

BY-LAWS
OF
SOUTHEAST CHAPTER
OF
Blacks In Government (BIG)

Amended April 9, 2005

**ARTICLE I
NAME**

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

Section 2. The seal of the national organization shall be in the form of two concentric circles and shall bear the words "Blacks In Government" inscribed in the space between the inner and outer circle and/or the letters BIG inscribed in the space inside the inner circle.

**ARTICLE II
GOALS AND OBJECTIVES**

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

- Section 1. To be an advocate of equal opportunity for Blacks in government.
- Section 2. To eliminate practices of racism and racial discrimination against Blacks in government.
- Section 3. To promote professionalism among Blacks in government.
- Section 4. To develop and promote programs which will enhance ethnic pride and educational opportunities for Blacks in government.
- Section 5. To establish a mechanism for gathering and disseminating information for Blacks in government.
- Section 6. To provide a nonpartisan platform on major issues of local, regional and national significance that affect Blacks in government.

ARTICLE III ORGANIZATIONAL STRUCTURE

Section 1. The chapter shall consist of individuals employed by federal, state or local government, WORKING OR LIVING IN SOUTHEAST MARTIN LUTHER KING COUNTY AND ITS SUBURBAN CITIES AND UNINCORPORATED AREAS IN THE STATE OF WASHINGTON.

Section 2. The Chapter shall consist of persons regardless of race, creed, color, national origin, religion, age, sex, political affiliation, marital status or disability, 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, Vice President, Secretary, Assistant Secretary, Treasurer and Assistant Treasurer.

C. The Executive Committee shall consist of the President, Vice President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer and the immediate past president.

Section 4. REGIONAL COUNCIL

A. This Chapter shall belong to the Region X Council of Blacks In Government in accordance with the National Constitution.

B. The Chapter shall elect three (3) regular financial members, one of whom will be the President of the Chapter, to serve as representatives to the Regional Council.

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 in accordance with the National Constitution and national policies. All reports shall be forwarded to the National Office.

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 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 federal, state, or a local government who is in accord with the principles, policies, and objectives of the organization and who agrees to adhere to the same, may become a regular member of this chapter by paying the 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 employment by the federal, state, or local government and such separation is grieved, and that person is a regular member in good standing, is eligible for continued regular membership in this organization until such grievance is resolved.

B. Associate Membership.

(1) Any person who is not eligible for regular membership and is in accord with the principles, policies, and objectives of the organization and who agrees to adhere to the same, may become an associate member of this organization by paying the 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. Chapter and Regional membership fees must be paid annually to retain chapter membership.

ARTICLE V
DUTIES OF OFFICERS, APPOINTMENTS, AND STANDING COMMITTEES

Section 1. Executive Committee. The elected officers and immediate past president shall constitute the Executive Committee. The Executive 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.

A. President. The President shall serve as Chair of the Executive Committee and shall be an 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.

B. Vice President. In the absence of the President or in the event of the inability of the President, the Vice President shall perform all the duties and functions of the President. During such a period, the Vice President shall have all the powers of and be subject to all the restrictions placed upon the President. Shall perform other duties as assigned by the Executive Committee or the Chapter.

C. 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 have available the minutes of the previous meeting at each Executive Committee and Chapter meeting. Shall perform other duties as assigned by the Executive Committee or the Chapter.

D. Assistant Secretary. The Assistant Secretary shall be responsible for the correspondence of the organization; notification of meetings; and perform the duties and functions of the Secretary during absence or inability of the Secretary. Shall perform other duties as assigned by the Executive Committee or the Chapter.

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 required, but at least quarterly, to the Executive Committee and Chapter Members. The Treasurer's books shall be subjected to audit annually. Shall perform other duties as assigned by the Executive Committee or the Chapter.

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 collection of dues, shall report on the status of paid-up memberships, and shall chair the Membership Committee. In case of absence or inability of the Treasurer, the Assistant Treasurer shall perform all the duties of the Treasurer 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 of 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 appointments within their committee for the purpose of conducting committee business.

B. All standing committee members shall be selected from the general membership. The standing committees shall include:

Finance
 Program and Planning
 Communication and Public Relations
 Membership

(1) Finance. The Finance Committee shall be responsible for the financial accountability of the chapter. This committee will be responsible for, but not be limited to, determining the cost of the Chapter's programs and reporting to the general membership the feasibility of implementing these programs.

(2) Program and Planning. The Program and 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 assistance in those areas 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 Communications 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 policies.

(4) Membership. The Membership Committee shall be responsible for developing and implementing programs for membership drives, receive and screen membership applications, and any other functions deemed necessary by the Chapter or Executive Committee.

C. Special Committees: The Chapter President with approval of the Executive Committee, may establish special committees to perform specific functions as required and develop duties according to the needs of the Chapter. These committees shall serve at the discretion of the President as to the composition, duties, and length of service. The special committees shall include but not be limited to:

Audit
Nomination
Election

(1) Audit Committee. This committee will serve as the audit committee for audits required by law, or any other reason. An audit must be conducted and results reported at the April Chapter meeting of each calendar year. This committee will have access to all financial records necessary to complete the audit. No officers can be members of this committee when performing the audit functions.

(2) Nominating Committee. The Nominating Committee shall be composed of at least three (3) members from the general membership and shall be appointed by the President or 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 a meeting determined by the membership.

(3) Election Committee. The Election Committee shall be composed of at least three (3) members from the general membership and shall be appointed by the President or elected by the general membership for the purpose of conducting annual Chapter elections. Prepare an official ballot of eligible candidates for each office. Conduct the actual election of officers in conjunction with the slate officers presented by the Nominating Committee. Present the election results to the membership, provide certification in writing of the results to the Chapter Secretary.

D. Appointments.

(1) Parliamentarian (**Optional**). The Parliamentarian is appointed by the President and shall give parliamentary opinions upon request. Perform such other duties as may be required by the Executive Committee.

(2) Historian/Librarian (**Optional**). The Historian/Librarian shall be appointed by the President and shall retain custody of any collections of books, printed matter or any other documentation related to the Chapter and Blacks In Government; and compile a narrative and pictorial account of the Chapter's activities for the year which will become a permanent part of the Chapter's history.

ARTICLE VI MEETINGS AND QUORUMS

Section 1. The purpose of the regular business meetings shall be to conduct the business of the Chapter and receive reports on progress from the Chapter officers and committee chairpersons. 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 the Chapter.
- B. Special meetings may be called by the President, a majority of the Executive Committee, or any ten (10) 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 **five (5) percent of the membership, but at least four (4) regular members and one (1) 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 AND ELECTIONS OF OFFICERS

Section 1. Nominating and Election Committees. The Nominating Committee, consisting of three (3) members, and the Election Committee, consisting of three (3) members, shall be elected by the general membership at least 60 days prior to the election.

Section 2. Nominations. Nominations for Chapter offices shall be made to the Nomination Committee prior to the meeting for the election. Nominations shall be submitted to the nominating committee at least thirty (30) days prior to the date set for the meeting and/or nominations may also made from the floor at the general membership meeting held for nominations. The nominating committee shall receive and distribute a list of candidates for office(s) at least two (2) weeks prior to the election.

Section 3. Elections: Annual Chapter elections shall be held during the month of November.

- A. Any **regular** member 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 **simple** majority of votes, shall be declared the winner of said office. In the event of a tie, a run-off vote shall continue until one nominee receives a majority of the votes cast.

C. Any candidate receiving a **simple** majority of votes, shall be declared the winner of said office. In the event of a tie, a run-off vote shall continue until one nominee receives a majority of the votes cast.

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 elected 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 relieved by newly-elected officers. Officers shall serve no more than two (2) two-year terms, however they shall be eligible for election to all other offices. The election of the officers shall be staggered for continuity. The office of **Vice President, Assistant Secretary, and Treasurer** shall be elected for terms beginning in the odd numbered year. The office of **President, Secretary, and Assistant Treasurer** shall be elected for terms beginning in the even numbered year. Officers appointed off cycle shall serve for one year and shall be eligible to serve two two-year terms.

Section 5 Vacancies. Any office may be declared vacant, for cause, upon recommendation of the Executive Committee and/or a two-thirds (2/3) vote of the General membership at any legally held meeting. Vacancies shall be filled by a Special Election at a General membership meeting following the announcement of the vacancy and notification of the membership. Nominations may be made from the floor and the election process will be conducted in accordance with Section 3, paragraph A, B, and C above.

Section 6. Each elected officer shall maintain files and records and shall deliver them to his/her successor upon vacating his/her office.

ARTICLE VIII DUES AND ASSESSMENTS

Section 1. The fiscal year shall be from 1 January to 31 December inclusive.

Section 2. The Chapter dues shall be as set by the membership.

Section 3. The Regional dues shall be as set by the Regional Council.

Section 4. Finances of this chapter are to be used solely for expenses involved in pursuing the goals and objectives of the organization.

Section 5. The chapter accounts shall have the name of the President, Vice President, and Treasurer and Assistant Treasurer registered, with the requirements that at least two (2) signatures shall be necessary for all disbursement activities.

Section 6. All financial liabilities incurred by this chapter shall remain the responsibility of this chapter. To insure this end, the Finance Committee shall have the responsibility of determining when additional assessments are necessary to cover the cost of chapter business that exceeds the treasury.

Section 7. All financial reports shall be in writing and submitted to the Chapter membership for acceptance.

ARTICLE X
RULES OF PROCEDURE

Rules of procedure as stated in Robert's Rules of Order, Newly Revised, the Regional Bylaws, the National Constitution of Blacks In Government, Articles of Incorporation, and the District of Columbia (DC) Code shall govern the chapter except as otherwise provided herein.

ARTICLE XI
INCORPORATION

Section 1. The national organization of Blacks In Government (BIG) is incorporated as a nonprofit, tax-exempt corporation under the appropriate laws of the District of Columbia.

Section 2. This chapter is covered under the umbrella of the national organization.

ARTICLE XII
LIMITATION OF LIABILITY

Section 1. Fiscal Responsibility. No member of this chapter shall have authority or power to impose or incur financial liability on the part of the chapter without the express authority of the membership.

Section 2. Distribution of Assets and Properties. There shall be no general distribution of monetary property assets to members or officers of the Chapter, and all gains realized shall be devoted solely to the implementation of the objectives of the chapter. No member or officer shall be personally liable to the creditors of the Chapter for an indebtedness of liability incurred pursuant to Article VIII, Section 6 of the bylaws and any and all creditors shall look only to the assets of the chapter for payment.

Section 3. When, and if, this chapter is 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 bylaws 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 in writing 30 days in advance of any vote. Any amendment acted upon shall become effective immediately provided the quorum requirements of Article VI are adhered to and after the approval of the National Board of Directors.

ARTICLE XIV
RATIFICATION

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

RATIFIED AT Tukwila, WA ON April 9, 2005

George A. Lamprey
PRESIDENT

Patricia West
SECRETARY

Reviewed.

Ph [Signature] 11/19/05
Regional Director/Date Regional Director/Date

Approved (Final):

[Signature] 11/19/05
Chair, Board of Directors, BIG Date