

CONSTITUTION OF THE
SACRAMENTO METROPOLITAN AREA CHAPTER
OF
BLACKS IN GOVERNMENT

PREAMBLE

There comes a time in every movement when it seems to the on-looker that all has been accomplished: When the members of that movement armed with a false sense of security and not realizing that forced change is only temporary become complacent and satisfied: When the leaders of that movement, owing to the pressure from the diversity within and the pressure from the hostility without, in the name of comfort and compromise settle for second best for those who entrusted them with leadership: When the people of that movement begin to believe there is no longer any desire to fight, that the resource of support is no longer there, or that they have gone as far as they can go start to fragment and in the name of self-preservation cease their activities leaving the job undone and the needs of so many unsecured. From that condition new and specialized organizations are formed – organizations that owe their existence and purpose to those unsecured needs. Therefore, we, the Black governmental employees of the Sacramento area, feeling that our needs as employees have not been met, in accordance with our feelings, beliefs, and under the jurisdiction of the National Blacks In Government organization, do hereby ordain and establish these By-laws.

ARTICLE I NAME OF THE ORGANIZATION

Section 1 The name of this organization shall be the Sacramento Metropolitan Area Chapter of Blacks in Government, a non-profit organization, hereinafter referred to as the “Sacramento Metro Chapter” or “Sacramento 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.

Section 3 The seal of the Sacramento Chapter shall be in the form of two concentric circles and shall bear the words “Sacramento Metro Chapter of Blacks In Government” inscribed in the space between the inner and outer circle, a silhouette of the dome portion of the California State Capital building with the outline of seven individuals at its base.

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 enhance the promotion of ethnic pride and socio-economic, civic and cultural programs and fellowship, which will serve to bind, Blacks together.
- Section 5 To develop programs to promote, provide, and enhance educational opportunities for Blacks in government.
- Section 6 To establish a mechanism for the compilation, synthesis, dissemination, and coordination of information for Blacks in Government (BIG), thereby continually upgrading communications among Black employees across government with the objectives of attaining strength through shared knowledge and organizational unity.
- Section 7 To provide a non-partisan platform on major issues of local and national significance so that our members may better know and express their individual minds on matters which may affect them.
- Section 8 To expand the concept and objectives of Blacks In Government (BIG) to jurisdictions throughout the United States, it's regions, and other subdivisions to provide maximum impact of the benefits to be derived from the pursuit of these objectives as stated above.
- Section 9 To provide training that will enhance our ability to do our job and gain advancement.
- Section 10 To function as a resource concerning government employment.

Section 11 To provide support for those Blacks participating in community and civic affairs so that when they speak, it is with the voice of many.

ARTICLE III ORGANIZATIONAL STRUCTURE AND COMPOSITION

Section 1 Membership

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 in the by-laws.

Section 2 Officers

Its members who are in good financial standing shall elect the Sacramento Chapter's officers.

- A. The elected officers of the Sacramento Chapter shall include, but not be limited to, the President, First Vice-President, Second Vice-President, Treasurer, Assistant Treasurer, Recording Secretary and any other office agreed upon by the Executive Board.
- B. The Executive Board shall consist of elected officers.

Section 3 Term of Office

The term of office for all elected and appointed officers shall be as provided for in the by-laws.

Section 4 Meetings

The meeting quorum, time, place, manner and conduct shall be as provided for in the by-laws.

Section 5 The Sacramento Chapter shall be a part of the National organization and participate in the National assemblies in accordance with the National Constitution.

Section 6 Regional Council

- A. The Sacramento Chapter shall belong to Region IX, Regional Council in accordance with the Regional Constitution.
- B. The Regional delegates shall consist of three (3) members and one alternate in good financial standing. The resident prior to regional meetings shall appoint delegates. Delegates can hold an elective office simultaneously.

ARTICLE IV MEMBERSHIP

Section 1 Individual Membership

Any person who is in accord with the philosophy, principles, policies, and objectives of this organization, and agrees to adhere to the same, may become a member of this organization with the consent of the Executive Board by paying the applicable annual membership fee, provided he or she is qualified as stated in the by-laws.

Section 2 Membership Categories

There shall be three categories of individual membership: Regular, Associate and Life. The National Board of Directors may establish other categories of membership. Individual membership in the organization at the National level is a requirement for local chapter membership.

ARTICLE V AMENDMENTS

This constitution may be amended by a two-thirds (2/3) affirmative vote of the Sacramento Chapter members. Such amendments will become effective at the beginning of the calendar year following the meeting at which the vote was taken. The general membership shall be informed in writing as to proposed changes at least sixty (60) calendar days prior to the meeting at which the amendments will be considered for inclusion in the Constitution.

ARTICLE VI RATIFICATION

This Constitution became effective upon ratification by an affirmative vote of two-thirds (2/3) of the members of the Sacramento Chapter on

AMENDED _____ (This ratification superseded and amended the previous Bylaws which were ratified by a simple majority of voting members present at the General Meeting held October 8, 1995)

ODELLA CANNON
Recording Secretary

TONI MARTIN
President

BY-LAWS OF THE
SACRAMENTO METROPOLITAN AREA CHAPTER
OF
BLACKS IN GOVERNMENT

ARTICLE I MEMBERSHIP

Section 1 Regular membership in this organization shall be open to all federal (including military), state, and local employees in the Sacramento Metropolitan Area regardless of race, creed, age, sex, handicap, national origin, marital status, duty status (active or retired), religion, or political affiliation with the consent of the Chapter and by paying the applicable annual national and local membership fee.

A. Regular members shall be accorded all privileges of membership, except being national delegates unless they are also chapter members.

B. Any person whom at the time of being separated—without prejudice—from employment by the federal, state, or local government, was a regular member in good financial standing is eligible for regular membership in this organization.

- C. Any person who, at the time of being separated—without prejudice—from employment by the federal, state, or local government and such separation is grieved, and that person is a member in good financial standing is eligible for continued regular membership in this organization until such grievance is resolved.

Section 2 Associate Membership

Associate membership in this organization shall be open to all other interested people within the Sacramento Metropolitan Area who are in accordance with the principles, policies, and objectives of the organization and who agrees to adhere to the same with the consent of the Chapter and by paying the applicable annual membership fees.

- A. Such members shall be accorded all rights and privileges of membership except those of voting and holding an elective office.
- B. Further, Associate membership shall be limited to no more than thirty percent of the regular membership.

Section 3 Life Membership.

Any person who is in accordance 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 with the consent of the Chapter and by paying the life membership fee.

Section 4 To attain the status of Regular or Associate member, both nationals and chapter dues will be required annually. The National Board of Directors of Blacks in Government shall set national dues. The Executive Board with the approval of the membership shall set the Sacramento Chapter dues. Payment of said dues shall entitle all members to such privileges as defined by the Executive Board.

A. The Sacramento Chapter and National annual dues shall be due on member's anniversary date.

Section 5 The privilege of membership within this organization shall be subject to revocation in accordance with Article X of the National Constitution.

Section 6 All regular members of the Sacramento Chapter shall have the right to hold elected office provided they have been a member in good standing (dues are current and have attended at least two thirds of the general meetings) for at least one year as certified by the Assistant Treasurer.

A. All regular members and associate members shall have the right to hold appointive offices.

B. No member shall hold more than one elective office within this organization at any given time.

ARTICLE II DUTIES OF OFFICERS & STANDING COMMITTEES

Section 1 Executive Board

The Executive Board shall implement the programs of the chapter. The Executive Board shall also transact routine business between meetings of the Chapter and act in emergency situations.

- A. The Executive Board shall meet at least once a month at a time and location scheduled by the President. Additional meetings, as needed, may be called by the President with at least forty-eight hours notice given to all Executive Board Members.

- B. Executive Board meetings are open to the entire membership except where matters of a sensitive nature are discussed. During the discussion of sensitive material the President with a majority approval from the Executive Board shall have the option of entering into a “closed door” executive session.

- C. No business shall be conducted by the Executive Board without a quorum of at least two-thirds of the members of said Board with vacancies being discounted. Failure to achieve quorum at two consecutive Executive Board meetings shall result in those members of said Board that are present being empowered to conduct business.

- D. All policies, rules, or regulations established by the Executive Board shall be binding and shall carry from one administration to the next unless said the Executive Board or the membership has revoked policy, rule, or regulation. And action or decision of the Executive Board shall be subject to revocation by a two-thirds majority vote of the membership present and voting at a General Meeting of the Sacramento Chapter.

- E. The Chapter shall approve all Chapter expenditures outside of the operational budget. Any expenditure within the operational budget shall be subject to the approval of the President and the Treasurer.

- F. The conduct of all Executive Board meetings shall be in accordance with Robert's Rules of Order, revised.

Section 2 Officers.

- A. President
The President shall serve a Chair of the Executive Board and shall be an ex-officio member of all committees, except the nomination 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 Secretary, requisitions for the disbursement of funds; 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; shall make appointments as necessary.

B. First, Second, and Third Vice-Presidents

The First, Second, and Third Vice-Presidents, in order of rank, shall perform all the duties and functions of the President, in the event the President is absent or incapacitated, and shall have all the powers of and be subject to all the restrictions of that office. In addition, each Vice-President may be responsible for serving as a focal point for coordinating programs and activities relating to one of the following sectors:

- 1) Federal
- 2) State
- 3) County/Local/City

C. Recording Secretary

The Recording Secretary shall maintain a record of the proceedings of the organization; shall produce such records upon request of any member in good financial standing; shall read the minutes of the previous meeting at each Executive Board and Chapter meetings; shall maintain in safe custody the seal of the organization and be empowered to affix such seal to all contracts and instruments to be executed by the organization.

D. Corresponding Secretary

The Corresponding Secretary shall be responsible for the corresponding of the organization; notification of meetings; and perform the duties and functions of the Secretary during absence or incapacitation of the Secretary.

E. Treasurer

The Treasurer shall be 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 requested, but at least quarterly, to the Executive Board and Chapter members. The Treasurer's books shall be subjected to annual audit.

F. Assistant Treasurer

The Assistant Treasurer shall maintain a record of all dues-paying members and submit notification of renewals when due; Shall provide for collections of dues, and shall report on the status of paid-up memberships. In case of absence or disability of the Treasurer, the Assistant Treasurer shall countersign with the President or Vice-President checks for the disbursement of the organization's funds.

G. Parliamentarian

The Parliamentarian shall give parliamentary interpretation upon request. Serve as an advisor to the President, other officers, committees, and members on matters of parliamentary procedures.

H. Historian

The Historian shall be responsible for the collection of books or other written or printed matter relating to the organization.

Section 3 Standing Committees

Standing committees shall include, but not be limited to Finance, Program and Planning, Communication and Public Relations, Membership. All Committee Chairpersons will report to the President.

A. Finance

The Finance committee shall assist the Treasurer in maintaining the financial records of the organization develop the organization's yearly budget and recommend ways and means to raise funds.

B. Program and Planning Committee

The Program and Planning Committee shall develop a comprehensive and on-going general program for the organization addressing employment areas of concern to Black government employees, including: rates of hiring and firing; training; assignments and details; distribution of authority and responsibility; adverse actions, awards, merit pay; and disciplinary actions.

C. Communications and Public Relations

The Communications and Public Relations Committee shall develop, implement and maintain a publicity and public relations program which includes the generation of media coverage for all major organizational events; review and issue news releases; project a positive interest in the

employment status of Black government employees and significant and supporting activities; and publicize and project the positive images of the organizations top officers.

D. Membership Committees

The Membership Committee shall develop and implement comprehensive membership activities which will be directed to employees at all levels of government and project the philosophy, goals, and objectives of the organization.

Section 4 Appointments

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

- A. Chairpersons of established committees shall have the authority to establish subcommittees and make special appointments within their committee for the purpose of conducting committee business.
- B. All standing committee members shall be selected from the general membership.
- C. At the end of every quarter provide a written report to the Executive Board and any member of the Sacramento Chapter that requests a copy of the progress and achievements of the Sacramento chapter.

ARTICLE III MEETINGS AND QUORUMS

- Section 1 General Meeting shall be held at least once per month and no less than nine times per year. Said meetings shall be held for the purpose of disseminating information about and soliciting involvement in the Sacramento Chapter activities, election of officers, and deciding all issues as requested by the President or the Executive Board.
- Section 2 No business shall be conducted at a General Meeting without a quorum of at least ten members of the membership of the Sacramento Chapter.
- Section 3 A simple majority vote of those members in good financial standing present and voting shall decide all business issues brought before the membership at a General meeting unless otherwise stipulated by these bylaws, the President, or the Executive Board.
- Section 4 General Meetings of the Sacramento Chapter shall be open to the public.
- Section 5 The President or a majority of the Executive Board may call special meetings.

ARTICLE IV ELECTIONS AND TENURE OF OFFICERS

Section 1 Annual elections shall take place in the fourth quarter of the calendar year.

- A. An ad-hoc nominating committee may distribute a list of candidates for the office at least thirty (30) days prior to the election.
- B. Candidates shall be nominated for offices by the Nominating Committee and/or in a meeting of the general membership.
- C. All regular members, whose dues are current, shall be eligible to hold any office.
- D. Election of officers shall be by secret ballot.
- E. Any candidate receiving a simple majority of votes shall be declared the winner of said office.

Section 2 All elected officers shall take office on January 1 of the year following their election.

Section 3 Chapter Officers, President, Second-President, Corresponding Secretary, and the Assistant Treasurer, shall be elected for two year terms at the first election in which this provision is implemented; the First-Vice President, Third-Vice President, Recording Secretary and Treasurer shall be elected for one year term at the first election in which this provision is implemented. Thereafter, the officers shall be elected for two-year terms in alternate years.

Section 4 Term of Office

- A. Annual elections shall take place in the fourth quarter of the calendar year. All officers of the Sacramento Chapter shall be elected for a two-year term.
- B. Newly elected officers shall assume the duties of their offices on January 1 through December 31.
- C. There are no term limits on serving in any office.

Section 5 Any office may be declared vacant, for cause, upon recommendation of the Executive Board and/or a two-thirds (2/3) vote of the general membership.

ARTICLE V FINANCES AND DISBURSEMENTS

Section 1 The fiscal year shall be from January 1 to December 31 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. All financial reports shall be in writing and submitted to the Chapter membership for acceptance.

- A. The chapter accounts shall have the name of the President, First Vice-President, and Treasurer registered, the requirements that two (2) signatures may be necessary for all disbursement activities.
- B. 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 5 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 shall property be distributed to such tax exempt, non-profit 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 VI EXPULSION, TERMINATIONS, OR REMOVALS

Expulsions, terminations or removals shall be in accordance with Article X, Section 4A(3) of the National Constitution.

ARTICLE VII RULES OF PROCEDURE

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

ARTICLE VIII INCORPORATION

Section 1 The National organization, Blacks In Government (BIG) is incorporated as a non-profit, tax-exempt corporation under the appropriated laws of the District of Columbia.

Section 2 This chapter is covered under the umbrella of the National organization's incorporation and should be recognized in each state as a foreign corporation unless a chapter has already been incorporated.

ARTICLE IX AMENDMENTS

Section 1 These bylaws may be amended or altered by a two-thirds (2/3) majority vote at any regular or special meeting of the chapter provided the quorum requirements of Article VII are adhered to. The proposed amendments must be presented in writing 30 days in advance of said vote. Any amendments acted upon become effective immediately.

Section 2 Any requirements of the bylaws may be waived by a two-thirds (2/3) majority vote of the general membership.

ARTICLE X RATIFICATION

Ratification of these bylaws shall be by a two-thirds (2/3) majority vote of the members and approval by the National Board of Directors.

(This ratification superseded and amended the previous Bylaws which were ratified by a simple majority of voting members present at the General Meeting held October 8, 1995)

AMENDED _____

ODELLA CANNON
Recording Secretary

TONI MARTIN
President