

BY-LAWS
OF
Greater Dayton Chapter
OF
Blacks In Government (BIG)
Dayton, Ohio

ARTICLE I
NAME

Section 1. The name of this organization shall be the Greater Dayton Chapter of Blacks In Government (BIG). It shall be referred to in these bylaws as 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 affect Blacks in government.

ARTICLE III
ORGANIZATIONAL STRUCTURE

Section 1. The Chapter shall consist of individuals employed and retired employees by Wright-Patterson Air Force Base, Ohio and other government agencies in Clark, Green, and Montgomery Counties in Ohio.

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, First Vice President, Second Vice President, Recording Secretary, Treasurer, and Corresponding Secretary.
- C. The Executive Committee shall consist of the elected officers, as identified in paragraph B above, and the Immediate Past President. The Immediate Past President shall serve as a nonvoting member.

Section 4. Regional Council

- A. This Chapter shall belong to the Region V 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 annually from the Chapter. The Chapter President, by virtue of office shall automatically be one of the three Region V Council representatives, unless a Nation position held states otherwise.

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 and periodic 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 chapter with the consent of the Executive Committee and by paying the Annual National 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 WPAFB and other government agencies in Clarke Green and Montgomery Counties in Ohio, 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 chapter by paying the applicable Annual Chapter and Region V Council membership fee.
- (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 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 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 and Region V Council membership fee.
- (2) Such members shall be accorded all rights and privileges of membership except those of voting and holding elective offices.

C. Life Memberships. 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 and immediate past president 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.

Section 2. Officers. The elected officers of this organization shall include the President, First Vice President, Second Vice President, Secretary, Treasurer and Corresponding Secretary.

A. **President.** The President shall:

- (1) Preside at membership, Executive Committee, and special meetings.
- (2) Chair the Executive Committee and shall be an ex-officio member of all committees except the Nomination and Election Committees.
- (3) Guide the execution of annual operations, compliance with National and local policies and the accomplishments of requirements as assigned by the National Board of Directors, National Executive committee, and Region V Council. Guide the general management of this Chapter including overseeing committee objectives and programs approved by the membership of this Chapter.
- (4) Recommend changes in operations, policies and procedures to the membership.
- (5) Countersign with the Treasurer or First Vice President (in the absence of the Treasurer) checks drawn on the Chapter's treasury in compliance with the by-laws of this Chapter.
- (6) Be the Chief Executive Officer and official spokesperson for this Chapter.
- (7) Serve as one of the regional council representatives for this Chapter and as one of the delegates to the National Assembly.
- (8) Appoint the Parliamentarian, Historian, and Chaplain. Appoint chairs for standing and special committees.
- (9) Perform other duties which are incidental to the office of President.

B. **First Vice President.** The First Vice President shall:

- (1) Develop and update a calendar of annual National and regional operations and incorporate events approved by the membership or Executive Committee. Advises and guide the development of program activities as an ex-officio member of the Program and Planning Committee.
- (2) Assist the President as needed and perform other duties as assigned by the President.
- (3) Preside in the absence or upon the request of the President.
- (4) Perform all the duties of the President in the absence or incapacitation of the President. During such a period, the First Vice President shall have full authority as president and shall be subject to all governing rules.
- (5) Countersign checks drawn against the treasury of this Chapter in the absence Treasurer or the President in compliance with by-laws of this Chapter.
- (6) Serve as a member of the Executive Committee.

C. **Second Vice President.** The Second Vice President shall:

- (1) Chair of the Membership Program Committee and present membership status in compliance with operating procedures of this Chapter and those established by National reporting or upon request of the President.
- (2) Hold primary responsibility for ensuring membership applications for this Chapter are submitted to the National Office and Region V in compliance with operating procedures of this Chapter as governed by established timeframes.
- (3) Serve as primary reviewing authority for Executive Committee's membership application consent.
- (4) Assist the President as needed and perform other duties as assigned by the President.
- (5) Perform all the duties of the President in the absence or incapacitation of both the President and First Vice President. During such a period, the First Vice President shall have full authority as president and shall be subject to all governing rules.
- (6) Serve as a member of the Executive Committee.

D. **Recording Secretary.** The Chapter Secretary shall:

- (1) Record the proceeding for each membership, Executive Committee and special meetings for this Chapter. Shall produce such records upon request by any member in good financial standing.
- (2) Shall maintain an *official* record of the proceeding of the organization in compliance with the by-laws for this Chapter.
- (3) Read the minutes from previous membership and Executive Committee meetings at the following membership meetings or upon request of the President.
- (4) Serve as a member of the Executive Committee.

E. **Treasurer.** The Treasurer shall:

- (1) Serve as the chief financial officer for and custodian of all funds; shall provide financial statements as often as required, but at least quarterly, to the Executive Committee and Chapter members. .
- (2) Shall countersign with the President all checks and requisitions for the disbursement of organization funds, drawn against the Chapter's treasury. Countersigns with the First Vice President in the absence, incapacitation or the President.
- (3) Receive and deposit funds, as well as maintain bank accounting in compliance

with policies and operating procedures of this Chapter.

- (4) Report status of banking transaction at membership meetings or upon request of the President.
- (5) Prepare annual financial reports in compliance with National organization guidance.
- (6) Shall submit the Chapter's financial records/books to the authorized auditors at first membership meeting of each year or upon request of the membership.
- (7) Serve as a member of the Executive Committee.

F. **Corresponding Secretary.** The Corresponding shall:

- (1) Be responsible for incoming correspondence for this Chapter; e.g., receipt of, record maintenance, documentation of action required or taken, and distribution or correspondence in compliance with operating procedures of this Chapter. Prepare outgoing correspondence upon request of Executive Committee members.
- (2) Prepare a report of incoming and outgoing correspondence and present at membership meetings or upon request of the President.
- (3) Notify members in good financial standing of the date, time, and location of membership and special meetings.
- (4) Notify all Executive Committee members of the date, time and location of all Executive Committee meetings.
- (5) Perform the duties of the Secretary in the absence or incapacitation of the Secretary.
- (6) Serve as a member of the Executive Committee.

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. **Standing Committees:** All standing committee members shall be selected from the general membership. 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. The ***Standing Committee Chairs*** are advisory and all reports and recommendations generated shall be submitted to the Executive Committee and/or before the membership. The chairs are responsible for reporting the committees' structure to the Executive Committee in compliance with policies of this Chapter. The President may recall or be directed to recall any chair by a two-thirds (2/3) majority of the Executive Committee. The standing committees shall include

Program and Planning
Membership Program
Finance
Scholarship
Legal and Legislative Review
Voter Registration
Agency Watch
Communication and Public Relations

- (1) **Program and Planning Committee.** The Program and Planning Committee shall be responsible for developing a program and implementation plan in compliance with operating procedures of this Chapter. Program development shall be based on fulfilling National objectives and areas critical to the well being of Black government employees. The Executive Committee and/or the membership of this Chapter shall approve all programs proposed by this committee. The Finance Committee before presentation to the Executive Committee or membership shall certify programs having cost elements as feasible. This committee shall review programs implemented at national and regional levels to determine implementation approaches for this Chapter. This committee shall maintain, review, and recommend changes to the planning process of this Chapter.
- (2) **Membership Program Committee.** The Membership Program Committee shall be responsible for accomplishing the National Membership Program requirements and policies. This committee is responsible for timely processing of applications and certification of members in compliance with operating procedures of this Chapter and the National Constitution and policies.
- (3) **Finance Committee.** The Finance Committee shall be responsible for developing cost needs in compliance with operating procedures of this Chapter. This committee will be responsible for, but not be limited to, developing and presenting operating cost for the upcoming years, evaluating costs for routine operations and reporting to the membership the cost analyses for implementing programs. This committee shall serve as the auditors for treasury transactions required by law or local statutes. No elected officer shall be a member of the financial committee when performing the audit functions.
- (4) **Scholarship.** The Scholarship Committee shall be responsible for developing an annual scholarship plan and manage the granting of academic awards in compliance with operating procedures of this Chapter. This committee shall maintain and update a historical database of awarded scholarships, review award and selection criteria for appropriateness, and submit all scholarship awards recommendations to the Executive Committee for approval. This committee shall be responsible for responding timely to request for academic support received by this Chapter.
- (5) **Legal and Legislation Committee.** The Legal and Legislation Committee shall be responsible for educating the membership on legal and legislative issues (or laws). This committee shall research and prepare responses to questions or issues raised by any member regarding legal or legislative issues at local, state

or federal levels. This committee shall be responsible for addressing or shall become the action officer for actions leveled by Region V or the national organization of Blacks In Government. The chair of this committee shall serve as a member on Region V's Legal and Legislative Review Committee.

- (6) **Voters Registration.** The Voters Registration Committee shall be responsible for educating the membership on election procedures such as how to register to vote, registration locations, absentee ballots. This committee shall research and prepare responses to questions or issues raised by any member regarding election or voting procedures. This committee shall be responsible for educating on local, state, and federal issues on the ballot including assessments of their impact. The chair shall be certified to register voters and can ask members to ensure all are eligible to vote during local, state, and federal election.
- (7) **Agency Watch.** The Agency Watch Committee shall be responsible for receiving and addressing concerns raised by members in compliance with operating procedures of this Chapter. The committee shall be responsible for presenting local issues affecting Blacks employed by the government, as well as reviewing those issues received from the National Organization and regional council. This committee shall identify and evaluate potential impacts that may be experienced within the jurisdiction of this Chapter. Agency Watch shall be an advisory for developing common strategies for addressing issues in support of regional council requirements.
- (8) **Communications and Public Relations.** The Communications and Public Relations Committee shall be responsible for developing a public relations plan in compliance with operating procedures of this Chapter. This committee shall be responsible for the publishing of documents, making contact with communication media (TV, newspapers, etc.), addressing communication concerns received from the National Organization and regional council. This committee shall ensure public statements are published in compliance with National policies. This committee is responsible for ensuring public exposure of this Chapter as approved by the Executive Committee and membership.

B. **Special Committees:** 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:

**Audit
Nomination
Election**

- (9) **Audit Committee.** This committee will perform audits required by law, or any other reason. An audit must be conducted and results reported at the first Chapter meeting of each calendar year. This committee will have access to all financial records necessary to complete the audit. In the function of the Audit Committee, the size of the committee will be determined by the Chapter membership. No officers can be members of this committee when performing the audit functions.

(10) **Nominating Committee.** The Nominating Committee shall be composed of **five (5)** members from the general membership for the purpose of conducting annual Chapter elections. Vacancies on the Nomination Committee, occurring after election, shall be filled by a member from the Executive Committee. The committee shall hold an “in person” or telephone conference meeting no later than 1 October of the election year. The Committee will certify eligibility to candidates and prepare a slate of eligible candidates for presentation to the Chapter at the November meeting.

(11) **Election Committee.** The Election Committee shall be composed of **at least two (2)** members from 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 of the results to the Chapter Secretary.

C. Appointments:

(1) **Parliamentarian.** The Parliamentarian shall be appointed by the President. The Parliamentarian shall give ruling or recommendation upon request by the presiding officer during membership meetings. The Parliamentarian shall attend other meetings as requested by the Executive Committee.

(2) **Chaplain.** The President shall appoint the Chaplain. The Chaplain shall render invocations and benedictions at the membership and special meetings. The Chaplain shall attend other meetings as requested by the Executive Committee or President. The services of chaplain may be rendered by request at events upon request by this Chapter.

(3) **Historian.** The President shall appoint the Historian. The Historian shall describe and maintain historical account of management officials, chapter operations, significant events and accomplishments for this Chapter. A narrative summary shall be prepared and presented annually for approval as official history.

ARTICLE VI MEETINGS AND QUORUMS

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

- A. Regular meetings shall be held at a time and place determined by the Executive Committee or membership.
- B. Special meetings may be called by the President, a majority of the Executive Committee, or any three (3) regular members by request to the President, by request to a majority of the Executive Committee or notification of all financial members, at least five (5) days prior to meeting date.

Section 2. A quorum of the regular assembly shall consist of at least two members of the Executive Committee and five (5) members in good financial standing. A quorum must be present before any issue is voted upon.

Section 3. The Executive Committee meetings shall be called by the President or at the request of any two (2) members of the Executive Committee. Notice of meeting shall be issued using the most expedient method of communication to ensure notices are received at least two (2) days prior to the set meeting date. A quorum of the Executive Committee shall be a simple majority of its members.

**ARTICLE VII
NOMINATION, ELECTIONS, TERMS OF OFFICES, AND VACANCIES**

Section 1. Nominating and Election Committees. The Nominating Committee, consisting of **five (5)** members, and the Election Committee, consisting of at least **two (2)** 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 status 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 candidate receiving a majority of votes, shall be declared the winner of said office.
- 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. All officers shall take office on January 1 of the year following their election. The term of office for all elected officers shall be two (2) years or until their successors are elected. The office of First Vice President, Treasurer, and Recording Secretary shall be elected for terms beginning in the even year and the office of President, Second Vice President and Corresponding Secretary shall be elected for terms beginning in the odd year. Officers elected initially off cycle shall serve for one year and are eligible to serve two (2) two-year terms or four (4) consecutive years. Officers shall serve no more than two (2) two-year terms or four (4) consecutive years in the same office. However they shall be eligible for election to all other offices. Each elected officer shall maintain files and records and shall deliver them to his/her successor upon vacating his/her office.

Section 5. Vacancies. Any office may be declared vacant, for cause, upon recommendation of the Executive Committee and/or a two-thirds (2/3) vote of the general membership at any legally held meeting. Vacancies shall be filled by a Special Election at a general membership meeting following the announcement of the vacancy and notification of the membership.

Nominations may be made from the floor and the election process will be conducted in accordance with Section 3, paragraph A, B, and C above.

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.

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, First 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, the National Constitution, Articles of Incorporation and the District of Columbia Code 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 bylaws and any and all creditors shall look only to the assets of the Chapter for payment.

Section 3. When, and if, this Chapter is 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**

Section 1. 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.

Section 2. The proposed amendments must be presented to the membership or to all members in writing 30 days in advance of any vote. Any amendment action upon shall become effective immediately provided the quorum requirements of Article VI are adhered to and after the approval of the National Board of Directors.

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 to the membership or to all members in writing 30 days in advance of any **vote**. Any amendment action upon shall become **effective** immediately provided the quorum requirements of Article VI are adhered to and after the approval of the National Board of Directors.

ARTICLE XIV
RATIFICATION

These bylaws 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 BY THE GREATER DAYTON CHAPTER OF BLACKS IN GOVERNMENT, DAYTON, OHIO AT THE REGULAR MONTHLY MEETING HELD ON APRIL 13, 2006.


LEONARD T. STONE
PRESIDENT
Date 11 May 2006


LEOLA LEE
SECRETARY
Date 11 May 2006

Reviewed (At least One Regional Director)

Regional Director/Date 8/14/06
14 AUGUST 2006

Approved (Final):


Chair, National Board of Directors, BIG
Date 8/19/06