

# MODEL REGIONAL COUNCIL BYLAWS



Region \_\_\_\_\_

Legend: This model is to be used when developing, amending or revising Regional Council 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.). In addition, a separate cover is required that includes our approved logo, 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.



**BLACKS IN GOVERNMENT  
REGION (INSERT REGION NUMBER)  
REGIONAL COUNCIL BYLAWS  
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**(“OPTIONAL” MEANS IF APPLICABLE)**

**BLACKS IN GOVERNMENT**

**REGION *(Insert Region)***

**REGIONAL COUNCIL BYLAWS**

**ARTICLE I  
NAME**

- SECTION 1. The name of this organization shall be known as the Region *(insert Region number)* Council of Blacks In Government, hereinafter referred to as the "Regional Council."
- SECTION 2. The registered seal of the national organization shall be in the form of two concentric circles and shall bear the words Blacks In Government (BIG) inscribed in the space between the inner and outer circle and/or letters BIG inscribed in the space inside the inner circle.

**ARTICLE II  
GOALS AND OBJECTIVES**

The purpose of this Council shall be to implement the goals, objectives, and policies of Blacks In Government (BIG) as set forth in the National Constitution:

- 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 the gathering and dissemination of information to Blacks in government.
- SECTION 6. To provide a nonpartisan platform on major issues of local region, and national significance that affect Blacks in government.

## ARTICLE III

### **REGIONAL COUNCIL STRUCTURE, COMPOSITION AND AUTHORITY**

- SECTION 1. The Regional Council shall consist of Chartered Chapters located within the geographical jurisdiction ***(define areas where chapters are located)*** or as stated in the National Constitution of Blacks In Government. All Chapters located in this area, shall belong to this Region. Regional boundaries may be changed only by an amendment to the National Constitution as set forth in Article XV.
- SECTION 2. All chapters with at least 10 regular members, unless exempted by the National Board of Directors in accordance with the National Constitution, shall have representation on the Regional Council.
- SECTION 3. Each chapter is authorized three (3) representatives on the Regional Council. ***(Chapters may elect alternates to substitute regional representatives in the event the elected regional representative cannot serve due to circumstances beyond their control.)***
- SECTION 4. The Regional Council shall determine the policy of this Region and has authority to undertake all appropriate actions requiring regional attention and may exercise all power specifically conferred or implied herein. The Regional Council shall:
- A. Assist in the development of, and act as advisors to new and existing Chapters in the Region.
  - B. Act as local advisors to the National Board of Directors and the National Organization through the Regional Directors.
  - C. Identify regional problems and develop common strategies for chapters to resolve those problems.
  - D. Develop mechanisms to share ideas, concerns, problems, information, and innovations among Chapters in the Region, and with the National Organization.
  - E. Present written concerns, resolutions, recommendations, and proposals to the Board of Directors through the Regional Directors.
  - F. Convene periodic meetings of the Council as determined by the representatives.

**ARTICLE IV**  
**CHAPTER FORMATION AND REPORTING REQUIREMENTS**

- SECTION 1. The Regional Directors shall be required to assist in the formation of any new chapter in this Region with the assistance of the Regional Council.
- SECTION 2. Any group of persons meeting the requirements of regular membership may petition for a chapter in accordance with Article V of the National Constitution. The documentation to form a chapter must be submitted through the Regional Director(s) to the National Board of Directors in accordance with prescribed policies.
- SECTION 3. The National President shall be responsible for issuance of a Chapter Charter of Authority as prescribed by the National Board of Directors.
- A. Only the National Board of Directors may suspend or terminate a Chapter or affiliation. The Board's recommendation for termination or suspension must be confirmed by vote of the Delegates at the next annual National Delegates Assembly.
- B. A Chapter may be suspended when found to be in violation of the National Constitution, Regional Council or their chapter Bylaws.
- SECTION 4. Chapter Reporting Requirements.
- A. Chapters shall file written reports at the Regional Council meeting as requested by the Regional Council. All reports shall be submitted to the Regional Council President via the Regional Council Secretary.
- B. Chapters shall file periodic written reports as prescribed by the National Board of Directors. All reports shall be submitted through the Regional Director(s) to the National Board of Directors.

**ARTICLE V**  
**ELECTED OFFICERS AND APPOINTMENTS**

- SECTION 1. The elected officers of the Council shall be the **(identify the officers in the Region)**. The appointed officials shall be the **Parliamentarian and Historian/Librarian.**
- SECTION 2. Elected Officers must be a voting member of the Regional Council. To be elected or appointed to a Regional Officer position, the member must be a Regional Council Representative, financial and have held an elected office at the Chapter or Regional level for at least one full term (2 years).
- SECTION 3. The Regional Directors shall serve as members of the Board of Directors and shall be non-voting members of the Regional Council.

**ARTICLE VI**  
**EXECUTIVE COMMITTEE**

- SECTION 1. The Executive Committee shall consist of the elected officers of the Regional Council, the Immediate Past President, the Parliamentarian, and the Regional Directors. ***(May include immediate past president, standing committee chairs and/or appointees).***
- SECTION 2. The Regional Directors the Immediate Past President, and the Parliamentarian and all non-elected members shall be non-voting members of the Executive Committee.
- SECTION 3. The Regional Executive Committee shall implement the policies established by the Regional Council through programs developed expressly for such purpose. The Executive Committee shall transact routine business between meetings of the Regional Council and act in emergency situations. All actions of the Executive Committee shall be ratified by the Regional Council at the meeting following the action taken.

**ARTICLE VII**  
**DUTIES OF OFFICERS**

***(Only include the duties of the officers of the Regional Council as described in Article VI above).***

- SECTION 1. **PRESIDENT**. The President shall preside at all meetings of the Regional Council and the Regional Executive Committee; shall be an ex officio member of all committees except the Nominating and Elections committees; shall appoint the Parliamentarian and standing/special committee chairs subject to the approval of the Executive Committee; shall guide the implementation of policies which have been approved by the Regional Council; shall recommend to the National Board of Directors, through the Regional Directors, changes in policies and procedures. The Regional Council President shall present the region's annual report at the final meeting of the year; shall countersign with the Treasurer or Assistant Treasurer (in the absence of the Treasurer) checks drawn on the Regional Council Treasury; shall receive reports on activities from the Chapters; shall ensure notification to Chapters of Regional Council meetings; shall have general supervision over the affairs of the Regional Council; shall preside at the annual Regional Training Conference; and shall perform such other functions and exercise such other authorities as may be prescribed by the Executive Committee or Regional Council.
- SECTION 2. VICE PRESIDENT(S): ***(If only one, duties may be combined)***
- A. **EXECUTIVE VICE PRESIDENT**. The Executive 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 shall become the Executive Vice President when either the 1st, 2nd, and/or 3rd Vice Presidents positions are filled.***

- B. **FIRST VICE PRESIDENT**. The First Vice President shall perform all the functions and duties in the absence of the President and shall have all powers and authorities stipulated under that office. ***(The First Vice President (may) serve as Chairperson of the Program Committee.)*** In the absence of the President, countersign with the Treasurer checks drawn on the Council Treasury. Shall perform other duties as assigned by the Executive Committee or the Regional Council.
- C. **SECOND VICE PRESIDENT**. The Second Vice President shall perform the duties of the President in the absence of both the President and the First Vice President. ***(The Second Vice President (may) serve as Chairperson of the Membership Committee.)*** Shall perform other duties as assigned by the Executive Committee or the Regional Council.

### SECTION 3. **SECRETARIES** ***(If only one, combine the duties of both positions)***

- A. **RECORDING SECRETARY**. The Recording Secretary shall attend all Council meetings and record and maintain minutes of all meetings of the Regional Council and Executive Committee; shall prepare minutes for approval at all Executive Committee and Regional Council meetings; shall maintain on file all Council Committee reports and Treasurer's financial statements. The Recording Secretary shall maintain attendance records of both the Executive Committee and Regional Council meetings; shall maintain record book(s) in which bylaws, special rules of order, standing rules, and minutes are entered, with any amendments to these documents properly recorded, and prepare and maintain an up-to-date roster of all officers, committee chairpersons, chapter presidents, and regional representatives. Additionally, shall perform other duties as assigned by the Executive Committee or the Regional Council.
- B. **CORRESPONDING SECRETARY**. The Corresponding Secretary shall receive and report all correspondence, with the exception of bank correspondence which shall be delivered promptly to the Treasurer; shall prepare and maintain minutes for approval at all Executive Committee meetings; maintain a log of all incoming and outgoing correspondence; transmit to the Recording Secretary all authorized correspondence to be kept for the official records; and serve in the absence of the Recording Secretary at regular or special meetings. Where applicable, be responsible for the rental of the post office box and retrieve the mail on a weekly basis; prepare correspondence as directed by the President; and shall perform other duties as assigned as by the President and the Regional Council Executive Committee and the Regional Council.



SECTION 4. **TREASURER**. The Treasurer shall serve as Chief Financial Officer of the Regional Council; shall maintain the bank account established in the name of the Regional Council, and bank all moneys received; countersign, with the President, or **(identify who)**, all checks for disbursement of Regional Council funds; pay expenses, as budgeted, upon receipt of itemized bills and vouchers. The Treasurer shall prepare an itemized statement of receipts and disbursements for each regular Regional Council meeting; maintain a ledger of receipts and disbursements, reflecting an accurate daily balance, and submit all records for audit at the close of the calendar year and/or at the request of the Regional Council; shall prepare and submit such financial reports as required by the national guidelines. The Treasurer shall prepare a financial statement for presentation at the end of calendar year; shall submit for annual audit, all books and copies of financial transactions for current year by **(Identify when)**; and shall perform other duties as assigned by the Executive Committee or the Regional Council.

**(Optional: If no Financial Secretary on the Regional Council, combine these duties with the Treasurer's duties)**

SECTION 5. **FINANCIAL SECRETARY (may also be titled Assistant Treasurer)**. The Financial Secretary shall serve in the absence of the Treasurer; shall prepare and submit a report of the Chapters' financial status at each Regional Council meeting. The Financial Secretary shall collect all dues from the Chapters, collect and receipt all funds, and transfer such funds to the Treasurer within **(insert number)** working days of receipt of funds. Additionally, shall perform other duties as assigned by the Executive Committee or the Regional Council.

SECTION 6. **REGIONAL DIRECTORS**. The Regional Directors shall serve as members of the National Board of Directors; shall be non-voting members of the Regional Council; shall present written reports on the activities of the Regional Council and unresolved issues and actions to the National Board of Directors; and shall review and approve Chapter and Regional Council Bylaws, new, amendments or revisions**(refer to National Board of Directors Policy and Procedures Manual, Section #3:05)**; shall prepare reports consisting of meetings and activities of the National Board of Directors to the Regional Council. Additionally, perform other duties as prescribed by the National Board of Directors and Regional Council.

SECTION 7. **PARLIAMENTARIAN**. The Parliamentarian shall be appointed by the Regional Council President and shall furnish parliamentary information to the presiding officer of the meeting upon request; and shall perform such other duties as may be required by the Executive Committee or the Regional Council. **(Optional)**

SECTION 8. **HISTORIAN/LIBRARIAN**. The Historian/Librarian shall be appointed by the Regional Council President and shall retain custody of any collections of books, printed matter or any other documentation related to the Region and Blacks In Government; and shall compile a narrative and pictorial account of the Regional



Council's activities for the year, which will become a permanent part of the Regional Council's history.

## **ARTICLE VIII MEETINGS AND QUORUMS**

- SECTION 1. The Regional Council shall hold **(insert number)** regular business meetings annually. A quorum for conducting the business of the Regional Council meeting shall be a simple majority of the financial chapters.
- SECTION 2. The Regional Council shall hold an annual Regional Training Institute at a date, time and site as determined by the Regional Council.
- SECTION 3. Special meetings of Regional Council may be called at any time by the President or by the written request of **(insert number)** financial chapters of the Regional Council. The purpose of the meeting shall be stated in the request and with at least fourteen (14) days prior notice must be provided to each chapter. In cases of emergency, at least seventy-two (72) hours prior notice.
- SECTION 4. The purpose of the regular business meetings shall be to conduct the business of the Region; receive reports from the Regional Directors, Regional Council Officers, and Chapters of their activities, issues and action items.
- SECTION 5. The purpose of the annual regional training conference will be to provide training and education in areas of concern in the Region.
- SECTION 6. **Regional Executive Committee.** Regular meetings shall be held **(insert when)**. At least **(insert number)** members of the Regional Executive Committee, including **(insert number)** elected officer, shall constitute a quorum to conduct business.
- SECTION 7. Special meetings of the Regional Executive Committee may be called at any time by the President or by **(insert number)** or more elected members of the Regional Executive Committee.
- SECTION 8. **Standing Committees.** Scheduled meetings of the Standing Committees shall be held at **(insert when)**. Committee activities shall be reported to the Regional Council President. Special meetings may be called by the Chair or by **(insert number)** members of any committee on **(insert number)** days/hours' notice. At least **(insert number)** members of the committee and shall constitute a quorum to conduct business.

## **ARTICLE IX STANDING COMMITTEES AND DUTIES (List as appropriate)**

- SECTION 1. **STANDING COMMITTEES.** The Standing Committees may include but not limited to the following:

- a. Finance
- b. Program and Planning
- c. Communication and Public Relations
- d. Legislative Review
- e. Membership
- f. Evaluation
- g. Legal Review
- h. Training
- i. Affirmative Employment/Equal Employment Opportunity (AE/EEO)
- j. Health and Wellness

SECTION 2. Each committee shall be composed of a Chair and shall have an adequate number of members for effective functioning as determined by the Chair.

SECTION 3. The Chair of each committee shall be appointed by the Regional Council President with the approval of the Executive Committee.

SECTION 4. Members of each committee shall be selected by the Chair of the respective committee. Members may also volunteer to serve on committees.

SECTION 5. Each Standing Committee must submit to the Executive Committee, a written report detailing their activities including a financial statement (income and expenditures).

SECTION 6. Chairs of Standing Committees shall submit an annual activity plan and budget to the Finance Committee to be presented to Regional Council for approval at the beginning of the calendar year.

SECTION 7. The President may recall or be directed to recall any Chair, by a two-thirds (2/3) majority of the Executive Committee.

SECTION 8. **Duties of the Standing Committees are:**

A. **Finance.** The Finance committee shall be responsible for the financial accountability of the Regional Council. This committee will be responsible for, but not be limited to, determining the cost of the Regional Council programs and reports to the general membership the feasibility of implementing these programs and providing an annual budget.

B. **Program and Planning Committee.** The Program and Planning Committee shall be responsible for development and implementation of the necessary programs and requirements to fulfill the purpose and objectives of the Region. This committee shall be responsible for training and assistance in those areas critical to the well-being of Black government employees. All programs pursued by this committee must be approved by the Executive Committee and/or General Membership and certified feasible by the Finance Committee.

- C. **Communication and Public Relations.** The Communication and Public Relations Committee shall be responsible for the development and printing of all published documents of the Regional Council; 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 Regional Council as approved by the Executive Committee and/or Regional Council. All public statements shall be in accordance with National policies.
- D. **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.
- E. **Membership.** The Membership Committee shall be responsible for developing and implementing programs for membership activities, receiving and screening applications, and any other functions deemed necessary by the Executive Committee or Regional Council in support of the chapters.
- F. **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 Blacks In Government (BIG) in the government work environment.
- G. **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.
- H. **Training.** The Training Committee shall develop and implement plans for annual training to include for finance and budgeting, training and education, speakers, banquet, the annual business meeting, communications and public relations, and exhibitions.
- I. **Affirmative Employment/Equal Employment Opportunity (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, and disciplinary actions. Additionally, shall monitor all issues/matters referring to affirmative action and work/assist in developing BIG's position on any legislation or regulation impacting advancement and employment opportunities of Blacks in government.
- J. **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, sharing opportunities and health risk factors that affect the African American

community. Additionally, shall increase the level of awareness and understanding of initiatives on the elimination of race and ethnic health disparities nationwide; shall exchange information on healthy lifestyles that lead to reducing the risk of HIV/AIDS, diabetes, cardiovascular diseases, cancer, homicide, mental disorder, lupus, obesity, infant mortality; and shall help to foster partnerships within the African-American communities, including survivors.

SECTION 9. **SPECIAL COMMITTEES**. The Regional Council President with approval of the Executive Committee, may establish special committees as required and develop duties according to the needs of the Regional Council. These committees shall serve at the discretion of the President as to the composition, duties and length of service.

## **ARTICLE X** **NOMINATING AND ELECTIONS COMMITTEE**

SECTION 1. **NOMINATIONS**: Nominations for Regional Council offices shall be made to the Nominating Committee elected at the Regional Council meeting prior to the meeting for the election. Nominations may also be submitted by chapters provided that such names are transmitted to the Nominating Committee at least thirty (30) days prior to the date set for the Regional Council meeting. Nominations may also be made by representatives from the floor during the Regional Council meeting.

SECTION 2. **ELECTIONS/TERM OF OFFICE**. Regional Council elections shall be held annually during the month of **(insert when)**. The term of office for each elected officer shall be two (2) years and shall be staggered.

- A. Elected Officers. The **(insert the officers: , )** shall be elected the even number years. The **(insert the officers: , )** shall be elected in the odd number years.
- B. Elections shall be held by secret ballot.
- C. All nominees shall receive a simple majority of the votes cast by the Regional Council membership. In the event of a tie, a run-off vote shall continue until one nominee receives a majority of the votes cast.
- D. Regional Council Officers shall begin their term of office on January 1 following their election.
- E. No elected/appointed officer shall serve more than two consecutive terms in the same office. After serving two (2) consecutive terms in an office, an officer may be eligible to serve in that office after sitting out at least one term. Officers filling an unexpired office are eligible to serve for two (2) consecutive terms in that office.

SECTION 3. **ELIGIBILITY FOR OFFICE.** At the time of nominations, all nominees shall be a member of the Regional Council and be in good financial standing at the Chapter, Regional Council and National level.

SECTION 4. **VACANCIES.** In the event of a vacancy in the Office of the President, the First Vice President shall become President. All other offices shall be appointed by the President and ratified by the Regional Council, until the next election.

## ARTICLE XI

### **DUES AND ASSESSMENTS**

SECTION 1. The Regional Council shall be self-sustaining.

SECTION 2. The fiscal year shall be from January 1 to December 31, inclusive.

SECTION 3. **DUES.** The annual dues of the Regional Council shall be **(determined by budget needs), or (\$xx.00 amount) per Chapter/member (identify which) payable (insert when), or (an amount may be determined by Regional Council Representatives [this will avoid constant update to bylaws].**

SECTION 4. **GOOD FINANCIAL STANDING.** A Chapter is considered in “good financial standing” with the regional council upon paying annual Regional Council dues.

## ARTICLE XII

### **EXPULSION, SUSPENSION, REMOVAL, OR VACANCIES**

SECTION 1. **Chapters Failing to Report.** If a Chapter fails to report to the Regional Council for a period of six (6) months, the Regional Council through the Regional Director(s) shall notify the National Board of Directors.

SECTION 2. **Suspension, Dissolution and Revocation of Chapter Charter.** The Executive Committee shall make recommendations to the Regional Council for submission to the National Board of Directors through the Regional Director, the suspension, dissolution or revocation of any Chapter in the Region for cause. Such cause is defined as any conduct by a Chapter that is detrimental to the National Organization. Such suspension may invalidate the individual memberships in the organization. Upon notification of the action of the National Board of Directors of Charter suspension, dissolution or charter revocation, the Chapter shall cease immediately to function, and its officers shall transmit all records and monies to the National Board of Directors through the Regional Director, within **(identify time period).**

SECTION 3. **Grounds for Removal from Office or Membership.**

A. Any officer or member may be temporarily expelled/suspended/removed

after due process in accordance with the provisions of these Bylaws, the National Constitution, and Roberts Rules of Order (Newly Revised), by an affirmative vote of not less than two-thirds (2/3) majority of the Regional Council at a special meeting held for that purpose.

- B. Notice of such intended action, as provided in Paragraph A. above, shall be given to the officer and/or member concerned in writing by registered mail, at least twenty (20) days prior to the conduct of such a meeting for that purpose. The officer/member shall be permitted to make a presentation verbally or in writing on their behalf and/or select an advocate and witnesses but may not vote on the matter being considered.
- C. All complaints filed at the inappropriate organizational level as described in the National Constitution of Blacks In Government, shall be forwarded to the appropriate body for consideration and resolution. If either party is dissatisfied with the decision rendered, they may appeal within ten (10) calendar days to the next higher level.
- D. Any officer desiring to resign from office shall submit his/her resignation in writing to the Regional Council President, who shall present it to the Executive Committee.
- E. The Regional Council President, subject to the approval of the Executive Committee, may appoint any Representative of the Regional Council to fill any vacant Executive Committee position until the next general election.

**SECTION 4. Grounds for Disciplinary Action.** Disciplinary actions may be brought against a Regional Council Officer or member who is guilty of conduct not in accord with the principles, aims, and purposes of this Region as set forth in these Bylaws and the National Constitution or is guilty of conduct that is not in the best interest of the National Organization of BIG.

- A. A complaint against a Regional Council Officer may be initiated by any three (3) members of the Regional Council and must be in writing and signed by such members and transmitted to the Regional Council President. Upon receipt thereof, the Regional Council President shall forward a copy of the complaint by registered mail to the Regional Council Officer involved at the last address on file. Such Regional Council Officer shall have fifteen (15) calendar days from date of receipt of charges to answer in writing.
- B. The Regional Council reserves the right to hear and act upon the charges and the Regional Council Officer is entitled to a hearing before the Regional Council if desired. The Regional Council Officer may elect to have the decision made ex-parte based on the complaint and the response. A Regional Council may appoint a special committee to hear the matter.
- C. Regional Council shall be the first level of appeal by either party for all complaints for which there has been final action at the Chapter level.

**ARTICLE XIII**  
**RULES OF PROCEDURES**

Roberts Rules of Order, Newly Revised, shall govern the Regional Council in all cases that apply relating to all questions of procedures and parliamentary law not specified in these Bylaws or the National Constitution of Blacks In Government.

**ARTICLE XIV**  
**INCORPORATION**

This Regional Council is a part of the National Organization of Blacks In Government and is incorporated as a non-profit, tax-exempt corporation under the appropriate laws of the District of Columbia.

**ARTICLE XV**  
**LIMITATIONS OF LIABILITY**

- SECTION 1. **REGIONAL FISCAL RESPONSIBILITY.** No chapter or member of the Regional Council shall have authority or power to impose or incur financial liability on the part of the Regional Council without the expressed authorization of the Regional Council, in writing and obtained in advance.
- SECTION 2. **REGIONAL LEGAL CORPORATE RESPONSIBILITY.** No chapter, officer, or member of the Regional Council shall have authority or power to legally obligate the Regional Council except as specified in these bylaws or authorized by the Regional Council. The Regional Council shall indemnify any officer or member of this Regional Council for actions taken during the performance of duties on behalf of the Regional Council so long as said actions are consistent with the integrity, goals, and objectives of the Regional Council.
- SECTION 3. **INDEBTEDNESS.** The Regional Council will not be responsible for indebtedness or obligation of any Chapter or by any of their officers or agents except as specified in these bylaws or authorized by the Regional Council. The Regional Council President shall be authorized to make expenditures or obligations not to exceed **(\$xxx.00)** annually without prior approval of the Executive Committee. All other expenditures shall be made with the approval of the Executive Committee, in session, for review by the Regional Council.
- SECTION 4. **DISTRIBUTION OF ASSETS AND PROPERTIES.** In the event of voluntary dissolution of any Chapter, its property shall be forwarded to the Regional Council. The assets of the Chapters shall in no event be distributed to any of its members or officers, or other organizations.



**ARTICLE XVI**  
**AMENDMENTS**

- SECTION 1. The Bylaws may be amended by two-thirds (2/3) vote of those present and voting at any meeting of the Regional Council, provided the notification of proposal to amend the Bylaws is included in the notice of the meeting.  
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 VII, Section 1 are adhered to and after the approval of the National Board of Directors.
- SECTION 2. No article or section of these Bylaws shall conflict with those of the National Constitution of Blacks In Government.

**RATIFICATION**

***(This page shall always remain separate)***

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) REGIONAL COUNCIL PRESIDENT*** Date

\_\_\_\_\_  
***(SIGNED NAME) REGIONAL COUNCIL PRESIDENT*** Date

\_\_\_\_\_  
***(TYPED NAME) REGIONAL COUNCIL SECRETARY*** Date

\_\_\_\_\_  
***(SIGNED NAME) REGIONAL COUNCIL 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, Blacks In Government Date

**(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)**