



**New Kemet Harambe Chapter
Chicago, Illinois
BYLAWS**





New Kemet Harambe Chapter, Region V Chicago, Illinois BYLAWS

ARTICLE I NAME

Section 1. The name of this organization shall be the New Kemet Harambe Chapter of Blacks In Government (BIG). It shall be referred to in these bylaws as New Kemet Harambe 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 of retired government members or individuals employed by the Federal, State, County and City Government employees in the Chicago Metropolitan area. The main recruitment area of the Chapter shall be the U.S. Environmental Protection Agency (EPA) located in the Ralph H. Metcalfe Federal Building in Chicago, Illinois.

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

Section 3. OFFICERS

A. The Chapter's officers shall be elected by the regular members in good financial standing at a regular meeting.

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- B. The elected officers shall include the President, 1st Vice President, 2nd Vice President, Secretary, Corresponding Secretary, Treasurer and Assistant Treasurer.
- C. The Executive Committee shall consist of the elected officers: President, 1st Vice President, 2nd Vice President, Secretary, Corresponding Secretary, Treasurer, and Assistant Treasurer, and the Immediate Past President. The Immediate Past President who leaves office without prejudice may serve as a nonvoting member of the Executive Committee for a period not to exceed two (2) years. The Immediate Past President shall be entitled to all rights of Executive Committee members with the exception of voting.

Section 4. REGIONAL COUNCIL

- A. This chapter shall belong to the Region V Council of Blacks In Government in accordance with the National Constitution.
- B. The representatives to the Regional Council shall consist of three (3) regular financial members elected from the Chapter. The President, by virtue of office, is automatically one of the council representatives without election.
- C. Any chapter council representative elected to an office of the Region V Council shall serve as a chapter council representative by virtue of the elected position within the Region V Council for the term of their office held.
- D. Chapters may elect alternates to substitute regional representatives in the event the elected regional representative cannot serve due to circumstances beyond their control.

Section 5. NATIONAL

- A. This Chapter shall be a part of the National Organization and participate in national assemblies in accordance with the National Constitution.
- B. This Chapter shall file periodic reports to the National Office in accordance with the National Constitution.
- C. The delegates to the National Delegates Assembly shall consist of a minimum of two (2) regular members in good financial standing elected from the chapter. The President, by virtue of the office, is automatically one of the delegates without election.
- D. Chapter may elect alternates to substitute for delegates in the event the elected delegates cannot serve due to circumstances beyond their control.
- E.

**ARTICLE IV
MEMBERSHIP**

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

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

A. Regular Membership.

- (1) Any employee or retiree of a federal, state, county or a local governmental unit, who is in accord with the principles, policies, and objectives of the organization and who agrees to adhere to the same, may become a regular member of this organization by paying the applicable annual national, regional, and Chapter membership dues.
- (2) Regular members shall be accorded all privileges of membership.
- (3) Any person who, at the time of being separated without prejudice from employment by the federal, state, or local government, was a regular member in good standing is eligible for regular membership in this organization.
- (4) Any person who, at the time of being separated with prejudice from employment by the federal, state, or local government and such separation is grieved, and that person is a regular member in good standing, is eligible for continued regular membership in this organization until such grievance is resolved.

B. Associate Membership.

- (1) Any person who is not eligible for regular membership but is in accord with the principles, policies, and objectives of the organization and who agrees to adhere to the same, may become an associate member of this organization by paying the applicable annual national and chapter membership dues.
- (2) Such members shall be accorded all rights and privileges of membership except those of voting and holding elected offices.
- (3) Associate Student – Any person who is in accordance with the principles, policies, and objectives of the organization and who agrees to adhere to the same. Such members shall be accorded all rights and privileges of membership, except that only those who also qualify as regular members should be eligible to vote or hold elected office and may become an associate student member of this organization by paying the applicable annual national and chapter membership dues.

C. Life Membership.

Any person who is in accord with the principles, policies, and objectives of the organization and who agrees to adhere to the same, may become a life member of this organization at the national level by paying the life membership dues. Annual chapter and regional membership dues must be paid to retain chapter membership and be financial with the National Organization.

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

Section 1. EXECUTIVE COMMITTEE. The elected officers and immediate past president shall constitute the Executive Committee. The Executive Committee shall implement the programs of the Chapter. The Executive Committee shall prepare a tentative budget for the Finance Chairperson for recommendation as a proposed budget to the general membership. 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 next meeting following the action taken. (The Immediate Past President who leaves office without prejudice may serve as a nonvoting member of the Executive Committee for a period not to exceed two (2) years. The Immediate Past President shall be entitled to all rights of Executive Committee members with the exception of voting).

Section 2. OFFICERS. The elected officers of the organization shall include the President, 1st Vice President, 2nd Vice President, Treasurer, Secretary, Assistant Treasurer and Corresponding Secretary.

- A. **President.** The President shall serve as Chair of the Executive Committee and shall be an ex-officio member of all committees except the Nominating, Elections and Audit Committees. In addition, the President shall guide the implementation of programs which have been approved by the membership; shall recommend to the membership changes in programs and procedures; shall present the chapter's annual report; countersign with the Treasurer or Assistant Treasurer (in the absence of the Treasurer) checks drawn on the chapter's treasury; shall receive reports on activities of the various committees; and shall make appointments as necessary. Additionally, shall perform other duties as assigned by the Executive Committee or the Chapter.
- B. **1st Vice President.** In the absence of the President or in the event of disability of the President, the 1st Vice President shall perform all the duties and functions of the President. During such a period, the 1st Vice President shall have all the powers of and be subject to all the restrictions placed upon the President. Shall countersign with the President or Treasurer checks drawn on the chapter's treasury. The 1st Vice President shall serve as liaison to committee chairs and shall perform such other duties as may be assigned by the Executive Committee or the Chapter.
- C. **2nd Vice President.** In the absence of the 1st Vice President or in the event of disability of the 1st Vice President, the 2nd Vice President shall perform all the duties and functions of the 1st Vice President. During such a period, the 2nd Vice President shall have all the powers of and be subject to all the restrictions placed upon the 1st Vice President. The 2nd Vice President shall be responsible for serving as the focal point and coordinating programs and activities relating to the following sectors: Federal, state, county and local and shall perform such other duties as may be assigned by the Executive Committee or the Chapter.
- D. **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; shall read the minutes of the previous meeting at each Executive Committee and Chapter meeting and maintain the member rosters. shall provide copies of the minutes to the Executive Committee members 15-30 days after each meeting and shall maintain in safe custody the Chapter's charter and electronic archives of the Chapter's minutes. In the absence of the Corresponding Secretary or incapacitated of the

Corresponding Secretary, the Secretary shall perform all the duties and functions of the Corresponding Secretary and shall perform other duties assigned by the Executive Committee or the Chapter.

- E. **Corresponding Secretary.** The Corresponding Secretary shall be responsible to receive correspondence and other external messages from outside of the Chapter and respond to those messages either routinely by forwarding or presenting it to the appropriate officer of the Executive Committee as necessary for action. In the absence of the Secretary or incapacitation of the Secretary, the Corresponding Secretary shall perform all the duties and functions of the Secretary and shall perform other duties assigned by the Chapter.
- F. **Treasurer.** The Treasurer shall be chief financial officer of the organization; shall countersign with the President or Vice President all checks and requisitions for the disbursement of organization funds; shall provide financial statements as often as required, but at least quarterly, to the Executive Committee and Chapter Members. Maintains the Chapter's membership roster financial status with the Secretary and Membership Committee Chair. The Treasurer's books shall be subjected to audit annually. Additionally, shall perform other duties assigned by the Executive Committee or the Chapter.
- G. **Assistant Treasurer.** The Assistant Treasurer shall assist the Treasurer in carrying out all financial responsibilities of the Chapter, will provide financial reports of all Chapter projects to the membership, shall consult with the Treasurer on availability of funds, and shall maintain a record of all financial transactions, both receipts and disbursements. The Assistant Treasurer shall maintain a record of all dues-paying members and submit notification of renewals when due to support records provided by the membership chair. shall provide for collection of dues and shall report on the status of paid-up memberships. In case of absence or disability of the Treasurer, the Assistant Treasurer shall perform all the duties of the Treasurer and shall perform other duties as assigned by the Executive Committee or the Chapter.

Section 3. STANDING COMMITTEES, SPECIAL COMMITTEES AND

APPOINTMENTS: The President may appoint all standing committee chairs, special positions, and special committees. The term of office for all appointed positions and committees shall be concurrent with that of the appointing authorities, unless otherwise specified at the time of appointment. In no case will the term of an appointment extend beyond the term of the appointing authority.

- A. Chairpersons of Standing Committees shall have the authority, with the approval of the President, to establish subcommittees and make special appointments within their committee for the purpose of conducting committee business.
- B. All standing committee members shall be selected from the general membership. The standing committees shall include but not be limited to:

- Finance
- Program and Planning
- Communication and Public Relations
- Membership
- Affirmative Employment/Equal Employment Opportunity (AE/EEO)

(1) **Finance.** The Finance committee shall be responsible for the financial accountability of the chapter. This committee will be responsible for, but not be limited to, determining the cost of the chapter's programs and reporting to the general membership the feasibility of implementing these programs. The committee shall develop annual budgets for the Chapter.

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

(3) **Communication and Public Relations.** The Communications and Public Relations Committee shall be responsible for the development and printing of all published documents of the chapter; shall be responsible for all contacts with the media (TV, newspapers, etc.). The primary purpose of this committee is to assure public exposure of the chapter as approved by the Executive Committee and/or Membership. All public statements shall be in accordance with National policies and shall have the approval of the Executive Committee or the chapter.

(4) **Membership.** The Membership Committee shall be responsible for developing and implementing programs for membership drives, receiving and screening applications, maintaining chapter membership rosters with the Secretary and Treasurer and any other functions deemed necessary by the Chapter or Executive Committee.

(5) **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; disciplinary actions, monitor all issues/matters referring to affirmative action and work for our targeted membership; assist in developing BIG's position on any legislation or regulation impacting advancement and employment opportunities of Blacks in government.

C. **Special Committees:** Special Committees may be established at the discretion of the President with the approval of the Executive Committee and the Chapter to perform specific functions as required. All Special Committee members shall be elected from the general membership. The Special Committees shall include but not be limited to:

- Audit
- Nominating
- Elections
- Scholarship
- Bylaws

(1) **Audit Committee.** The Audit Committee will perform audits required by law, or any other reason. An audit must be conducted, and results reported at the 1st 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 a member of this committee when performing the audit functions.

(2) **Nominating Committee.** The Nominating Committee shall be composed of an odd number of members from the general membership and elected by the general membership for the purpose of conducting annual Chapter elections; prepare a slate of eligible candidates for presentation to the Chapter at the October meeting. Nominations for chapter officers shall be submitted to the nominating committee or made from the floor at the general membership meeting held for nominations.

(3) **Elections Committee.** The Elections Committee shall be composed of an odd number of members from the general membership and shall be elected by the general membership for the purpose of conducting annual Chapter elections. The Committee will prepare an official ballot of eligible candidates for each office; conduct the actual election of officers in conjunction with the slate of officers presented by the Nominating Committee; and present the election results to the membership and provide certification in writing of those results to the Chapter Secretary.

(4) **Scholarship Committee.** The Scholarship Committee shall be responsible for developing an annual scholarship program plan and manage the granting of academic awards in compliance with operating procedures of the Chapter. This committee shall review award and selection criteria for appropriateness and submit all scholarship awards recommendations to the Executive Committee for approval. The Chair of this committee shall maintain an updated historical database of awarded scholarships.

(5) **Bylaws Committee.** The Bylaws Committee shall be responsible for the bylaws of the chapter. This committee will be responsible for all amendments and alteration actions of the chapter's bylaws, policies, and standing rules to be initiated, prepared, and/or presented to the chapter membership for voting.

D. Appointments

(1) **Parliamentarian.** The Parliamentarian shall be appointed by the President, subject to the approval of the Executive Committee or regular membership and shall give parliamentary opinions upon request.

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

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

ARTICLE VI MEETINGS AND QUORUMS

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

A. Regular meetings shall be held at a time, place, virtual or in person, determined by the Executive Committee or the membership. The location will be communicated to the

membership at least one (1) week prior to each meeting.

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

Section 2. A quorum of the regular assembly shall consist of not less than five (5) financial regular members and should include at least one Chapter officer. A quorum must be present or participating by teleconference or videoconference before any issue is voted upon.

Section 3. The Executive Committee meetings shall be held at least quarterly. The date, time, place, virtual or in person, of the meetings shall be determined by the Executive Committee.

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

ARTICLE VII NOMINATIONS, ELECTIONS, TERMS OF OFFICES, AND VACANCIES

Section 1. NOMINATING AND ELECTIONS COMMITTEES: The Nominating Committee, consisting of three (3) members and the Elections Committee, consisting of three (3) members, shall be elected by the general membership at least sixty (60) days prior to the election.

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

- A. The Nominating 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 Nominating Committee shall present the slate of nominees for all positions to the general membership prior to the election.

Section 3. ELECTIONS: The election of officers shall be at the October meeting of each year.

- A. Any regular members in good financial status with the National Organization and Chapter shall be eligible to vote and hold any office.
- B. Election of officers shall be by secret ballot.
- C. Any candidate receiving a majority of votes shall be declared the winner of said office.
- D. The Elections Committee will ensure that only regular members in good financial standing are provided a ballot, will collect and tally all votes, and report the election results to the general membership.
- E. Members eligible to vote may cast their vote either in person or electronically.

Section 4. TERM OF OFFICE: All officers shall take office on January 1st of the year following their election. The term of office for all elected officers shall be two (2) years or until their successors are elected. The office of President, Second Vice President, Secretary and Assistant Treasurer shall be elected for terms beginning in the even year and the office of 1st Vice President, Treasurer and Corresponding Secretary shall be elected for terms beginning in the odd year. Officers appointed initially off cycle shall serve for one year and are eligible to serve two (2) two-year terms or four (4) consecutive years, or until their successors are elected. Officers elected during the regular cycle shall serve no more than two (2) two-year terms or four (4) consecutive years in the same office or until their successors are elected. However, they shall be eligible for election to all other offices.

Section 5. VACANCIES: Any office may be declared vacant, for cause, upon recommendation of the Executive Committee and/or a two-thirds (2/3) vote of the general membership at any legally held meeting, Vacancies shall be filled by a Special Election at a general membership meeting following the announcement of the vacancy and notification to the membership. Nomination may be made from the floor and the election process will be conducted in accordance with Section 3, paragraph A, B, C, D, and E above.

Section 6. OFFICER TRANSITION: Each elected officer shall maintain files and records and shall deliver them to his/her successor upon vacating his/her office within thirty (30) calendar days.

ARTICLE VIII DUES AND ASSESSMENTS

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

Section 2. The Chapter dues shall be as set by the membership.

Section 3. The Regional dues shall be as set by the Regional Council.

Section 4. Finances of this Chapter are to be used solely for expenses involved in pursuing the goals and objectives of the organization.

Section 5. The Chapter accounts shall have the name of the President, 1st Vice President, Treasurer and Assistant Treasurer as authorizers, with the requirements that least two (2) signatures shall be necessary for all disbursement activities. The Chapter may make electronic transactions as necessary to facilitate Chapter business. These transactions will be made with the advice and consent of two of the above-named individuals and will be reported on at the general body meeting of the chapter during the treasurer's report.

Section 6. All financial liabilities incurred by this Chapter shall remain the responsibility of this Chapter. To ensure this end, the Finance Committee shall have the responsibility of determining when additional assessments are necessary to cover the cost of Chapter business that exceeds the treasury.

Section 7. All financial reports shall be in writing and submitted to the Chapter membership for acceptance.

Section 8. The Chapter shall keep current, accurate, complete books and records of accounts, and minutes of the proceedings of its meetings. An annual audit will be performed to ascertain the accuracy and integrity of the books and records.

ARTICLE IX EXPULSIONS, TERMINATIONS, OR REMOVALS

Shall be in accordance with Article X of the National Constitution. Officers may resign at any time they consider it in their interest to do so. It is the policy of this organization to request written confirmation of all resignations. The Chapter shall designate that the resignation is effective upon the date received by the organization.

ARTICLE X RULES OF PROCEDURE

Rules of procedure as stated in Robert's Rules of Order, Newly Revised, shall govern the Chapter except as otherwise provided herein.

ARTICLE XI INCORPORATION

Section 1. The National Organization of Blacks In Government (BIG) is incorporated as a nonprofit, tax-exempt corporation under the appropriate laws of the District of Columbia.

Section 2. 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 membership.

Section 2. DISTRIBUTION OF ASSETS AND PROPERTIES. There shall be no general distribution of monetary property assets to members or officers of the Chapter, and all gains realized shall be devoted solely to the implementation of the objectives of the Chapter. No member or officer shall be personally liable to the creditors of the Chapter for an indebtedness of liability incurred pursuant to Article VIII, Section 6 of the Bylaws; all creditors shall look only to the assets of the Chapter for payment.

Section 3. DISSOLUTION OF THE CHAPTER. When, and/or if, this Chapter is voluntarily dissolved or if the charter is revoked, all funds remaining after the settlement of all liabilities shall become the property of the Regional Council. If no Regional Council exists, the funds become the property of the National Organization. If there is no National Organization, all funds and property shall be distributed to such tax-exempt nonprofit organizations as may be selected by the members. The assets of the Chapter shall in no event be distributed to any of its members or officers.

ARTICLE XIII AMENDMENTS

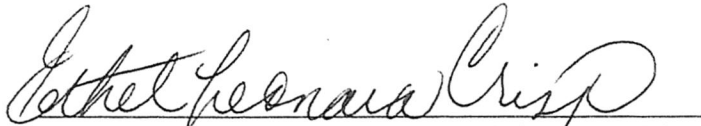
These Bylaws may be amended or altered by two-thirds (2/3) majority vote of the regular members present at any regular or special meetings of the Chapter.

The proposed amendments must be presented to the membership or to all members in writing thirty (30) days in advance of any vote. Any amendment acted upon shall become effective immediately provided the quorum requirements of Article VI, Section 2 are adhered to and after approval by the National Board of Directors.

**ARTICLE XIV
RATIFICATION**

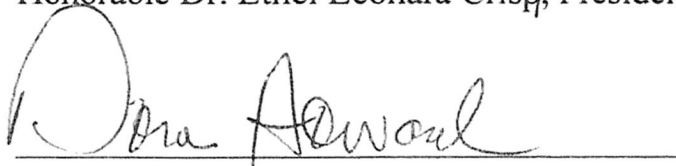
These Bylaws become effective upon ratification by a two-thirds (2/3) majority of the regular members at a regular meeting provided the quorum requirements of Article VI, Section 2 are adhered to and are approved by the National Board of Directors.

Ratified virtually and on-site at the Ralph H. Metcalfe Federal Building, 77 West Jackson Boulevard, Chicago, Illinois 60604-3590 on March 7, 2023.



Honorable Dr. Ethel Leonara Crisp, President

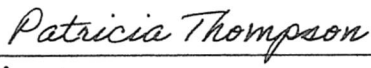
3/7/2023
Date



Donna Howard, Secretary

3/7/2023
Date

Reviewed:

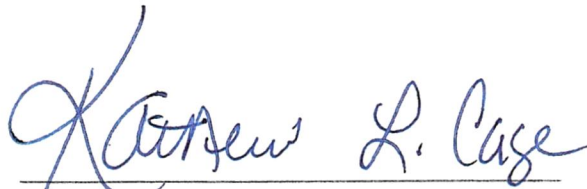


Regional Director

3/27/2023
Date

Approved:

Honorable Katherine Cage



Chair, National Board of Directors
Blacks In Government® (BIG)

3/1/2023
Date