



# **NATIONAL FORUM FOR BLACK PUBLIC ADMINISTRATORS**

**METROPOLITAN ATLANTA CHAPTER BY-LAWS**

## Chronology of By-Laws Adoption and Amendments

Original Adoption	July 17, 1991
First Revision	August 24, 2006
Most Recent Revision	March 28, 2013

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**ARTICLE I**  
**Name and Purpose**

The name of the organization shall be the National Forum for Black Public Administrators Metropolitan Atlanta Chapter. For brevity, hereinafter the National Forum for Black Public Administrators shall be referred to as the "NFBPA, Metropolitan Atlanta Chapter or MAC."

The mission of the NFBPA is embodied in the organization's commitment to strengthen the position of Blacks within the field of public administration; to increase the number of Blacks appointed to executive positions in public service organizations; and, to groom and prepare younger, aspiring administrators for senior public management posts in the years ahead.

The NFBPA is a membership organization formed to provide unique resources to black executives and public managers and thereby enhance their overall contributions to the science and practice of Public Administration. We strive to coordinate and link together other public, private and academic institutions into an effective interdisciplinary network of communications. NFBPA-MAC shall exercise regional leadership in the development of effective governmental programs and services; promote and expand the roles of blacks in public and private management positions; sponsor regional forums for the discussion of timely issues and topical concerns; and develop and maintain a repository of black executive talent for job openings and technical assistance.

**ARTICLE II**  
**Membership**

Categories of Membership: The NFBPA shall consist of the following categories of members, organizations and entities that subscribe to the goals and objectives of NFBPA:

Individual Membership: All professionals are eligible to become members of the NFBPA.

Associate Memberships: All public and private professional associations, organizations and institutions are eligible to become members of the meet the qualifications described herein and wish to help promote interdisciplinary networking and communications. Associate members representing private for-profit corporations shall not have the right to vote or hold office.

Student Memberships: Students at the undergraduate or graduate level are eligible to become members of the NFBPA.

Provisional Memberships: Individuals recommended by the local chapter president, are eligible to become members of the NFBPA. Each provisional membership will expire after one (1) year. Such provisional members are eligible for a membership discount at the NFBPA annual meeting but are not eligible for other services provide by the National Office located in Washington, DC (the “National Office”). Nor are provisional members eligible for election to any office. In order to become a member of the NFBPA and to continue the rights and privileges of local membership; each provisional member, within one (1) year, may become a member of the NFBPA by meeting all membership requirements.

## Section 2

Eligibility for Membership: The Membership Committee shall have the authority to determine the qualifications and eligibility of any applicant for membership and to approve or disapprove any applicant.

Member in Good Standing: A member in good standing is classified as a member who has paid both the national and local dues for the category of membership for which they are classified.

## Section 3

National Annual Dues: The Board of Directors of the National Organization shall determine the annual dues for each member or class of membership, including provisional members. Upon application, annual dues shall be payable to the National Office and annually, thereafter, on that date.

Local Chapter Annual Dues: The Local Chapter and the Executive Committee shall determine the annual dues for each member or class of membership, including provisional members. Upon application, annual dues shall be payable to the NFBPA, Metro Atlanta Chapter and shall be paid annually thereafter, on the member’s anniversary date.

## Section 4

Failure to Pay Annual Dues: If any member of the NFBPA shall fail or refuse to pay annual dues within a period of ninety (90) days after the same are due and payable, the membership of such member shall then stand suspended and may be terminated by the Executive Committee without regard to the provisions of Article II, Section 5.

## Section 5

Termination of Membership: The membership of any member may be terminated by a three- fourths (3/4) vote of the members of the Executive Committee present at any duly called meeting of the Executive Committee provided that by a similar vote they first find that such membership is prejudicial to the best interest of the NFBPA; provided further, that the member in question shall have had the opportunity after notice of at least thirty (30) days to show cause why the membership should not be terminated as provided in this section. Upon such termination, the dues paid for the current year shall be returned on a prorated basis.

## **ARTICLE III**

### **Meetings**

#### Section 1

Authority to Call Meetings: All meetings of the NFBPA membership and/or the Executive Committee shall be at the call of the President (as hereinafter described) or a majority of the members of the Executive Committee and may be held at a place designated by the President. Exceptions to this section shall be made pursuant to the rule and regulations imposed by vote of the membership

#### Section 2

Monthly Meetings: The monthly meetings of the membership shall be held on a date and site recommended that is accessible to the membership. Written notice of the time and place of such meeting shall be communicated, at least seven (7) days in advance thereof, by the Secretary (as hereinafter described), to each member entitled to vote at such meeting.

Annual Meeting: The annual meeting of the membership shall be held each year in May at which time elections will be held and the proposed budget for the upcoming year will be presented. The date and meeting site will be recommended by the President. Written notice of the time and place of such meeting shall be disseminated, at least thirty (30) days in advance thereof, to each member entitled to vote at such meeting. If, for any reason, the annual meeting of members shall be delayed, such meeting may be rescheduled and held as a special annual meeting, and the same procedure shall apply to the special annual meeting as the annual meeting, including the requirement of notice of such meeting is provided at least thirty (30) days in advance of such meeting.

Section 3

Meetings of the Executive Committee: The Executive Committee shall meet at least three (3) times each year at a time and place designated by the President.

Section 4

Special Meetings of the Executive Committee: Special meetings of the Executive Committee may be called at any time by the President or a majority of the members of the Executive Committee. Such meetings may be called upon notification by the President, setting forth the date and objectives of such proposed special meetings, or by a majority of the Executive Committee. Written notice of the time, place, and purpose of such meeting shall be mailed, at least seven (7) days prior to the date the special meetings is to be held to each member entitled to vote at such meeting. In the absence of any objection, the presiding officer, may vary the order of business or add thereto at his/her discretion.

**ARTICLE IV**

**Officers**

Section 1

Elected officers: The officers of the NFBPA shall be a President, First Vice-President (as described herein), Second Vice-President (as described herein), Secretary, Corresponding Secretary, Treasurer (as described herein), and such other officers as may be elected in accordance with the provisions of the Article.

Section 2

Election of Officers: The President, First Vice-President, Second Vice-President, Secretary, Corresponding Secretary and Treasurer shall be elective officers. These officers shall be elected annually by the membership at the annual meeting which will be held in May of each year.

Section 3

Term of Elected Officers: Each elected officer shall take office on the first day of the fiscal year which begins June 1<sup>st</sup> and shall serve for a term of two (2) years and until his/her successor is duly elected and qualified subject to the provisions of Section 4 of Article IV.

Section 4

Tenure of Officers: No officers shall serve for more than two (2) consecutive terms in the same office. No elective officer shall serve more than one hundred twenty (120) additional days while awaiting the election of his/her successor. A vacancy in any elective office may be filled, at any meeting, for the balance of the term thereof through election by the Executive Committee.

#### Section 5

Duties of the President: The President shall preside at all regular meetings of the NFBPA-MAC, serve as Chairman of the Executive Committee, communicate and interpret policy. The President shall be a member ex-officio of all committees.

#### Section 6

Duties of the First Vice-President: The First Vice-President shall assume duties of the President and serve as presiding officer in the absence of the President and shall act on behalf of the President to carry out duties as delegated by the President. The First Vice-President shall be responsible for insuring that the activities of the membership committee are consistent with the goals of NFBPA-MAC.

#### Section 7

Duties of the Second Vice-President: The Second Vice-President shall assume duties of the President, in the absence of both the President and the First Vice-President, and shall oversee, coordinate and stimulate, under the direction of the President, the technical assistance and support for the program activities of the local chapter and insure that the programming is consistent with the goals and objectives of the NFBPA-MAC.

#### Section 8

Duties of the Secretary: The Secretary shall be responsible for keeping the minutes from each meeting, conducting roll call votes, making reports to the Executive Committee and the membership, signing, in certain circumstances, notes for the NFBPA, authorizing the issuance of notices of meetings, as may be prescribed by the President, the Executive Committee or these by-laws, and, in certain instances, attesting to all official papers.

#### Section 9

Duties of the Corresponding Secretary: The Corresponding Secretary shall be responsible for assisting, as needed, the Secretary in keeping the minutes from each meeting, conducting roll call votes, making reports to the Executive Committee and the membership. Specific duties include responding to all incoming correspondence, preparing and disseminating all information pertaining to fundraising efforts (e.g. Golf Tournament) and ordering letterhead and supplies as needed. The corresponding secretary shall attend all regularly scheduled meetings of the NFBPA-MAC.



## Section 10

Duties of the Treasurer: The Treasurer shall be responsible for the collection of annual chapter dues and other monies. Funds shall be deposited/withdrawn subject to the provision of Section 1 and 2, , Article VII. Financial records and correspondence and such records will be maintained and required. Prepare quarterly and annual reports for review by the Finance/Budget Committee, which will be responsible for presenting this information to the General Body. The year-end financial report will be presented at the annual meeting.

## Section 11

Vacancies of Office of President: In the event the office of the President becomes vacant for any reason, the First Vice-President shall assume the title and duties and responsibilities of President until the next annual meeting. In the event the First Vice-President for any reason is unable to assume the Office of President, the Second Vice-President shall assume the President's Office, duties and responsibilities. In the event all three (3) offices are vacated, the Executive Committee, by a majority vote, shall elect a President from among its members to serve until the next annual meeting.

## Section 12

Additional Officers: Such other officers (e.g. Parliamentarian) not specifically provided for in these Bylaws, may be elected at the pleasure of the membership at the annual election to hold office for such periods as may be specified with respect to any such office.

## Section 13

Expiration of Term: Notwithstanding the expiration of his/her term, any elected officer, unless s/he has been removed from office for cause, shall continue to hold office until his/her successor has been elected and taken office, but in no event shall s/he continue to hold office for more that 120 additional days while awaiting the election of his/her successor.

# **ARTICLE V**

## **Committees**

### Section 1

Committees: The Standing Committees of NFBPA-MAC shall be comprised of the: Finance/Budget Committee, Program Committee, Marketing, Emerging Leaders and the Membership Committee. The chairperson of each Standing Committee shall be responsible for reporting to the members at the annual meeting as to the activities of their respective Standing Committee. The members and chairpersons of each Standing Committee shall serve for a term of one (1) year and may be

reappointed for an additional one (1) year term. Ad Hoc Committees and their chairpersons shall be appointed by the President as s/he may deem necessary.

#### Section 2

Executive Committee: The Executive Committee shall be comprised of the Officers and the Immediate Past President.

#### Section 3

Finance/Budget Committee: The Finance/Budget Committee will present annual and quarterly financial reports to the Executive Committee, review financial records and correspondence and other records that are required, and the annual proposed budget. The Treasurer shall chair the Finance/Budget Committee. A written annual report will be presented to the members at the annual meeting.

#### Section 4

Membership Committee: The Membership Committee shall be responsible for developing strategies to recruit and retain members. The First Vice-President shall chair the Membership Committee.

#### Section 5

Program Committee: The Program Committee shall be responsible for developing and implementing programming to enhance the membership and in which the NFBPA may consider participating, subject to the review and approval of the Executive Committee. The Second Vice President shall Chair the Program Committee.

#### Section 6

Marketing Committee: The Marketing Committee will develop and implement a marketing plan to increase the awareness and visibility of NFBPA and attract new members. The Marketing Committee will develop compelling and innovative promotional and marketing materials in order to increase attendance at NFBPA training and networking events. The committee is tasked with implementing a promotion and marketing plan for NFBPA-MAC Chapter.

### Section 7

Emerging Leaders: The committee is responsible for cultivating the next generation of emerging leaders who are defined as being between 18 and 40 years of age with a classification of a student, or having less than five years of experience in the field of public administration. The committee is tasked with identifying candidates to serve as student representatives at both the local and national level; making recommendations for recipients of the Steven. F. Ford Award, and identifying prospective candidates for both the national Mentoring Program and Executive Leadership Institute (ELI).

### Section 8

Local Corporate Advisory Council (LCAC): The committee is responsible for generating corporate support for the Chapter's program initiatives. They are also responsible for hosting the Chapter's Annual Golf Tournament.

### Section 9

Ad Hoc Committee(s): The Ad Hoc Committee(s) shall be appointed by the President to address a specific program. The chairperson will make a full report to the members, and become inactive once the program, for which it was created, has been brought to termination.

## **ARTICLE VI**

### **Order of Business**

#### Section 1

Order of Business: Meetings of the NFBPA shall be conducted in an orderly and logical manner in such order as may be determined advisable by the presiding officer provided, however, that if any objection to the order of business so adopted is sustained by a majority of those present, the regular order of business shall prevail such as determined by the majority.

#### Section 2

Robert's Rules of Order: Robert's Rules of Order shall govern the deliberation of the NFBPA where not otherwise governed by the by-laws.

**ARTICLE VII**  
**Funds and Securities**

Section 1

Designation of Depositories and Withdrawal: Funds shall be deposited in such depositories as shall be approved by the Executive Committee, and may be withdrawn by check signing or debit card by any two of the following three (3) individuals: The President, Treasurer and Vice-President of Programs.

Section 2

Negotiable Securities and Valuable Documents: All negotiable securities and valuable documents shall be kept in a safe deposit box or placed for collection at a bank approved by the Executive Committee. Access to such deposit box shall be limited to the Secretary, Treasurer and the President.

Section 3

Attestation and Corporate Seal: Documents for which an attestation is required shall be signed by the President and shall be attested to by the Secretar(ies) or the most senior available NFBPA-MAC Officer, who shall affix the seal thereto, if required. The attestation shall constitute certification that the signature of such document has been properly authorized as provided herein.

**ARTICLE VIII**

**Quorum**

Members present in person representing the majority of the membership or committee shall constitute a quorum at any meeting.

**Article IX**

**Voting**

Section 1

Voting: Except as provided under the Articles herein or amendments thereto, each member in good standing shall be entitled to one (1) vote, specific to each subject properly submitted to vote, at each meeting of members present in person. No proxy voting shall be permitted.

Section 2

Voting By Executive Committee: Each member in good standing of the Executive Committee, shall be entitled to one (1) vote, specific to each subject properly submitted to vote, at each meeting of the Executive Committee at which s/he is present in person. No proxy voting shall be permitted.

**Article X  
Fiscal Year**

The NFBPA fiscal year shall commence on June 1st and end on May 31<sup>st</sup>.

**Article XI  
Amendments**

These by-laws can only be amended by a majority vote of the present and voting members at the regular meeting. Amendments to the By-laws must be submitted in writing to the general membership at least twenty (20) days prior to the date of the regular meeting upon which such amendments will be considered and voted.

**Article XII  
Logo**

The Executive Committee must adopt the Logo of the National NFBPA to be used on stationery.

**Article XIII  
Notices**

Whenever notice is required to be given by these By-Laws, unless otherwise specified, such notice shall be deemed to be communicated by the Secretary, pursuant to the direction of the Secretary to the latest known mailing or electronic address of the person to be notified. The inclusion of a notice of a meeting of the NFBPA is in the official publication, mailed to all members in good standing, and shall constitute sufficient notice.