

Columbus Area Chapter of Blacks In Government

Governing Document

Bylaws

**BYLAWS OF THE
COLUMBUS AREA CHAPTER OF
BLACKS IN GOVERNMENT**

ARTICLE I

NAME

Section 1. The name of this organization shall be the Columbus Area Chapter (CAC) of Blacks In Government (BIG). It shall be referred to in these Bylaws as CACBIG 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 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 to Blacks in government.

Section 6. To provide a non-partisan 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 from, employed by, or retired of the Federal, State, County, City, and local government agencies within metropolitan Columbus and surrounding suburbs. The Chapter will belong to the Regional Council of its geographical location.

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, but not limited to the President, First Vice President, Second Vice President, Secretary, Treasurer, and Assistant Treasurer.
- C. The Executive Committee shall consist of the elected officers: President, First Vice President, Second Vice President, Secretary, Treasurer, and Assistant Treasurer. The Immediate Past President who leaves office without prejudice may serve as a non voting member of the Executive Committee for a period not to exceed one (1) year. The Immediate Past President shall be entitled to all rights of the Executive Committee members with the exception of voting.

Section 4. REGIONAL COUNCIL

- A. This Chapter shall belong to the Great Lakes Midwest Region V Council of BIG in accordance with the National Constitution.
- B. The representatives to the Regional Council shall consist of three (3) regular financial members elected from the Chapter.
- C. The Chapter may elect alternates to substitute regional representatives in the event the elected regional representative cannot serve due to circumstances beyond their control.

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 file periodic 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 all 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 Annual National, Regional, and Chapter membership fee, provided he or she is qualified as state herein.

Section 2. MEMBERSHIP CATEGORIES. There shall be three (3) categories of individual membership: Regular, Associate, 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, city, or local government, residing in the Columbus metropolitan area and suburbs, 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 organization by paying the applicable annual Chapter, Regional and National membership fees.
- 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, city, or local government, was a 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, city, 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 applicable annual Chapter, Regional and National membership fees.
- 2) Such member shall be accorded all rights and privileges of membership except those of voting and holding elected offices.
- 3) Associate Student – Such members shall be accorded all rights and privileges of membership, except that only those who also qualify as regular members should be eligible to vote or hold elective office.

C. Lifetime Membership

- 1) 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. Annual Chapter and Regional membership fees must be paid to retain Chapter and Regional memberships.

ARTICLE V DUTIES OF OFFICERS, STANDING AND SPECIAL COMMITTEES AND APPOINTMENTS

Section 1. EXECUTIVE COMMITTEE. The elected officers and Immediate Past President, and or Committee Chairs as appropriate, shall constitute 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. All actions of the Executive Committee shall be ratified by the chapter membership at the meeting following the action taken. The Immediate Past President who leaves office without prejudice may serve as a non-voting member of the Executive Committee for a period not to exceed one (1) year. The Immediate Past President shall be entitled to all rights of the Executive Committee members with the exception of voting.

Section 2. OFFICERS

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.

First Vice President. In the absence of the President or in the event of disability of the President, the First Vice President shall perform all the duties and functions of the President. During such period, the First Vice President shall have all the powers of and be subject to all the restrictions placed upon the President, and shall perform other duties as assigned by the Executive Committee or the Chapter. The First Vice President will chair the Membership Committee.

Second Vice President. The Second Vice President shall perform all the duties and functions of the President in the event the President and First Vice President are absent or incapacitated. During such a period, the Second Vice President shall have all the powers of and be subject to all the restrictions of that office. The Second Vice President will chair the Legislative Committee.

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 read the minutes of the previous meeting at each Executive Committee and Chapter meeting. The Secretary shall be responsible for the correspondence of the organization; notification of meetings. Shall perform other duties as assigned by the Executive Committee or the Chapter.

Treasurer. The Treasurer shall be the Chief Financial Officer (CFO) of the organization, shall countersign with the President or First Vice President on 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.

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 and shall report on the status of paid-up memberships. Assistant Treasurer will coordinate membership accountability with the Membership Chair. In the case of absence or disability of the Treasurer, the Assistant Treasurer shall perform all the duties of the Treasurer and 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. Each Chairperson shall submit a monthly status report to the Executive Committee two-weeks prior to monthly membership meeting on committee status.

B. All Standing Committee members shall be selected from the general membership. The Standing Committees shall include but not limited to:

Finance

Program and Planning

Communication and Public Relations

Legislative Review

Membership

Affirmative Employment/Equal Employment Opportunity (AE/EEO)

Health and Wellness

1) **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.

2) **Program and Planning Committee.** The Program and Planning Committee shall be responsible for the 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.). Maintain social media and or website media. 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) **Legislative Review.** The Legislative Review committee shall review and analyze all proposed and existing legislation, and major employment program policy changes to determine possible unidirectional impact on Black government employees. This committee shall be responsible for the review and upkeep of the Chapter bylaws and policies as well as submission of recommended changes for bylaws, policies and or constitutional changes for the Region and National levels of Blacks In Government.
 - 5) **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 Executive Committee and or the Chapter.
 - 6) **Affirmative Employment/Equal Employment Opportunity (AE/EEO) Committee.** The AE/EEO Committee shall monitor and develop programs to address areas of concern of Black government employees including rates of hiring and firing; promotions; training; details; distribution of authority and responsibility; adverse actions; awards; merit pay; disciplinary actions; will also monitor all issues/matters referring to affirmative action and work; and assist in developing of BIG's position on any legislation or regulation impacting the advancement and employment opportunities of Blacks in government.
 - 7) **Health and Wellness.** The Health and Wellness Committee shall develop and coordinate comprehensive on-going activities that educate the general membership on health care access, prevention, treatment, insurance, finding opportunities and health risk factors that affect the African American community; increase the level of awareness and understanding of initiatives on the elimination of race and ethnic health disparities nationwide; exchange information on healthy lifestyles that lead to reducing the risk of HIV/AIDS, diabetes, cardiovascular diseases, cancer, homicide, mental disorder, lupus, obesity, and infant mortality; help to foster partnerships within the African- American communities, including survivors.
- C. **Special Committees.** Special Committees may be established to perform specific functions as required. All Special Committee members shall be elected from the general membership. The Special Committees shall include but not limited to:
- Audit Committee
 - Nominations Committee
 - Elections Committee

- 1) **Audit Committee.** The Audit Committee will perform audits required by law, or any other reason. 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 determined by the Chapter membership. No officers can be members of this committee when performing the audit functions.
- 2) **Nominating Committee.** The Nominating Committee shall be composed of three (3) members from the general membership and elected by the general membership for the purpose of conducting annual Chapter elections. Prepare a slate of eligible candidates for presentation to the Chapter membership at the November meeting.
- 3) **Elections Committee.** The Elections Committee shall be composed of three (3) members from the general membership, and 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 of officers presented by the Nominating Committee. Present the election results to the membership and provide certification in writing of the results to the Chapter Secretary.

D. Appointments.

- 1) **Parliamentarian.** The Parliamentarian shall be appointed by the President and shall give parliamentary opinions upon request.
- 2) **Historian.** The Historian shall be appointed by the President and shall keep a history of Chapter activities, events and functions.
- 3) **Chaplain.** The Chaplain shall be appointed by the President and shall give invocation and/or benediction at chapter meetings, events, and functions as requested by the President.

ARTICLE VI MEETINGS AND QUORUMS

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

- A. Regular meetings shall be held on a monthly basis at a convenient location determined by the general membership. The use of multiple media devices will be an alternative method of communication for meetings.
- B. Special meetings may be called by the President, a majority of the Executive Committee, or any three (3) 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. Quorum. A quorum of the regular assembly shall consist of one (1) member of the

Executive Committee and four 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, place and or media device 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

NOMINATIONS, ELECTIONS, TERMS OF OFFICES, AND VACANCIES

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

Section 2. NOMINATIONS. Nominations for Chapter officers may be submitted to the Nomination Committee at least three (3) weeks prior to the election or may be made from the floor at the general membership meeting held for the election of officers.

- A. The Nomination Committee shall distribute a list of all known candidates for office(s) at least two (2) weeks prior to the election and will accept nominations from the floor.
- B. The Nomination Committee shall present the slate of nominees for all positions to the general membership prior to the election.

Section 3. ELECTIONS. The election of officers shall be at the November meeting of each year.

- A. Any regular members in good financial status with the Chapter, Region 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 majority of votes, shall be declared the winner of said office.
- 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 and provide written certification of results to Chapter Secretary.

Section 4. TERM OF OFFICE. All 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 their successors are elected. Terms of officers shall be staggered for continuity. The office of President, Second Vice President, Secretary and Treasurer shall be elected for terms beginning in the even-year, and the office of First Vice President and Assistant Treasurer shall be elected for terms beginning in the odd-year. Officers elected initially off cycle shall serve for one year and are

eligible to serve two (2) two-year terms or four (4) consecutive years, or until their successors are elected. Officers shall serve two (2) two-year terms or four (4) consecutive years in the same office, or until their successors are elected. However, they shall be eligible for election to all other offices.

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 to the membership. Nominations may be made from the floor and the election process will be conducted in accordance with Section 3, paragraph A, B, C, and D above.

Section 6. Each elected officer shall maintain files and records and shall deliver them to his or her successor upon vacating his or 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, First Vice President, and 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 ensure 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, 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.

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 to the membership or to all members in writing 30 days in advance of any vote. Any amendment acted upon shall become effective immediately provided the quorum requirements of Article VI, Section 2 are adhered to and after the approval of the National Board of Directors.

ARTICLE XIV RATIFICATION

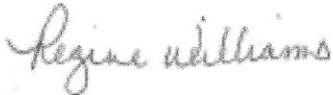
These Bylaws become effective upon ratification by a two-thirds (2/3) majority of the regular members at a regular meeting provided the quorum requirements of Article VI, Section 2 are adhered to and are approved by the National Board of Directors.

RATIFIED AT COLUMBUS, OHIO ON MAY 20, 2020.



FORONDA HALL

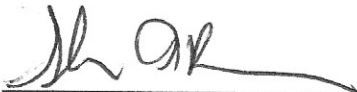
CHAPTER PRESIDENT Date 10/6/2021



REGINE WILLIAMS

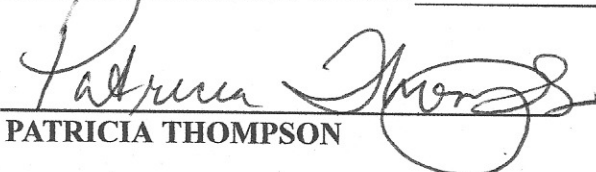
CHAPTER SECRETARY Date 10/06/2021

Reviewed (At least by One Regional Director):



SHIRRON BROWN-MILLS

REGIONAL DIRECTOR Date 10/8/2021



PATRICIA THOMPSON

REGIONAL DIRECTOR Date 10/8/2021

Approved (Final):

CHAIR, NATIONAL BOARD OF DIRECTORS, BIG Date _____

REGIONAL DIRECTOR Date _____

Approved (Final):