

AUSTIN PEAY STATE UNIVERSITY
AFRICAN-AMERICAN EMPLOYEE COUNCIL
CONSTITUTION AND BY-LAWS

SECTION I: CONSTITUTION

Article I. NAME

The name of this organization is the Austin Peay State University (hereafter APSU) African-American Employee Council (hereafter, AAEC shall also denote the full title).

Article II. MISSION

The mission of the AAEC is to promote unity, provide support and build community among Black faculty, staff, and students at APSU. In addition, through advocacy and collaborative efforts, AAEC exists to enhance communication and champion equity, access, inclusion, opportunity and social justice—while challenging racism—within the University, with our African-American alumni, and broader African-American community.

Article III. PURPOSE

The purpose of AAEC shall be to:

- A. Promote unity, provide support and build community among African-American faculty, staff and students.
- B. Advocate for equity, access, inclusion, opportunity and social justice initiatives that shall bolster the recruitment, retention, promotion, and success of African-American faculty, staff, and students, both internally and externally.
- C. Advance an agenda that shall address issues and concerns of African-American faculty, staff and students.
- D. Hold APSU accountable for its diversity and inclusion plan(s).

Article IV. EXECUTIVE COMMITTEE

Section 1. Composition of the Executive Committee

- A. The AAEC Executive Committee shall consist of the following officers: Chair, Vice-Chair, Administrator (Secretary), Treasurer, Parliamentarian and Standing Committee Chairs. The positions that comprise the AAEC Executive Committee shall be voted on by a majority vote of the full AAEC membership. AAEC Executive Committee leadership terms shall follow the July 1 – June 30 Fiscal Year.
- B. The AAEC Executive Committee shall also consist of the Standing Committee Chairs.

Section 2. Executive Committee Duties and Responsibilities

- A. The Executive Committee shall be responsible for assuring the coordination of all activities of the Council and shall be accountable to the membership.
- B. The Chair shall serve as Lead of the Executive Committee.

- C. The Executive Committee shall establish and charge the Standing Committees with their respective duties and responsibilities. Each Standing Committee shall be obliged to carry out their respective duties and responsibilities as designated by the Executive Committee. Such activities may include, but are not limited to, researching issues of concern, making appropriate recommendations for action or providing confirmation. If no urgency exists or immediate action is required, then research findings and/or recommendations of a Standing Committee shall be presented to the Executive Committee at least five (5) days prior to a scheduled meeting. However, should an urgent matter require immediate action, the Executive Committee can waive said By-laws, as deemed appropriate or necessary.
- D. The Executive Committee shall establish and charge ad hoc committees as deemed appropriate or necessary, to conduct the work of AAEC. An ad hoc committee is understood to be a temporary body established for undertaking projects/initiatives deemed important, yet are outside the duties and responsibilities of established Standing Committees.
- E. The Executive Committee shall consult with resource persons, as deemed necessary, to fulfill the mission of AAEC.
- F. The Executive Committee shall have general supervision over the affairs of AAEC, shall arrange its general body (i.e. business) meetings, and perform such duties and responsibilities as are specified in this Constitution. Specific supervisory duties include:
 - a. Fill all vacancies in any office or committee by majority approval, until the next election.
 - b. Audit or review the Annual Report of the Treasurer.
 - c. Approve any expenditures made on behalf of the AAEC over \$50.00
 - d. Propose, receive, or review petitions for amendments to the By-Laws
 - e. Make decisions or recommendations for any other business as appropriate.
- G. The Executive Committee is subject to the consent and orders of the AAEC membership body; and none of its acts shall conflict with the actions taken by the AAEC membership body.

Article V. MEMBERSHIP

Active membership shall consist of any African-American and any of person of African descent, who is employed as administrators, faculty and staff at APSU. Membership is established by submission of application, attendance, and participation in AAEC general body meetings, programs and/or initiatives of the organization.

Article VI. COMMITTEES

All Standing Committees shall be established and (re)convened within thirty (30) days of the academic school year.

The AAEC Standing Committees:

- A. Executive Committee
- B. Faculty Affairs Committee
- C. Staff Affairs Committee
- D. Student Affairs Committee

- E. Constitution and By-Laws Committee
- F. Fund-Raising Committee

Committee Duties and Responsibilities:

A. Executive Committee

The Executive Committee shall be responsible for assuring the coordination of all activities of the Council and shall be accountable to the membership.

B. Faculty Affairs Committee:

Assist with all aspects of retention, tenure, merit and promotion for full and part time faculty at APSU. Duties and responsibilities include building connections and a sense of community across departments among African American faculty; provide orientation, mentorship and guidance related to successful employment at the university; be a safe, productive space to process departmental or programmatic concerns impacting fair and ethical hiring and retention of qualified candidates; and produce one annual training or workshop relevant to the current needs and trends of African American faculty in higher education.

C. Staff Affairs Committee:

Responsible to promote community and a spirit of collaboration for African-American/black staff; provide networking opportunities and guidance related to successful employment at the university; participate in training workshops focused on inclusion and retention; and foster communication that highlights diversity and excellence. In addition, the committee will work collectively to learn and address challenges while supporting the mission of the AAEC.

D. Student Affairs Committee:

Responsible for the role of liaison between the council and the student affairs department. The Student Affairs Committee has the responsibility of staying aware of any student affairs policy or policy changes that may affect our African American faculty, staff, and students while developing opportunities to foster relationships with our student population by way of programming, support of student organizations, and retention initiatives.

E. Constitution and By-Laws Committee:

Responsible for the annual review and update of constitution and By-laws of the African American Employee Council.

F. Fund-Raising Committee:

Responsible for raising capital and operating funds necessary to fulfill and support initiatives created by the AAEC as they relate to Austin Peay State University African-American faculty/staff and students.