

BYLAWS

COLUMBUS AREA CHAPTER, BLACKS IN GOVERNMENT COLUMBUS, OHIO

ARTICLE I NAME

- Section 1. The name of this organization shall be the Columbus Area Chapter of Blacks In Government (BIG), hereafter referred to as the Chapter.
- 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 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 active or retired personnel within Federal, State, County, City, and local government agencies within metropolitan Columbus.
- 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. The Chapter's officers shall be elected by members in good financial standing at a regular meeting.

- A. The elected officers shall consist of the President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and Assistant Treasurer.
- B. The Executive Committee shall consist of the elected officers and Parliamentarian.
- C. The immediate past president shall be a member of the Executive Committee and serve for a period of one year.

Section 4. Regional Council.

- A. The Chapter shall belong to the Great Lakes Midwest Region V Council of BIG in accordance with the National Constitution.
- B. The representatives to the Council shall consist of three (3) regular members in good financial standing. Regional council representatives shall be elected from the membership of this Chapter. The President, by virtue of office will automatically be one of the representatives.
- C. Any council representative of the Chapter elected to serve as a Region V officer, shall by virtue of office serve as a Region V Council representative for his/her term of office.

Section 5. National.

- A. This Chapter is chartered by the National Board of Directors of Blacks in Government. This Chapter shall be a part of the National Organization and participate in the National assemblies in accordance with the National Constitution.
- B. The Chapter shall submit the annual financial report, quarterly reports, and periodic reports to the National Office in accordance with the National Constitution and other reports as requested by the National Board of Directors.

**ARTICLE IV
MEMBERSHIP**

Section 1. Membership Categories.

There shall be three (3) 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 and Regional levels is a requirement for 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 the organization and who agrees to adhere to the same, may become a member of this organization with the consent of the Executive Committee and by paying the Chapter membership fee and the applicable annual National 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 and that person was a member in good standing, is eligible continue regular 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 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, with the consent of the Executive Committee and by paying the applicable annual membership fees.
- (2) Such member shall be accorded all rights and privileges of membership except those of voting and holding elective offices.

C Life Membership

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 fees must be paid to retain chapter membership.

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

Section 1. The Executive Committee.

The Executive Committee shall implement the programs of the Chapter as determined by the membership. 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.

Section 2. Elected Officers.

A. President: The President shall:

- (1) Serve as Chair of the Executive Committee and shall be an ex-officio member of all committees except the Nomination and Election Committees.
- (2) Guide the implementation of programs, which have been approved by the membership.
- (3) Recommend to the membership changes in programs and procedures.
- (4) Countersign with the Treasurer (or First Vice President in the absence or disability of the Treasurer), checks drawn on the Chapter's treasury.
- (5) Preside at all Chapter regular, special and annual meetings.
- (6) Be the Chapter's Chief Executive Officer and Chapter's official spokesperson.
- (7) Serve as one of the Chapters' representatives to the Regional Council, and as one of the Delegates to the National Delegates Assembly.
- (8) Appoint the Parliamentarian, Historian, Chaplain, Standing Committee Chairs, and Special Committee Chairpersons.
- (9) Perform other duties that are incidental to the office of President
- (10) Fulfill such other duties as may be assigned by the National Board of Directors, National President, Region V Council, or the Chapter's Executive Committee.

B. First Vice President: The First Vice President shall:

- (1) Assist the President as needed and perform other duties as assigned by the President.
- (2) Preside in the absence of the President or upon the request of the President.
- (3) In the absence of the President or upon the request of the President, countersign with the Treasurer for the withdrawal of Chapter funds.
- (4) In the absence of the President or in the event of disability of the President, 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.
- (5) Serve as a member of the Chapter's Executive Committee.
- (6) Serve as Chair of the Membership Committee.

C. Second Vice President: The Second Vice President shall:

- (1) Serve as chair of the Legislature and Review Committee. The Legislature and Review Committee shall review and analyze all proposed and existing legislation and major employment program policy changes to determine possible unidirectional impacts on Black government employees.
- (2) Assist the President and First Vice President as needed and perform other duties as assigned by the President.
- (3) Preside in the absence of the President and the First Vice President or upon their request.
- (4) Serve as a member of the Chapter's Executive Committee.

D. Recording Secretary. The Recording Secretary shall:

- (1) Maintain a record of the proceedings of all Chapter regular, Executive Committee and special meetings and shall produce such records upon request of any member in good standing.
- (2) Read the minutes of the previous meeting at each Executive Committee and Chapter meetings.
- (3) Maintain all official Chapter records.
- (4) Serve as a member of the Chapter's Executive Committee.

E. Corresponding Secretary: The Corresponding Secretary shall:

- (1) Be responsible for the correspondence of the Chapter.
- (2) Notify all financial regular, life, and associate Chapter members of the date, time, and location of regular, special or annual meetings.
- (3) Notify all Chapter Executive Committee members of the date, time, and location of all Executive Committee meetings.
- (4) Perform the duties and functions of the Recording Secretary during the absence or incapacitation of the Recording Secretary
- (5) Serve as a member of the Chapter's Executive Committee.

F. Treasurer: The Treasurer shall:

- (1) Serve as the chief financial officer of the Chapter and custodian of all funds of the Chapter.
- (2) Countersign with the President or First Vice-President all checks and requisitions for the disbursement of Chapter funds.
- (3) Receive all Chapter funds and deposit same within four (4) calendar days of receipt into the Chapter's treasury.
- (4) Present and furnish a financial report to the Chapter's membership at all regular meetings or upon request of the President at any time.
- (5) Keep an accurate account of all chapter funds received and disbursed.
- (6) Prepare the Chapter's annual financial report for submission to the National Office.
- (7) Assure submission of all Chapter assessments and/or fees to Region V by the fourth (4th) Wednesday of the month. Perform duties of Assistant Treasurer as stated in Article V. Section 3, in the absence or incapacitation of the Assistant Treasurer.
- (8) Submit the financial records/books to the Audit Committee at the regular meeting in January each year or upon request by the President at any time.
- (9) Serve as a member of the Executive Committee.

G. Assistant Treasurer: The Assistant Treasurer shall:

- (1) Maintain a record of all dues-paying members and submit notification of renewals when due.
- (2) Shall provide for collection of dues and report on the status of paid-up memberships.
- (3) Submit a list of new members and member renewals with the application and check to the National Office of BIG. The membership dues check only, shall be sent to Region V Treasurer whereas the copy of the check for Region V and National, with the list of new members and member renewals, shall be sent to the Region V, Assistant Treasurer by the (4th) Wednesday of the month.
- (4) In case of absence or incapacitation of the Treasurer, the Assistant Treasurer shall perform all the duties and functions of the treasurer. During such a period, the Assistant Treasurer shall have all the powers of and be subject to all restrictions of that office.
- (5) Serve as a member of the Chapter's Executive Committee.

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. Standing Committees:

- (1) The Standing Committee roles are advisory and, all reports shall be submitted in writing and recommendations generated shall be submitted to the Executive Committee. Each committee shall have at least three (3) members for effective functioning as determined by the Chair. The President may recall or be directed to recall any Chair, by a two-thirds (2/3) majority of the Executive Committee
- (2) 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 but not be limited to:

Finance
Program and Planning
Communications and Public Relations
Membership
Legislature and Review
Education
AE/EEO

(1) Finance Committee.

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 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 assistance in those areas critical to the well being of Black government employees. All programs pursued by this committee must be approved by the General Membership and certified feasible by the Finance Committee.

(3) Communications and Public Relations.

The Communications and Public Relations Committee shall be responsible for the development and printing of all published documents of the chapter, and shall be responsible for all contacts with media (TV, newspaper, etc). The primary purpose of this committee is to assure public exposure of the chapter as approved by the membership. All public statements shall be in accordance with National policies.

(4) 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 membership or Executive Committee.

(5) Legislative and Review Committee.

The Legislative and 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.

(6) Education committee.

The Education Committee will develop, schedule and implement any training program that will benefit members of blacks in Government (BIG) and other interested individuals in career development.

The committee will be responsible for rules and regulations determining scholarship gifts from the chapter. Such as the OSU Mentoring Program, the middle and high schools tutoring Program and any other educational and training Program.

All training must be approved by the General Membership and certified feasible by the Finance Committee, and then integrated in the yearly training plan that is implemented by the Program Committee.

(7) Equal Employment Opportunity Committee.

The Equal Employment Opportunity (EEO) Committee shall monitor and address areas of concerns on equal opportunity for Blacks In Government (BIG) members. This committee will monitor and develop programs to address areas of prohibitive personnel practices within the employment arena. This committee shall also be available to assist and advise members on the EEO complaints processing. The committee shall be well versed on the laws and regulations governing EEO matters and any updates to those laws.

The EEO Committee will be trained and certified according to the National Blacks In Government's Equal Employment Opportunity and Affirmative Action Committee standards. This committee shall present to the Chapter's membership for vote, concerns pertaining to prohibitive personnel practices, prior to being addressed with the BIG's National EEO and Affirmative Action Committee Chairperson.

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 be limited to:

Audit
Nomination
Election

(1) Audit Committee;

The audit committee will perform audit required by law, or any other reason. An audit must be conducted and results reported at the first Chapter meeting of each calendar year. The audit 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 at the November meeting.

(3) Election Committee.

The election 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 annual election of officers in conjunction with the slate 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. In order to conduct business, the following will be necessary:

- A. Regular meetings shall be held monthly,
- B. Executive Committee meetings shall be held at least quarterly, and shall be called by the President or at the request of any two (2) members of the Executive Committee. Notice of meeting may be sent by E-mail, telephone, or by personal contact and shall be at least two (2) days prior to the meeting.

Section 2. Quorum.

- A. One (1) member of the Executive Committee and four members shall constitute a quorum for all regular and special meetings. A quorum must be present before any issue is voted upon.
- B. A quorum of the Executive Committee shall be a simple majority of its members.

ARTICLE VII NOMINATIONS, ELECTIONS AND TENURE OF OFFICERS

Section 1. Nominations.

A Nominating Committee of three (3) regular Chapter members shall be elected by ballot at the regular September chapter meeting. A plurality vote shall elect and the member receiving the largest number of votes shall serve as chair of the Nominating Committee. The Executive Committee shall fill vacancies on the Nominating Committee.

- A. The Nominating Committee shall consider the eligibility of all candidates proposed by the membership or by members of the Nominating Committee. The committee shall hold an in-person meeting or telephone conference meeting prior to the November meeting.
- B. The Nominating Committee shall submit at least one name for each office to be filled at the annual November meeting.
- C. Nominations from the floor will be accepted at the annual November meeting. No member's name shall be placed in nomination without the prior consent of the nominee.

Section 2. Elections.

An Election Committee of three (3) regular Chapter members shall be elected by ballot at the regular September chapter meeting. The election of officers shall be at the November monthly meeting. Election of officers shall be by secret ballot unless there is but one nominee for an office, in which case the election for that office shall be by acclamation. A majority vote shall elect.

- A. The Election Committee shall supervise the election, distribute and collect the ballots, and tally the vote. The Election Committee will provide the ballots only to eligible members.
- B. Any regular member in good financial status with the Chapter and National shall be eligible to vote and hold any office.

Section 3. Tenure of Office.

Elected chapter officers shall serve no more than two (2) two-year terms for four (4) consecutive years in the same office. However, they shall be eligible for election to all other offices.

- A. For continuity, election of Chapter officers shall be staggered by electing the President, Second Vice President, Recording Secretary and Treasurer, for terms beginning during an even numbered year; and electing the First Vice President, Corresponding Secretary, and Assistance Treasure for terms beginning during the odd numbered year.
- B. Officers elected off cycle and serving a term of one year are eligible to serve two (2) two-years for a total of five (5) consecutive years.

Section 4. All officers shall take office on January 1 of the year following their election.

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. In the event of a vacancy in the office of the President, the First Vice President shall automatically succeed to that office and office of the First Vice President shall be declared vacant. Vacancies in any other elected office shall be filled by a special election. The special election will be conducted at the next regular meeting following the announcement of the vacancy. Nominations will be from the floor. Election shall be by secret ballot except when there is only one candidate for an office, in which case the election shall be by acclamation. A majority vote shall elect. The term of office shall begin at the close of the election.

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

**ARTICLE VIII
DUES AND ASSESSMENTS**

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

Section 2. The Chapter annual dues for regular, life and associate members shall be determined by the Executive Committee and will include the National fees as defined in the National Constitution and Region fees as defined in the Region V Bylaws.

- A. All dues are payable on or before the member's anniversary date to the Chapter's Membership chair or Treasurer.
- B. Dues not received on the member's anniversary date shall be considered delinquent and the Chapter's assistant treasurer shall notify the member of the delinquency, in writing.
- C. If a member's dues are not received by the Chapter by the member's anniversary date, the member is considered to be "not financial" and shall not be eligible to vote or hold office.
- D. Reinstatement. Upon proof of membership qualifications as stated within the provisions of these Bylaws and payment of current annual membership fees to the Chapter Membership chair, Treasurer, or Assistant Treasurer, a regular, associate or life member may be reinstated in this chapter.

Section 3. Finances of the Chapter are to be used solely for expenses involved in pursuing the goals and objectives of the organization.

- A. The Chapter's bank account shall have the names of the President, First Vice President and Treasurer registered, with the requirement that two (2) signatures shall be necessary for all disbursement activities.
- B. All financial liabilities incurred by this Chapter shall remain the responsibility of the 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.
- C. The President shall be authorized a petty cash allocation of \$50.00 subject replenishment by action of the body, upon submission of receipt.
- D. All financial reports shall be in writing and submitted to the membership for acceptance, subject to audit.
- E. The Chapter shall keep current, accurate, and complete books and records of accounts and minutes of the proceeding of its members. An annual audit will be performed to ascertain the accuracy and integrity of the books and records. Therefore the President shall appoint 3 members.

**ARTICLE IX
EXPULSIONS, TERMINATIONS, OR REMOVALS**

- a. Expulsions, terminations or removals shall be in accordance with Article X of the National Constitution.
- b. Any officer who misses three (3) consecutive meeting may be temporary or permanently removed from office, by the Executive Committee with a (3/4) vote if the executive Committee determines it's in the best interest of the Organization.

**ARTICLE X
RULES OF PROCEDURE**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Columbus Area Chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Columbus Area Chapter may adopt.

**ARTICLE XI
INCORPORATION**

- Section 1. The National Organization, 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's incorporation and may be recognized in each state as a foreign corporation.

**ARTICLE XII
LIMITATIONS OF LIABILITY**

- Section 1. No Chapter member shall have the authority or power to legally obligate this Chapter without the express written authorization of the Executive Committee or an affirmative vote of the Chapter members present and voting. Approval to legally obligate the Chapter must be obtained in advance. The Chapter shall indemnify any officer or member of this Chapter for actions taken during the performance of their duties on behalf of this Chapter so long as said actions are consonant with the honesty, integrity, goals and objectives of this Chapter as determined by the Chapter membership.

Section 2. Distribution of Assets and Properties. There shall be no general distribution of monetary property assets to member or officers of the Chapter, and all gains realized shall be devoted solely to the implementation of the objective 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 liabilities shall become the property of the Region V Council. If the Region V Council no longer exists, the funds become the property of the National Organization. If there is no National Organization, all funds and properties shall be distributed to a charitable organization as determined by the membership.

ARTICLE XIII AMENDMENTS

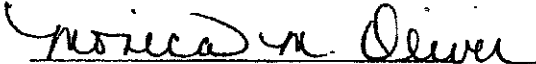
These bylaws may be amended or altered by a two-thirds (2/3) majority vote at any regular or special meeting of the Chapter provided the quorum requirements of Article VII are adhered to. The proposed amendments must be presented in writing thirty (30) days in advance of said vote.

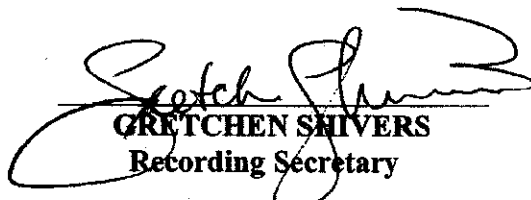
Any amendment action upon shall become effective immediately provided the quorum requirements of Article VI are adhered to and after the approval of the National Board of Directors

**ARTICLE XIV
RATIFICATION**

These bylaws become effective upon ratification by a two-third (2/3) majority of the members and approval by the National Board of Directors.


RATIFIED BY THE COLUMBUS AREA CHAPTER OF BLACKS IN GOVERNMENT,
COLUMBUS, OHIO AT THE REGULAR MONTHLY MEETING HELD ON NOVEMBER
8, 2005.


MONICA M. OLIVER
President


GRETCHEN SHIVERS
Recording Secretary

REVIEWED BY:


OSCAR WILLIAMS
Director, Region V


ELLEN G. DYSON
Director, Region V

FINAL APPROVAL:



REVISION APPROVED BY THE COLUMBUS AREA CHAPTER OF BLACKS IN
GOVERNMENT AT THE REGULAR MEETING HELD ON APRIL 6, 2011.



MONICA M. OLIVER
President



GRETCHEN SHIVERS
Recording Secretary