



**Est. 1978**

**BLACK POLICE OFFICERS ASSOCIATION, INC. OF LITTLE ROCK  
P.O. BOX 164638 LITTLE ROCK, ARKANSAS 72216**

# **BY-LAWS OF THE ASSOCIATION**

- ***All amendments to the by-laws are in italics***



**BLACK POLICE OFFICERS ASSOCIATION, INC.**  
**OF LITTLE ROCK**

**EXECUTIVE BOARD 2008-2010**

**President – J.C. White**

**1<sup>st</sup> Vice-President – Crystal Simmons**

**2<sup>nd</sup> Vice- President – Terrell Vaughn**

**Secretary – Dewanna Phillips**

**Fiscal Officer- Taheed Salaam**

**Sergeant-at-arms- Brad Silas**

**Senior Advisor- Glenn King**

- ***All amendments to the by-laws are in italics***



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## **ARTICLE I NAME**

**SECTION 1. NAME:** This organization shall be known as the Little Rock Black Police Officers Association. (LRBPOA)

## **MISSION STATEMENT**

To increase the awareness of the community concerning law enforcement issues, to be the conscience of the criminal justice system, and to enhance the quality of life in the community.

## **ARTICLE II OBJECTIVE**

**SECTION 1. OBJECTIVE:** The objective of this organization shall be the fostering and encouragement of a high degree of skill and efficiency in the Little Rock Police Department; to encourage the enactment of laws that will give protection to police officers and create more efficiency in the Police Department; to improve the relationship between the Police and the community; to elevate, protect, and work for the good and welfare of the community, the city, and the membership, the fellowship among its members.

## **ARTICLE III MEMBERS**

**SECTION 1. MEMBERSHIP:** There shall be three (3) classes of members of this organization. The three classes of members are (1) Organizational (2) Associate (3) Honorary.

**SECTION 2. ORGANIZATIONAL MEMBERS:** Organizational members shall be comprised of active and retired Little Rock Police Officers. Applicants must be willing to an interview by the membership committee of this organization. Retired officers shall be exempt from all dues and shall have all rights and privileges of an active member. This includes the right to run for and hold office.



(A) **Retired Police Officers:** Any member of the Little Rock Police Department who is a member of the Little Rock Black Police Officers Association in good standing whom elects to retire and does retire according to the provisions as set forth in the City of Little Rock pension system, shall on the date of his/her retirement become a lifetime member.

He or She shall be given a lifetime membership card, which shall bear the seal of the corporation and shall read in bold print on the face thereof, "Retired Lifetime Member". Additionally, he/she shall be awarded the sum of a one thousand dollar (\$1,000.00) retirement award. This award will be based on *twenty (20) years* of continuous and uninterrupted term of membership with the organization.

Term of membership shall be considered the members joining date to his/her retirement date. *The exception to above criteria shall be those members who retire for medical reasons. Their award shall be determined by the Executive Board and sanctioned by the membership.*

**NOTE:** *A member who resigns or is terminated from employment; or terminates his/her membership with the organization shall automatically forfeit this benefit.*

**SECTION 3. ASSOCIATE MEMBERS:** Associate members shall be those persons, organizations or corporations who are philosophically compatible with the aims and supportive of the purposes of this organization, but who is otherwise ineligible for organizational membership. The Executive Board must approve all applicants for Associate membership. Associate members shall not have voting privileges nor hold office of this organization.

**SECTION 4. HONORARY MEMBERS:** Honorary members shall be those persons proposed by any member and approved by the Executive Board as having exemplified and practiced the principles of purpose as set forth in the Articles of Incorporation and in these by-laws.

**SECTION 5. APPLICATION FOR MEMBERSHIP:** *All applications for membership shall be submitted to any member of the organization, who will forward the application to the secretary.* The secretary shall, in conjunction with the membership committee, screen all applications for membership and transmit such applications for selection by ballot or vote in a regular open meeting, a majority of the votes shall be necessary for a choice of approval or disapproval.



**SECTION 6. MEMBERSHIP STANDING:** Members in good standing: shall be those members, other than Honorary, and Retired members who pay all dues and assessments, participate in the activities of this organization and adhere to the goals and purposes of this organization. Members not paying dues for a period of sixty (60) days are in violation of the stated goals of these by-laws and shall be considered to be not in good standing.

**SECTION 7. LOSS OF MEMBERSHIP:** Any member of this organization who has knowingly violated the stated objectives, laws, customs, or who willfully disregards any of the requirements of the Articles of Incorporation and these by-laws; or who commits any act by word or deed which may be deemed by the Executive Board detrimental to the organization, shall have his or her membership revoked upon a two-third (2/3rds) vote of the *membership*.

**SECTION 8. TERMINATION OF MEMBERSHIP:** Any member may terminate membership in the organization at any time by giving written notice to the secretary of the organization. *Such termination shall become effective as of the date it is received by the secretary. The secretary shall notify fiscal officer of the membership termination.*

**SECTION 9. DUES:** *Each member shall pay dues in the amount of twenty-one (\$21.00) dollars per month.* The Executive Board may provide for dues and special assessments, subject to the approval of a majority vote of the membership as a meeting of members of the organization.

**SECTION 10. FISCAL YEAR:** The fiscal year of this organization shall be January 1<sup>st</sup> through December 31<sup>st</sup>.

## ARTICLE IV MEETING

**SECTION 1. REGULAR MEETING:** *The Executive Board shall meet on the first (1) **Tuesday** of each month. This organization shall meet on the second (2) **Tuesday** of each month; the time of the meeting shall be **1700 hours**. The place of the meeting shall be determined before each meeting.*

**(A)** *The Chapter President may change the frequency of schedule, date, time and place of the General Meeting to ensure good membership turnout. The President or his designee is responsible for ensuring that the membership is notified of any changes in the General Meeting date, time and place. The President shall reserve the right to call a General Meeting at anytime.*

**SECTION 2. SPECIAL MEETING OF THE MEMBERS:** Special meeting of the members of this organization may be called at any time by order of the President and or the Board or by a petition signed by not less than 51% of the members of this



organization, setting forth the date on which such special meeting shall be held, and the general nature of the business to be transacted at such meeting. The petition must be received by the Executive Board of this organization not less than ten (10) days before the date specified in the petition for the calling of such special meeting.

### **SECTION 3. NOTICE OF SPECIAL MEETING OF THE MEMBERS:**

Written notice of each meeting of the members of this organization shall be given not less than five (5) days before the meeting. The notice shall state the place, day and hour of the meeting, and in the case of a special meeting, it shall also state the general nature of the business to be transacted and who called the meeting.

**SECTION 4. QUORUM:** The presence at any meeting of the organizations members shall consist of not less than fifteen members of the organization and shall be necessary and sufficient to constitute a quorum for the transaction of business. In the absence of a quorum, a majority of the members present may by resolution adjourn the meeting and/or continue to conduct business, as it would be if a quorum were present. At any duly adjourned meeting at which a quorum is present, any business may be transacted which might have been transacted at the meeting as originally called.

**SECTION 5. VOTING:** Each member in good standing shall be entitled to cast one vote on any and all matters, which shall come before any such meeting. At each meeting of the members, all matters shall be decided by the affirmative vote of the majority of the members unless otherwise expressly regulated by statute or by another specific action of these by-laws. Each member in good standing is entitled to cast one vote and one proxy.

**(A) Exception – As the presiding officer, the Board President shall only cast a vote in the event of tie vote.**

**(B) APPOINTED OFFICERS – The President may appoint the Senior Adviser and any unfilled position to ensure the efficient operation of the association.**

## **ARTICLE V ORDER OF BUSINESS**

**SECTION 1. ORDER OF BUSINESS:** The order of business shall be as follows:

- (1) Reading of minutes
- (2) *Reading report of Fiscal Officer*
- (3) *Considering unfinished business*
- (4) Receiving reports of committees
- (5) Reading and considering resolutions and new business



## ARTICLE VI REVENUE

**SECTION 1. REVENUE:** The revenue of this organization shall be as follows:  
Each member shall pay monthly dues as here in after set forth in Article III Section 9.  
*Any other revenue that the organization may approve from time to time for social and recreational events shall also be considered as revenue.*

## ARTICLE VII OFFICERS AND COMMITTEES

**SECTION 1. ELECTION OF OFFICERS:** Terms of office shall be a two-year term commencing January 1, through December 31 of the following year. The election of officers for this organization shall be a three-month process beginning in October, and ending at the regularly scheduled monthly meeting in December.

**SECTION 2. METHOD OF ELECTION:** While the Election Committee will be responsible for the overall election, the following basic format shall be followed to ensure that each election is held in a standardized method.

- (A) **October meeting:** - Nominations will be accepted for all positions. All nominees should be present to either accept or decline the nomination and have attended at least (6) monthly membership meetings over a two-year period
- (B) **November meeting:** - All candidates for office will be allowed (3) minutes in order to address the body.
- (C) **December (1<sup>st</sup> & 2<sup>nd</sup> Wednesday)** - The election committee will announce the location and time for absentee voting.
- (D) **December (3<sup>rd</sup> Wednesday)** – The election of officers will take place during the Meeting; with each member present in good standing allowed one vote for each position. Voting: shall be done in ballot form and monitored by the Election Committee. Proxy votes will be accepted during this meeting.

**SECTION 3. OFFICERS:** These officers shall consist of a President, **1<sup>st</sup> Vice President**, **2<sup>nd</sup> Vice President**, Secretary, Assistant Secretary, Fiscal Officer, Senior Advisor, Parliamentarian, Chaplain, Sergeant-at-arms and Past President.

**SECTION 4. COMMITTEES:** The committees of this organization shall be appointed from time to time as needed unless otherwise specified herein by the President or the Executive Board.



## **ARTICLE VIII DUTIES OF OFFICERS**

**SECTION 1. PRESIDENT:** It shall be the duty of the President to preside at all meetings of the organization. He or she shall be a member (ex-official) of all committees unless otherwise specified. He or she shall sign all orders and checks drawn upon the treasury and perform such other duties as the organization may require of him. He or she shall have the power to call all meetings of this organization; after having given a reasonable notice thereto; shall have other powers and duties consistent with these by-laws as may be assigned to him or her from time to time by the membership of the organization.

**SECTION 2. 1<sup>st</sup> VICE PRESIDENT:** It shall be the duty of the *1<sup>st</sup> Vice President* to preside over any meeting of the Organization in the absence of the president and in such capacity shall have the same power as the President, and shall be chairman of the membership committee. He or she shall have other powers and duties consistent with these by-laws as may be assigned to him or her from time to time by the membership of the organization. He or she shall be one of four officers empowered to sign checks for the organization.

**SECTION 3. 2<sup>ND</sup> VICE PRESIDENT:** It shall be the duty of the 2<sup>nd</sup> Vice President to preside over any meeting of the organization in the absence of the *President and 1<sup>st</sup> Vice President*, and shall have other powers and duties consistent with these by-laws as may be assigned to him or her from time to time by the membership of the organization.

**SECTION 4. SECRETARY:** The Secretary shall keep an accurate and complete record of all business of the organization. He or she shall keep minutes of all meetings of the organization, and perform such other duties as the organization may require of him or her. He or she shall make available to any elected official of this organization any of the records so maintained by him or her at their request. He or she shall be one of four offices empowered to sign checks for the organization. Any member has the right to examine the minutes of the organization at a reasonable time and place, but this privilege must not be abused to the annoyance of the Secretary.

**SECTION 5. ASSISTANT SECRETARY:** It shall be the responsibility of the Assistant Secretary to fulfill the duties of the Secretary in the Secretary's absence, and responsibilities in order to carry out said duties. And in order to familiarize any newly elected Secretary with the workings of the office. He/She shall also be responsible for distribution of all written and oral correspondence for the organization.



**SECTION 6. FISCAL OFFICER:** The Fiscal Officer shall receive all money paid into the organization giving his or her official receipt for the same. All money received by him/her must be deposited in a bank agreeable to the members of the organization and shall be disbursed only by a check. He/She at each meeting shall make a complete report of all money received and deposited by him or her since the last meeting: He or she shall notify members when dues, if any, are payable and/or delinquent. He or she shall be one of four officers empowered to sign checks for the organization.

**SECTION 7. SENIOR ADVISOR:** He or she shall be a consultant to the president and other officers committees and members on matters regarding management of the organization. He or she shall be a professional- the more seasoned in actual operation experience within the organization. It is also the duty of the Senior Advisor to perform other duties as the President and/or board and the membership may require.

**SECTION 8. PARLIAMENTARIAN:** He/She shall advise the president and other officers, committees, and members on matters of parliamentary procedure. During a meeting the work of the parliamentarian shall be limited to giving advice to the President and, when requested to any other member. It is also the duty of the parliamentarian- as inconspicuously as he can- to call the attention of the president to any error in the proceeding that may affect the substantive right of any member or may otherwise do harm.

**SECTION 9. CHAPLAIN:** Who shall recite or lead invocations and benedictions where such prayers are offered at the opening and closing of meetings or other events, and who if a Clergyman serves the organization in that capacity in such manner as it may require.

**SECTION 10. SERGEANT-AT-ARMS:** The Sergeant-at-Arms shall be responsible for enforcing order at all meetings. He or she shall inspect all persons present before the Opening of all meetings, and ascertain their right to sit at such meetings. He or she shall announce the title and name of any member entering after the opening of the meeting, except during the reading of the minutes or while the presiding officer (or another person) is speaking from the floor, in which case he or she must announce the member after the minutes are read or the speaker has finished. He or she shall take his or her seat near the inner door and allow no one to enter without authority.

**SECTION 11. PAST PRESIDENT:** The Past President shall attend all sessions of Executive Board. He/She shall advise and assist the President and Board in the performance of their respective duties and he/she shall execute such assignments as may be ordered by them.



## **ARTICLE IX CONVENTION REPRESENTATION / EXPENSES**

**SECTION 1. COMMITTEE OF DELEGATES:** *This organization shall prior to the annual Education & Training Conference of the National Black Police Association elect at an open meeting of the general membership a committee of three (3) active board members of which one (1) shall be the President to represent his organization at the Annual Training Conference of the of the National Black Police Association. This organization shall pay a reasonable expense account for each of three (3) members, for this conference. **This amount shall be voted on by the membership.***

**SECTION 2. REGISTRATION FEE:** *Any members who wish to attend any Education & Training Conference must pay their registration prior to the dead line for registering for the conference. They shall submit to the President and/ or his designee a record of their attendance (i.e., receipts, certificates of attendance, etc.), prior to the conclusion of the conference for registration fee reimbursement.*

**SECTION 3. ATTORNEY FEE:** This organization shall pay a reasonable fee to be voted on by the Executive Board and have an attorney on retainer at all times to handle the organization legal affairs and assist members in good standing in need of legal aid.

**SECTION 4. EXPENSES FOR OFFICERS:** The President, Secretary, Fiscal Officer, and any other authorized members shall receive reasonable expense account for clerical supplies and in attending meetings and performing other necessary organization work authorized by the Executive Board. The amount shall be approved in a meeting of the members.

**SECTION 5. CONVENTION ATTENDANCE:** *In order for a member to attend any Regional Conferences, members would have had to have attended a minimum of four (4) general meetings. In order for a member to attend a National Conference, members would have had to have attended a minimum of six (6) general meetings.*

## **ARTICLE X LEGAL AID**

**SECTION 1. LEGAL AID COMMITTEE:** It shall be the President's duty in all cases called to his attention, wherein a member in good standing with this association needs legal aid to protect his or her rights as a law enforcement officer, to appoint and chair a committee of three (3) members to conduct an investigation of circumstances



and events relating to said member's case. The member must meet with this committee to discuss his/ her circumstances. If it is decided that the member was justified in his actions, this association shall aid him morally and financially. The investigating committee shall recommend to the Board of Directors for approval the amount of financial aid to be rendered. If approved by the Executive Board, the issue should be brought before the general membership with a majority vote.

#### **SECTION 1A. GUIDELINE PROCEDURES FOR LEGAL AID ASSISTANCE**

- (1.) Any members in a law enforcement related incident seeking legal aid assistance shall notify either the President, 1<sup>st</sup> Vice President, Secretary, or Fiscal Officer within (5) business days after the incident either by hand written notice, email, or fax.
- (2.) The President, 1<sup>st</sup> Vice President, Secretary, or Fiscal Officer shall notify the appointed legal aid committee within (2) business days of receiving the notification from member.
- (3.) The appointed legal aid committee shall meet to conduct an investigation of the circumstances and submit a response to either the President, 1<sup>st</sup> Vice President, Secretary, or Fiscal Officer within (3) business days of receiving the notification. If the member or the appointed legal aid committee is unable to attend the scheduled meeting date and time both the member and legal aid committee will reschedule to accommodate each other's schedule.
- (4.) If the legal aid committee decides that the member was justified in their actions, the association shall consult with the association's attorney on retainer for his or her legal advice. After the association has consulted with their attorney, the association shall make the decision whether to aid the member morally and financially.
- (5.) If any member consults or retains or disburse payment for their own legal representation without following the procedures for legal aid assistance, the BPOA will not be obligated to reimburse the individual member for legal expenses.
- (6.) When members in good standing with this association who request legal aid assistance where the circumstances are not pertaining to the member's responsibilities as a law enforcement officer or when the legal aid committee finds evidence that the member's circumstance is of a personal matter, the BPOA will not be compelled to assist the member. The BPOA will not acknowledge any member's request for legal assistance that is of a personal matter that may be detrimental to the reputation of the association as a unity. The appointed committee members shall notify the Board of Directors of their investigational findings and the BPOA will not be obligated to render legal aid assistance under these circumstances.
- (7.) Any member requesting legal aid assistance and has a conflict with members within the organization and he / she is seeking legal action against members in the organization. The BPOA will not aid any member morally and financially who seeks legal action against another member.
- (8.) The decision by the committee will be based on the evidence and information



presented to the committee by the member at the time of the request. If the member feels that the decision by the committee was unfair and not based on the facts of the case he/she can submit in writing their request to the Executive board on the matter within 3 days. The decision of the Executive Board will be final.

**SECTION 2. EMERGENCY LEGAL AID:** It shall be the President's duty in all cases called to his attention, wherein a member in good standing with this association needs emergency legal aid to authorizing the use of the association's attorney in all emergency situations, (i.e. officer involved shootings). However, after the emergency has passed, the Boards of Directors will make determination as to whether the continued use of the association is necessary.

**SECTION 3. OBLIGATIONS:** The organization shall not be obligated to render financial aid in any case until the case is legally settled and the attorney's final bill has been presented. The organization shall not be obligated to render legal aid if the member requesting legal aid is found to be covered by any other form of legal aid insurance. The Executive Board will instruct the member to utilize that insurance prior to receiving aid from the organization. However, the organization shall pay the costs not covered by the legal aid insurance. A majority of a quorum at a general membership meeting may override the decision of the president or the Executive Board concerning any request for legal aid.

## **ARTICLE XI EXECUTIVE BOARD**

**SECTION 1. COMPOSITION OF THE EXECUTIVE BOARD:** The Executive Board is the governing entity of this organization and consists of eleven (11) elected officers: President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Assistant Secretary, Fiscal Officer, Senior Advisor, Parliamentarian, Past President, Chaplain, and Sergeant-at-arms.

**SECTION 2. POWERS:** The legislative powers of this organization shall be vested in the executive Board. The ultimate power of this organization shall be vested in the membership.

**SECTION 3. RESIGNATION:** Any director may resign at any time by delivering a written resignation to the President or the Secretary of this organization.

**SECTION 4. REMOVAL BOARD MEMBERS:** Any officer or director may be removed from office for any act detrimental to the interests of the organization, for malfeasance, or failure to perform his or her prescribed duties, upon the written recommendation of two fifths (2/5<sup>th</sup>) of the members of the board.



- (A) Removal requires a four-fifth (4/5<sup>th</sup>) approval of the board.
- (B) *Said officer or director shall be notified as to the charges against him or her, and be provided a copy of the charges. Said officer must reply within ten (10) days of receipt of said charges of his or her intentions.*
- (C) *Ten (10) days after notification of the charges, said officer or director, shall be notified of the date and location of his or her hearing.*
- (D) In the transition of power from a board member voted or removed from office, all records and documents are to be relinquished to the replacement in no more than ten (10) days. Any Executive Board member who misses three (3) consecutive unexcused meetings will be brought before the board for a vote of removal.

**SECTION 5. ANNUAL MEETING:** The Executive Board shall meet at least once a year, which shall constitute its annual meeting. Notice of the meeting of the board shall be given not less than thirty (30) days prior to such meeting in writing by the Secretary. The time and place of the annual meeting shall be at the discretion of the board.

**SECTION 6. SPECIAL MEETING:** Special meetings of the board may be called at any time upon petition of the board by two-fifths (2/5<sup>th</sup>) of the organization. Ten-(10) days notice shall be given for special meetings except that this may be waived in writing. The time and place of such special meetings shall be at the discretion of the board and shall be specifically stated in the notice of such meetings.

**SECTION 7. QUORUM:** At any meeting of the Executive Board, fifty-one percent (51%) of the Board shall constitute a quorum for the transaction of business. *In the absence of a quorum, a majority of the members present may by resolution adjourn the meeting and/or continue to conduct business, as it would be if a quorum were present. At any duly adjourned meeting at which a quorum is present, any business may be transacted which might have been transacted at the meeting as originally called.*

**SECTION 8. ORGANIZATION:** At each meeting of the Executive Board, the President of the board shall act as chairperson thereof; or in case of his or her absence, the 1<sup>st</sup> Vice-President or 2<sup>nd</sup> Vice-President shall so act. The Secretary shall act as secretary thereof or, in case of his or her absence; the Assistant Secretary shall be responsible.

**SECTION 9. VOTING:** At all meetings of the Executive Board, except as otherwise expressly required by these by-laws, all matters shall be decided by the vote of a majority of the directors.



**SECTION 10. ANNUAL REPORTS:** The Executive Board shall present at each annual meeting of members of this organization an annual report of the organizations activities during the preceding fiscal year and such other reports as at the time may be required by all applicable statutes.

**SECTION 11. ATTENDANCE:** Any director, who misses three (3) consecutive, properly noticed meetings of the Executive Board without written explanation satisfactory to the Board may be removed by the affirmative vote of a majority of the directors present at a meeting, of the Board, the notice of which shall have specified the proposed removal.

**SECTION 12. GENERAL POWERS AND RESPONSIBILITIES:** Notwithstanding any powers and authorities granted to the Board, and notwithstanding any specific duties here in after set forth, the Executive Board shall be responsible for annually adopting a budget; and when necessary having an independent Certified Public Accountant (CPA) audit all financial records of the organization; submitting a written annual report which shall include a copy of the annual audit to each member on record and in good standing; appointing such committees as it deems necessary.

## **ARTICLE XII COMMITTEES**

**SECTION 1. STANDING COMMITTEES:** The standing committees of the Organization and their respective duties are as follows:

- 1. Legislative Issues and Monitoring Committee:** will investigate legislative issues being considered by national, state, and local governments. The committee will collect, analyze, and distribute data to the member with analyses, proposals and recommendations.
- 2. Way and Means Committee:** will develop ways of raising funds consistent with the purpose of the Organization as reflected in the budget. This committee, in concert with the Fiscal Officer, is responsible for the accounting of, and reporting of the Organization funds. **Budget Committee:** Chaired by the Fiscal Officer, is responsible for presenting the operating budget of the organization to the membership for approval at its annual meeting. A determination of the recommended annual membership dues based on the projected program requirements for the year shall be included in the budget.
- 3. Research Committee:** Will collect information and analyze various programs and policies developed by government agencies and other organizations. The committee will develop methodology for any analysis performed in such a



manner that results are supportable. A copy of the report and the methodology should be forwarded to the chairperson. This committee will work in conjunction with any committee established by the Organization on research projects.

- 4. Membership Committee:** Shall continuously seek to qualify and recruit candidates for active membership in the organization and will serve as a liaison with the Secretary to ensure the currency of the organization membership records. The committee will further perform other functions as set forth herein and as established by the Executive Board, and/or the President, and the membership.
- 5. Program Committee:** will develop programs to be implemented by the organization on a year-to-year basis. This committee will interface with the budget committee to establish funding priorities. The committee will further monitor the operational aspects of implemented programs and periodically report the status of all programs to the Executive Board.
- 6. Election Committee:** will be responsible for accounting for all ballots, including those cast in absentee form, and reporting the results prior to the adjournment of the meeting. At all times the good of the body and the integrity of the election process shall be of the utmost importance.

**SECTION 2. TERM OF OFFICE:** Each member of any committee established pursuant to the by-laws shall serve until the next annual meeting of the Executive Board and until a successor is appointed unless the committee shall be abolished, or unless such member shall be removed, or such member shall cease to qualify as a member thereof.

**SECTION 3. VACANCIES:** Vacancies on committees shall be filled by the President of the Executive Board, subject to the approval of the board.

**SECTION 4. REPORT OF MEETING:** the chairperson shall give notice of all committee meetings. Each committee shall keep regular minutes of its proceeding, and shall report briefly on its activities at each regular meeting.

## **ARTICLE XIII ATTENDANCE**

**SECTION 1. ATTENDANCE:** *Each member is required to attend meetings regularly.*

**SECTION 2. PUNCTUAL:** *Each member is required to be punctual.*



## **ARTICLE XIV DEPOSITS, CHECKS, LOAN**

**SECTION 1. DEPOSIT OF FUNDS:** Deposits of all funds of the organization not otherwise employed shall be deposited in such banks, trust companies or other reliable depositories as the organization from time to time may determine. The Fiscal Officer shall have charge and custody of and responsibility for all funds and deposit receipt.

**SECTION 2. CHECKS, etc.:** the President, 1<sup>st</sup> *Vice President*, the Fiscal Officer and/or the Secretary shall sign all checks, drafts, endorsement, notes, and evidence of indebtedness of the organization. All signatures shall be legal and bonafide. The Fiscal Officer shall have charge and custody of and be responsible for all checks, bank statements, and canceled checks contracted on the behalf of the organization, and no note or other evidence of indebtedness shall be issued in its name unless and except as authorized by this signature.



## **ARTICLE XV COMPENSATION AND CONTRACTS**

**SECTION 1. CONDUCT OF MEETING:** The directors and officers of this organization shall serve as such without salary, but the organization may authorize the payment by the organization for the reasonable expense incurred by the directors and officers in the performance of their duties and of reasonable compensation for special services rendered by any director, officer, or member.

**SECTION 2. CONTRACTS WITH DIRECTORS, OFFICERS AND MEMBERS:** No director, officer or member of this organization shall have interest directly or indirectly, in any contract relating to the operations conducted by it, or in any contract for furnishing services or supplies to it, unless such contact shall be authorized by an absolute majority of the membership present. The facts and nature of such interest shall have been fully disclosed or known to the members of the organization present at the meeting at which such contracts is so authorized.

## **ARTICLE XVI AMENDMENT OF BY-LAWS**

**SECTION 1. AMENDMENT OF BY-LAWS:** The above Constitution and by-laws shall be amended by a two-third (2/3<sup>rd</sup>) vote of the members present at a stated meeting after members have been duly notified of said meeting.

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*Signature & Date*

**J.C. White**

President

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*Signature & Date*

DeWana Phillips

Secretary