

BLACKS IN GOVERNMENT
REGION IV
REGIONAL COUNCIL BYLAWS



BLACKS IN GOVERNMENT (BIG)

REGION IV

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REGION IV

REGIONAL COUNCIL BYLAWS

ARTICLE I

NAME AND SEAL

SECTION 1. The name of this organization shall be **Region Four (IV) Council of Blacks In Government (BIG)**.

SECTION 2. The seal of the 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 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 the gathering and dissemination of information to 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

REGIONAL COUNCIL

SECTION 1. Region IV shall consist of chapters located in the states of **Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee**.

SECTION 2. All chapters shall belong to the Regional Council. The membership of the Regional Council shall be limited to three (3) members elected from each chapter in Region IV plus two (2) Regional Directors. The Regional Directors will serve as non-voting members on the Regional Council.

SECTION 3. All chapters in Region IV shall be in good financial standing with the National Organization and the Regional Council before their representatives or delegates can be seated at the Regional Council meetings or National Delegates' Assembly.

SECTION 4. Any chapter member in good financial standing with the National Organization and the local chapter and met the requirements set forth in the chapter bylaws shall be eligible for membership in the Regional Council.

SECTION 5. The Regional Council, which is the **ultimate authority** in Region IV, shall have the right of referendum on all actions taken by the Executive Committee.

SECTION 6. The Regional Council shall determine the policy of Region IV and has the authority to undertake all appropriate action requiring Regional attention and, may exercise all power specifically conferred or implied herein.

ARTICLE IV

EXECUTIVE COMMITTEE

SECTION 1. The Executive Committee shall consist of the officers elected by the Regional Council (Regional Council President, Executive Vice President, First, Second, and Third Vice Presidents, Secretary, Assistant Secretary, Treasurer, and Assistant Treasurer), appointed officers (Parliamentarian and Historian/Librarian), Regional Directors, and the Immediate Past Regional Council President.

SECTION 2. The Regional Directors, Immediate Past Regional Council President, Parliamentarian, and Historian/Librarian shall be non-voting members of the Executive Committee.

SECTION 3. The Immediate Past Regional Council President shall be an advisor to the Executive Committee with the same reimbursement rights as any other member of the Executive Committee. The Immediate Past Regional Council President shall serve for a period not to exceed two (2) years on the Executive Committee.

SECTION 4. The Executive Committee shall implement the policies established by the Regional Council through programs developed expressly for such purposes. 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 reported at the next Regional Council meeting.

ARTICLE V

OFFICERS

SECTION 1. Regional Council. The Regional Council officers shall consist of Regional Council President, Executive Vice President, First Vice President, Second Vice President, Third Vice President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Immediate Past Regional Council President, Parliamentarian, and the Historian/Librarian. These officers shall perform the duties prescribed herein and by parliamentary authority adopted by the Regional Council.

SECTION 2. Executive Committee. The Executive Committee shall consist of Regional Council President, Executive Vice President, First Vice President, Second Vice President, Third Vice President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Immediate Past Regional Council President, Parliamentarian, Historian/Librarian, and Regional Directors.

ARTICLE VI

DUTIES OF OFFICERS

SECTION 1. Regional Council President. Shall preside over meetings of the Regional Council and serve as chair of the Executive Committee; shall be an ex officio member of all committees except the Nominating, Election and Finance Committees; shall appoint the Parliamentarian, Historian/Librarian, and committee chairs, with the exception of the Finance Committee chair, 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 changes in policies and procedures as directed by the Regional Council; shall present the Region's annual report at the annual meeting held in the Fall; shall countersign with the Treasurer or Assistant Treasurer (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.

Section 2. Executive Vice President. In the absence of the Regional Council President or in the event of disability of the Regional Council President, the Executive Vice President shall perform all the duties and functions of the Regional Council President. During such a period, the Executive Vice President shall have all the power of and be subject to all the restrictions upon the Regional Council President. This includes countersign with the Treasurer or Assistant Treasurer checks drawn on the Regional Council Treasury. The Executive Vice President shall be responsible for the Finance Committee and shall appoint the Finance Committee chair, subject to the approval of the Executive Committee. The Executive Vice President shall be an ex officio member of the Finance Committee. The Executive Vice President shall perform such other duties as may be assigned by the Regional Council President.

SECTION 3. First, Second, and Third Vice Presidents. The First, Second, and Third Vice President, in order of rank, shall perform all the duties and functions of the Regional Council President in the event the Regional Council President and Executive Vice President are absent or incapacitated. During such a period, the Vice President shall have all the powers and be subject to all the restrictions of that office. This includes countersign with the Treasurer or Assistant Treasurer checks drawn on the Regional Council Treasury. In addition, each Vice President shall be responsible, respectively, for serving as a focal point and coordinating programs and activities relating to one of the following sectors: federal, state, and local. They shall perform such other duties as may be assigned by the Regional Council President.

SECTION 4. Secretary. The Secretary shall maintain a record of all the proceedings of the Regional Council; produce such records upon request of any member or Chapter in good standing; shall record minutes and attendance of each meeting; where copies of the minutes of each previous meeting are prepared by the secretary are sent to all members in advance, the actual reading of the minutes aloud may be waived if the majority of members do not object; shall provide copies of minutes to Regional Council members and chapter presidents fifteen (15) to thirty (30) days after each meeting; shall maintain in safe custody the Seal of the Regional Council and be empowered to affix such Seal to all contracts and instruments to be executed by the Executive Committee and countersign with the Regional Council President requisitions for the distribution of funds. The Secretary shall maintain record book(s) in which the bylaws, special rules of order, standing rules, and minutes are entered, with any amendments to these documents properly recorded, and to have the current record book(s) on hand at every meeting of the Regional Council and Executive Committee.

SECTION 5. Assistant Secretary. The Assistant Secretary shall maintain a record of all the proceedings of the Executive Committee; produce such records upon request of any Executive Committee member in good financial standing. Shall record minutes and attendance of each meeting; shall read the minutes of the previous meeting at each Executive Committee meeting; shall provide copies of minutes to Executive Committee members fifteen (15) to thirty (30) days after each meeting. The Assistant Secretary shall perform the duties and functions of the Secretary during the absence or incapacitation of the Secretary.

SECTION 6. Treasurer. The Treasurer shall be the chief financial officer of the Regional Council; shall countersign with the Regional Council President or Executive Vice President all checks for the disbursement of Council funds payable upon receipt of authorized requisitions; shall provide financial statements as often as required, but at least quarterly, to the Executive Committee; and shall provide complete financial reports at the Regional Council meetings. The Treasurer's books shall be subject to an annual audit as determined by the Executive Committee.

SECTION 7. Assistant Treasurer. The Assistant Treasurer shall maintain a record of all dues-paying chapters and submit notifications of dues and shall report on the status of paid-up chapters. The Assistant Treasurer shall perform the duties and functions of the Treasurer during the absence or incapacitation of the Treasurer. This includes countersign with the Regional Council President or Executive Vice President checks drawn on the Regional Council Treasury.

SECTION 8. Parliamentarian. The Parliamentarian shall be an advisor to the Regional Council President, other officers, committees, and members on matters of parliamentary procedures.

SECTION 9. Historian/Librarian. The Historian/Librarian shall prepare and maintain a narrative account of the Regional Council's activities which, when approved by the Regional Council, will become a permanent part of the Council's official history; and shall be responsible for the collection of books and other written or printed matter relating to the Regional Council.

SECTION 10. Immediate Past Regional Council President. The Immediate Past Regional Council President shall be an advisor to the Regional Council President, Executive Committee, and the Regional Council.

ARTICLE VII

MEETINGS

SECTION 1. Regional Council. There shall be at least two Regional Council meetings each year. The regular meetings of the Regional Council shall be held in the Spring (March, April, May) and the Fall (September, October, November) of each year unless otherwise ordered by the Council or the Executive Committee. The election of officers shall be held during the Fall meeting.

SECTION 2. The Region shall hold an annual Regional Training Conference in conjunction with the regular meeting in the Spring each year. The time and place of the training conference shall be determined by the Regional Council.

SECTION 3. Special meetings of the Regional Council may be called by the Regional Council President, the Executive Committee, or upon the written request to the Regional Council President by one-fourth (1/4) of the members of the Regional Council. The purpose of the meeting shall be stated in the call. At least fourteen (14) days written notice shall be given to each member. In cases of emergency, at least seventy-two (72) hours written notice shall be given to each member.

SECTION 4. A majority of the certified representatives at the Regional Council Meeting shall constitute a quorum.

SECTION 5. Executive Committee. The Executive Committee shall meet at least quarterly. Executive Committee meetings may be by teleconference or videoconference.

SECTION 6. Special meetings may be called by the Regional Council President or upon the written request of three (3) members of the Executive Committee. The purpose of the meeting shall be stated in the call. At least seven (7) days written notice shall be given to each member. In cases of emergency, at least forty-eight (48) hours written notice shall be given to each member.

SECTION 7. A simple majority of the voting members of the Executive Committee shall constitute a quorum.

ARTICLE VIII

STANDING AND SPECIAL COMMITTEES

SECTION 1. Standing Committees. The Standing Committees of Region IV shall be advisory. The Standing Committees are:

- (1) Finance**
- (2) Program and Planning**
- (3) Communication and Public Relations**
- (4) Legislative and Legal Review**
- (5) Conference Planning**
- (6) Membership**
- (7) Bylaws Committee**

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 (except Finance, Nominating, and Elections) shall be appointed by the Regional Council President with the approval of the Executive Committee.

SECTION 4. The Chair of the Finance Committee shall be appointed by the Executive Vice President with the approval of the Executive Committee.

SECTION 5. Members of each committee shall be selected by the Chair of the respective committee.

SECTION 6. Committee Chairs (except Finance, Nominating, and Election) are subject to recall by the Regional Council President or as directed by a two-thirds (2/3) majority vote of the Executive Committee.

SECTION 7. The Finance Chair is subject to recall by the Executive Vice President or as directed by a two-thirds (2/3) majority vote of the Executive Committee.

SECTION 8. All reports and recommendations generated by standing committees, with the exception of the Finance Committee, shall be submitted to the Executive Committee through the Regional Council President. The Chair or a representative of each committee, except the Finance Committee, at the request of the Regional Council President, may be required to be present at Executive Committee meetings; shall submit a written report to the Secretary to be recorded in the minutes; and shall submit to the Treasurer a detailed report of expenditures and receipts from all fund raising activities for the Region. All reports and recommendations generated by the Finance Committee shall be submitted to the Executive Committee, through the Executive Vice President. The Chair or a representative of the Finance Committee, at the request of the Executive Vice President, may be required to be present at Executive Committee meetings; shall submit a written report to the Secretary to

be recorded in minutes; submit a detail report of expenditures and receipts from all fund raising activities for the Region.

SECTION 9. Chairs of Standing Committees shall submit an annual workplan and budget to the Finance Committee. Committee member rosters shall be submitted to the Executive Committee.

SECTION 10. Special Committees. Special committees may be established at the discretion of the Regional Council President with the approval of the Executive Committee to meet the regional objectives lending themselves to a special or ad hoc committee structure.

SECTION 11. Standing and Special Committees may meet as often as necessary to carry out the function of the committee. Standing and Special Committees may meet by videoconference or teleconference.

SECTION 12. The quorum for a Standing or Special Committee is a majority of its membership.

ARTICLE IX

DUTIES OF THE STANDING COMMITTEE

SECTION 1. Finance. The Finance Committee shall develop the Council's yearly budget to be submitted in the Fall for the next fiscal year; and shall develop and implemented ways and means to raise funds with Executive Committee approval.

SECTION 2. Program and Planning Committee. The Program and Planning Committee shall develop a comprehensive and ongoing general program to meet the goals and objectives of the Region.

SECTION 3. Communication and Public Relations. The Communication and Public Relations Committee shall develop, implement, and maintain a publicity and public relations program within the Region with the general public. This includes the generation of media coverage for all Regional events; review and issuance of news releases; and publicizes and projects a positive image of the Region and Regional Officers. This committee shall be responsible for publishing the official Regional Newsletter.

SECTION 4. Legislative and Legal Review. The Legislative and Legal Review Committee shall review and analyze all proposed and existing legislation and major employment program policy changes to determine possible impacts on Blacks government employees; shall review all legal decisions involving policy interpretations affecting Black government employees and develop strategies to provide the input to the National Organization.

SECTION 5. Conference Planning. The Conference Planning Committee shall develop and implement plans for the Annual Training Conference to include action subcommittees for: finance and budget, training and education, speakers, banquet, annual business meeting, communication and public relations, and exhibits.

SECTION 6. Membership. The Membership Committee shall develop a comprehensive and ongoing general program for the Region addressing chapter formation, recruitment, and accountability of all regional chapter members.

SECTION 7. Bylaws. The Bylaws Committee shall render constitutional opinions to the Executive Committee and the Regional Council; shall periodically review the Regional Bylaws and the National Constitution and recommend amendments where appropriate; shall offer opinions on the constitutionality of all policies; and shall be responsible for incorporating all approved amendments into the Regional Bylaws and distribute them to the Chapters within thirty (30) days through the Regional Council President.

ARTICLE X

NOMINATIONS AND ELECTIONS

SECTION 1. Nominations for Regional Offices shall be made by a Nominating Committee elected by the representatives at the previous Regional Council meeting. Nominations may also be submitted by chapters provided that such names are transmitted to the Nominating Committee at least sixty (60) 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.

SECTION 2. Nominating Committee. The Nominating Committee of seven (7) members and five (5) alternates shall be elected annually to prepare a slate of nominees for the appropriate offices. The Committee shall nominate one candidate for each office. The Committee shall follow the procedures as stated herein and in the **Region IV Policy and Procedure Manual**. Following the election of the Nominating Committee, the committee members shall meet to elect a committee chairperson.

SECTION 3. Election Committee. The Election Committee shall conduct the election at the annual meeting held in the Fall.

SECTION 4. At the annual meeting held in the Fall, an Election Committee of five (5) members shall be elected by the Regional Council. It shall be the duty of this committee to conduct the Regional elections. This shall include the establishment of appropriate machinery, provisions, and procedures for conducting Regional elections.

SECTION 5. The officers shall be elected by secret ballot to serve for two years or until their successors are elected, and their term of office shall begin January 1 of the following year. For the purpose of maintaining continuity, the election of regional officers shall be alternated as follows: the Regional Council President, First, and Third Vice Presidents, the Secretary, and the Assistant Treasurer shall be elected in even number years; and the Executive Vice President, the Second Vice President, the Treasurer, and the Assistant Secretary shall be elected in odd number years.

SECTION 6. No officer shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.

SECTION 7. When only one (1) candidate is nominated for an office, that candidate shall be elected by acclamation. When there is only one (1) candidate per office appearing on the election ballot the slate in total shall be elected by acclamation.

ARTICLE XI

RESIGNATIONS, EXPULSIONS, SUSPENSIONS, REMOVALS, OR VACANCIES

SECTION 1. Any officer desiring to resign from office shall submit his/her resignation in writing to the Regional Council President, who shall present it to the Executive Committee.

SECTION 2. The Executive Committee shall make recommendations to the Regional Council for submission to the National Board of Directors for the suspension or revocation of any chapter in Region IV for cause. Such cause is defined as any conduct by a chapter that is detrimental to the National Organization.

SECTION 3. Any officer or member may be temporarily expelled, suspended, or removed by the Executive Committee by a three-fourth (3/4) majority vote whenever the Executive Committee determines it is in the best interest of the organization; provided a full hearing of the charges has been provided. The Regional Council shall determine the final action on all temporary expulsions, suspensions, or removals. Upon notification by the Executive Committee of temporary expulsion, suspension or removal, the officer or member shall lose all of his or her rights of membership to the Regional Council, unless other disciplinary actions are taken.

SECTION 4. A complaint against an officer or member may be initiated by any three (3) members of the Regional Council. The complaint must be in writing and signed by those members and submitted to the Executive Committee. Upon receipt thereof, the Regional Council President shall forward within five (5) days a copy of the complaint by certified mail to the officer or member involved to his or her last address on file. Such officer or member shall have fifteen (15) days from the date of receipt of charges to answer in writing to the Executive Committee. The officer or member is entitled to a hearing before the Executive Committee or may elect to have the decision made entirely on the basis of the complaint. The Executive Committee may appoint a special committee to hear the matter.

SECTION 5. The Regional Council President, subject to the approval of the Executive Committee, may appoint any member in good standing to fill any vacant Executive Committee position. Any member appointed to fill a vacancy in the Executive Committee will serve for the remainder of the term for which his or her predecessor was elected or appointed.

ARTICLE XII

CHAPTER REPORTING REQUIREMENTS

SECTION 1. Chapters shall file written reports at each Regional Council meeting and as requested by the Regional Council or Executive Committee. All reports shall be submitted to the Regional Council President.

SECTION 2. Chapters who fail to report to the Regional Council for two (2) consecutive meetings shall be notified by the Executive Committee. Chapters who fail to report on two (2) consecutive requests from the Executive Committee or the Regional Council, shall be notified by the Executive Committee of pending disciplinary action. The Regional Council shall determine the disciplinary action.

ARTICLE XIII

EXPENSES AND REIMBURSEMENT

SECTION 1. The Regional Council shall compensate all members of the Region who have been authorized by the Regional Council or Executive Committee to carry on the business of the Region in accordance with the budget. All reimbursable expenses shall be paid not later than ten (10) days after proper documentation is submitted.

SECTION 2. Upon request and with proper documentation, projected expenses may be advanced up to eighty percent (80%). At the conclusion of the travel, and with proper documentation, all unpaid reimbursable expenses shall be paid in full. Reimbursable expenses shall include hotel/motel cost not to exceed prevailing Government rate. Mileage cost, for use of personal vehicle, will be reimbursed by actual (approved) miles to and from meetings. Mileage rate will be set by the Executive Committee with the Regional Council's approval. Other modes of transportation chosen must be one that is most advantageous to the Region. All travel advances and/or travel reimbursements, shall be paid not later than ten (10) days after proper documentation is submitted, providing the Regional Treasury balance is in excess of Five Hundred Dollars (\$500). The Regional treasury must remain at Five Hundred Dollars (\$500), unless approved by the Executive Committee in session.

ARTICLE XIV

DUES AND ASSESSMENTS

SECTION 1. The Assistant Treasurer will base the annual assessment of chapter dues on the number of financial members on the National roll on December 31 for the ensuing year. Regional dues are due to the Regional Council by March 31 of each year. The Regional Council will not prorate regional dues.

SECTION 2. The Executive Committee may recommend changes, subject to the approval of the Regional Council, to the amount of dues and assessments for the ensuing year.

ARTICLE XV

RULES OF PROCEDURES

Rules of procedures as stated in **Roberts Rules of Order Newly Revised** shall govern the Council in all cases to which they are applicable, except as otherwise provided herein, in the **Region IV Policy and Procedure Manual**, and any special rules of order the Council may adopt.

ARTICLE XVI

INCORPORATION

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 XVII

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 advance.

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 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 actions are consistent with the honesty, 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 its officers or agents except as specified in these bylaws or authorized by the Regional Council.

SECTION 4. Distribution of Chapter Assets and Properties. In event of voluntary dissolution of any chapter, its property shall be forwarded to the Regional Council. The assets of the chapter shall in no event be distributed to any of its members or officers, or other organizations.

SECTION 5. Distribution of Regional Council Assets and Properties. In the event of voluntary dissolution of the Regional Council, its property shall be forwarded to the National Organization. The assets of the Regional Council shall in no event be distributed to any of its members or officers, or other organizations.

ARTICLE XVIII

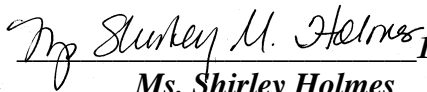
AMENDMENTS TO BYLAWS

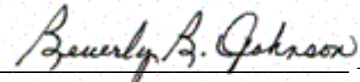
These bylaws may be amended at any regular meeting of the Regional Council by a two-thirds (2/3) vote, provided that the amendment (s) has been submitted in writing to the Regional Council President within forty-five (45) days prior to the next regular meeting. The Regional Council President or designee shall submit amendment (s) to all chapters in Region IV thirty (30) days prior to the next regular meeting. Amendments made to the bylaws shall become effective upon the approval of the Regional Council. Any amendments made to these bylaws shall be mailed to all chapters in Region IV within thirty (30) days after they have been approved by the Regional Council.

ARTICLE XIX

RATIFICATION

These bylaws become effective on ratification by a two-thirds (2/3) majority vote of the Regional Representatives present and eligible to vote at the regular meeting of the Regional Council held in the city and state of Atlanta, Georgia on November 1, 2008. These bylaws as amended and ratified supersede all previous bylaws.


11/2/08
Ms. Shirley Holmes
Region IV Council Secretary


11/2/08
Mrs. Beverly Johnson
Region IV Council President