and students.

### Section B. Prohibition

Political Campaigns. No substantial part of the activities of the organization shall be the carrying on of partisan political campaign propaganda and shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office, except for bipartisan issues that may affect the organization.

Prohibition against Discrimination. The BPN shall prohibit discrimination against any member, or potential member, on the basis of political or religious opinion or affiliation, marital status, race, color, creed, national origin, age, gender, physical or mental disability or sexual orientation.

### Section C. Compliance with UNT

UNT Black Professional Network shall follow the procedures and regulations established by the University of North Texas, and comply with local, state, and government regulations.

### Article 3. Membership and Meetings

- a. Members. Membership in the UNT Black Professional Network is open to all full-time employees (both faculty and staff) at the University of North Texas. Graduate Students and part-time professional staff members are welcomed and encouraged to attend and participate in UNT BPN meetings, and events as guests.
- b. Meeting Participation. General body meetings will be held once a month unless otherwise scheduled by the executive board. Committees will meet as needed to

execute their goals and objectives. Members are responsible for requesting permission from their supervisor to attend UNT Black Professional Network meetings during work hours or scheduling time off to attend meetings.

- c. Annual Meeting. The UNT Black Professional Network shall hold an annual meeting at which time election of officers will take place and the officers elected by the membership shall take office and transact any other business within its scope of powers. The annual meeting shall be held in the month of May of each year. Failure to hold an annual meeting does not invalidate the BPN's existence or affect any otherwise valid BPN acts.
- d. Regular Meetings. Meetings may be held at the discretion of the BPN Executive Board with the exception of the annual meeting requirement. The recommended meeting frequency is once per month.
- e. Meeting Notification. Notification of meetings shall be made at least 7-days in advance. Notification must be in writing.
- f. Order of General Body Meetings: Unless otherwise ordered by two-thirds vote of the members present, the order of business at general body meetings shall be:
  - Welcome
  - Consideration of Minutes from Previous Meeting
  - Executive Board Reports
  - Committee Reports
  - New Business
- Public Comment
  - Adjourn
- g. Constitutional Amendments: This constitution may be amended by two-thirds vote of the members present at any general meeting.
- h.

#### Article 4. Governance

##### Section A. Executive Board

The UNT Black Professional Network shall be governed by an Executive Board consisting of four elected offices: President, 1<sup>st</sup> Vice-President, Vice President of Administration, and Vice President of Finance. Each executive office shall perform the following duties:

1. **President**: The President must be an employee of UNT. The President shall preside over the meetings of the BPN. The President shall appoint special committees to ensure functions and duties of the BPN are completed as mandated. Additional duties include the mentorship and development of a successor and new members.

2. **1<sup>st</sup> Vice President:** The 1<sup>st</sup> Vice President must be an employee of UNT. The Vice President shall act as second in command and provide support to the President and the Employee resource group. In the event the President is unable to serve the entire one-year term, the 1<sup>st</sup> Vice President will succeed to the position of President for the remaining period of the term. The 1<sup>st</sup> Vice President shall act as President in his/her absence including presiding over the meetings and representation at events.
3. **Vice President of Administration:** The Vice President of Administration must be an employee of UNT. The VP of Administration shall keep an accurate record of all proceedings of BPN meetings and electronically distribute the general meeting minutes to all members no later than (3) three business days after the

meeting. Minutes of general meetings shall be kept on file with the Secretary for at least one (1) year. The VP of Administration shall also be responsible for communication with the membership and maintenance of membership records (e.g. member names, office phone numbers and email addresses).

4. **Vice President of Finance:** The Vice President of Finance must be an employee of UNT. The VP of Finance shall collect any agreed upon dues, create and manage the BPN budget. The VP of Finance shall facilitate all expenditures and report out the financial standing of the BPN.

## Section B. Election of Officers

1. **Terms of Office:** Elected officers shall take office and assume their duties immediately following election. Officers are expected to serve for one year. Term limits are two consecutive years per position. A member may run for a different executive committee position after serving two years in a role.
2. **Vacancies:** A vacancy in the office of President shall be filled by the Vice President. Vacancies in any other elected office shall be filled through an election requiring a quorum of BPN members. The President may appoint an interim to fill any vacancy to serve no longer than two (2) months.
3. **Dismissal:** Officers failing to fulfill the given responsibilities and duties may be replaced by the Executive Board. The replacement of an officer requires a majority vote of the Executive Board following notification of the officer in question. Such notification shall be provided in writing no less than seven (7) days prior to the vote.

## Section D. Committees

Committees. The BPN will establish committees as needed to accomplish the mission and goals of the organization. Each committee will be led by a Committee Chair that is elected by the committee. Committees will establish their own meeting schedule outside of general body meetings. Each BPN Committee will also receive support from a member of the executive board, to ensure the chairs feel supported and have adequate access to the leadership of the organization to make meaningful impacts in their respective areas. All committees are expected to work collaboratively to ensure that BPN is functioning to serve best members, the student body, and the university.

As of June 30, 2020, the current BPN Committees include the following.

## Marketing and Communication

The Marketing and Communication committee will assist the executive committee in developing communication with the membership and the external community, both at UNT and more. Engagement with BPN membership will be one of the committee's essential functions, as well as telling the organization's story to the UNT community. The BPN Vice President of Administration will support the Marketing and Communication Committee.

Roles & Responsibilities:

Will organize and maintain all technology needs of the BPN through social media, listserv, and website. Additionally, this committee is responsible for the technology needs of the BPN regarding General Meetings and all other organized functions of the network.

- Committee duties include but not limited to: Recording/Uploading the New term President and 1<sup>st</sup> VP Welcome video
- Creation/maintaining content for new pages on website format
- Seeking BPN resources for website
- Assist the VP Administration in committee related duties

## Employee Engagement and Support

The Employee Engagement and Support Committee actively pursues opportunities to assist BPN members with personal and professional development. The committee will seek speakers for the BPN meetings to provide training and possibly sponsor activities for members. Also, social events for the organization will be programmed through the committee. The BPN 1st Vice President supports the Employee Engagement Committee.

Roles & Responsibilities:

Will propose and initiate means of personal enrichment and professional advancement of Black staff of UNT. This includes but not limited to:

- Oversee the submissions for staff spotlights
- Arrangement of professional development speakers at BPN monthly meetings
- Planning and Implementation of BPN Welcome Back Happy Hour (Fall & Spring)
- Tracking and maintaining new membership data (employee name, department, semester joined)
- Will work alongside 1<sup>st</sup> Vice President

## Student Engagement and Support

The Student Engagement and Support Committee is charged with assisting BPN Members and the organization with connecting to students individually and through organizations. Black students often seek counsel and advice from staff and faculty with whom they share a mutual identity. The Student Engagement Committee is critical to help bridge the gap between those populations. Work by the Student Engagement and Support Committee will be supported by the BPN Vice President of Finance.

### Roles & Responsibilities:

- Will provide mentorship and support for the enhancement of social, academic and professional opportunities for Black graduate and undergraduate students.
- Serve as a listening board for Black student concerns regarding Staff and Faculty support.
- The Committee members shall serve as the BPN liaisons with Black student groups and organizations.
- The Committee members shall stay informed of Black student targeted programming, events, as well as UNT areas/departments regarding the support of Black students.
- Assist in the arrangements of the First Flight BPN-Student Mixer

## Alumni and Community Engagement

The Alumni and Community Engagement Committee works to connect BPN to external partners who have a business or academic relationship to UNT. The committee works to establish partnerships with the UNT Black Alumni Network and develop shared programs that benefit the institution's student and professional community. The committee will also work with internal and external partners to create opportunities for BPN to engage the Denton and surrounding community to promote diversity and inclusion initiatives within and outside of UNT. Work of the Alumni and Community Engagement Committee will be supported by the President of BPN

Responsibilities Include:

- Work collaboratively with UNT Black Alumni Network (UNTBAN)
- Create and or partner on programs that engage Black students, alumni, and professionals on campus and throughout the DFW Area
- Highlight UNT Alum Black-Owned Businesses and Alum Spotlight
- Creation/post of a news story's relating to the accomplishments of BPN staff/faculty/black community
- Develop relationships with UNT offices and local non-profits to seek volunteer opportunities for BPN members to engage with the local

community

### **Frisco Committee Representative**

The Frisco Committee Representative works to properly serve and support students and employees, the UNT at Frisco location will have a BPN Chair to communicate the needs of all Black identifying personnel on the campus. The Frisco committee will work with all members of executive committee and chairs to ensure the campus is properly supported.