ARTICLE I

IDENTIFICATION

The name of this Organization shall be “The Howard University Staff Organization” (HUSO)

ARTICLE II

MISSIONS AND GOALS

The Howard University Staff Organization (HUSO) shall be committed to:

1. FOSTER ACADEMIC EXCELLECE BY PROVIDING QUALITY SUPPORT TO ALL HOWARD UNIVERSITY STUDENTS, THE STAFF IN ITS MANY ACTIVITIES

   GOALS:

   a. Provide a forum for the communication and exchange of ideas between staff and administration:

   b. Motivate and encourage staff participation and intervention in all aspects of the University community related activities.

   c. Promote professional growth and development for personnel employed by Howard University.

2. PROMOTE PROFESSIONAL GROWTH AND DEVELOPMENT THROUGH CONTINUING EDUCATION

   GOALS:

   A. Provide educational resources and opportunities for all University Employees;

   b. Motivate and encourage all employees to achieve and maintain the Highest professional level of competence and professional development; and,

   c. Offer management training to encourage and motivate upward mobility for staff.
3. PERFORM COMMUNITY SERVICES

GOALS

a. Participate in community service endeavors; and
b. Develop Howard University Staff Organization research programs.

ARTICLE III

EXECUTIVE COMMITTEE

SECTION I RESPONSIBILITY

The activities and affairs of the Organization shall be managed by the Executive Committee.

SECTION II STRUCTURE

The Executive Committee shall consist of the elected officers and the chairman of each Standing Committee. In the event of not being able to identify a chairperson for a standing committee, an elected officer of the executive committee shall be appointed by the presiding officer.

ARTICLE IV

MEMBERSHIP

SECTION I CRITERIA

Any person employed at the University (full or part-time) who has an abiding interest in the Mission and Goals of HUSO, and who does not hold faculty status or President Cabinet’s position as outlined in Article IV, Section 2.

SECTION II CLASSIFICATION OF MEMBERSHIP

There shall be three (3) classifications of membership:

A. Regular;
B. Honorary (selected by membership
C. Retirees
SECTION III  VOTING RIGHTS

Each member (regular) shall be entitled to one (1) vote on each matter submitted to the membership for a vote. Honorary members and retirees shall not be entitled to vote.

SECTION IV  MEMBERSHIP BENEFITS

Each member of HUSO shall be entitled to attend all membership meetings, receive all communications distributed by HUSO, receive all notices/invitations to activities sponsored by HUSO, and receive financial support for attending continuing education courses. The financial support for attending continuing education courses will be based on budgetary constraints and on a first come basis.

SECTION V  MEMBERSHIP PRIVILEGES

Each member of HUSO shall have the right to attend continuing education seminars/workshops/courses sponsored by HUSO. Each member of HUSO shall have the right to apply for continuing education funds to attend one (1) job related course annually. Each member of HUSO shall have the right to participate in all activities sponsored by the Organization.

ARTICLE V

SECTION I  DUES AND DONATIONS

A. Annual dues are due during the period of July 2 through June 30. Persons not financial by this date will be considered delinquent.

B. Annual dues for regular membership shall be $15.00

C. Donations for the Adopt-A-Student for Thanksgiving shall be $10.00.

SECTION II  FISCAL YEAR

The Fiscal year of HUSO shall begin on July 1st and end on June 30th of each calendar year.

SECTION III  CHANGE IN DUES STRUCTURE

Upon recommendation by the Executive Committee to the general membership, the amount of annual dues may be changed by a majority vote present at the general membership meeting.
SECTION IV DEPOSIT OF FUNDS

All funds of HUSO shall be deposited immediately to the credit of the Organization in such banks, trust companies, or other depositories insured by FDIC as the Executive Committee designates.

SECTION V EXPENDITURES AND DISBURSEMENTS

A. Monies shall be used to support continuing education programs and other organizational endeavors

B. All financial expenditures and disbursements of HUSO shall be made on the organization’s check.

C. All checks, drafts, or notes shall be signed by two (2) of the following officers. President, Treasurer, or Vice President or Financial Secretary, respectively. These items will be signed or countersigned upon presentation of approved vouchers prepared and signed by the Treasurer.

D. All financial transactions within, and on behalf of, HUSO shall be subject to the controls of the Executive Committee.

E. No member of HUSO may receive compensation merely for being a member or an officer.

F. Any member may be compensated for services when providing “Vendor” services to HUSO. In such cases, there shall be a contract provided by the Vendor which must be approved by the Executive Committee prior to services being rendered.

ARTICLE VI

MEETINGS

SECTION I ANNUAL MEETINGS

A. The meeting or general membership shall be held quarterly, i.e. on the Second Wednesday in each quarter at 12:00 noon. The date and time will depend on the availability of the location and speaker(s).

B. The annual report will be due at the June meeting, and shall include a summary of the activities of the year and the financial status of HUSO.
SECTION II  EXECUTIVE COMMITTEE MEETINGS

All meetings of the Executive Committee shall be held monthly during the Lunch hour or after working hours. The time and place of these meetings shall be designated by the President.

SECTION III  SPECIAL MEETINGS

Special meetings of the members shall be held at such time and place as announced by the President or recommended by a majority of the membership.

SECTION IV  NOTICE OF MEETINGS

Written notice of meetings, electronic notification of meetings shall indicate the date, time and place, and purpose shall be given to the Corresponding Secretary at least two (2) weeks in advance.

SECTION V  QUORUM

A. A majority of members present and voting shall constitute a quorum at the annual meeting.

B. A majority of the members present and voting shall constitute a quorum for the Executive Committee meetings.

SECTION VI  RULES

The rules set forth in Robert’s Rules of Order shall govern the order of all meetings of HUSO.

ARTICLE VII

ELECTIONS

SECTION I  PROCEDURE

A Nominating Committee, appointed by the President shall prepare a list of nominations for officers of HUSO to be presented to the membership. Nominations may be made from the floor. Election shall be by a majority vote of the general membership present and voting. The voting shall be by secret ballot except where only one (1) person has been nominated for a position, thus, the Recording Secretary may be instructed to cast one (1) unanimous ballot for the nominee. Nominations shall be called for in September. The Nomination Committee shall present the slate of candidates in October. The November meeting nominations can be made from the floor. Elections shall be held at the annual November meeting as appropriate. In the event that there are no nominations the nominating Committee shall keep the nominations open until candidates
have been identified and a list shall be prepared for elections. In this case, a special meeting shall be called for the purpose of electing officers.

SECTION II REMOVAL FROM OFFICE

An officer maybe removed from office, upon recommendation from the Executive Committee to the general membership, by a majority vote of the members present and voting at any regular or special meeting of the membership, when, in its judgment it is in the best interest of HUSO would be served thereby.

SECTION III VACANCIES

A vacancy created on the Executive Committee because of resignation, retirement, removal, or otherwise, of an officer, shall be filled by a majority vote of the entire Executive Committee for the remainder of that term until the next general election is held.

ARTICLE VIII - OFFICERS

SECTION I OFFICERS

The officers of HUSO shall consist of President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Financial Secretary, Sergeant-At-Arms and Chaplain.

SECTION II ELECTION AND TERM OF OFFICE

The officers of HUSO shall be elected by the membership at the November meeting. The election of officers shall be according to the Election Procedures in Article VII, Section 1. Term of office shall be for two (2) years, beginning December 1, of an election year. Each officer may be re-elected, but may not hold the same office more than two (2) consecutive terms. Each officer shall be elected for a term of two (2) years, unless the membership has voted due to special circumstances or until nominees have been identified and voted on.

SECTION III REMOVAL

Removal of an officer of HUSO shall be in accordance with the procedure in Article VII, Section 2. Written notice of the recommendation for removal must be given to the officer involved and the entire membership prior to the meeting at which such action will be voted upon. The Executive Committee can temporarily suspend an officer from his/her responsibility until the membership has voted.
SECTION IV VACANCIES

Filing of vacancies shall be in accordance with the procedure in Article VII, Section 3.

SECTION V DUTIES AND RESPONSIBILITIES OF OFFICERS

1. **PRESIDENT** shall be chief executive officer of HUSO and to the approval of the membership.

   A. Shall preside over meetings of the Executive Committee, General Membership, and other special meetings as necessary;
   B. Shall serve as a member ex-officio of all committees, except the Nominating Committee;
   C. Shall appoint chairmen and members of standing committees;
   D. Shall appoint chairmen and members of ad-hoc committees, as needed;
   E. Shall appoint a Parliamentarian, as needed;
   F. Shall appoint a Nominating Committee;
   G. Shall appoint a Historian, as needed; and,
   H. Shall designate date, time and place of all Executive Committee, Annual and Special meetings.

2. **VICE PRESIDENT**

   A. Shall assume duties and responsibilities of the President in the President’s absence;
   B. Shall execute other assignments designated by the President, which may include chairing a Standing or Ad-hoc committee;
   C. Shall assist the President in preparation of HUSO’s annual report; and,
   D. Shall perform other duties as designated.

3. **RECORDING SECRETARY**

   A. Shall record minutes of monthly, special and annual meetings;
   B. Shall maintain and update records and files of HUSO; and,
   C. Shall assist with the preparation of the annual report.

4. **CORRESPONDING SECRETARY**

   A. Shall prepare all correspondence for HUSO in concert with the President and other officers, as well as committee chairmen;
   B. Shall perform other duties as designated by the President;
   C. Shall assume duties of the Recording Secretary in their absence;
   D. Shall send out notification of meetings to membership; and,
   E. Shall maintain and update Membership Roster.
5. **TREASURER**

   A. Shall deposit, or cause to be deposited in financial institutions, all monies received by HUSO membership, vendors, etc.,
   B. Shall draw all checks for disbursements upon receipts of vouchers prepared and signed by the Financial Secretary;
   C. Shall render annual reports to the general membership at each membership meeting;
   D. Shall render monthly reports to the Executive Committee relative to the financial status of HUSO; and,
   E. Shall serve as Chairman of the Budget and Finance Committee.

6. **FINANCIAL SECRETARY**

   A. Shall be responsible for the maintenance of all financial books and records and the preparation of all financial statements for HUSO;
   B. Shall prepare and sign vouchers for disbursements and present to Treasurer for payment, upon approval of transaction(s) by the Executive Committee;
   C. Shall mail membership cards to membership; and,
   D. Shall assume duties and responsibilities of the Treasurer in his/her absence.

7. **SERGEANT-AT-ARMS**

   A. Shall ensure orderly conduct at all meetings; and
   B. Shall perform other duties as assigned by the President.

8. **CHAPLAIN**

   A. Shall be responsible for opening invocation of the Executive Committee and General Membership meetings; and,
   B. Shall provide prayer upon request of the President for special activities.

9. **PAST OFFICERS**

   A. Shall be advisors to HUSO as requested by the President.
ARTICLE IX

COMMITTEES

SECTION I EXECUTIVE COMMITTEE

A. Shall be comprised of the officers, chairpersons of Standing Committees of HUSO;
B. Shall conduct monthly meetings or as needed; and,
C. Shall manage the affairs and activities of HUSO.

SECTION II STANDING COMMITTEES

A. The President shall appoint the chairperson of all Standing Committees. Members of the Standing Committees shall be appointed and/or approved by the President on the advice of the appropriate chairman.
B. The Standing Committees of HUSO shall be as follows:
   1. Budget and Finance   5. Program
   2. By-Laws    6. Public Relations
   3. Community Service  7. Ways and Means-Fundraising
   4. Membership

SECTION III DUTIES OF STANDING COMMITTEES

Standing Committees shall perform duties and responsibilities consistent with charges prescribed by the Executive Committee. Each Committee shall be provided with a copy of said charges.

SECTION IV NOMINATING COMMITTEE

A. Shall be appointed by the President at least ninety (90) days prior to the November meeting;
B. Shall receive nominations from any financial member of HUSO;
C. Shall prepare a slate of officers and present the slate to the Membership at the November Meeting
D. Shall submit a report on the slate to be presented at the membership meeting to the President at least thirty (30) days prior to the November Meeting at which time the election is to be held. The report should include the name, address, office telephone number/or email address, length of service to HUSO, eligibility as a member in good standing financially and a statement that the nominee has agreed to serve, if elected. Nominations may be made from the floor;
E. The Corresponding Secretary shall receive the slate from the President in time to send to the general membership for receipt at least two weeks prior to the November election meeting;
F. In the event no nominations are received, the slate will remain open until the Nomination’s Committee is able to identify qualified candidates.

G. Upon identification of qualified candidates, a special meeting will be called for the purpose of electing officers for HUSO.

SECTION V AD-HOC COMMITTEES

A. Shall be established by the president, with approval of the Executive Committee, as the need arises; and

B. The President shall appoint the chairman and members of such ad-hoc committees.
ARTICLE X

ADMENDMENT AND REPEAL

These Articles may be amended on the approval of two-thirds (2/3) of the members present and voting at any meeting, provided that the amendment is recommended by the By-Laws Committee, and provided that any proposed Amendment is circulated to the financial membership at least two (2) weeks prior to the meeting and proper notice is given concerning the time, date, and place of such meeting, as provided in the By-Laws.

Approved by:
The Howard University Staff Organization (HUSO)
September, 2004

LINDA E. NEWMAN
PRESIDENT