

BY-LAWS
Of
Carl T. Rowan Chapter
Of
Blacks In Government (BIG)

ARTICLE I

NAME

Section 1. The name of this organization shall be the Carl T. Rowan Chapter of Blacks In Government (BIG). It shall be referred to in these by-laws as Carl T. Rowan Chapter or the Chapter.

Section 2. The seal of the national organization shall be in the form of two concentric circles and shall bear the words "Blacks In Government" inscribed in the space between the inner and outer circle and/or the letters BIG inscribed in the space inside the inner circle.

ARTICLE II

GOALS AND OBJECTIVES

Section 1. To be an advocate of equal opportunity for Blacks in government.

Section 2. To eliminate practices of racism and racial discrimination against Blacks in Government.

Section 3. To promote professionalism among Blacks in Government.

Section 4. To develop and promote programs which will enhance ethnic pride and educational opportunities for Blacks in Government.

Section 5. To establish a mechanism for gathering and disseminating information for Blacks in Government.

Section 6. To provide a nonpartisan platform on major issues of local, regional and national significance that affects Blacks in Government.

ARTICLE III

ORGANIZATIONAL STRUCTURE

Section 1. The Chapter shall consist of individuals from the U.S. Department of State, located in Washington, DC Metropolitan Area.

Section 2. The Chapter shall consist of persons regardless of race, creed, color, national origin, religion, age, sex, political affiliation, marital status or handicapped condition who have met the membership requirements prescribed herein.

Section 3. Officers.

- A. The Chapter's officers shall be elected by the regular members in good financial standing at a regular meeting.
- B. The elected officers shall include the President, 1st and 2nd Vice Presidents, Secretary, Corresponding Secretary, Treasurer, and the Assistant Treasurer.
- C. The Executive Committee shall consist of the elected officers, Standing/Special Committee Chairs and the Immediate Past President who leaves office without prejudice. The Immediate Past President may serve as a nonvoting member of the Executive Committee for a period not to exceed two (2) years. The Immediate Past President shall be entitled to all rights of Executive Committee members with the exception of voting.

Section 4. Regional Council

- A. This chapter shall belong to the Region XI Council of Blacks in Government in accordance with the National Constitution.
- B. The representatives to the Regional Council shall consist of three (3) regular financial members elected from the chapter.
- C. Chapters may elect alternates to substitute regional representatives in the event the elected regional representative cannot serve due to circumstances beyond their control.

Section 5. National

- A. This Chapter shall be a part of the national organization and participate in national assemblies in accordance with the National Constitution.
- B. This Chapter shall submit quarterly reports to the National Office in accordance with the National Constitution and other reports as requested.

ARTICLE IV

MEMBERSHIP

Section 1. Individual Membership. Any person who is in accord with the philosophy, principles, policies, and objectives of this organization, and agrees to adhere to the same, may become a member of this organization with the consent of the Executive Committee and by paying the Annual National and Chapter membership fee, provided he or she is qualified as stated herein.

Section 2. Membership Categories. There shall be three categories of individual membership: Regular, Associate, and Life. Other categories of membership may be established by the National Board of Directors. Individual membership in the organization at the national level is a requirement for chapter membership.

A. Regular Membership.

- (1) Any employee or retiree of the federal, state, or a local government who is in accord with the principles, policies, and objectives of the organization and who agrees to adhere to the same, may become a regular member of this organization by paying the applicable Annual Chapter membership dues.
- (2) Regular members shall be accorded all privileges of membership.
- (3) Any person who, at the time of being separated without prejudice from employment by the federal, state, or local government, was a regular member in good financial standing is eligible for regular membership in this organization.
- (4) Any person who, at the time of being separated with prejudice from employment by the federal, state, or local government and such separation is grieved, and that person is a regular member in good financial standing, is eligible for continued regular membership in this organization until such grievance is resolved.

B. Associate Membership.

- (1) Any person who is not eligible for regular membership and is in accord with the principles, policies, and objectives of the organization and who agrees to adhere to the same may become an associate member of this organization by paying the applicable Annual Chapter membership fee.
- (2) Such members shall be accorded all rights and privileges of membership except those of voting and holding elective offices.
- (3) Associate Student – Such members shall be accorded all rights and privileges of membership, except that only those who also qualify as regular members should be eligible to vote or hold elective office.

C. Life Membership.

Any person who is in accord with the principles, policies, and objectives of the organization and who agrees to adhere to the same, may become a life member of this organization at the National level with the consent of the National Board of Directors and by paying the life membership fee. Annual Chapter membership fees must be paid to retain chapter membership.

ARTICLE V

DUTIES OF OFFICERS, STANDING AND SPECIAL COMMITTEES AND APPOINTMENTS

Section 1. Executive Committee. The elected officers, Immediate Past President and the Standing/Special Committee Chairs shall constitute the Executive Committee. The Executive Committee shall implement the programs of the Chapter. The Executive Committee shall also transact routine business between meetings of the Chapter and act in emergency situations. All actions of the Executive Committee shall be ratified by the chapter at the meeting following the action taken. The Immediate Past President who leaves office without prejudice may serve as a nonvoting member of the Executive Committee for a period not to exceed two (2) years. The Immediate Past President shall be entitled to all rights of Executive Committee members with the exception of voting.

Section 2. Officers. The officers of the Carl T. Rowan Chapter shall include the President, 1st and 2nd Vice Presidents, Secretary, Corresponding Secretary, Treasurer, and Assistant Treasurer.

President. The President shall serve as Chair of the Executive Committee and shall be an ex-officio member of all committees except the nominating and election committees. In addition, the President shall guide the implementation of programs which have been approved by the membership; shall recommend to the membership changes in programs and procedures; shall present the Chapter's annual report; countersign with the Treasurer or Assistant Treasurer (in the absence of the Treasurer) checks drawn on the chapter's treasury; shall receive reports on activities of the various committees; and shall make appointments as necessary. Shall perform other duties as assigned by the Executive Committee or the Chapter.

1st Vice President. In the absence of the President or in the event of disability of the President, the 1st Vice President shall perform all the duties and functions of the President. During such a period, the Vice President shall have all the powers of and be subject to all the restrictions placed upon the President; serve as Chairperson for the Program and Planning Committee and shall perform other duties as assigned by the Executive Committee or the Chapter.

2nd Vice President. In the absence of the President and 1st Vice President or in the event of disability of the President and 1st Vice President, the 2nd Vice President shall perform all the

duties and functions of the President and 1st Vice President; serve as Chairperson for the Membership Committee; and perform other duties as assigned by the Executive Committee or the Chapter.

Secretary. The Secretary shall maintain a record of the proceedings of the organization; shall produce such records upon request of any member in good standing; and shall read the minutes of the previous meeting at each Executive Committee and Chapter meeting. Shall perform other duties as assigned by the Executive Committee or the Chapter.

Corresponding Secretary. The Corresponding Secretary shall be responsible for the correspondence of the organization; notification of meetings; and perform the duties and functions of the Secretary during absence or incapacitation of the Secretary. Shall perform other duties as assigned by the Executive Committee or the Chapter.

Treasurer. The Treasurer shall be chief financial officer of the organization; provide a written itemized statement of receipts and disbursements at each monthly meeting; issue and co-sign checks with the President and/or 1st Vice President for financial obligations incurred by the Chapter; deposit all funds in the Chapter's bank account monthly; prepare a detailed written end of year financial statement to be presented to the National organization by March 15 of the next fiscal year; maintain a record of all dues paying members; provide the membership chair with monthly financial status of members; serve as chairperson of the Finance Committee; ex-officio member of the Audit Committee and perform other duties as may be required. Treasurer's books shall be subject to audit at the end of the Treasurer's term no later than March 15 of the next fiscal year. Shall perform other duties as assigned by the Executive Committee or the Chapter.

Assistant Treasurer. The Assistant Treasurer in case of the absence or disability of the Treasurer, the Assistant Treasurer shall perform all the duties and functions of the

Treasurer. During such a period, the Assistant Treasurer shall have all of the powers of and be subject to all restrictions of that office. Shall perform other duties as assigned by the Executive Committee or the Chapter.

Section 3. Standing Committees, Special Committees and Appointments: The President may appoint all standing committee chairs, special positions, and special committees. The term of office for all appointed positions and committees shall be concurrent with that of the appointing authorities, unless otherwise specified at the time of appointment. In no case will the term of an appointment extend beyond the term of the appointing authority.

A. Chairpersons of Standing Committees shall have the authority to establish subcommittees and make special appointments within their committee for the purpose of conducting committee business.

B. All standing committee members shall be selected from the general membership. The standing committees shall include but not be limited to:

Finance

Program and Planning
Communication and Public Relations
Membership
Evaluation
Affirmative Employment/Equal Employment Opportunity
Legislative
Fund Raising

(1) **Finance.** The Finance committee shall be responsible for the financial accountability of the chapter. This committee will be responsible for, but not be limited to, determining the cost of the chapter's programs and reporting to the general membership the feasibility of implementing these programs. In addition:

(a) This committee will serve as the audit committee for audits required by law, or any other reason.

(b) An audit must be conducted at the end of the Treasurer's term no later than March 15 of the next fiscal year. This committee will have access to all financial records necessary to complete the audit. No officers can be members of this committee when performing the audit functions.

(2) **Program and Planning Committee.** The Program and Planning Committee shall be responsible for development and implementation of the necessary programs and requirements to fulfill the purpose and objectives of the chapter. Co-sponsor with the membership committee new members orientation. This committee shall be responsible for training and assistance in those areas critical to the well-being of Black government employees. All programs pursued by this committee must be approved by the Executive Committee and/or General Membership and certified feasible by the Finance Committee.

(3) **Communication and Public Relations.** The Communications and Public Relations Committee shall be responsible for the development and printing of all published documents of the chapter; shall be responsible for all contacts with the media (TV, newspapers, etc.). The primary purpose of this committee is to assure public exposure of the chapter as approved by the Executive Committee and/or Membership. All public statements shall be in accordance with National policies.

(4) **Membership Committee.** The Membership Committee shall be responsible for recruiting and retaining members, developing and implementing programs for membership drives, receiving and screening applications, submitting notification of renewal to members in a timely manner, and any other functions deemed necessary by the Chapter.

(5) **Evaluation Committee.** The Evaluation Committee shall be responsible for providing an annual evaluation of Chapter activities relative to the progress in the attainment of goals and objectives of the national body.

(6) Affirmative Employment/Equal Employment Opportunity (EEO) Committee. The Affirmative Employment/Equal Employment Opportunity Committee shall monitor and develop programs to address areas of concern of Black Government employees including rates of hiring and firing; promotions; training; distribution of authority and responsibility; adverse actions; merit pay; disciplinary action; monitor all issues/matters referring to affirmative action and assist in developing BIG's position on legislations or regulations impacting on advancement and employment opportunities.

(7) Legislative Review Committee. The Legislative Review Committee shall review and analyze all proposed, existing legislation and major employment program policy changes to determine possible uni-directional impacts on government employees.

(8) Fund-Raising Committee. The Fund Raising Committee shall recommend fund raising projects to the Chapter Executive Committee for the approval by the members. After project approval, coordinates, and implements all necessary actions to accomplish project.

C. Special Committees may be established to perform specific functions as required. All Special Committee members shall be elected from the general membership. The Special Committees shall include but not be limited to:

Nomination

Election

(1) Nomination Committee. The Nomination Committee shall be composed of three (3) regular financial members from the general membership and shall be elected by the general membership for the purpose of conducting annual Chapter elections. Prepare a slate of eligible candidates for presentation to the Chapter at the November meeting.

(2) Election Committee. The Election Committee shall be composed of three (3) regular financial members from the general membership and shall be elected by the general membership for the purpose of conducting annual Chapter elections. Prepare an official ballot of eligible candidates for each office. Conduct the actual election of officers in conjunction with the slate officers presented by the Nominating Committee. Present the election results to the membership and provide certification in writing the results to the Chapter Secretary.

D. Appointments. The appointed officers shall be the Parliamentarian and the Historian.

(1) Parliamentarian. The Parliamentarian shall be appointed by the President and shall give parliamentary opinions upon request.

(2) Historian. The Historian shall be appointed by the President and shall keep a history of chapter activities, events, and functions.

ARTICLE VI

MEETINGS AND QUORUMS

Section 1. In order to conduct chapter business, the following will be necessary:

- A. Regular meetings shall be held monthly at a time and place determined by the Executive Committee. Chapter meetings shall be held for one hour.
- B. **Special meetings may be called by the President, a majority of the Executive Committee, or any four (4) regular financial members by request to the President, by request to a majority of the Executive Committee or notification of all financial members at least three (3) days prior to the meeting.**

Section 2. A quorum of the regular assembly shall consist of six (6) regular members and at least one officer. A quorum must be present before any issue is voted upon.

Section 3. The Executive Committee meetings shall be held at least monthly. The time and place of the meetings shall be determined by the Executive Committee.

Section 4. A quorum of the Executive Committee shall be a simple majority of its members.

Section 5. By simple majority vote, the Chapter's Executive Committee shall be authorized to approve the dispensing of \$100 or less of Chapter funds for small procurements and other Chapter related expenses. The following exceptions and conditions shall apply:

- A. No Executive Committee member, member's spouse, relative, business organization, which the member is affiliated with shall directly or indirectly benefit from the funds being approved. Where an Executive Committee stands to benefit from such approval, he/she shall reclude themselves from the vote.
- D. Where an Executive Committee member has been reclude, and a simple majority vote cannot be obtained from the remaining members, the approval of funds shall be put before the general membership for a majority vote.

Section 6. Meeting of Standing Committees shall be held as needed at such times and places as members determine. Committee chairpersons shall inform the President, 1st and 2nd Vice Presidents, and the Corresponding Secretary of the time and place of their meetings. Special meetings may be called by the chairpersons or by two (2) members of any committee within two (2) days receipt of written notice.

ARTICLE VII

NOMINATION, ELECTIONS, TERMS OF OFFICES, AND VACANCIES

Section 1. Nomination and Election Committees. The Nomination Committee, consisting of three (3) regular members, and the Election Committee, consisting of three (3) regular members, shall be elected by the general membership at least 60 days prior to the election.

Section 2. Nominations. Nominations for chapter officers may be submitted to the Nomination Committee at least three (3) weeks prior to the election or may be made from the floor at the general membership meeting held for the election of officers.

A. The nomination committee shall distribute a list of all known candidates for office(s) at least two (2) weeks prior to the election and will accept nominations from the floor.

B. The nomination committee shall present the slate of nominees for all positions to the general membership prior to the election.

Section 3. Elections. The election of officers shall be at the November meeting of each year.

A. Any regular members in good financial standing with the chapter and National shall be eligible to vote and hold any office.

B. Election of officers shall be by secret ballot.

C. Any officers shall receive a simple majority of the votes cast by the Chapter membership. In an event of a tie, re-balloting shall continue until a nominee receives a majority of the votes cast.

D. The election committee will ensure that only regular members in good financial standing are provided a ballot, will collect and tally all votes, and report the election results to the general membership.

Section 4. Term of Office.

A. Officers shall be elected every two years by confidential ballot in November and installed in office in December.

B. The officers shall be elected for an initial term of two years. No officer may be elected to the same office for more than two consecutive terms.

C. Regional Representatives shall be elected every two years by confidential ballot in November and shall have a term of two (2) years.

Section 5. Vacancies. Vacancies occurring in an office shall be filled by a special election held at the meeting following announcement of the vacancy, with the exception of a vacancy in the Office of the President, in which case the 1st Vice President shall automatically become President, and the Office of 1st Vice President shall become vacant, the President has authorization to appoint someone to complete the term.

Section 6. Each elected officer shall maintain files and records and shall deliver them to his/her successor upon vacating his/her office.

ARTICLE VIII

DUES AND ASSESSMENTS

Section 1. The fiscal year shall be from 1 January to 31 December inclusive.

Section 2. The Chapter dues shall be as set by the membership. The chapter annual dues are ten dollars (\$10.00).

Section 3. The Regional dues shall be as set by the Regional Council.

Section 4. Finances of this chapter are to be used solely for expenses involved in pursuing the goals and objectives of the organization.

Section 5. The chapter accounts shall have the name of the President, 1st Vice President, and Treasurer registered, with the requirements that at least two (2) signatures shall be necessary for all disbursement activities.

Section 6. All financial liabilities incurred by this chapter shall remain the responsibility of this chapter. To insure this end, the Finance Committee shall have the responsibility of determining when additional assessments are necessary to cover the cost of chapter business that exceeds the treasury.

Section 7. All financial reports shall be in writing and submitted to the Chapter membership for acceptance.

Section 8. The Chapter shall keep current, accurate, complete books and records of accounts, and minutes of the proceedings of its members. An annual audit will be performed to ascertain the accuracy and integrity of the books and records.

ARTICLE IX

EXPULSIONS, TERMINATIONS, OR REMOVALS

Shall be in accordance with Article X of the National Constitution.

ARTICLE X

RULES OF PROCEDURE

Rules of procedure as stated in Robert's Rules of Order, Newly Revised, shall govern the chapter except as otherwise provided herein.

ARTICLE XI

INCORPORATION

Section 1. The national organization of Blacks In Government (BIG) is incorporated as a nonprofit, tax-exempt corporation under the appropriate laws of the District of Columbia.

Section 2. This chapter is covered under the umbrella of the national organization.

ARTICLE XII

LIMITATION OF LIABILITY

Section 1. Fiscal Responsibility. No member of this chapter shall have authority or power to impose or incur financial liability on the part of the chapter without the express authority of the membership.

Section 2. Distribution of Assets and Properties. There shall be no general distribution of monetary property assets to members or officers of the Chapter, and all gains realized shall be devoted solely to the implementation of the objectives of the chapter. No member or officer shall be personally liable to the creditors of the Chapter for an indebtedness of liability incurred pursuant to Article VIII, Section 6 of the by-laws and any and all creditors shall look only to the assets of the chapter for payment.

Section 3. When, and if, this chapter is voluntarily dissolved, funds remaining after the settlement of all liabilities shall become the property of the Regional Council. If no Regional Council exists, the funds become the property of the National organization. If there is no national organization, all funds and property shall be distributed to such tax-exempt nonprofit organizations as may be selected by the members. The assets of the chapter shall in no event be distributed to any of its members or officers.

ARTICLE XIII

AMENDMENTS

These by-laws may be amended or altered by two-thirds (2/3)-majority vote of the regular members present at any regular or special meeting of the chapter.

The proposed amendments must be presented in writing 30 days in advance of any vote. Any amendment acted upon shall become effective immediately provided the quorum requirements of Article VI are adhered to.

ARTICLE XIV

RATIFICATION

These by-laws become effective upon ratification by a two-thirds (2/3) majority of the regular members at a regular meeting provided the quorum requirements of Article VI are adhered to and are approved by the National Board of Directors.

RATIFIED AT the regular meeting of the Carl T. Rowan Chapter held ON March 20, 2014 at the U.S. Department of State, 2200 C Street, NW, SA-5, 3rd Floor Large Conference Room O13, Washington, DC 20522



Christian Blackman
PRESIDENT

3/27/2014

Date



Claudette Rhone
CORRESPONDING SECRETARY

3/27/2014

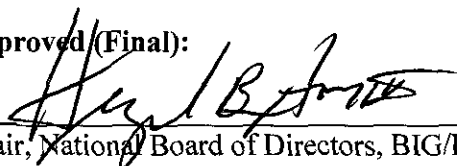
Date

Reviewed (*At least One Regional Director*)



Regional Director/Date

Approved (Final):



2 OCT 2014

Chair, National Board of Directors, BIG/Date