

BY LAWS OF ADELPHI CHAPTER OF BLACKS IN GOVERNMENT (BIG)

ARTICLE I

NAME

Section 1. The name of this Chapter shall be the **ADELPHI** Chapter of Blacks in Government (BIG). It shall be referred to in these Bylaws as the Adelphi Chapter or the CHAPTER.

Section 2. The seal of the organization shall be in the form of two concentric circles and shall bear either the words "Blacks In Government" inscribed in the space between the inner and outer circles of the letters BIG inscribed in the space 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 gathering and disseminating information for Blacks in government.

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

ARTICLE III

ORGANIZATIONAL STRUCTURE

Section 1. The Chapter shall consist of current federal employees from the Adelphi Laboratory Center, former Adelphi Laboratory Center employees who elect to remain a member of the Chapter, and any employee or retiree of the federal, state or local government who reside within the local area located within Prince George's County, Maryland.

Section 2. The Chapter shall consist of persons regardless of race, creed, color, national origin, religion, age, sex, political affiliation, marital status, or handicapped condition who have met the membership requirements prescribed herein.

Section 3. Officers. The Chapter's officers shall be elected by the regular members in good financial standing at a regular meeting.

A. The elected officers shall include, but not be limited to, the President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer.

B. The Executive Committee shall consist of the elected officers and committee chairpersons.

Section 4. REGIONAL COUNCIL.

A. This Chapter shall belong to the Regional XI Regional Council in accordance with the National Constitution.

B. The representatives to the Regional Council shall consist of three (3) financial regular members elected from the Chapter.

Section 5. NATIONAL.

A. This Chapter shall be a part of the national organization and participate in the national assemblies in accordance with the National Constitution.

B. This Chapter shall submit reports to the National Office in accordance with the National Constitution and other reports as requested.

ARTICLE IV

MEMBERSHIP

Section 1. Individual Membership. Any person who is in accord with 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 applicable 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 local Chapter membership.

A. Regular Membership.

(1) Any employee or retiree of the federal, state, or local government, who is in accord with the principles, policies, and objectives of this organization and agrees to adhere to the same, may become a member of this organization with the consent of the Executive Committee and by paying the applicable annual national membership fee.

(2) Regular members shall be accorded all privileges of membership, except being national delegates unless they are also Chapter members.

(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 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 in accord with the principles, policies, and objectives of this organization and who agrees to adhere to the same, may become an associate member of this organization with the consent of the Executive Committee and by paying the applicable annual 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 with the consent of the National Board of Directors and by paying the life membership fee.

ARTICLE V

DUTIES OF OFFICERS & STANDING COMMITTEES

Section 1. The Executive Committee. The Executive Committee shall implement the programs of the Chapter. The Executive Committee shall also transact routine business between meetings of the Chapter and act in emergency situations.

Section 2. Officers. The elected officers of the organization shall include, but not limited to the President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer.

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 the 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; and shall make appointments as necessary.

Vice President. In the absence of the President or in the event of disability 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. This position shall become the Executive Vice President when either the 1st, 2nd, and/or 3rd Vice Presidents positions are filled.

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 standing; shall read the minutes of the previous meeting at each Executive Committee 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.

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.

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 subject to audit annually.

Assistant Treasurer (optional). The Assistant Treasurer shall maintain a record of all dues-paying members and submit notification of renewals when due; shall provide for collection of dues, and shall report on the status of paid-up memberships. In case of absence or disability of the Treasurer, the Assistant Treasurer shall perform all the duties of the Treasurer.

Parliamentarian (optional). The Parliamentarian shall give parliamentary opinions upon request.

Section 3. Standing Committees. The standing committees shall include but not limited to:

- Finance
- Program and Planning
- Communication and Public Relations
- Membership

A. Finance. The finance committee shall be responsible for the financial accountability of the chapter. This committee will be responsible for, but not limited to, determining the cost of the chapter's programs and reporting to the general membership the feasibility of implementing these programs. In addition:

(1) This committee will serve as the audit committee for audits required by law, or any other reason.

(2) An audit must be conducted and results reported at the first Chapter meeting of each calendar year. This committee will have access to all financial records necessary to complete the audit. In the function of the Audit Committee, the size of the committee will be increased by at least one (1) member. No officers can be members of this committee when performing the audit functions.

B. Program and Planning Committee. 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.

C. 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 will be in accordance with National policies.

D. Membership Committee. The Membership Committee shall be responsible for developing and implementing programs for membership drives, receiving and screening applications, and any other functions deemed necessary by the Chapter or Executive Committee.

Section 4. 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 established committees shall have the authority to establish subcommittees and make special appointment within their committee for the purpose of conducting committee business.

B. All standing committee members shall be selected from the general membership.

ARTICLE VI

MEETINGS AND QUORUMS

Section 1. In order to conduct chapter business, the following will be necessary:

A. Regular meetings shall be held at a time and place determined by the Executive Committee or Membership.

B. Special meetings may be called by the President, a majority of the Executive Committee, or any four (4) 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 general assembly shall consist of twenty five percent (25%) of its regular members. 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. Nominations. Nominations for chapter officers shall be submitted to the nomination committee or made from the floor at a general membership meeting held for nominations:

Section 2. Elections. The election of officers: shall be at the November meeting of each election year.

A. An ad-hoc nominating committee shall be appointed by the President and shall receive and distribute a list of candidates for office(s) at least two (2) weeks prior to the election.

B. Candidates shall be nominated for office by the Nominating Committee and/or in a meeting of the general membership from the floor.

C. Any regular members in financial status with the chapter and National shall be eligible to vote and hold any office.

D. Election of officers shall be by secret ballot.

E. Any candidates receiving a majority of votes shall be declared the winner of said office.

Section 3. All officers shall take office on January 1st of the year following their election.

Section 4. The term of office for all elected officers shall be two (2) years or until relieved by newly-elected officers.

Section 5. 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.

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 registered, with the requirements that at least two (2) signatures may 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.

Section 8. The Chapter shall keep current, accurate, and complete books and records of accounts and minutes of the proceedings of its members. An annual audit will be performed to ascertain the accuracy and integrity of the books and records.

ARTICLE IX

EXPULSIONS, TERMINATIONS, OR REMOVALS

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

ARTICLE X

RULES OF PROCEDURE

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

ARTICLE XI

INCORPORATION

Section 1. The national organization of Blacks in Government (BIG) is incorporated 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 and should be recognized in each state as a foreign corporation.

ARTICLE XII

LIMITATION AND 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 expressed authority of the membership.

Section 2. Distribution of Assets and Properties. There shall be no general distribution 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 dissolved, funds remaining after the settlement of all liabilities shall become the property of the Regional Council. If no Regional Council exists the funds become the property of the National organization. If there is no national organization all funds and property shall be distributed to such tax-exempt nonprofit organizations as may be selected by the members. The assets of the chapter shall in no event be distributed to any of its members or officers.

ARTICLE XIII

AMENDMENTS

These by-laws may be amended or altered by two-thirds (2/3) majority vote of the regular members present at any regular or special meeting of the chapter. The proposed amendments must be presented 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.

ARTICLE XIV

RATIFICATION

These by-laws 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 _____ ON _____

PRESIDENT

SECRETARY