

Black Faculty and Staff Caucus at LSU

Constitution* and *Bylaws (Amended May 13, 2003)

ARTICLE I: NAME OF ORGANIZATION

The name of the organization shall be The Black Faculty and Staff Caucus at Louisiana State University, Baton Rouge.

ARTICLE II: PURPOSE OF ORGANIZATION

Section 1.

The general purpose of the organization shall be twofold: (1) to serve the special needs of African American employees by promoting understanding of African-American concerns and providing assistance, education, and social interaction for the employees; and (2) to provide for African-American employees and students a proactive organization capable of investigating complaints, addressing problems, and, when necessary, informing the University administration of these concerns by making recommendations as required to resolve these issues.

Section 2.

The specific purpose shall be to develop an organization for LSU African-Americans with a mission to ensure and maintain equitable treatment in promotions, job opportunities, and a work environment free of discrimination and racial tensions.

Section 3.

Achievement of these purposes shall be provided as may be practicable through workshops, lectures, seminars, meetings, and employee assistance programs and other contacts within and outside the university community.

ARTICLE III: BASIC POLICIES

Section 1.

The organization shall be non-commercial, non-sectarian, and non-partisan.

Section 2.

The organization shall act as the official voice of its members only, but will, on behalf of any minority employee or student in need, act regardless of membership status when asked to do so or if the concern is considered important to all LSU African-American employees and students and is of a nature that might be detrimental to the organization or its members if not addressed.

Section 3.

The name of the organization or the names and any members in their official capacities shall not

be used in connection with a commercial concern or with any partisan interest, or for any purpose not appropriately related to the promotion of the objectives of the organization.

Section 4.

The organization shall not (directly or indirectly) participate or intervene (in any way, including the publication or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than any insubstantial part of its activities attempting to influence legislation by propaganda or otherwise.

Section 5.

The organization shall cooperate with the University to support the improvement of education, employee relations, and employee welfare in ways that will not interfere with the administration of the University and shall not seek to control its policies.

Section 6.

The organization may cooperate with other organizations and agencies, but persons representing the organization in such matters shall make no commitment that binds the organization.

ARTICLE IV: MEMBERSHIP AND DUES

Section 1.

Any LSU employee or graduate student who subscribes to the purpose and basic policies of the organization may become a member of this organization, subject only to compliance with the provisions of the Constitution.

Section 2.

Active membership in the organization is restricted to LSU faculty, staff and graduate students. Active members are defined as those employees whose dues are current. Voting privileges are restricted to the active membership.

Section 3.

Associate members are restricted to part-time employees, part-time graduate students, and retired LSU employees. They are non-voting members.

Section 4.

Liaison memberships are restricted to one (1) representative from each African -American student organization recognized by the University and one (1) representative from the A.P. Tureaud Chapter of the LSU Alumni Association. Liaison members are nonvoting members.

Section 5.

The organization shall conduct an annual membership drive, but persons may be admitted to membership at any time.

Section 6.

Only active members in good standing with the organization shall be eligible to participate in its

business meetings or to serve any of its elected or appointed positions. A member in good standing is defined as one who has paid yearly dues.

Section 7.

A member in good standing shall be called to account for behavior considered harmful to the organization. Harmful is defined a unethical behavior directed toward the organization or its members A hearing may be convened at the discretion of the Executive Committee to resolve any issue(s) related to the unethical behavior.

Section 8.

Each member of the organization shall pay annual dues. The amount of said dues for the upcoming academic year shall be determined by vote of the active members present at the last regular meeting of the current academic year.

Section 9.

In the event of the dissolution of the organization, its assets shall be equally divided between the African-American Cultural Center on the LSU Campus and the Martin Luther King Humanitarian Scholastic Fund.

ARTICLE V: OFFICERS AND THEIR ELECTIONS

Section 1.

- A. The officers shall be President, Vice-President, Recording Secretary, Financial Secretary, Treasurer, Parliamentarian, and Member-at-Large.
- B. Officers shall be elected by a majority vote of active members. Officers shall be elected by secret vote via a mail-out ballot prior to the last regularly scheduled meeting of the academic year. During an election year, unopposed candidates shall be automatically elected.
- C. The nominations committee shall open for recommendations one (1) month prior to the last regular meeting.
- D. Officers shall assume their official duties at the close of the last regular meeting of the academic year and shall serve for a term of two (2) years and/or until their successors are elected.
- E. A person shall not be eligible to serve more than two (2) consecutive terms in the same office, with the exception of Treasurer.

Section 2.

There shall be a nominating committee consisting of five (5) members appointed by the Executive Committee at its second regular meeting. Following the report of the nominating committee, nominations may be made from the floor provided the consent of the nominee has been secured.

Section 3.

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority of the remaining members of the Executive Committee.

Section 4.

- A. To be eligible to be elected to, appointed to, or to hold office or chair a standing committee, a

- member must have been an active member of the organization for one (1) academic year.
- B. Must be in good standing by having all dues and debts owed the organization paid in full and is not currently under censor by the organization for unethical behavior.
 - C. To seek a second elected term for any office, an officer must provide a statement of accomplished goals.

Section 5.

- A. The President shall preside at all meetings of the organization and of the Executive Committee; shall perform such other duties as may be prescribed in this constitution or as assigned to him/her by the organization or by the Executive Committee; he/she shall coordinate the work of the officers and committees in order that the objectives may be accomplished. The President shall provide a copy of the agenda to the members and notify the members of time, place and date of all meetings. The President shall call a special or emergency meeting when necessary in order to address immediate concerns or needs.
- B. The Vice-President shall serve as chairperson of the Nominating Committee and shall perform the duties of the President in the absence or inability of that officer to serve. Other duties may be assigned when necessary by the President or the Executive Committee.
- C. The Recording Secretary shall record the minutes of all meetings of the organization and of the Executive committee and keep a record of attendance. The secretary shall serve as a member of the constitution revision committee. The secretary will prepare election materials for all elections. The Recording Secretary, in the absence of the Financial Secretary, shall perform all duties of the Financial Secretary. The Recording Secretary will be responsible for screening the candidates for eligibility to run for office, announcing elections and providing an active membership list to the election committee prior to the elections.
- D. The Financial Secretary will report to the President and Executive Committee. He/She is the co-chief financial officer, who assists the Treasurer in maintaining all financial records and files. He/She keeps record/roll of all financial members and submits funds collected to the Treasurer for deposit. Additionally, he/she makes monthly updates to the financial members' roll and promotes reclamation and membership to Group 100 Membership. He/She assists the President in preparing a budget for review and adoption.
- E. The Treasurer reports to the President and Executive Committee. He/She is the chief financial officer for the Caucus and maintains all financial records of accounts. He/She makes monthly reports of finances at Executive Committee and general body Caucus meetings. The Treasurer chairs the budget and finance committee to prepare a budget for periodic review and adoption.
- F. The Parliamentarian shall assist the presiding officer in the interpretation of the constitution of the organization and shall ensure that all meetings are orderly, and that parliamentary procedures are in accord with Robert's Rules of Order Newly Revised.
- G. The Member-at-Large shall be responsible for archiving the organization's documentation, shall act as a liasion between the Caucus and other campus groups and assist other board members as needed.

ARTICLE VI: EXECUTIVE COMMITTEE

Section 1.

The Executive Committee shall consist of all the organization's officers.

Section 2.

The duties of the Executive Committee shall be to transact necessary business between organizational meetings and such business as may be referred to it by the organization; to approve the plans of work of each standing committee chairperson; and present a report at the regular meeting of the organization.

Section 3.

Regular meetings of the Executive Committee shall be held monthly during the academic year, the time to be fixed by the Committee at its first meeting of the year. A simple majority of active members present shall constitute a quorum. Special meetings of the Executive Committee may be called by the President, or by majority of the Committee.

ARTICLE VII: STANDING AND SPECIAL COMMITTEES

Section 1.

Such standing committees shall be created by the Executive Committee as may be required to promote the objectives and interests of the organization. The chairperson of the standing committee shall be appointed by the officers. His/Her term of office shall be one (1) year.

Section 2.

The chairperson of each standing committee shall present plans of work to the Executive Committee, and no work shall be undertaken without the approval of the Executive Committee. Any vacancies occurring in the chairmanship of a standing committee shall be filled by the Executive Committee.

Section 3.

Such special committees may be created as may be required to promote the special interests and objectives of the organization. The chairperson of a special committee shall be appointed by the officers. His/her term of office shall expire upon completion of assigned task.

Section 4.

The President shall be an ex-officio member of all committees except the nominating committee.

ARTICLE VIII: MEETINGS

Section 1.

Regular meetings of the organizations shall be held monthly during the academic year. The dates shall be set for regular meetings at the first regular meeting of the fall semester, unless otherwise provided by the organization or Executive Committee by a change of date must be no less than five (5) days prior to the date of the scheduled meeting. Any active member can request convening of a special or emergency meeting by contacting the President.

Section 2.

The newly elected officers shall be formally installed at the last regularly scheduled meeting of the academic year of an election year.

Section 3.

Active members present will constitute a quorum for conducting business at any scheduled meeting.

Section 4.

The privilege of holding office, introducing motions, debating and voting shall be limited to active members.

ARTICLE IX: CODE OF ETHICS**Section 1.**

A member or officer shall refrain from participating in any discussion, debate, purchasing goods or services, or vote on issues where there is a conflict of interest. A conflict of interest is defined as any advantage (s) a member or officer may gain not afforded the general membership.

Section 2.

The organization shall make no demands upon a member or officer, which may cause the member to be in conflict with lawful instructions of the member's superior or the member's written job description.

ARTICLE X: REMOVAL FROM OFFICE**Section 1.**

An officer shall be removed from office by a two-thirds vote of the active voting membership. Any active member may call for a vote at a regular meeting. A vote, however, may not take place less than ten (10) days after the recommendation. Active members must be given written notice of a recall vote no less than five (5) working days prior to the taking of the vote. An officer may end the recall proceedings by resigning.

Section 2.

A committee chairperson shall be removed from office by two-third majority vote of the Executive Committee. The committee chairperson may end the proceedings by resigning.

Section 3.

An active member of a committee shall be removed upon the recommendation of the committee chairperson. The Executive Committee shall have the power to sustain or overrule recommendation.

Section 4.

An active member's removal from the organization shall be the same as that of the officer and as set forth in this constitution.

ARTICLE XI: PARLIAMENTARY PROCEDURE

Robert's Rules of Order Newly Revised shall govern the organization in all cases in which they are applicable.

ARTICLE XII: FINANCES AND DISBURSEMENT OF FUNDS

Section 1.

The Executive Committee shall prepare, at the beginning of each academic year, a financial budget for the ensuing year. All purchases and expenditures of the organization shall be made only upon approval by the voting members except an amount per academic year, determined by the members, shall be allocated for use by the Executive Committee to meet daily expenses and emergencies. The expenditure of these funds is not subject to a vote by the members.

Section 2.

All cash funds of the organization shall be deposited in the name of Black Faculty and Staff Caucus in an institution secured by the depositor's insurance. The University's treasurer's facilities may be utilized if desired. Checks, drafts, and other items of collection requiring endorsement, shall be endorsed in the name of the Black Faculty and Staff Caucus by the Treasurer by rubber stamp or in person. All checks issued against any of the organization's accounts shall be signed by the Treasurer and countersigned by a member of the Executive Committee other than the Financial Secretary.

Section 3.

The books shall be audited annually as prescribed elsewhere in this constitution.

Section 4.

Membership dues shall be paid on or before October 30. New members shall pay the full amount at the time of joining regardless of date of membership. The amount of dues are stated in Article IV, Section 8 of this constitution.

Section 5.

The organization shall have a Martin Luther King Humanitarian Scholarship Fund in an amount determined by the Executive Committee to be given on a one-time basis to an outstanding African American student. The undergraduate or graduate student shall be selected by a committee appointed by the President and confirmed by the Executive Committee. The Treasurer shall be a member of the committee

Section 6.

The organization shall maintain an awards fund. The amount of said funds shall be set by vote of the active members upon the recommendation of the executive Committee. Awards shall be defined as plaques, certificates, and trophies for the purpose of recognizing individuals who best exemplify University citizenship, service, and contributions to the objectives and goals of the Black Faculty and Staff Caucus. The Treasurer shall be a member of the Awards committee.

Section 7.

The organization shall maintain a fund for the purpose of hosting and conducting banquets, honors programs, etc., as necessary to promote the objectives of the organization and to recognize contributions, service, and achievements of individuals and groups deserving of special recognition. Funds shall be budgeted by majority vote of active members.

Section 8.

The Executive Committee shall maintain a general account. Additional accounts shall be established, as needed, by the majority approval of the Executive Committee.

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ARTICLE XIII: AMENDMENTS

Section 1.

This constitution may be amended by any regular meeting of the organization by a two-thirds majority vote of the active members present and voting, provided that notice of the proposed amendment shall have been given at the previous meeting or written notice of no less than five (5) working days prior to the vote.

Section 2.

A committee may be appointed to submit a revised constitution for the existing constitution only by a majority vote of active members at a meeting of the organization, or by a two-thirds majority vote of the Executive Committee. The requirements for adoption of a revised constitution shall be the same as in the case of an amendment.

Bylaws of the Black Faculty and Staff Caucus

Adopted May 7, 2002

ARTICLE I: CODE OF ETHICS

Section 1: Importance of a Code of Ethics.

The importance of the Code of Ethics is to establish a standard of conduct for members of the Black Caucus. The result of adhering to this code will be an effective, efficient, and respected Caucus. Therefore, all officers of the Black Caucus, whether they be appointed or elected, should heed the Code of Ethics at the forefront of their affairs, and always be prepared to give account of their actions and word.

Section 2: Representation.

A. The Black Caucus represents the faculty, staff and students in two ways: members represent not only their constituency within the University, but they represent, in their person, the University as a whole in the eyes of those outside the University.

B. Members of the Caucus should represent their constituencies, first, by expressing their interests and concerns within the Caucus, and second, by their example and conduct in the discharge of their duties; they should provide an example to the outside world of the best the LSU Black Faculty and Staff have to offer.

Section 3: Use of the Code.

Members of the Black Caucus should encourage their colleagues to adhere to the Code of Ethics by holding each other accountable, while striving to be examples themselves.

Section 4: The Code.

A . No member shall knowingly misrepresent the truth while acting in his/her capacity as an officer.

B. No officer shall bestow favors, make undue use of influence of powers of office, or offer special considerations of any kind in exchange for anything of value.

C. No officer shall misuse, mismanage or misappropriate the equipment, facilities or funds of the Caucus. Each officer must be able to give a thorough account of all Caucus funds spent by him/her and a thorough inventory of all goods and/or services received.

D. Each officer must make every reasonable attempt to fulfill his/her responsibilities to the best of his/her ability. Each officer must discharge his/her duties in good faith and with due regard for the welfare of the entire Caucus.

Section 5: Reading of the Code.

The Code of Ethics shall be read directly following each installation.

ARTICLE II: EXECUTIVE BOARD

Section 1: Membership meetings.

A . The Executive Committee shall act in both an advisory capacity and legislative body in all matters affecting the Caucus, and shall include the following offices:

- 1.) President
- 2.) Vice-President
- 3.) Recording Secretary
- 4.) Financial Secretary
- 5.) Treasurer
- 6.) Parliamentarian
- 7.) Member-at-Large
- 8.) Immediate Past President (Ex Officio)

B. The Executive Committee shall hold meetings at regular intervals throughout the Fall and Spring semesters. The President shall reserve the right to hold summer meetings with the Executive Committee.

C. All appointed members of the Executive Committee are subject to confirmation as specified in other areas in these documents.

Section 2: Succession of President.

If there is a vacancy in the office of the President, the Vice-President shall become the President immediately, and shall serve out the remainder of the term.

Section 3: Succession of Vice-President.

If there is a vacancy in the office of the Vice-President, the President shall appoint a successor to

finish out the term, subject to the approval of two-thirds (2/3) of the Executive Committee present and voting.

Section 4: Reports.

All Presidential appointees shall report to the Executive Committee on their activities, both orally and in writing, at least once per academic semester. All officers shall report to the Executive Committee and the Caucus once per month, both orally and in writing.

Section 5: Terms of office of Presidential appointees.

All appointees shall serve a term concurrent with that of the President who appointed them.

Section 6: Simultaneous positions on the Executive Committee.

No officer shall be elected or appointed to two or more offices.

ARTICLE III: INSTALLATION

Section 1: Installation of office.

All persons elected or appointed under the authority of the BF&SC Constitution or these Bylaws shall take office after they have been duly installed as follows:

- A. The officers shall be installed at the close of the last regular meeting of the academic year or at an installation ceremony.
- B. All Presidential appointees shall be sworn in by the President at a time designated by the President.
- C. Any officer elected or appointed to serve out the remainder of the term of a vacated position shall be sworn in at the next regularly scheduled Executive Committee meeting following his/her election or appointment.
- D. The form for being sworn in shall be as specified, with the left hand of the person being sworn in on the BF&SC constitution and these Bylaws, and with his/her right upraised, he/she shall take the following oath: I (full name stated here) do solemnly affirm that I will support the Constitution and Bylaws of the Black Faculty and Staff Caucus at Louisiana State University and that I will faithfully impartially discharge and perform all of the duties incumbent upon me according to the best of my ability and understanding.

Section 2: Automatic swearing in for special circumstances.

In the event that any of the meetings scheduled above cannot be held on their normal dates and times, the officers who would have been sworn in at those times shall be considered sworn in.

ARTICLE IV: FINANCIAL ORGANIZATION

Section 1: Active term of operation.

The Caucus shall operate on a fiscal year beginning at 12:01 a.m. on the first day of July of one calendar year, and ending at midnight on the last day of June of the following calendar year.

Section 2: Submission of budget.

The President shall submit a proposed Caucus Budget for the coming fiscal year to the Executive Committee for its consideration prior to the academic year.

Section 3: Adoption of budget.

The Caucus Budget shall be considered in the same manner as any other item and should have been adopted for the coming academic year. However, due to the fact that the Caucus funding is not guaranteed, Executive Committee will review the budget quarterly.

Section 4: Penalty for non-adoption of budget.

No funds shall be appropriated or expended in an academic year unless and until a Caucus Budget for that academic year has been adopted.

Section 5: Remedy for deficit of budget.

Should a budget become unbalanced, by eventuation of a deficit balance in a line item, the Executive Committee shall within one (1) month amend said budget to remove the deficit.

Section 6: Amendment after passage of budget.

During the academic year for which a Caucus Budget has been adopted, all of the conditions listed in said budget shall be treated as an auxiliary document to these Bylaws, and may be amended by a simple majority vote of the Executive Committee present and voting. Such amendment shall become effective upon final passage of legislation detailing the amendment.

Section 7: Responsibility for financial records.

The Treasurer and Financial Secretary are vested with the authority and responsibility to keep and be responsible for the accuracy of the financial records of the Caucus. The Caucus' financial records shall be kept in accordance with generally accepted accounting practices and procedures.

Section 8: Treasurer reports.

The Treasurer shall report to the Executive Committee to present a monthly summary of all finances of the Caucus. These reports shall include, but are not limited to the following:

- A. A complete list of expenditures, item by item, and the amount spent thereon; and
- B. The party to whom the expenditures were made and for what purpose.

Section 9: Processing procedures of funds.

A. The President will designate an officer, committee chair or member other than the Treasurer, to collect monies as needed.

B. The designated officer or member will maintain a record of all monies collected, which will include:

- 1.) list of names
- 2.) copies of checks
- 3.) copies of cash
- 4.) copies of money orders

C. When all monies have been collected for a particular purpose, this record will be forwarded to the Vice-President. The Vice-President will use this record to verify the records of the Treasurer.

Section 9: Handling of funds.

A. The Financial Secretary will not hold money collected for dues, events, etc. for more than ten working days before forwarding to the Treasurer. When forwarding collected money, the Financial Secretary shall include a memo to the Treasurer which shall include the following:

- 1.) Total amount forwarding to the Treasurer; and
- 2.) A breakdown of the amount by cash, checks, and/or money orders.

B. The Treasurer will not hold money received for more than ten working days before making an actual deposit.

C. No purchases will be made, until the President clears the amount of the purchase and the reason for purchase with the Treasurer.

D. The Treasurer will maintain separate ledger balances for the General Fund, the Group 100 account, the Black Scholars Awards Account, and others as needed.

E. The Financial Secretary will maintain separate deposit ledgers for the General Fund, Group 100 Account, the Black Scholars Awards Account, and others as needed.

F. The Caucus will honor the wishes of its contributors and will only spend designated money for its stated purpose(s).

G. The Treasurer and Financial Secretary will both make a monthly report on the previous month's activities at each monthly Caucus meeting. Both officers must first submit this report to the Executive Committee for its approval.

Section 10: Annual audit.

The Executive Committee shall be responsible for seeing that an annual audit is conducted by person(s) either within the organization or outside of the Caucus.

Section 11: Requirements for financial reports.

A. Application for Caucus funding shall be submitted in the form of a written standardized document stating organization, organization history, and related background information. This will include a written proposal explaining the reasons how the Black Faculty and Staff Caucus will benefit from such funding. This will also describe the organization's methods for self-generated funding and a history of a past fund raising activity.

B. Funds appropriated to committees, auxiliaries, or other organizations by the Caucus shall present a written and oral report to the Executive Committee. Both the written and oral reports shall be given no more than one month after the event for which the funds were appropriated.

The reports shall include the following:

- 1.) Attendance at the event
- 2.) Success of the event
- 3.) Final expense statement
- 4.) Problems encountered
- 5.) Future plans of the organization
- 6.) Method of notification of Caucus sponsorship

C. Any failure to comply with paragraph B of this Section will automatically result in that group being ineligible to receive Caucus funds for one academic year from the date of the event.

Section 12: Notification of Caucus sponsorship.

A. When a project or activity is funded by the Caucus, proper public notice, where practical, shall be given indicating Caucus sponsorship.

B. For the purpose of this Section, proper public notice shall include, but not be limited to, inclusion of the name of the Black Faculty and Staff Caucus in publicity for the funded project or activity.

C. If the proper public notice is not given, the organization or group which was to have received the funds shall have forfeited all rights to those funds, and the funds shall automatically revert to the line from which they were appropriated. The Executive Committee shall notify the President of the fact through the agency of a simple resolution.

Section 13: Restrictions on Caucus funds.

A. The amount of the grant shall not exceed self-generated funds by the organization, except by a vote of three-fourths (3/4) of the Executive Committee present and voting. Previous grants of the Caucus funds shall not constitute any part of self-generated funds shall be the responsibility of the organization and the Treasurer of the Caucus.

B. Upon final approval which appropriates funds and/or regulates any appropriation of funds to an organization, the Treasurer shall issue the duly authorized representatives for the organization a list of all requirements which an organization must meet to receive funds from the Caucus, as specified elsewhere.

Section 14: General Account and Foundation Scholarships Account.

The Executive Committee shall maintain a general account. Additional accounts shall be established, as needed, by the majority approval of the Executive Committee. Those existing accounts are as follows:

A. Foundation Scholarships Account

B. General Account the organization shall have a Foundation/Scholarship Account to support undergraduate and graduate students(s) who shall be selected by a committee(s) appointed by the President and confirmed by the Executive Committee.

The amount of said funds shall be set by vote of the Executive Committee. Awards shall be defined as plaques, certificates, and trophies for the purpose of recognizing individuals who best exemplify University citizenship, service and contributions to the objectives and goals of the Black Faculty and Staff Caucus.

The organization shall maintain a fund for the purpose of hosting and conducting banquets, honors programs, etc , as necessary to promote the objectives of the organization and to recognize contributions, service, and achievements of individuals and groups deserving of special recognition.

Section 15: Fiscal year financial roll-over.

Amounts not expended by the end of a fiscal year can be carried over into the next fiscal year's

General Account upon approval by three fourths of the Executive Committee members present and voting.

ARTICLE V: RECORDS MANAGEMENT

Section 1: Review of records.

Each year, the President shall review the records of the Caucus to determine which of the records are no longer current. All records of over two (2) years of age shall be deemed no longer current.

Section 2: Caucus archives.

All records, which are no longer current, shall be delivered to the BF&SC Archives by the Member-at-Large, unless their presence is deemed necessary by one of the elected officers of the Caucus.

Section 3: Caucus records declared as public records.

Once said documents are delivered to the BF&SC archives, they are then within the general public domain.

ARTICLE VI: TEMPORARY COMMISSIONS/COMMITTEES

Section 1: Creation by President.

All temporary study and/or action groups created by the President shall be established only by written intent by the President, subject to majority approval of the Executive Committee.

Section 2: Creation by Executive Committee or Caucus .

All temporary study and/or action groups created by the Executive Committee or the Caucus shall be established by majority vote of the body which called for the action.

Section 3: Scope of groups.

The President, Executive Committee or Caucus creating a temporary commission/committee shall contain the following:

- A. Name of the commission/committee
- B. Number of members, including:
 - 1.) If appointed by name, the name of the officers and members; or
 - 2.) If not appointed by name, the method of selection of officers and members;
- C. Beginning date and length of existence of the commission/committee;
- D. Goals and objectives; and
- E. Powers, duties, and responsibilities of the commission/committee, and of the officers thereof.

Section 4: Length of existence.

Unless otherwise stated, the commission/committee shall continue in existence only for one year from the date that it was approved or passed, or otherwise extended by the Executive Committee.

ARTICLE VII: WORDS AND PHRASES

Section 1: Interpretation.

Words and phrases in the Caucus Constitution and the Bylaws or any other document of the Caucus shall be read within their context and shall be construed to the common and approved usage of the language; technical words and phrases, and such others as may have acquired a peculiar and appropriate meaning in law, shall be construed and understood according to such peculiar appropriate meaning; unless otherwise provided for in the Constitution and these Bylaws.

Section 2: Clerical and typographical errors.

Clerical and typographical errors shall be disregarded when the meaning is clear.

ARTICLE VIII: AMENDMENTS

Amendments to these Bylaws may be made by a three-fourths (3/4) vote of the Executive Committee present and voting at a regular meeting by means of legislation detailing the amendment and by majority vote approval given by the Caucus membership. The Caucus membership shall be given due notice of such a change to this document.