



**BY-LAWS
OF
BIG PENTAGON CHAPTER
OF
BLACKS IN GOVERNMENT (BIG)**

ARTICLE I **NAME**

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

Section 1. To be an advocate of equal opportunity for African Americans in government.

Section 2. To eliminate practices of racism and racial discrimination against African Americans in government.

Section 3. To promote professionalism among African Americans in government.

Section 4. To develop and promote programs which will enhance ethnic pride and educational opportunities for African Americans in government.

Section 5. To establish a mechanism for gathering and disseminating information for African Americans in Government.

Section 6. To provide a nonpartisan platform on major issues of local, regional and national significance that affects African Americans in government

ARTICLE III **ORGANIZATIONAL STRUCTURE**

Section 1. The Chapter consists of individuals, active or retired, employed within the Department of Defense (DoD) at the Pentagon as well as other supporting duty stations within the Washington, D. C. Metropolitan area.

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 the President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, and 3 Regional Representatives.
- B. The Executive Committee shall consist of the elected officers. (President, 1st & 2nd Vice Presidents, Secretary, Treasurer, Regional Representatives, Immediate Past President, and Standing Committee chairs).

The Immediate Past President who leaves office without prejudice shall serve as a nonvoting member of the Executive Committee for a period not to exceed two (2) years. The Immediate Past President shall be entitled to all rights of Executive Committee members with the exception of voting. Standing Committee chairs are also nonvoting member of the Executive Committee.

- C. All officers shall be regular members of the Chapter in good standing.

Section 4. REGIONAL COUNCIL

- A. This chapter shall belong to the Region XI Council of Blacks In Government 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.

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 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 chapter with the consent of the Executive Committee and by paying the Annual National and Chapter membership fees, 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. The National Board of Directors may establish other

categories of membership. 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 organization by paying the applicable 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 applicable 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.

- (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 membership fees must be paid to retain chapter membership.

- (2) The Chapter members are allowed to pay Life Membership fee in installments.

ARTICLE V

DUTIES OF OFFICERS, APPOINTMENTS, AND STANDING COMMITTEES

Section 1. 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

President. (1) The President shall serve as Chair of the Executive Committee; (2) shall follow an agenda of business; (3) shall be an ex-officio member of all committees except the nominating and election committees; (4) shall guide the implementation of programs which have been approved by the membership; (5) shall recommend to the membership changes in programs and procedures; (6) shall present the chapter's annual report; (7) countersign with the Treasurer or checks drawn on the chapter's treasury; (8) shall receive reports on activities of the various committees; (9) shall make appointments as necessary for all committee chairpersons and any vacancies on committees if they occur, subject to approval of the general membership; (10) shall establish adhoc committees or appointees as required to satisfy goals and objective of the Chapter; (11) shall perform other duties as may be required.

1st Vice President (1) In the absence of the President or in the event of disability of the President, the 1st Vice President shall perform all the duties and functions of the President. During such a period, the 1st Vice President shall have all the powers of and be subject to all the restrictions placed upon the President. (2) Shall serve, as Chairperson of the Program and Planning Committee; (3) shall perform other duties as may be required; (4) Shall in the absence of the President cosign with the Treasurer checks drawn on the Chapter's treasury.

2nd Vice President (1) In the absence if the President and 1st Vice President the 2nd Vice-President shall perform all the duties and functions of the President; (2) shall serve as Chairperson of the Membership Committee; (3) shall perform other duties as may be required

Secretary (1) The Secretary shall maintain a record of the proceedings of the chapter; (2) shall produce such records upon request of any member in good standing; (3) shall read the minutes of the previous meeting at each Executive Committee and Chapter meeting; (4) shall maintain a roster of all members of the chapter; (5) shall have at such meeting a list of standing committees as well as the National Constitution, Regional bylaws, Chapter bylaws and previous minutes (6) shall keep a suspense file of tabled matters (7) shall perform other duties as may be required; (8) shall keep a record of all correspondences; (9) shall maintain records of attendance at the Executive Committee and General meetings.

Treasurer (1) The Treasurer shall be chief financial officer of the chapter; (2) shall countersign with the President or 1st Vice President all checks and requisitions for the disbursement of chapter funds; (3) shall provide monthly financial report on all receipts and disbursements to the Executive Committee and Chapter Members. (4) The Treasurer's books shall be subjected to audit annually; (5) shall deposit all funds in the chapter's account within seven days of the receipt of such funds; (6) shall submit books for audit at the end of the fiscal year and/or on demand of the Executive Committee; (7) shall perform other duties as may be

required; (8) shall secure bank signature cards for President, 1st Vice President and Treasurer; (9) shall issue disbursement or deposit vouchers and receive written financial reports and receipts from all members or committees utilizing or collecting funds.

Regional Representatives. (1) The Regional Representatives shall represent the Chapter at the monthly Regional Council meeting; (2) shall present all Chapter Concerns and Interest to the Council as recommended by the chapter; (3) shall be responsible for presenting all information disseminated during the Regional Council meeting at the next chapter meeting. (4) The Regional Representative votes on behalf of the chapter on all motions put on the floor; (5) the Region Representative will be a member of the Executive Committee and have all voting rights of said 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. 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
- Communication and Public Relations
- Legislative Review
- Membership
- Affirmative Employment/Equal Employment Opportunity

The Standing Committees' roles are advisory and all reports and recommendations generated shall be submitted to the Executive Committee.

(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. Shall promote any fund raising drive. Shall draw up and supervise the operation of the annual budget. In addition:

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

(b) 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.

- (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 organization, as well as planning and establishing an annual program for the Chapter. This committee shall be responsible for training and assistance in those areas critical to the well being of African American government employees. All programs pursued by this committee must be approved by the Executive Committee and 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 General 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, recruiting and retaining members of the local chapter, receiving and screening applications and any other functions deemed necessary by the Chapter.
- (5) **Affirmative Employment/Equal Employment Opportunity Committee.** The Affirmative Employment. /EEO committee shall monitor and develop programs to address areas of concern of African American 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 assist in developing BIG's position on any legislation or regulation impacting on advancement and employment opportunities of African Americans in government.
- (6) **Legislative Review.** The Legislative Review Committee shall review and analyze all proposed and existing legislation and major employment policy changes to determine possible impact on African American government employees.
Legislative Chairperson must serve on the Region XI Legislative Committee

(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:

- Community Outreach
- By Laws
- Fund Raising
- Scholarship

Hospitality
Military Liaison

- (1) **Community Outreach.** The Community Outreach Committee shall:
 - (a) Develop and implement programs and activities to address ongoing involvement with community based organizations.
 - (b) Develop and implement programs that give positive publicity in outreach areas such as adopt-a family program, Thanksgiving baskets, serving meals at homeless shelters, participating in school science fairs, school career programs, etc.
 - (c) Assure public exposure of the Chapter is approved by the Executive Committee and/or membership. All public statements shall be in accordance with National policies.
- (2) **By-Laws.** The Bylaws Committee shall:
 - (a) Maintain current copies of the Chapter's bylaws and acquire copies of the Regional bylaws and the National Constitution.
 - (b) Review the Chapter bylaws on an annual basis for relevance and conformity to Region XI Bylaws and the National Constitution.
 - (c) Submit proposed amendments to the Executive Committee and the general membership for ratification.
 - (d) Print and disseminate copies of the bylaws as deemed necessary.
- (3) **Fund Raising.** The Fund Raising Committee shall:
 - (a) Develop and implement plans to raise funds upon approval by the Executive Committee and the members.
 - (b) Provide a schedule of proposed fund raising activities to the Executive Committee for the calendar year.
 - (c) Work with all committees and be prepared to provide fund raising assistance.
- (4) **Scholarship.** The Scholarship Committee shall:
 - (a) Develop an annual scholarship plan and manage the granting of academic awards.
 - (b) Establish the scholarship procedures and selection criteria calendar year.
 - (c) Maintain and update a historical record of scholarship awards, review award and selection criteria for appropriateness.
 - (d) Submit all scholarship recommendations to the Executive Committee for approval.
 - (e) Coordinate all efforts and initiatives with the Fund Raising Committee.
- (5) **Hospitality.** The Hospitality Committee shall:
 - (a) Provide hospitality and refreshments at Chapter event and programs.
 - (b) Determine the criteria for sending cards, flowers, fruit baskets, and monies to members or visiting members in case of illness, death of Chapter member or death of a family member of chapter member.
 - (c) Responsible for sending cards, flowers, etc. and visiting when appropriate.

- (6) **Military Liaison.** The Military Liaison Committee shall:
- (a) Act as a liaison between the military community and the Chapter.
 - (b) Keep the Chapter informed of military issues affecting our military members.
 - (c) Keep the military community informed of the benefits of BIG
 - (d) Recruit military personnel for membership.
 - (e) Chairperson is a member of the Membership Committee

(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) **Sergeant of Arms.** The Sergeant of Arms shall bring the regular meeting to order and maintain order throughout the meeting.
- (a) Be appointed by the President.
 - (b) Bring the regular meeting to order and maintain order throughout the meeting.
 - (c) Inform the President if quorum requirements have been met.
 - (d) Submit proper letters securing a location for the regular and Executive meetings.
- (4) **Web Administrator.** The Web Administrator shall:
- (a) Be appointed by the President
 - (b) Be responsible for the development and maintenance of the BIG Pentagon Chapter's website.
 - (c) Maintain a current list of elected and appointed officers on the website including email addresses and phone numbers.
 - (d) Maintain a calendar of the Chapter's events on the website including meeting dates and locations.
 - (e) Post the Chapter's important documents, i.e. the Chapter's membership application.
 - (f) Create and maintain links to the National and Region XI websites.

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 regular assembly shall consist of *ten (10) members and must include at least one officer*. A quorum must be present before any issue is voted upon.

Section 3. The Executive Committee meetings shall be held monthly. 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.

Section 5. The Annual National Training Conference (NTC) is held yearly. This Chapter shall send a minimum of two (2) delegates to the NTC. The President is an automatic delegate. All other delegates will be determined by a majority vote. All members are eligible to run for the delegate(s) position(s).

ARTICLE VII

NOMINATION, ELECTIONS, TERMS OF OFFICES, AND VACANCIES

Section 1. Nomination and Election Committees. The Nomination Committee, consisting of at least five (5) members, and the Election Committee, consisting of at least three (3) 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.

(1) Nomination Committee The Nomination Committee shall be composed of five (5) 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. No member of the Nominating Committee shall be eligible to run for office.

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

A. Any regular members in current 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 candidates receiving a majority of votes shall be declared the winner of said office.

- (1) **Election Committee** The Election Committee shall be composed of three (3) members from the general membership and shall be 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 and provide certification in writing of the results to the Chapter Secretary. No member nominated for office shall serve on this committee.

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. In the case of a new chapter, the initial terms of officers shall be staggered for continuity. The office of President, 2nd Vice President and Secretary shall be elected for terms beginning in the even year and the office of 1st Vice President and Treasurer shall be elected for terms beginning in the odd year. Officers elected initially off cycle shall serve for one (1) year and are then eligible to serve two (2) year terms or four (4) consecutive years.

Officers shall serve no more than two (2) two-year terms in the same office. 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 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. All resignations from offices shall be submitted in writing to the Executive Committee.

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

Section 7. Delegates to the Annual National Training Conference Delegates Assembly.

A. The Chapter shall elect members to serve as delegates and alternates at the Annual National Delegates Assembly generally held in August of each year.

B. The number of delegates shall be determined in accordance with the sliding scale provided in the National Constitution

C. The delegates shall be elected at least sixty (60) days prior to the Annual National Training Conference, generally during the June General Meeting.

D. Delegates and Alternates are required to attend the annual Region XI Delegates Training

ARTICLE VIII
DUES AND ASSESSMENTS

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

Section 2. The Chapter dues shall be as set by the membership and shall be paid by the member's anniversary date.

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, 1st 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 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, 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. Voluntary Dissolution. 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 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 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.

Farnese J. Hicks
President, BIG Pentagon Chapter

Donna W. Long
Secretary, BIG Pentagon Chapter

Amended Date: August 21, 2003

Reviewed

Regional Director/Date

Regional Director/Date

Approved (Final):

Chair, National Board of Directors, BIG

Date