

BY LAWS
OF
HHS Washington DC/College Park Complex Chapter
OF
Blacks In Government (BIG)

ARTICLE I
NAME

The name of this organization shall be the HHS Washington DC/College Park Complex Chapter of Blacks In Government (BIG). It shall be referred to in these bylaws as the HHS Washington DC/College Park Complex Chapter.

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 11
GOALS AND OBJECTIVES

- A. To be an advocate of equal opportunity for Blacks in government.
- B. To eliminate practices of racism and racial discrimination against Blacks in government.
- C. To promote professionalism among Blacks in government.
- D. To develop and promote programs which will enhance ethnic pride and educational opportunities for Blacks in government.
- E. To establish a mechanism for gathering and disseminating information for Blacks in government.
- F. To provide a nonpartisan platform on major issues of local, regional and national significance That affects Black in government.

ARTICLE III
ORGANIZATIONAL STRUCTURE

Section 1. The Chapter shall consist of individuals employed or retired by the Federal Government, specifically the Department of Health & Human Services located in Washington, DC and College Park MD.

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 President, Secretary, Corresponding Secretary, Treasurer and Assistant Treasurer.

C. The Executive Committee shall consist of the chapter's elected officers and immediate past president.

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.

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 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 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 Department of Health and Human Services 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 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 employed 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 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 officers of the organization shall be President, 1st Vice President, 2nd Vice President, Secretary, Corresponding Secretary, Treasurer and Assistant Treasurer.

President: The President shall serve as Chair of the Executive Committee and shall be the-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 in order of rank shall perform all duties and functions of the President. During such period, the 1st Vice President shall all the powers of and be subject to all the restrictions placed upon the President; and shall perform other duties as assigned by the Executive Committee or the Chapter.

2nd Vice President: The 2nd Vice President, in order of rank, shall perform all the duties functions of the President in the event the President and 1st Vice President are absent or incapacitated. During such period, the 2nd Vice President shall have the powers of and be subject to all the restrictions of that office; and shall 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 and 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 meeting; and perform the duties and functions of the Secretary during absence or incapacitation of the Secretary. Also perform other duties as assigned by the Executive Committee or the Chapter.

Treasurer: The Treasurer shall be the chief financial officer of the organization; shall countersign with the President or Vice President all checks and requisitions for the disbursement of organization funds; shall provide financial statements as often as required, but at least quarterly, to the Executive Committee and Chapter members. The Treasurer's books shall be subjected to audit annually and shall perform other duties as assigned by the Executive Committee or the Chapter.

Assistant Treasurer: The Assistant Treasurer shall maintain a record of all dues-paying members and submit notification of renewals when due; shall provide for collection of dues, and shall report on the status of paid –up memberships. In case of the absence or disability of the Treasurer, the Assistant Treasurer shall perform all the duties of the Treasurer and 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 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 appointment within their committee for the purpose of conducting committee business. All standing committee members shall be selected from the general membership. **The standing committees shall include but not limited to: Budget & Finance, Program and Planning, Communication and Public Relations, Membership, EEO & Diversity, Education & Scholarship, and Health & Wellness.**

- (1) Budget & Finance: The Budget and Finance committee shall be responsible for the financial accountability of the Chapter. This committee will be responsible for, but not limited to, determining the cost of the Chapter's programs and reporting to the general membership the feasibility of implementing these programs.
- (2) Programs & Planning Committee: The Program & Planning Committee shall be responsible for development and implementation of the necessary programs and requirements to fulfill the purpose and objectives of the Chapter. This committee shall be responsible for training and assistant in those are 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 Communication 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 Committee.
- (4) Membership: The Membership Committee shall be responsible for development and

implementing programs for membership drives, receiving and screening applications, any other functions deemed necessary by the Chapter or Executive Committee.

- (5) EEO & Diversity: The EEO & Diversity Committee shall monitor and develop programs to address areas of concern of African American government employees including rates of hiring and firing; promotions; training; details; distribution of authority and responsibility; adverse actions, awards; merit pay; disciplinary actions; will also monitor all issues/matters referring to affirmative action and work assist in developing the chapter's position on any legislation or regulation impacting on advancement and employment opportunities of African Americans in government.
- (6) Health & Wellness: The Health & Wellness Committee shall be responsible for the development of programs that are proactive in its approach to promote preventative measures that's designed to provide optimum levels of health, emotional and social functioning for the individual.
- (7) Education & Scholarship: The Education & Scholarship Committee shall be responsible for the development and implementation of ongoing educational programs for the Chapter membership and scholastic opportunities for the community.

- 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

- (1.) Audit Committee: The Audit 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. 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.
- (2.) Nominating Committee: The Nominating Committee shall be composed of 2 members from the general membership and 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 July meeting during the election cycle.
- (3.) Election Committee: The Election Committee shall be composed of 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 result 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 and shall give parliamentary opinions upon request.
- (2) Chaplain: The Chaplain shall appointed by the President and shall give invocation and/or benediction at chapter meetings, events and functions as requested by the President and shall give invocation and/or benediction at chapter meetings, events and functions as requested by the President.

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 2 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 5 regular members which include at least one Chapter officer. A quorum must be present before any issue is voted upon.

Section 3. The Executive Committee meetings shall be held at least quarterly. 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.

ARTICLE VII

NOMINATION, ELECTIONS, TERMS OF OFFICES, AND VACANCIES

Section 1. Nominating and Elections Committees: The Nominating Committee, consisting of at least 2 members, and the Election Committee, consisting of at least 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 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 general membership prior to the election.

Section 3. Elections: The election of offices shall be at the monthly meeting during the election cycle of each year.

- A. Any regular members in 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 vote 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 President and Secretary shall be elected for terms beginning in the even year and the office of Vice President and Treasurer 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 the general membership meeting following the announcement of the vacancy and notification of the membership. Nominations made from the floor and 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 the 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, 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 8. The chapter shall keep current, accurate, complete books and records of accounts, and minutes of the proceeding of its members.

ARTICLE IX
EXPULSIONS, TERMINATIONS, OR REMOVALS

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

ARTICLE
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 nonprofit, tax exempt corporation under the appropriate laws of 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 the authority or power to impose or incur financial liability on the part of the Chapter without the express 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 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 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 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 National of Directors.

**ARTICLE XIV
RATIFICATION**

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

RATIFIED AT Regular Meeting ON July 15, 2010

Michael Howard 8/6/2010

Michael Howard 08/06/2010
(TYPED NAME)
PRESIDENT Date

Margaret Holt 8/6/2010

Margaret Holt 08/06/2010
(TYPED NAME)
SECRETARY Date

Reviewed (At least One Regional Director)

Jaques Bland 8/12/2010
Jaques Bland 8/12/2010
Regional Director/Date

Approved (Final):

Michael Dine
Michael Dine
Chair, National Board of Directors, BIG

8/13/2010
Date