

BLACKS IN GOVERNMENT

These are the Region I Bylaws updated by Regional Director, Ralph F. Browne, Jr., on November 11, 1999 in an effort to be compatable with the model Region Council Bylaws which were reviewed by the National Board of Directors Constitution Committee August 13, 1999 and emailed to this Region by Ms. J. Ballard. **Quote from Model (Legend: This model is to be used when developing or revising Regional Council Bylaws. It includes recommended language and is not restricted as long as it does not conflict with the National Constitution of Blacks In Government. Revised: 6/17/99).**

BLACKS IN GOVERNMENT (BIG) REGION I COUNCIL BYLAWS

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ARTICLE I NAME

SECTION 1. The name of this organization shall be known as the Region I Council of Blacks In Government, hereinafter referred to as the "Council".

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 letters "BIG" inscribed in the space inside the inner circle.

ARTICLE II GOALS AND OBJECTIVES

The purpose of this Council shall be to implement the goals, objectives, and policies of Blacks In Government (BIG) as set forth in the National Constitution:

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 the gathering and dissemination of information to Blacks in government.

SECTION 6. To provide a nonpartisan platform on major issues of local region, and national significance that affect Blacks in government.

ARTICLE III REGIONAL COUNCIL STRUCTURE, COMPOSITION AND AUTHORITY

SECTION 1. The Council shall consist of Chapters chartered and located within the New England States (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont) of the United States of America. All Chapters located in this area, shall belong to Region I. Regional boundaries may be changed only by an amendment to the National Constitution of Blacks in Government as set forth in Article XV, thereto.

SECTION 2. All chapters with at least 10 regular members, unless exempted by the National Board of Directors in accordance with the National Constitution, shall have representation on the Regional Council.

SECTION 3. Each chapter is authorized three (3) representatives on the Regional Council.

SECTION 4. The Regional Council shall determine the policy of this Region and has authority to undertake all appropriate actions requiring regional attention and may exercise all power specifically conferred or implied herein. The Regional Council shall:

A. Assist in the development of, and act as advisors to new and existing Chapters in the Region.

B. Act as local advisors to the National Board of Directors and the National Organization through the Regional Directors.

C. Identify regional problems and develop common strategies for chapters to resolve those problems.

D. Develop mechanisms to share ideas, concerns, problems, information, and innovations among Chapters in the Region, and with the National Organization.

E. Present written concerns, resolutions, recommendations, and proposals to the Board of Directors through the Regional Directors.

F. Convene periodic meetings of the Council as determined by the representatives.

ARTICLE IV CHAPTER FORMATION AND REPORTING REQUIREMENTS

SECTION 1. The Regional Directors shall be required to assist in the formation of any new chapter in this Region with the assistance of the Regional Council.

SECTION 2. Any group of persons meeting the requirements of regular membership may petition for a chapter in accordance with Article V of the National Constitution. The documentation to form a chapter must be submitted through the Regional Director(s) to the National Board of Directors in accordance with prescribed policies.

SECTION 3. The National President shall be responsible for issuance of a Chapter Charter of Authority as prescribed by the National Board of Directors.

A. Only the National Board of Directors may suspend or terminate a Chapter or affiliation. The Board's recommendation for termination or suspension must be confirmed by vote of the Delegates at the next annual National Delegates Assembly.

B. A Chapter may be suspended when found to be in violation of the National Constitution.

SECTION 4. Chapter Reporting Requirements.

A. Chapters shall file written reports at the Regional Council meeting as requested by the Regional Council. All reports shall be submitted to the Regional Council President.

B. Chapters shall file periodic written reports as prescribed by the National Board of Directors. All reports shall be submitted through the Regional Director(s) to the National Office.

ARTICLE V ELECTED OFFICERS AND APPOINTMENTS

SECTION 1. The elected officers of the Council shall be a President, Vice President, Treasurer, Secretary and Assistant Secretary. A Parliamentarian and a Historian may be appointed by the Regional Council President.

SECTION 2. Elected Officers must be a voting member of the Regional Council.

SECTION 3. The Regional Directors shall serve as members of the Board of Directors and shall be nonvoting members of the Regional Council.

ARTICLE VI EXECUTIVE COMMITTEE

SECTION 1. The Executive Committee shall consist of the elected officers, the Regional Directors and the Immediate Past President .

SECTION 2. The Regional Directors and the Immediate Past President shall be nonvoting members of the Executive Committee.

SECTION 3. The Regional Executive Committee shall implement the policies established by the Regional Council through programs developed expressly for such purpose. The Executive Committee shall transact routine business between meetings of the Regional Council and act in emergency situations. All actions of the Executive Committee shall be ratified by the Regional Council at the meeting following the action taken.

ARTICLE VII DUTIES OF OFFICERS

SECTION 1. PRESIDENT. The President shall preside at all meetings of the Regional Council and the Regional Executive Committee; shall be an ex officio member of all committees except the Nomination and Election committees; shall appoint the Parliamentarian and standing/special committee chairs subject to the approval of the Executive Committee; shall guide the implementation of policies which have been approved by the Regional Council; shall recommend to the National Board of Directors, through the Regional Directors, changes in policies and procedures; shall present the region=s annual report at the final meeting of the year; shall countersign with the Treasurer or Vice President (in the absence of the Treasurer) checks drawn on the Regional Council treasury; shall receive reports on activities from the chapters; shall ensure notification to chapters of Regional meetings; and shall perform such other functions and exercise such other authorities as may be prescribed by the Executive Committee or Regional Council. Have general supervision over the affairs of the Regional Council. Preside at the annual Regional Training Conference. Perform other duties as may be required.

SECTION 2. VICE PRESIDENT. The Vice President shall perform all the functions and duties in the absence of the President and shall have all powers and authorities stipulated under that office. In the absence of the President, countersign with the Treasurer checks drawn on the Council treasury. Performs other duties as may be required.

SECTION 3. SECRETARY. The Secretary shall attend the Executive Committee and the Regional Council meetings; shall record and maintain minutes of all meetings of the Regional Council and Executive Committee; prepare minutes for approval at all Executive Committee and Regional Council meetings; shall maintain on file all Council Committee reports and Treasurer=s financial statements; shall maintain attendance records of both the Executive Committee and Regional Council meetings; shall maintain record book(s) in which bylaws, special rules of order, standing rules, and minutes are entered, with any amendments to these documents properly recorded; and prepare and maintain an up-to-date roster of all officers, committee chairpersons, chapter presidents, and regional representatives. Shall receive and report all correspondence,

with the exception of bank correspondence which shall be delivered promptly to the Treasurer, and maintain a log of all incoming and outgoing correspondence. Be responsible for the rental of the post office box and shall examine the post office box on a weekly basis. Conduct correspondence as directed by the President, the Regional Council Executive Committee, or the Regional Council. Perform such other duties as may be required.

SECTION 4. TREASURER. The Treasurer shall serve as Chief Financial Officer of the Regional Council; shall maintain the bank account established in the name of the Regional Council, and bank all moneys received; countersign, with the President, or the Vice President, all checks for disbursement of Regional Council funds; pay expenses, as budgeted, upon receipt of itemized bills and vouchers. Collect Regional Council dues from Chapters and collect and provide receipt for all other funds. Prepare an itemized statement of receipts and disbursements for each regular Regional Council meeting; maintain a ledger of receipts and disbursements, reflecting an accurate daily balance, and submit all records for audit at the close of the calendar year and/or at the request of the Regional Council. Prepare and submit such financial reports as required by the national guidelines. Prepare a financial statement for presentation at the end of calendar year. Submit for audit, all books and copies of financial transactions for preceding year by January 10 of the succeeding year.

SECTION 6. REGIONAL DIRECTORS. The Regional Directors shall serve as members of the National Board of Directors; shall be nonvoting members of the Regional Council; shall present written reports on the activities of the Regional Council to the National Board of Directors; and shall prepare reports consisting of meetings and activities of the National Board of Directors to the Regional Council. Perform other duties as prescribed by the National Board of Directors and Regional Council.

SECTION 7. PARLIAMENTARIAN. The Parliamentarian shall be appointed by the Regional Council President and shall furnish parliamentary information to the presiding officer of the meeting upon request. Perform such other duties as may be required by the Regional Executive Committee.

SECTION 8. HISTORIAN/LIBRARIAN. The Historian/Librarian shall be appointed by the Regional Council President and shall retain custody of any collections of books, printed matter or any other documentation related to the Region and Blacks In Government; and compile a narrative and pictorial account of the Regional Council's activities for the year, which will become a permanent part of the Regional Council's history.

ARTICLE VIII MEETINGS AND OUORUMS

SECTION 1. The Regional Council shall hold at least four (4) regular business meetings during the year (January, April, July and October). The last meeting of the year (October) shall be the ANNUAL MEETING at which time Election of Officers shall take place, A quorum for conducting the business of the regular Regional Council meeting shall be at least one member from each Chapter.

SECTION 2. The Regional Council shall hold an annual Regional Training Conference at a date, time and site as determined by the Regional Council.

SECTION 3. Special meetings of Regional Council may be called at any time by the President or by three (3) members of the Regional Executive Committee.

SECTION 4. The purpose of the regular business meetings shall be to conduct the business of the Region; receive reports from the Regional Directors, Regional Council Officers, and Chapters of their activities.

SECTION 5. The purpose of the annual regional training conference will be to provide training and education in areas of concern in the Region.

SECTION 6. Regional Executive Committee. Regular meetings shall be held at least monthly. At least a simple majority of the members of the Regional Executive Committee shall constitute a quorum to conduct business.

SECTION 7. Special meetings of the Regional Executive Committee may be called at any time by the President or by three (3) or more elected members of the Regional Executive Committee.

SECTION 8. Standing Committees. Scheduled meetings of the Standing Committees shall be held at least monthly. Committee activities shall be reported to the Regional Council President. Special meetings may be called by the Chair or by three (3) members of any committee on seven (7) days notice. At least three (3) members of the committee, shall constitute a quorum to conduct business.

ARTICLE IX STANDING COMMITTEES AND DUTIES

SECTION 1. STANDING COMMITTEES. The Standing Committees shall include but not limited to the following examples: Finance, Programs, Communications and Public Relations, Membership, and Conference Planning.

SECTION 2. Each committee shall be composed of a Chair and shall have an adequate number of members for effective functioning as determined by the chair.

SECTION 3. The Chair of each committee shall be appointed by the Regional Council President with the approval of the Executive Committee.

SECTION 4. Members of each committee shall be selected by the chair of the respective committee. Members may also volunteer to serve on committees.

SECTION 5. Each standing committee must submit to the Executive Committee, a written report detailing their activities including a financial statement (income and expenditures).

SECTION 6. Chairs of Standing Committees shall submit an annual activities plan and budget to the Finance Committee to be presented to Regional Council for approval at the beginning of the calendar year.

SECTION 7. The President may recall or be directed to recall any Chair, by a two-thirds (2/3) majority of the Executive Committee.

SECTION 8. Duties of the Standing Committees are:

A. FINANCE. The Finance Committee shall assist the Treasurer in maintaining the financial records of the Region, develop the Region's yearly budget and recommend ways and means to raise funds.

B. PROGRAMS. The Programs Committee shall develop a comprehensive and ongoing general program for the Region, addressing areas of concern to members of the Regional Council; and provide program ideas and aids to help the Regional Council and Chapters maintain a high standard of programs. Consult with the Regional Council Executive Committee to develop programs for the year. Develop and implement plans for the Annual Regional Training Conference.

C. COMMUNICATIONS AND PUBLIC RELATIONS (C&PR) COMMITTEE. The C&PR Committee Chair shall serve as the Region's liaison to and on the National Communications and Public Relations Committee. The Committee shall develop, implement, and maintain a publicity and public relations program which includes the generation of media coverage for all Regional Council events; review and issue news releases; and project a positive interest in the employment status of Black government employees and significant and supporting activities.

D. MEMBERSHIP COMMITTEE. The Membership Committee Chair shall serve as the Region's liaison to and on the National Membership Committee. The Membership Committee shall develop comprehensive programs which will assist in retaining the required ten (10) members per Chapter. Provide assistance to Chapters in arranging for the installation of Chapter officers when new chapters are chartered. Maintain accurate records of Regional Council members, Chapters in the Region, and the potential areas to be targeted for potential interest groups.

ARTICLE X NOMINATIONS AND ELECTIONS

SECTION 1. NOMINATIONS: Nominations for Regional offices shall be made to the Nomination Committee elected at the Regional Council meeting in July and prior to the meeting for the election in October. Nominations may also be submitted by chapters provided that such names are transmitted to the Nominating Committee at least thirty (30) days prior to the date set for the Regional Council meeting. Nominations may also be made by representatives from the floor during the Regional Council meeting.

A. NOMINATION COMMITTEE. The Nominating Committee shall be composed of at least one member from each Chapters elected by the Regional Council for the purpose of conducting annual Regional elections. Prepare a slate of eligible candidates for presentation to the Regional Council at the October meeting.

B. ELECTION COMMITTEE. The Elections Committee shall be composed of at least one member from each Chapter elected by the Regional Council for the purpose of conducting annual Regional elections. Prepare the official ballot reflecting the candidates for each office. Conduct the actual election of officers in conjunction with the slate of officers presented by the Nominating Committee. Present the elections result to the membership, provide certification (in writing) of the election results to the Regional Council Secretary.

SECTION 9. SPECIAL COMMITTEES. The Regional Council President with approval of the Executive Committee, may establish special committees as required and develop duties according to the needs of the Regional Council. These committees shall serve at the discretion of the President as to the composition, duties and length of service.

SECTION 2. ELECTIONS/TERM OF OFFICE. Regional elections shall be held bi-annually during the month of January. The term of office for each elected officer shall be two (2) years and shall be staggered.

A. Elected Officers. The President and Treasurer shall be elected in the even number years. The Vice President, Secretary and Assistant Secretary shall be elected in the odd number years.

B. Elections shall be held by secret ballot.

C. All nominees shall receive a simple majority of the votes cast by the Regional Council membership. In the event of a tie, a run-off vote shall continue until one nominee receives a majority of the votes cast.

D. Regional Council Officers shall begin their term of office on January 1 following their election.

E. No elected/appointed officer shall serve more than two consecutive terms in the same office. After serving two (2) consecutive terms in an office, an officer may be eligible to serve in that office after sitting out at least one term. Officers filling an unexpired office are eligible to serve for two (2) consecutive terms in that office.

SECTION 3. ELIGIBILITY FOR OFFICE. At the time of nominations, all nominees shall be a member of the Regional Council and be in good financial standing at the Chapter, Region and National level.

SECTION 4. VACANCIES. In the event of a vacancy in the Office of the President, the First Vice President shall become President. All other offices shall be appointed by the Regional Council Executive Committee and ratified by the Regional Council, until the next election.

ARTICLE XI DUES AND ASSESSMENTS

SECTION 1. The Regional Council shall be self-sustaining.

SECTION 2. The fiscal year shall be from January 1 to December 31, inclusive.

SECTION 3. DUES. The annual dues of the Regional Council shall be twenty-five (\$25.00) per Chapter, payable no later than October 1.

SECTION 4. GOOD FINANCIAL STANDING. A Chapter is considered in good financial standing with the region upon paying annual Regional Council dues.

ARTICLE XII EXPULSION, SUSPENSION, REMOVAL, OR VACANCIES

SECTION 1. Chapters Failing to Report. If a Chapter fails to report to the Regional Council for a period of six (6) months, the Regional

Council through the Regional Director(s) shall notify the National Board of Directors.

SECTION 2. Suspension and Revocation of Chapter Charter. The Executive Committee shall make recommendations to the Regional Council for submission to the National Board of Directors through the Regional Director, the suspension or revocation of any chapter in the Region for cause. Such cause is defined as any conduct by a chapter that is detrimental to the National Organization. Such suspension may invalidate the individual memberships in the organization. Upon notification of the action of the National Board of Directors of Charter suspension, the Chapter shall cease immediately to function and its officers shall transmit all records and monies to the National Board of Directors through the Regional Director, within (identify time period).

SECTION 3. Grounds for Removal from office or membership.

A. Any officer or member may be temporarily expelled/suspended/removed after due process in accordance with the provisions of these Bylaws, the National Constitution, and Roberts Rules of Order, by an affirmative vote of not less than two-thirds (2/3) majority of the Regional Council at a special meeting held for that purpose.

B. Notice of such intended action, as provided in Paragraph A. above, shall be given to the officer and/or member concerned in writing by registered mail, at least twenty (20) days prior to the conduct of such a meeting for that purpose. The officer/member shall be permitted to make a presentation verbally or in writing on their behalf and/or select an advocate and witnesses, but may not vote on the matter being considered. The complainant shall be permitted to make a presentation, but may not vote on the matter being considered.

C. All complaints filed at the inappropriate organizational level as described in the National Constitution of Blacks In Government, shall be forwarded to the appropriate body for consideration and resolution. If either party is dissatisfied with the decision rendered, they may appeal within ten (10) calendar days to the next higher level.

D. Any officer desiring to resign from office shall submit his/her resignation in writing to the Regional President, who shall present it to the Executive Committee.

E. The President, subject to the approval of the Executive Committee, may appoint any member of the Regional Council to fill any vacant Executive Committee position until the next general election.

SECTION 4. Grounds for Disciplinary Action. Disciplinary actions may be brought against a Regional Council Officer or member who is guilty of conduct not in accord with the principles, aims, and purposes of this Region as set forth in these Bylaws and National Constitution or is guilty of conduct that is not in the best interest of the National Organization.

A. A complaint against a Regional Council Officer may be initiated by any three (3) members of the Regional Council and must be in writing and signed by such members and transmitted to the Regional Council President. Upon receipt thereof, the Regional Council President shall forward a copy of the complaint by registered mail to the Regional

Council Officer involved at the last address on file. Such Regional Council Officer shall have fifteen (15) calendar days from date of receipt of charges to answer in writing.

B. The Regional Council reserves the right to hear and act upon the charges and the Regional Council Officer is entitled to a hearing before the Regional Council if desired. The Regional Council Officer may elect to have the decision made ex-parte on the basis of the complaint and the answer. A Regional Council may appoint a special committee to hear the matter.

C. Regional Council shall be the first level of appeal by either party for all complaints for which there has been final action at the Chapter level.

ARTICLE XIII RULES OF PROCEDURES

Roberts Rules of Order, Newly Revised, shall govern the Regional Council in all cases that apply relating to all questions of procedures and parliamentary law not specified in these Bylaws or the National Constitution of Blacks In Government.

ARTICLE XIV INCORPORATION

This Regional Council is a part of the National Organization of Blacks In Government is incorporated as a non-profit, tax-exempt corporation under the appropriate laws of the District of Columbia.

ARTICLE XV LIMITATIONS OF LIABILITY

SECTION 1. REGIONAL FISCAL RESPONSIBILITY. No chapter or member of the Regional Council shall have authority or power to impose or incur financial liability on the part of the Regional Council without the expressed authorization of the Regional Council, in writing and obtained in advanced.

SECTION 2. REGIONAL LEGAL CORPORATE RESPONSIBILITY. No chapter, officer, or member of the Regional Council shall have authority or power to legally obligate the Regional Council except as specified in these bylaws or authorized by the Regional Council. The Regional Council shall indemnify any officer or member of this Regional Council for actions taken during the performance of duties on behalf of the Regional Council so long as said actions are consistent with the honest integrity, goals, and objectives of the Regional Council.

SECTION 3. INDEBTEDNESS. The Regional Council will not be responsible for indebtedness or obligation of any chapter or by any of their officers or agents except as specified in these bylaws or authorized by the Regional Council. The Regional Council President shall be authorized to make expenditures or obligations not to exceed (\$100) annually without prior approval of the Executive Committee. All other expenditures shall be made with the approval of the Executive Committee, in session, for review by the Regional Council.

SECTION 4. DISTRIBUTION OF ASSETS AND PROPERTIES. In the event of voluntary dissolution of any chapter, its property shall be forwarded to the Regional Council. The assets of the chapters shall in no event be distributed to any of its members or officers, or other organizations.

ARTICLE XVI AMENDMENTS

SECTION 1. The Bylaws may be amended by two-thirds (2/3) vote of those present and voting at any meeting of the Council, provided the notification of proposal to amend the Bylaws shall have been included in the notice of the meeting.

SECTION 2. No article or section of these bylaws shall conflict with those of the National Constitution of Blacks In Government.

ARTICLE XVII RATIFICATION

These Bylaws shall become effective upon the ratification by a two thirds (2/3) majority vote of the Council members present and eligible to vote at the regular meeting of the Regional Council meeting held on

in _____ (location of meeting).

s/Regional Council President _____ Date

s/Regional Council Secretary _____ Date

REVIEWED BY: (At Least One Director)

Regional Director _____ Date

Regional Director _____ Date

FINAL REVIEW:

Chair, National Constitution Committee, BIG _____ Date

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