



REGION XI COUNCIL BYLAWS

**REVISED
April 14, 2012**

Make the BIG Commitment: Equity, Excellence, and Opportunity

**BLACKS IN GOVERNMENT (BIG)
REGION XI
COUNCIL BYLAWS**

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**BLACKS IN GOVERNMENT (BIG)
REGION XI
COUNCIL BYLAWS**

ARTICLE I

NAME

- SECTION 1. The name of this organization shall be known as the Region XI Regional Council of Blacks In Government, hereinafter referred to as the "Regional Council."
- 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 (BIG) inscribed in the space between the inner and outer circle and/or letters BIG inscribed in the space inside the inner circle.
- SECTION 3. The seal's colors shall be Brown and Tan. The words Blacks In Government, letters BIG, and the two concentric circles shall be Brown on a Tan Background.

ARTICLE II

GOALS AND OBJECTIVES

The purpose of the Regional 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, regional, 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 of the Washington, DC Primary Metropolitan Statistical Area, and as stated in the National Constitution of Blacks In Government.

A. Regional Council shall represent all Chapters located in the boundaries of the following areas:

District of Columbia
Charles County, MD
Montgomery County, MD
Prince George's County MD
Alexandria, VA
Arlington County, VA

Fairfax City, VA
Fairfax County, VA
Falls Church, VA
Loudoun County, VA
Prince Williams County, VA

B. 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. The Regional Council shall consist of two (2) elected Regional Directors to the National Board of Directors, and each Chapter is authorized three (3) elected primary regional representatives on the Regional Council to serve a minimum of 2 years from January 1 to December 31.

A. Chapters may elect alternates to substitute primary regional representatives in the event the elected primary regional representative cannot serve due to circumstances beyond their control.

B. Each Chapter is authorized three (3) elected alternate regional representatives to serve terms not to exceed that of the incumbent primary regional representatives.

C. Alternate regional representatives shall not substitute for the Regional elected officer, appointed official, or Standing Committee chair positions held by primary regional representatives.

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 in the Region 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 petitioning groups of persons meeting the requirements of regular membership may petition for a Chapter in the Region in accordance with Article V of the National Constitution. Petitioning groups must secure ten (10) members before Chapter status may be granted. The documentation to form a Chapter must be submitted through the Regional Directors 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 when found to be in violation of the National Constitution. The Board's recommendation for termination or suspension must be confirmed by vote of the Delegates at the next Annual National Delegates Assembly.
- SECTION 4. Chapter Reporting Requirements.
 - A. Chapters shall file written reports twice a year from the designated Regional Representative to be provided to the Regional Council, if requested. All reports shall be submitted to the Regional Council President.
 - B. Chapters shall file periodic written reports as prescribed by the National Board of Directors. All reports shall be submitted through the Regional Directors to the National Office.

ARTICLE V

ELECTED OFFICERS AND APPOINTMENTS

- SECTION 1. The elected officers of the Regional Council shall be the President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and Financial Secretary. The appointed officials shall be the Parliamentarian, and Historian/Librarian.
- SECTION 2. Elected Officers must be a voting member of the Regional Council; must be a primary regional representative, and must retain active membership in the Chapter they represent.
- SECTION 3: The appointed officials must be a voting member of the Regional Council, must be a primary regional representative, and must retain active membership in the Chapter they represent.
- SECTION 4. The Regional Directors shall serve as members of the National Board of Directors and shall be non-voting members of the Regional Council. Regional Directors shall not be primary or alternate regional representatives.

ARTICLE VI

EXECUTIVE COMMITTEE

- SECTION 1. The Regional Executive Committee shall consist of the elected and appointed officers, chairpersons of standing committees, the Parliamentarian, and the Regional Directors.
- SECTION 2. The elected officers shall be the voting members of the Executive Committee.
- SECTION 3. The Regional Executive Committee shall conduct the affairs of the Council in accordance with the Bylaws and Standing Rules; implement the policies established by the Regional Council through programs developed expressly for such purpose; prepare a written agenda for Regional Council meetings; prepare and submit in September a written budget to the Budget and Finance Committee; review the proposed Regional budget as submitted by the Budget and Finance Committee in October, and submit it to the Regional Council for approval at the November Council meeting; provide oral and written Executive Committee meeting reports of its proceedings at the next Regular Council meeting. The Executive Committee shall transact routine business between meetings of the Regional Council and act in emergency situations. The Regional Council, at the meeting following the action taken, shall ratify all actions of the Executive Committee.

ARTICLE VII

DUTIES OF OFFICERS AND APPOINTED OFFICIALS

- 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 Nomination and Election 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; shall present the Region's annual report at the final meeting of the year; shall countersign with the Treasurer or the Financial Secretary (in the absence of the Treasurer) checks drawn on the Regional Council treasury; shall receive reports on activities from the Chapters in the Region; shall ensure notification to Chapters of Regional meetings; and shall perform such other functions and exercise such other authorities as may be prescribed by the Executive Committee or Regional Council. Have general supervision over the affairs of the Regional Council. Preside at the annual Regional Training Conference. Perform other duties as may be required.

SECTION 2. VICE PRESIDENTS:

- A. 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 shall serve as Chairperson of the Programs-Education Committee. In the absence of the President, shall countersign with the Treasurer or Financial Secretary (in absence of the Treasurer) checks drawn on the Regional Council treasury. Performs other duties as may be required.
- B. 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 shall serve as Chairperson of the Membership Committee. Perform such other duties as may be required.

SECTION 3. SECRETARIES:

- 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, and maintain on file all Council Committee reports and Treasurer's financial statements. 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. Perform such other duties as may be required.
- 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. 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 shall examine the post office box on a weekly basis. Prepare correspondence as directed by the President, the Regional Council Executive Committee, or the Regional Council. Perform such other duties as may be required.

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 monies received; countersign, with the President, or 1st Vice-President (in absence of the President) all checks for disbursement of Regional Council funds; pay expenses, as budgeted, upon receipt of itemized bills and vouchers. 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. Prepare and submit such financial reports as required by the national guidelines. Prepare a financial statement for presentation at the end of calendar year. Submit for audit all books and copies of financial transactions for current year by December 31st.

SECTION 5. FINANCIAL SECRETARY. The Financial Secretary shall serve in the absence of the Treasurer; prepare and submit a report of all Chapters' financial status at each Regional Council meeting. Notify by December 1st all Chapters that Council membership dues are payable by the first Council meeting in January. Shall send delinquency notices to Chapters whose dues have not been paid, indicating dues must be paid by the first regular Council meeting in February. Collect and receipt for all funds, and transfer such funds to the Treasurer within five (5) working days of receipt of funds. The Financial Secretary shall serve as Chairperson of the Budget and Finance Committee. In the absence of the Treasurer, shall perform all duties specified in Section 4 above.

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 to the National Board of Directors; and shall prepare reports consisting of meetings and activities of the National Board of Directors to the Regional Council. Perform other duties as prescribed by the National Board of Directors and Regional Council.

SECTION 7. APPOINTED OFFICIALS:

A. 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; Attend Regional Executive Committee and Council meetings, and Regional Delegates Assembly; Conduct and supervise workshops in parliamentary procedures; and perform such other duties as may be required by the Regional Executive Committee.

B. 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 compiles 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 at least a minimum of 11 regular business meetings annually. A quorum for conducting the business of the regular Regional Council meeting shall be at least one quarter (1/4) of the total number of Chapters in Region XI in good financial standing at the time of the meeting.
- SECTION 2. The Regional Council shall hold annual Regional Training at a date, time, and site as determined by the Regional Council.
- SECTION 3. The President, at the advice and consent of the Regional Executive Committee, may call special meetings of the Regional Council at any time.
- 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, Committees, and Chapters of their activities.
- SECTION 5. The purpose of Regional Training will be to provide training and education in areas of concern in the Region.
- SECTION 6. REGIONAL EXECUTIVE COMMITTEE. Regular meetings shall be held not more than ten (10) days prior to the regular meeting of the Council membership. At least four (4) officers of the Regional Executive Committee 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 three (3) or more elected members of the Regional Executive Committee.

ARTICLE IX

STANDING COMMITTEES, SPECIAL COMMITTEES AND DUTIES

- SECTION 1. STANDING COMMITTEES. The Standing Committees shall include, but not limited to, the following:
- | | |
|---------------------------|-------------------------------------|
| a. Programs and Education | g. Fund-Raising |
| b. Membership | h. Hospitality |
| c. Budget and Finance | i. Marketing and Strategic Planning |
| d. Legislative | j. Community Service/Outreach |
| e. Communications | k. EEO/Affirmative Action |
| f. Bylaws & Resolutions | |
- 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 Regional Council President, with the approval of the Executive Committee, shall appoint the Chair of each committee.
- SECTION 4. The Chair of the respective committee shall select members of each 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), at the next regular Council meeting. Copies of this report shall be provided to the Budget and Finance Committee, Treasurer, and Recording Secretary. In addition, must submit a written itemized budget for the ensuing year to the Budget and Finance Committee by the regular September Council meeting.
- SECTION 6. Chairs of Standing Committees shall submit an annual activities 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:
- A. PROGRAMS-EDUCATION. The Programs-Education Committee shall develop a comprehensive and ongoing general program for the Region, addressing areas of concern to members of the Regional Council; and provide program ideas and aids to help the Regional Council and Chapters maintain a high standard of programs. Consult with the Regional Council Executive Committee to develop programs for the year. Develop and implement plans for Regional Training. Maintain a record of program participation for permanent file in program evaluation. Coordinate, plan, and develop a Delegates' Training Session. Based on the recommendations of the Council, and under the direction of the First Vice-President, assist in the implementation of the Chapter officers' Training session.
- B. MEMBERSHIP COMMITTEE. The Membership Committee Chair shall serve as the Regions liaison to, and on, the National Membership Committee. The Membership Committee shall develop comprehensive programs, which will assist in retaining the required ten (10) members per Chapter. Develop membership recruiting aids and techniques to assist the Chapters with their membership drives. Provide assistance to Chapters in arranging for the installation of Chapter officers when new Chapters are chartered. Maintain accurate records of Regional Council members, Chapters in the Region, and the potential areas to be targeted for potential interest groups. Project the philosophies, goals, and objectives of Blacks In Government by encouraging Council members to participate in community and civic activities.
- C. BUDGET and FINANCE COMMITTEE. Prepare a proposed budget for the ensuing year beginning January 1 and submit to the Executive Committee no later than October 15; disseminate copies of the approved budget to all members of the Council by the regular January Council meeting; monitor expenditures to ensure compliance with approved budget; report to the Council at regular monthly meeting; and collect budget requests from the Committee Chairpersons at the regular September meeting.

- D. LEGISLATIVE COMMITTEE. The Legislative Committee shall advise the Regional Council of legislative proposals that may be of interest or have impact on the membership. Review existing/proposed legislation and employment program/policy changes for their impact on Black Government employees. Submit, with the approval of the Council, proposed legislative recommendations or programs to the National Organization. Prepare, upon request of the Regional Executive Committee or Regional Council, testimony for presentation before Congressional committees.
- E. COMMUNICATIONS COMMITTEE. The Communications Committee Chair shall serve as the Regions liaison to, and on, the National Communications and Public Relations Committee. The Committee shall develop, implement, and maintain a publicity and public relations program which includes the generation of media coverage for all Regional Council events; review and issue news releases; offer training in public relations techniques to the Council; and project a positive interest in the employment status of Black Government employees and significant and supporting activities.
- F. BYLAWS and RESOLUTIONS. Maintain current copies of the Bylaws of the Council and National Constitution; periodically review the Regional Bylaws for conformity with the National Constitution, recommend amendments as needed, and submit all coordinated amendments to the membership in writing at least thirty (30) calendar days prior to consideration; review the National Constitution and prepare proposed amendments for approval by the Council members no later than four (4) months (120 days) prior to the Annual National Training Conference; develop and submit proposed constitutional amendments and resolutions as approved by the Council to the National Organization at least ninety (90) calendar days prior to the Annual National Training Conference.; and accept and present Chapter resolutions to the Council.
- G. FUND-RAISING. Recommend fund-raising projects to the Regional Executive Committee for the approval by the Council; after project approval, coordinates and implements all necessary actions to accomplish project.
- H. HOSPITALITY. Purchase and cause to be delivered any expressions of congratulations, sympathy, illnesses, etc., to members of the Council after approval of the Regional Executive Committee and Council; coordinate any repast for Council meetings; and be responsible for setting up, purchasing necessary food items, and monitoring hospitality rooms for Regional Council members during the Annual National Training Conference and Regional Training.
- I. MARKETING AND STRATEGIC PLANNING. Develop and implement a marketing and strategic plan for Region XI that consists of a short-range (less than 2 years) and a long range (greater than 2 years) plan to address goals and objectives; work closely with the Communications Committee on the publication of the Regional Newsletter, programs and activities; and conduct annual assessment/evaluation report of programs and services offered by Region XI.
- J. COMMUNITY SERVICE/OUTREACH. Represents the Region XI Council at community outreach events; Juneteenth Celebration. Responsible for the Region XI Holiday Gala/Awards.

K. EEO/AFFIRMATIVE ACTION. Shall monitor and develop programs to address areas of concern of Chapter and Regional Black Government employees, including rates of hiring and firing; promotions; and training. Will also monitor all issues/matters referring to affirmative action and work; assist in developing the Council's position on any legislation or regulations impacting on advance and employment opportunities of Blacks in Government for submittal to the National Organization.

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. In addition, each Special Committee must submit a written itemized budget to the Budget and Finance Committee upon activation of the Committee; and a written report to include a financial statement (one copy for the Budget and Finance Committee and one for the Treasurer) of all income and expenditures at the completion of their assigned duties.

A. AUDIT COMMITTEE. Shall audit the Treasurer's books beginning January 1st for the previous year and/or at the request of the Executive Committee or Council; and submit a written report and audited financial statement to the Executive Committee by January 31st.

B. AWARDS COMMITTEE. Shall consist of five (5) members from different Chapters. With the approval of the Executive Committee, establish criteria and determine types of awards to be given; notify the Regional Council and Chapters of the awards criteria and timeframe for submission of nominees; review nominee's submission and submit to a panel of judges for selection; and annually prepare and present awards.

C. NOMINATION COMMITTEE. Shall be composed of five (5) elected primary regional representatives of the Regional Council from five (5) different Chapters for the purpose of conducting annual Regional elections; obtain from each candidate written consent to serve; prepare a slate of eligible candidates for presentation to the Council at the October meeting; and accept nominations from the floor, provided the candidates meet all the requirements for the office and consent to serve.

D. ELECTION COMMITTEE. Shall be composed of five (5) elected primary regional representatives of the Regional Council from five (5) different Chapters for the purpose of conducting annual Regional elections; prepare the official ballot reflecting the candidates for each office, and conduct the actual election of officers in conjunction with the slate of candidates presented by the Nomination Committee. Present the elections result to the membership, and provide certification (in writing) of the election results to the Regional Council Recording Secretary.

ARTICLE X

NOMINATIONS AND ELECTIONS

SECTION 1. NOMINATIONS: Nominations for Regional offices shall be made to the Nomination Committee elected at the Regional Council meeting prior to the meeting for the election. Chapters may also submit nominations provided that such names are transmitted to the

Nomination Committee at least thirty (30) days prior to the date set for the Regional Council meeting. Chapter Representatives may also make nominations from the floor during the Regional Council meeting.

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

A. Elected Officers. The President, Second Vice-President, Recording Secretary, and Treasurer shall hold office beginning in the even number years. The First Vice-President, Corresponding Secretary, and Financial Secretary shall hold office beginning in the odd number years.

B. Elections shall be held only by secret ballot (proxy vote shall not be allowed).

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 expired office are eligible to serve for two (2) consecutive terms in that office.

F. Not more than two elected or appointed officers, beginning terms simultaneously, shall be from the same Chapter.

SECTION 3. ELIGIBILITY FOR OFFICE. At the time of nominations, all nominees shall be primary regional representatives of the Regional Council and be in good financial standing at the Chapter, Region and National level. In addition, any Chapter that has not submitted its RXI Comprehensive Chapter Update Status Form 4 (RXIC Form 4) denoting its three (3) Primary Regional Representatives and any Alternate Regional Representatives shall lose their right to vote or be eligible for nomination until the form is properly signed and submitted.

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

ARTICLE XI

DUES, FINANCE 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 the Council during the December Council Meeting, prior to the first Council meeting in January, where the dues are payable. Dues will be considered delinquent at the February Council Meeting. The annual dues shall entitle a Chapter to one copy of each issue of the Council Newsletter, one copy of the Council Bylaws, any amendments, and a copy of any annual Regional Conference Minutes. Newly Chartered Chapters shall make their initial payment within 90 days (3 months) of being chartered.
- SECTION 4. GOOD FINANCIAL STANDING. A Chapter is considered in good financial standings" with the Region upon paying annual Regional Council dues.
- SECTION 5. APPROVING SIGNATURES. All checks for the payment of monies shall bear the signature of the President or the First Vice-President and the Treasurer or Financial Secretary. Access to securities of the Council shall be by two persons, namely the Treasurer or Financial Secretary and the President or the First Vice-President. The President and Treasurer shall execute, in the name of the Council, all contracts or other instruments of indebtedness, only as directed by motion of the Regional Council.
- SECTION 6. BONDING. All persons having access to, or have major responsibility for, the handling of monies and securities of the Council shall be bonded.
- SECTION 7. DEPOSITORIES. All funds of the Regional Council shall be deposited to the credit of the Regional Council in an appropriate banking institution as approved by the Regional Executive Committee.

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 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 Directors, the suspension or revocation of any Chapter Charter 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, 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 Directors.
- SECTION 3. GROUND 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, 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. The complainant shall be permitted to make a presentation, 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 Regional Executive Committee.
- E. The Regional Council President, subject to the approval of the Regional Executive Committee, may appoint any member of the Regional Council to fill any vacant Executive Committee position until the next general election.

SECTION 4. GROUND 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 National Constitution, or is guilty of conduct that is not in the best interest of the National Organization.

- 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 on the basis of the complaint and the answer. The Regional Council may appoint a special committee to hear the matter.
- C. The 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

Robert's 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 express authorization of the Regional Council, in writing and obtained in advanced.

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 honest 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 in the Region 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 the annually budgeted line item 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.

A. 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.

- B. In the event of dissolution of the Regional Council, assets remaining after the discharge of all liabilities shall be put in trust with the National Organization pending the reorganization or establishment of another Council in the area.

ARTICLE XVI

AMENDMENTS

- SECTION 1. The Bylaws may be amended by two-thirds (2/3) vote of the voting members present at any meeting of the Council, provided the notification of proposal to amend the Bylaws has been included in the notice of the meeting.
- SECTION 2. No article or section of these bylaws shall conflict with those of the National Constitution of Blacks In Government.

ARTICLE XVII

RATIFICATION

These Bylaws shall become effective upon the ratification by a two-thirds (2/3) majority vote of the eligible Council members present at the regular meeting of the Regional Council held on April 14, 2012 in NOAA, 1325 East-West Highway, 2nd Floor Conference Room, Silver Spring, MD 20910.

Shirley A. Jones 4/14/12 Maria Perry 4/14/12
Regional Council President Date Regional Council Secretary Date

REVIEWED BY: (At Least One Director)

Harold Greene 5/18/12 _____
Regional Director Date Regional Director Date

FINAL REVIEW:

Don A. Jones 5/18/12
Chair, National Board of Directors, BIG Date

END OF DOCUMENT