



**BY-LAWS**  
**OF**  
***FINANCIAL MANAGEMENT SERVICE CHAPTER***  
**OF**  
**BLACKS IN GOVERNMENT**

**REVISED JULY 2011**

**ARTICLE I  
NAME**

**Section 1.** The name of this organization shall be the Financial Management Service (FMS) Chapter of Blacks In Government (BIG). It shall be referred to in these bylaws as Financial Management Service 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 affects Blacks in government.

**ARTICLE III  
ORGANIZATIONAL STRUCTURE**

**Section 1.** The Chapter shall consist primarily of individuals from FMS facilities located in the District of Columbia and Hyattsville, Maryland (Prince Georges County).

**Section 2.** The Chapter shall consist of persons, regardless of race, creed, color, national origin, religion, age, sex, political affiliation, marital status or handicapped condition, who have met the membership requirements prescribed herein.

### **Section 3. OFFICERS**

- A. The Chapter officers shall be elected by the regular members in good financial standing at a regular meeting.
- B. The elected officers shall include the President, Executive Vice President, 1st Vice President, Secretary, Corresponding Secretary, Treasurer, and Assistant Treasurer.
- C. The Executive Committee shall consist of the elected officers: the President, Executive Vice President, 1<sup>st</sup> Vice President, Secretary, Corresponding Secretary, Treasurer, and Assistant Treasurer. In addition, the immediate Past President shall also serve on the Executive Committee.

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

- A. This chapter shall belong to the Region XI Council of Blacks In Government in accordance with the National Constitution and the Region XI Council's By-Laws.
- B. The Primary Regional Representatives to the Regional Council shall consist of three (3) regular financial members elected from the Chapter every two years. Two (2) of the Primary Regional Representatives shall be elected during even numbered calendar years. One (1) Primary Regional Representative shall be elected during odd numbered calendar years.
- C. The Alternate Regional Representatives to the Regional Council shall consist of three regular financial members elected from the Chapter. Two (2) of the Alternate Regional Representatives shall be elected during even numbered calendar years. One (1) Alternate Regional Representative shall be elected during odd numbered calendar years.

### **Section 5. NATIONAL**

- A. This Chapter shall be a part of the national organization and participate in national assemblies in accordance with the National Constitution.
- B. This Chapter shall submit quarterly and periodic reports to the National Office in accordance with the National Constitution and other reports as requested.

## **ARTICLE IV MEMBERSHIP**

### **Section 1. INDIVIDUAL MEMBERSHIP**

Any person who is in accord with the philosophy, principles, policies, and objectives of this organization, and agrees to adhere to the same, may become a member of this organization with the consent of the Executive Committee and by paying the Annual National membership fee, provided he or she is qualified as stated herein.

All members are expected and encouraged to support the Chapter, via their involvement with a Chapter Committee, and/or actively participating in Chapter endorsed activities, programs, and events that promote the goals and objectives established in these by-laws.

### **Section 2. MEMBERSHIP CATEGORIES**

There shall be three categories of individual membership: Regular, Associate, and Life. Other categories 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 Financial Management Service, the federal, state, or local government who is in accord with the principles, policies, and objectives of the organization and who agrees and adheres to the same, may become a regular member of this organization by paying the applicable annual Chapter and National membership fee.

(2) Regular members shall be afforded all privileges of membership.

(3) Any person who, at the time of being separated with prejudice from employment by the federal, state, or local government and was a regular member in good standing is eligible for continued 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 was 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 this organization and who agrees to adhere to the same, may become an Associate member by paying the applicable Associate National dues and annual Chapter membership fee.

(2) Any undergraduate student who is enrolled in an accredited college or university who is in accord with the principles, policies and objectives of the organization and who agrees to adhere to the same and is not qualified as a regular member, may become a student member of this organization with the consent of the Board of Directors and by paying the student membership fee of twenty dollars (\$20.00).

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

### **C. Life Membership**

Any person who is in accord with the principles, policies, and objectives of the organization and who agrees to adhere to the same, may become a life member of this organization at the National level with the consent of the Board of Directors any by paying the life membership fee. Annual Chapter membership fees must be paid to retain chapter membership.

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

### **Section 1. EXECUTIVE COMMITTEE**

The elected officers and immediate past President 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.

### **Section 2. OFFICERS**

**President:** The President shall serve as Chair of the Executive Committee and shall be an ex-officio member of all committees, except the nominating and election 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, subject to the approval of the Executive Committee and the membership. Shall perform other duties as assigned by the Executive Committee or the Chapter.

**Executive Vice President:** In the absence of the President or in the event of disability of the President, the Executive Vice President shall perform all the duties and functions of the President.

During such a period, the Executive Vice President shall have all the powers of and be subject to all the restrictions placed upon the President. Shall perform other duties as assigned by the Executive Committee or the Chapter.

**1st Vice President:** The 1st Vice President shall perform all the duties and functions of the President in the event the President and Executive Vice President are absent or incapacitated. During such a period, the 1st Vice President shall have all the powers of and be subject to all the restrictions of that office. Shall perform other duties as assigned by the Executive Committee or the Chapter.

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

**Corresponding Secretary:** 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 the absence or incapacitation of the Secretary. Shall perform other duties as assigned by the Executive Committee or the Chapter.

**Treasurer:** The Treasurer shall serve as the chief financial officer of the organization; shall countersign with the President, Executive Vice President, or 1<sup>st</sup> 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. The Treasurer's books shall be subjected to audit annually. Shall perform other duties as assigned by the Executive Committee or the Chapter.

**Assistant Treasurer:** The Assistant Treasurer 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 a disability of the Treasurer, the Assistant Treasurer shall perform all the duties of the Treasurer. 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 committees, and appointments. The term of office for all appointed positions and committees shall be concurrent with that of the appointing authorities, unless otherwise specified at the time of appointment. In no case will the term of an appointment extend beyond the term of the appointing authority.

A. Chairpersons of Standing Committees shall have the authority to select Committee members, establish subcommittees and make special appointments within their committee for the purpose of

conducting committee business. They shall also be responsible for submitting regular reports on their Committee's activities, as directed by the Executive Committee or membership.

**B.** All Standing Committees members shall be selected from the general membership. The Standing Committee shall include but not limited to the following: Budget & Finance, Program, Planning and Education, By-Laws, Scholarship, Public Relations and Communication, Membership, Hospitality, Fundraising, and AE/EEO Legislative.

**(1) Budget and Finance Committee:** This Committee shall be responsible for the financial accountability of the Chapter. This committee will be responsible for, but not limited to, determining the cost of the Chapter programs and reporting to the general membership the feasibility of implementing these programs.

**(2) Program, Planning and Education Committee:** This 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 FMS employees. All programs pursued by this Committee must be approved by the Executive Committee and/or general membership and certified feasible by the Budget and Finance Committee.

**(3) By-Laws Committee:** This Committee shall be responsible for maintaining current copies of the by-laws of the Regional Council and the National Constitution. This Committee is also responsible for periodically reviewing the Chapter by-laws for conformity with the Regional by-laws and recommending amendments as needed, submitting all coordinated amendments to the membership in writing at least thirty(30) calendar days prior to consideration.

**(4) Scholarship Committee:** This Committee shall be responsible for advertising the Program within established timeframes. This Committee is also responsible for receiving and screening all applications and participating in the rating, interviewing, and selection of applicants. In addition, shall be responsible for the Scholarship Award Ceremony to issue awards.

**(5) Public Relations and Communication Committee:** This Committee shall be responsible for the Chapter's community outreach programs. As approved by the Executive Committee and/or membership, this Committee shall provide needed support to schools, shelters, and/or the elderly, within the community.

This Committee is also responsible for the Chapter's website, development and printing of all published documents of the Chapter and for all contacts with the media (TV, radio, newspaper, etc.) The Committee assures public exposure of the Chapter as approved by the Executive Committee and/or membership. All public statements shall be in accordance with National policies. In addition, the Chair of this Committee shall serve as a Chapter liaison to the Region XI Communications Committee.

**(6) Membership Committee:** This Committee shall be responsible for developing and implementing programs for membership drives, receiving, screening and submitting applications, and any other functions deemed necessary by the Chapter or Executive Committee.

**(7) Hospitality Committee:** This Committee shall purchase and deliver expressions of sympathy, illnesses, congratulations, etc. to members of the chapter after approval of the Executive Committee and general membership. Also responsible for purchasing necessary food items and setting up for special events and meeting, when appropriate.

**(8) AE/EEO Legislative Committee:** This Committee shall be responsible for monitoring and developing programs to address areas of concern (i.e., rate of hiring, firing, promotions, training, etc). Shall request and review workforce EEO data annually submitted by the agency to the EEOC and OPM, as required by federal law, rule and/or regulation, and shall report the results to the Executive Committee and membership. Shall seek to advise the agency EEO and/or HR Director(s), of the Chapter's employment concerns, and present any Chapter recommendations for improvement.

This Committee shall also monitor pending EEO legislation and regulatory changes, and alert the Executive Committee and membership. Shall represent the Chapter's position at the Region XI and National level on any legislation and regulations affecting EEO.

In addition, the Chair shall serve as a Chapter liaison to the Region XI AE/EEO and Legislative Committees.

**(9) Fundraising Committee:** This Committee shall be responsible for developing and implementing approved plans to raise funds for the Chapter.

**C. Special Committees:** These Committees may be established to perform specific functions as required. All Special Committee members shall be selected from the general membership. The Special Committees shall include, but not be limited to:

**Audit**  
**Nomination**  
**Election**

**(1) Audit Committee:** This committee will perform audits required by law, or any other reason. An audit must be conducted and results reported at the February 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) Nomination Committee:** The Nomination Committee shall be composed of at least three (3) members from the general membership and elected by the general membership for the purpose of



conducting annual Chapter nominations. Prepare a slate of eligible candidates for presentation to the Chapter at the September meeting.

**(3) Election Committee:** This Committee shall be composed of at least three (3) members from the general membership and shall be elected by the general membership for the purpose of conducting Chapter elections and preparing an official ballot of eligible candidates for each office. This Committee is also responsible for conducting the actual election of officers and Primary and Alternate Regional Representatives in conjunction with the slate of officers and regional representatives presented by the Nominating Committee. Shall present the election results to the membership and provide certification in writing of the results to the Chapter Secretary.

**D. Appointments:** Chapter appointments shall be made from the general membership and shall include, but may not be limited to:

**Parliamentarian  
Historian  
Chaplain**

**(1) Parliamentarian:** The Parliamentarian shall be appointed by the President and shall give parliamentary opinions upon request.

**(2) Historian:** The Historian shall be appointed by the President and shall keep a history of the Chapter activities, events, and functions.

**(3) Chaplain:** The Chaplain shall be appointed by the President and shall give invocation and/or benediction at the Chapter meetings, events, and functions as requested by the President.

#### **Section 4. CHAPTER DELEGATES:**

The National Delegates Assembly (NDA) is an assembly of delegates representing each BIG Chapter and is annually held in conjunction with the National Training Conference. Notice of such assembly is sent to all Chapters and Regional Councils by the National Corresponding Secretary, at least ninety (90) days prior to its convening.

The Chapter shall elect annually regular Chapter members in good financial standing with the Regional Council and National Organization, and who have been entered on the National Membership Register for a period of at least sixty (60) days prior to the NDA, to be delegates. The total number of delegates is determined based on chapter membership and as specified in the National Constitution. Each Chapter determines its number of alternates.

Delegates vote on all business matters to be decided at the Assembly including the election of National Officers and the National Nominating and Election Committees. Each delegate shall be entitled to one (1) vote.

## **ARTICLE VI MEETINGS AND QUORUMS**

**Section 1.** In order to conduct Chapter business, the following will be necessary:

**A.** Regular meetings shall be held at a time and place determined by the Executive Committee or Membership.

**B.** Special meetings may be called by the President, a majority of the Executive Committee, or any four (4) regular members by request to the President, by request to a majority of the Executive Committee or notification of all financial members, at least five (5) days prior to the meeting.

**Section 2.** A quorum of the regular assembly shall consist of fifteen (15) regular members and should include at least one officer. A quorum must be present before any vote can be cast on any issue.

**Section 3.** The Executive Committee meetings shall be held at least quarterly. The Executive Committee shall determine the time and place of the meetings.

**Section 4.** A quorum of the Executive Committee shall be a simple majority of its members.

## **ARTICLE VII NOMINATION, ELECTIONS, TERMS OF OFFICES AND VACANCIES**

**Section 1. NOMINATION AND ELECTION COMMITTEES.** The Nomination Committee, consisting of at least three (3) members, and the Elections Committee, consisting of at least three (3) members, shall be elected by the general membership at least 60 days prior to the election.

**Section 2. NOMINATIONS.** Nominations for chapter officers may be submitted to the Nomination Committee at least three (3) weeks prior to the election or may be made from the floor at the general membership meeting held for the election of officers.

**A.** The Nomination Committee shall distribute a list of all known candidates for office(s) at least two (2) weeks prior to the election and will accept nominations from the floor.

**B.** The Nomination Committee shall present the slate of nominees for all positions to the general membership prior to the election.

**Section 3. ELECTIONS:** The election of officers shall be at the November meeting.

**A.** Any regular members in good financial standing with the Chapter and National shall be eligible to vote and hold any office.

- B. No member shall be elected to hold more than one officer position at a time.
- C. Election of officers and regional representatives shall be by secret ballot.
- D. Any candidate receiving a majority of votes shall be declared the winner of said office.
- E. The Election 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.

**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 and all Regional Representatives shall be two (2) years or until their successors are elected. The offices of President, First Vice President, Secretary, and Assistant Treasurer, plus one (1) Primary Regional Representative and one (1) Alternate Regional Representative, shall be elected for terms beginning in the even year, and the offices of Executive Vice President, Corresponding Secretary, Treasurer, two (2) Primary Regional Representatives and two (2) Alternate Regional Representatives, shall be elected for terms in the odd year. Officers elected initially off cycle shall serve for one year and are eligible to serve two (2) two-year terms or four (4) consecutive years. Officers shall serve no more than two (2) two-year terms or four (4) consecutive years in the same office. However, they shall be eligible for election to all other offices. Each elected officer shall maintain files and records and shall deliver them to his/her successor upon vacating his/her office.

**Section 5. VACANCIES:**

Any office may be declared vacant, for cause, upon recommendation of the Executive Committee and a two-thirds (2/3) vote of the general membership at any legally held meeting. Vacancies shall be filled by a Special Election at a general membership meeting following the announcement of the vacancy and notification to the membership. Nominations may be made from the floor and the election process will be conducted in accordance with Section 2 above.

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

**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 the Chapter shall 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, Executive Vice President, 1<sup>st</sup> Vice President, Treasurer and Assistant Treasurer registered, with the requirements that at least two (2) signatures shall be necessary for all disbursements.

**Section 6.** All financial liabilities incurred by the Chapter shall remain the responsibility of the Chapter. To insure this end, the Budget and 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 conducted to ascertain the accuracy and integrity of the books and records.

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

Shall be in accordance with Article X of the National Constitution.

## **ARTICLE X RULES OF PROCEDURE**

Rules of procedures 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.** The 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 Members.

**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 5 of the bylaws and all creditors shall look only to the assets of the chapter for payment.

**Section 3. Dissolvent of Chapter**

When, and if, the Chapter is voluntarily dissolved, funds remaining after the settlement of all liabilities shall become the property of the Regional Council. If no Regional Council exists, the funds become the property of the National organization. If there is no National organization, all funds and property shall be distributed to tax-exempt non-profit organizations selected by the remaining members. The assets of the Chapter shall not be distributed to any of its members or officers.

**ARTICLE XIII  
AMENDMENTS**

These by-laws may be amended or altered by two-thirds (2/3) of the regular membership at any regular or special meeting of the Chapter. Any regular member in good financial standing may propose by-laws amendments by submitting them in writing to the Chapter By-Laws Committee.

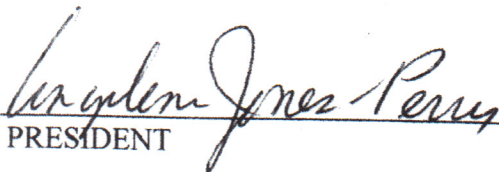
The proposed amendments must be presented to the membership in writing 30 days in advance of any vote. Any amendment acted upon shall become effective immediately, provided the quorum requirements are adhered to in accordance with Article VI.

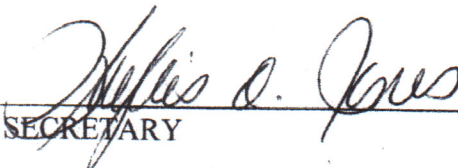
**ARTICLE XIV  
RATIFICATION**

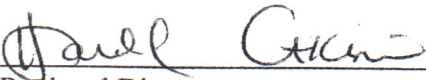
These by-laws become effective upon ratification by a two-thirds (2/3) majority of the regular members at a regular meeting provided the quorum requirements of Article VI are adhered to and are approved by the National Board of Directors.

(This ratification supercedes the previous Chapter By-laws, which were ratified by vote of the regular members and signed, at a regular meeting held on October 21, 2008.)

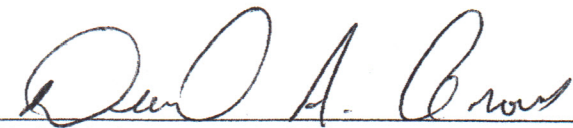
RATIFIED AT: 3700 East-West Highway, Hyattsville, MD on July 20, 2011

 July 20, 2011  
PRESIDENT Date

 July 20, 2011  
SECRETARY Date

 NOV 24 2011  
Regional Director Date

**Approval:**

 11/5/2011  
Chair, National Board of Directors, BIG Date