



# MODEL CHAPTER BYLAWS

CHAPTER NAME AND REGION \_\_\_\_\_

Legend: This model is to be used when developing, amending or revising Chapter Bylaws. It includes format, and language. It is not restricted as long as it does not conflict with Blacks In Government's governing documents (National Constitution, Articles of Incorporation, National Board of Directors' Policy and Procedures Manual, Organizational Minutes, etc.) or your Regional Council Bylaws. In addition, a separate cover is required that includes our approved logo, Chapter name and region.

**(DO NOT INCLUDE THIS PAGE)**

**NOTE:** The information in ***bold italics*** and highlighted print is guidance only and is not to be included in the final document. Before final submission, change all ***bold, italics, and/or highlighted*** text to normal font.



BYLAWS  
of  
***(Insert Name of Chapter and Region)***  
of  
Blacks In Government (BIG)

**ARTICLE I  
NAME**

Section 1. The name of this organization shall be the ***(Name of Chapter as shown on IRS Forms)*** Chapter of Blacks In Government (BIG). It shall be referred to in these Bylaws as ***(Names and alias of Chapter)*** or the Chapter.

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

**ARTICLE II  
GOALS AND OBJECTIVES**

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

**ARTICLE III  
ORGANIZATIONAL STRUCTURE**

**Section 1.** The Chapter shall consist of individuals ***(INSERT: from or employed or retired by and identify geographical location; or other unique characteristics to determine membership, i.e., employees of the city of ANYTOWN, or county employees of the Department of ABC, state employees of the Department of XYZ, federal employees working in Building X at XYZ Agency).*** All Chapters whether federal, state, county or local government shall 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. **(DESCRIBE ALL OFFICERS' DUTIES UNDER ARTICLE 5, SECTION 2).**

B. The elected officers shall include **(but not limited to)** the President, **(1st, 2nd or 3<sup>rd</sup> as appropriate)** Vice President, Secretary, and Treasurer, Assistant Treasurer/Financial Secretary, **(Financial Secretary and Assistant Treasurer are interchangeable).** **(IDENTIFY ALL ELECTED OFFICERS OF THE CHAPTER and define in Article V section 2).**

C. The Executive Committee shall consist of the elected officers. **(LIST ALL ELECTED OFFICERS INCLUDING THE IMMEDIATE PAST PRESIDENT (OPTIONAL: AND/OR COMMITTEE CHAIRS AS APPROPRIATE).** The Immediate Past President who leaves office without prejudice may 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.) **(remove parentheticals if using text)**

### **Section 4. REGIONAL COUNCIL**

A. This Chapter shall belong to the Region **(Insert Region Number)** 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.

C. Chapters may elect alternates to substitute for 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 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.

## **ARTICLE IV MEMBERSHIP**

**Section 1. INDIVIDUAL MEMBERSHIP.** Any person who is in accord with the philosophy, principles, policies, and objectives of this organization, and agrees to adhere to the same, may become a member of this organization by paying the annual National, Regional and/or Chapter membership dues, provided they are qualified as stated herein.

**Section 2. MEMBERSHIP CATEGORIES.** There shall be three (3) categories of individual membership: Regular, Associate, and Life. Other categories of membership may be established by the National Board of Directors. Individual membership in the organization at the national level is a requirement for Chapter membership.

A. Regular Membership.

(1) Any employee or retiree of the **(agency or department's name) 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 regular member of this organization by paying the applicable annual national and chapter membership dues.

(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 national and chapter membership dues.

(2) Such members shall be accorded all rights and privileges of membership except those of voting and holding elected offices.

(3) Associate Student – Any person who is in accordance with the principles, policies, and objectives of the organization and who agrees to adhere to the same. 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 elected office and may become an associate student member of this organization by paying the applicable annual national and chapter membership dues.

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 by paying the life membership dues. Annual chapter and regional membership dues must be paid to retain chapter membership and be financial with the National Organization.

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

**Section 1. EXECUTIVE COMMITTEE.** The elected officers and **immediate past president (OPTIONAL: 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 at the meeting following the action taken. (The Immediate Past President who leaves office without prejudice may 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.)

**Section 2. OFFICERS.** *(The officers' duties described here must mirror the officers identified in Article III, Section 3. Please note "Optional" means use as appropriate and if it does not apply, do not use).*

**President.** The President shall serve as Chair of the Executive Committee and shall be an ex-officio member of all committees except the nominating, elections and audit 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; shall 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. Additionally, shall perform other duties as assigned by the Executive Committee or the Chapter.

**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; and shall perform other duties as assigned by the Executive Committee or the Chapter. *This position may become the Executive Vice President when either the 1st, 2nd, and/or 3rd Vice Presidents positions are filled.*

**(OR IDENTIFY INDIVIDUAL VICE PRESIDENTS AS INDICATED BELOW)**

**1st, 2nd, 3rd Vice Presidents** *(optional and must also be identified in Article III, Section 3).* The 1st, 2nd, 3rd Vice Presidents, in order of rank, shall perform all the duties and functions of the President in the event the President and 1<sup>st</sup> Vice President are absent or incapacitated. During such a period, the Vice President shall have all the powers of and be subject to all the restrictions of that office.

**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 and maintain the minutes of the previous meeting at each Executive Committee and Chapter meeting and maintain the member rosters. Shall perform other duties as assigned by the Executive Committee or the Chapter.

**Corresponding Secretary** *(optional and must also be identified in Article III, Section 3).* The Corresponding Secretary shall be responsible for the correspondence of the organization; notification of meetings; and perform the duties and functions of the Secretary during absence or incapacitation of the secretary. Additionally, shall perform other duties as assigned by the Executive Committee or the Chapter.

**Treasurer.** The Treasurer shall be the 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. Maintains Chapter membership roster financial status with the Secretary and Membership Committee Chair. The Treasurer's books shall be subjected to audit annually. Additionally, shall perform other duties as assigned by the Executive Committee or the Chapter.

**Assistant Treasurer/Financial Secretary** *(choose appropriate – either but not both) (optional and must also be identified in Article III, Section 3).* The Assistant Treasurer/Financial Secretary 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/Financial Secretary 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, with the approval of the President, 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: **(select only those best for your organization and remove unused committee(s). All other non-standing committees should appear as "special committees".)**

- Finance
- Program and Planning
- Communication and Public Relations
- Legislative Review
- Membership
- Evaluation
- Legal Review
- Training
- 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 be limited to, determining the cost of the Chapter's programs and reporting to the general membership the feasibility of implementing these programs. This committee shall develop annual budgets for the Chapter.
- (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 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 Communication and Public Relations Committee shall be responsible for the development and printing of all published documents of the Chapter; shall be responsible for all contacts with the media (TV, newspapers, etc.). The primary purpose of this committee is to assure public exposure of the chapter as approved by the Executive Committee and/or Membership. All public statements shall be in accordance with National policies and shall have the approval of the Executive Committee or the chapter.
- (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 impacts on black government employees.

- (5) **Membership Committee.** The Membership Committee shall be responsible for developing and implementing programs for membership drives, receiving and screening applications, maintaining chapter membership rosters with the Secretary and Treasurer and any other functions deemed necessary by the Executive Committee or Chapter.
  - (6) **Evaluation.** The Evaluation Committee shall develop evaluation criteria and conduct evaluations of the management of the organization and effectiveness of all operating programs to determine the impact of BIG in the government work environment, on the national sensitivity to the needs and circumstances of Black government employees and national programs impacting black government employees.
  - (7) **Legal Review.** The Legal Review Committee shall review all legal decisions involving policy interpretations affecting black government employees and develop strategies to define the organization's legal disposition and direction.
  - (8) **Training.** The Training Institute shall develop and implement plans for annual training to include action subcommittees for: finance and budgeting; training and education; speakers; banquet; the annual business meeting; communications and public relations; and exhibitions.
  - (9) **Affirmative Employment/Equal Employment Opportunity Committee (AE/EEO).** 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; monitor all issues/matters referring to affirmative action and work for our targeted membership; assist in developing BIG's position on any legislation or regulation impacting advancement and employment opportunities of blacks in government.
  - (10) **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 at the discretion of the President with the approval of the Executive Committee and the Chapter 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 **(additional committees not listed as standing should be placed here)**:
- Audit  
Nominating  
Elections
- (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 **(insert number)** 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 **(identify when)** meeting.
- (3) **Elections Committee.** The Elections Committee shall be composed of **(insert number)** 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. The Elections Committee shall present the election results to the membership and provide certification in writing of the results to the Chapter Secretary.

#### D. Appointments

- (1) Parliamentarian **(optional)**. The Parliamentarian shall be appointed by the President and shall give parliamentary opinions upon request.
- (2) Historian **(optional)**. The Historian shall be appointed by the President and shall keep a history of Chapter activities, events, and functions.
- (3) Chaplain **(optional)**. 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 Chapter business, the following will be necessary:

- A. Regular meetings shall be held at a time, place, virtual or in person, determined by the Executive Committee or the membership. **(Option: the time and place can be filled in.)**
- B. Special meetings may be called by the President, a majority of the Executive Committee, or any **(insert number)** 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 **(identify number of members required and should include at least one officer)** financial regular members. A quorum must be present or participating by teleconference or videoconference before any issue is voted upon.

Section 3. The Executive Committee meetings shall be held at least quarterly. The date, time, place, virtual or in person, 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 NOMINATIONS, ELECTIONS, TERMS OF OFFICES, AND VACANCIES

Section 1. **NOMINATING AND ELECTIONS COMMITTEES.** The Nominating Committee, consisting of **(define number)** members, and the Elections Committee, consisting of **(define number)** members, shall be elected by the general membership at least sixty (60) days prior to the election.

Section 2. **NOMINATIONS.** Nominations for Chapter officers may be submitted to the Nominating Committee at least (define number) prior to the election or may be made from the floor at the general membership meeting held for the election of officers.

- A. The Nominating Committee shall distribute a list of all known candidates for office(s) at least (define number) prior to the election and will accept nominations from the floor.
- B. The Nominating 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 (usually September through November) meeting of each year.

- A. Any regular members in good financial status with the National Organization and Chapter 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 Elections 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. Members eligible to vote may cast their vote either in person or electronically.

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 and Secretary shall be elected for terms beginning in the even year and the office of Vice President and Treasurer shall be elected for terms beginning in the odd year. (Note: If additional/optional chapter positions are to be filled in your particular chapter, these positions must be included also.) Officers appointed 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 elected during the regular cycle 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. (Note: You have the option of electing one-year terms for all officers, in which case the procedures for staggering the elections (2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> sentence) would not be included.)

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, D and E above.

Section 6. **Officer Transition:** Each elected officer shall maintain files and records and shall deliver them to his/her successor upon vacating his/her office within (define number).

## **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 **(if you have a 1st, 2nd, or 3rd Vice President, identify which one will sign with the president)**, and Treasurer as authorizers, with the requirements that at least two (2) signatures shall be necessary for all disbursement activities. The Chapter may make electronic transactions as necessary to facilitate chapter business. These transactions will be made with the advice and consent of two of the above-named individuals and will be reported on at the general body meeting of the chapter during the treasurer's report.

**Section 6.** All financial liabilities incurred by this Chapter shall remain the responsibility of this Chapter. To insure this, 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. Officers may resign at any time they consider it in their interest to do so. It is the policy of this organization to request written confirmation of all resignations. The chapter shall designate that the resignation is effective upon the date received by the organization.

## **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; all creditors shall look only to the assets of the Chapter for payment.
- Section 3. DISSOLUTION OF THE CHAPTER.** When, and/or if, this Chapter is voluntarily dissolved or if the charter is revoked, all 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 meetings of the Chapter.

The proposed amendments must be presented to the membership or to all members in writing Thirty (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 \_\_\_\_\_

\_\_\_\_\_  
(location and address of chapter meeting) ON \_\_\_\_\_ (date)

---

(TYPED NAME) PRESIDENT Date

---

(SIGNED NAME) PRESIDENT Date

---

(TYPED NAME) SECRETARY Date

---

(SIGNED NAME) SECRETARY Date

Reviewed (*At least One Regional Director*)

---

(TYPED NAME) REGIONAL DIRECTOR Date

---

(SIGNED NAME) REGIONAL DIRECTOR Date

---

Approved

(TYPED NAME) Date

---

Chair, National Board of Directors, BIG Date  
Blacks In Government

**(NOTE: THIS SHOULD BE THE LAST PAGE OF YOUR BYLAWS WITHOUT ANY ADJUSTMENTS TO AVOID MULTIPLE REQUESTS FOR ORIGINAL SIGNATURES, ELECTRONICALLY DATED SIGNATURES AND HANDWRITTEN SIGNATURES ARE THE ONLY ACCEPTABLE FORMS ALLOWED)**