

By-Laws of the Oklahoma Chapter of the National Association of Blacks in Criminal Justice Article I: Name & Status

Section 1. Name

The name of this association shall be the Oklahoma Chapter of the National Association of Blacks in Criminal Justice, hereafter referred to as NABCJ.

Section 2. Status

This association shall be a non-profit association pursuant to and in accordance with the State of Oklahoma and other applicable federal codes and laws.

Article II: Mission

NABCJ is an interracial, non-partisan, non-profit service organization, organized to examine and act upon the needs of African-Americans and other minorities employed in the federal, state, private sectors of the Criminal Justice System. NABCJ promotes the general welfare and strives to increase the influence of African Americans and other minorities in the criminal justice system. NABCJ works to coordinate the efforts of all legitimate organizations whose purposes include the elimination of injustice in the American justice process.

Article III: Objectives

To contribute to the enactment of legislation and public policy which will impact the development and fairness of the criminal justice system.

To aid in the recruitment of minority persons and to inform them of employment opportunities at all levels of the criminal justice system.

To develop a comprehensive response to concise issues that arise locally and nationally.

To provide consultative services in areas of expertise within the criminal justice system.

To increase the members and involvement of minority volunteers within criminal justice related organizations.

To increase the overall effectiveness of the criminal justice system in the State of Oklahoma and in the United States of America.

To develop formats, symposiums, conferences, etc., to receive and disseminate information to inform minorities of current events and trends that relate to criminal justice.

To form partnerships with other law enforcement organizations.

Article IV: Membership

Individuals and organizations will become members of the association upon payment of dues. Membership will be open to individuals and organizations interested in the issues of African Americans in the criminal just arena.

The Categories of Membership are:

1. *"LIFE"* Open to any applicant. Allow for payment over a twenty-four (24) month period.
2. *"ACTIVE"* Open to any applicant.
3. *"STUDENT"* Open to any full-time student.
4. *"AGENCY AFFILIATE"*

Article V: Executive Board

Section 1. General

The property and affairs of Oklahoma NABCJ, shall be managed and controlled by the Executive Board, which shall consist of the President, Vice President, Treasurer, Secretary, Parliamentarian, Immediate Past President, Region representatives and any previous National Board Member. These officers shall be charged with the day-to-day operations of the chapter, under the established policies.

Section 2. Election and Term of Office

The Officers of the Oklahoma NABCJ shall consist of a President, Vice President, and Secretary, Treasurer and Parliamentarian and Regional representatives.

Nominations shall be made by the Nominating Committee and may also be made by any member, proved that any such nomination is in writing and delivered to the chairman of the Nominating Committee, sixty (60 days) before the state conference. The Nominating Committee shall submit the slate of candidates to the membership, no later than thirty (30) days before the state conference.

The term of the President, Vice President, Treasurer, Secretary Parliamentarian and Region representatives, shall normally be a two (2) year term. No person shall normally be elected to the same office for more than two (2) consecutive terms. The only exception would be an officer originally elected to fill an unexpired term may be elected to no more than two (2) consecutive two year terms, in addition to the original term served as an interim officer. If there are no members interested in vacant positions, the President shall appoint the unfilled office.

Any member, in good standing, for at least one (1) year, will be eligible to run for office. Ballots will be distributed to the membership, sixty (60) days prior to the state conference.

Election results shall be announced no later than the next scheduled state meeting. Each officer shall serve one, two (2) year term in the office to which elected, unless membership doesn't allow or no one is interested in running for office

Election of officers to be voted on by the membership shall be subject to secret ballot vote.

Section 3. Vacancies

An officer shall resign by submitting a letter of resignation to the President or Executive Board. A vacancy may be filled by an appointment by the President to finish the unexpired term of the position.

Section 4. Absences of Officers

Any officer absent from three (3) consecutive meetings of the Executive Board or state chapter meeting, without an excused absence by the President shall be deemed to have resigned, at which time the President shall appoint someone to fill the unexpired term.

Section 5. Removal from Office

Gross misconduct or failure to fulfill duties of the assigned position shall be a reason for removal from office. The Executive Board will review any allegations and report the findings to the membership. A majority vote of the membership present during a regularly scheduled meeting is required for removal. Any member in good standing can register a complaint against any Executive Board member. An accused board member will not be a part of an investigation or right to vote.

Article VI: Meetings

Section 1. Regular Monthly Meetings

The President will convene the Executive Board, as needed. The Executive Board meeting will be held once a month, on the third Tuesday of each month and is open to all members.

Section 2. Annual Meeting

The first regular meeting scheduled, directly following the state training conference, will be designated as the annual meeting. The primary agenda of the annual meeting will be the development of an annual budget and state conference debriefing.

Section 3. Notices of Meetings

Notice of each meeting, stating the time and place, shall be made available to each member via email, mailing or by telephone at least ten (10) days before the scheduled meeting.

Section 4. Quarterly Statewide Meetings

Quarterly statewide meetings will be held at designated locations within each region. The date, time and location to be determined and scheduled by the President. A minimum of a thirty (30) day notice of the statewide quarterly meeting shall be distributed to the membership, by the secretary.

Quorum. At any meeting which due notice has been given, those persons present shall constitute a quorum. Any business transacted at any meeting where due notice has been given and that a majority present shall constitute an act of the chapter.

Section 5. Special Meetings

Special meetings may be called at the request of the President. The purpose of the meeting will be stated in the meeting announcement/agenda.

Section 6. Cancellation of Meetings

Any changes to the time, day or cancellation of any meeting will be made by the President. The President will notify the Regional Representatives, who will ensure that all chapter members are aware of these changes. Under normal circumstances, a one (1) week notice will be provided to all members of any meeting date change(s).

Article VII: Committees

Section 1. Standing Committees

Unless otherwise provided for in the constitution and/or by-laws, committee members and their chairperson, standing or special, shall be appointed by the President, as deemed necessary to carry on the business/work of the association. All committees are subject to review and approval by the Executive Board. Each committee is charged with submitting a budget to the Budget Committee Chairperson, each calendar year.

In addition to such other committees, as the President , from time to time, may authorize, there shall be the following standing committees:

1. Nominating Committee
2. Constitution and By-Laws Committee
3. Budget Committee
4. Conference Planning
5. Scholarship Committee
6. Training Institute
7. Membership Committee
8. Program Committee
9. Goals & Standards Committee
10. Newsletter/Website Committee
11. Ad-Hoc Committee

Section 2. Committee Information

1. Nominating Committee

The Nominating Committee shall consist of five (5) members. The President shall appoint the Chairperson of the Nominating Committee, from those five (5) members. The committee shall be formed at least ninety (90) days prior to the state conference. The Nominating committee shall develop a slate of nominees for the elective officers of the State Chapter. All nominees must be active and eligible for nomination.

2. Constitution and by-Laws Committee

This committee shall consist of five (5) members. The President shall appoint the Chairperson of the By-Laws Committee, from those five (5) members. The by-laws review shall be conducted at least sixty (60) days prior to the annual election. The committee may accept for

review, any written suggestions made by a member- in- good-standing with the chapter.

3. Budget Committee

The Budget Committee shall consist of five (5) members. The President will appoint the Chairperson of the Budget Committee, from those five (5) members. The Treasurer will be a permanent member of this committee. The Budget Committee will develop the annual budget to be completed by November 30th each calendar year. They will ensure that all activities approved by the Executive Board, which request funding, conform to budget restrictions.

4. Conference Planning Committee

The Conference Planning Committee shall consist of the conference chairperson and the committee chairs. The President will appoint the annual conference chairperson, under normal circumstances, within thirty (30) days after the state conference. The conference committee chairs will be confirmed by the President, Executive Board, and the Conference Chair. The Conference Planning Committee will be responsible for the planning, budget, scheduling, conference site selection and other items necessary to accomplish the chapter annual training conference, with approval of the President and the Executive Board.

5. Scholarship Committee

The Scholarship Committee shall consist of not less than five (5) members. The President shall appoint the Chairperson of the Scholarship Committee, from those five (5) members. The Scholarship Committee shall develop the criteria and eligibility rules for scholarship candidates and submit their recommendations to the President for final approval.

6. Training Institute Committee

This committee shall consist of five (5) members. The President shall appoint the Chairperson of the Training Institute Committee. Additional training information will be made available on the NABCJ website.

7. Membership Committee

The Membership Committee shall consist of not less than three (3) members. The President shall appoint the Chairperson of the Membership Committee. Other members of the committee shall be appointed by the Executive Board. The committee shall be responsible for the recruitment and retention of members.

8. Program Committee

The Program Committee shall consist of no less than five (5) members. The President shall appoint the Chairperson of the Program Committee. Other members shall be appointed by the Executive Board. The committee shall be responsible for the planning the on-going programs for the chapter, training and the planning of the annual state conference.

9. Goals & Standards Committee

The Goals and Standards Committee shall consist of no less than four (4) members. The President shall appoint the Chairperson and members of the Goals and Standards Committee. The committee shall be responsible for recommending action on future directions and association ethics issues.

10. Newsletter and Website Committee

The Newsletter and Website Committee shall consist of no less than three (3) members. The President shall chair the committee and appoint members to serve on the committee. The committee shall be responsible for publishing distributing the newsletter and updating the website.

11. Ad-Hoc Committee

The President shall, at any time, as needed, appoint the Ad-Hoc Committee and the chairperson. Duties of Ad-Hoc Committees will be defined at the time of the committee creation.

Article VIII: Duties and Responsibilities of Elected Officers

Officers shall perform the duties of their respective office(s), as set forth below in all other instances by policy of the Executive Board.

1. President

The President shall:

- have general charge of the affairs of NABCJ.
- ensure the implementation of the goals and objectives of the organization.
- preside at the meetings of the members and Executive Board.
- appoint chairpersons of committees.
- shall perform such other duties, as provided in these by-law.

The President will represent the organization at all affairs, to include national board meetings at the expense of the organization, as long as funds are available. The President shall also be one of the signers on all checks issued by the organization.

2. Vice President

The Vice President, at the request of the President, may perform any and all duties of the President and shall perform such other duties, as determined by the Executive Board.

3. Secretary

The Secretary shall:

- represent the chapter in designated business matters and correspondence.
- attend and keep minutes of the business meetings and all Executive Board Meetings.
- maintain designated records of the association, as deemed necessary by the President.
- maintain a current chapter membership list.
- be responsible for the proper mailing of meeting minutes and the minutes of the annual state conference. The minutes are to be mailed/delivered to the membership within (2) two weeks of the meetings and conference.

4. Treasurer

The Treasurer shall collect, deposit and disburse the funds of the organization, as directed by the President. The Treasurer and the President will sign all checks, unless the check is being issued to either the President or the Treasurer, in those instances, two other officer signatures will be obtained. The Treasurer shall render financial statement/reports to the Executive Board, quarterly, unless specified, by the President. The Treasurer shall be a member of the Budget Committee. There will be an annual audit of the organization's money, effective December 2009.

5. Parliamentarian

The Parliamentarian shall ensure that all meetings begin and end in a timely manner. He/she shall ensure that order is maintained at all times in accordance with the chapter by-laws and *Robert's Rules of Order*.

6. Region Representatives

The Region Representatives shall coordinate activities of their respective areas and host quarterly meetings. All activities will be approved by the President. Each region in the state will have one (1) representative on the Executive Board, appointed by the President:

Northeast Region
Southeast Region
Northwest Region
Southwest Region

The Region representatives will also serve on the Executive Board and be voting members. Regional representatives will be appointed by the President with approval from the Executive Board.

Article IX: Miscellaneous

Section 1. Fiscal Year

The fiscal year for the Oklahoma Chapter shall be January 1st to December 31st.

Section 2. Parliamentary Authority

Except as otherwise provided by these by-laws, the rules of procedures contained in *Robert Rules of Order, Revised*, shall govern.

The Parliamentarian shall ensure that meetings start on time and end on time. The Parliamentarian shall also ensure that the by-laws are followed and make changes recommended and approved by the Constitution and By-Laws committee.

Section 3. Checks

All checks, drafts and orders for payment shall be signed by the President and Treasurer. The President will ensure the bank is issued written notification of those officers that are authorized to be placed on the signature card. All written checks will require the approval of the President prior to issuance.

Section 4. Donations

An annual amount for donations to the community shall be established by the Budget Committee and voted on by the Executive Board.

Section 5. Benevolence

In the event a member-in-good-standing is hospitalized, a plant, gift, or floral arrangement, not to exceed \$30.00, will be sent from the membership. A card will be sent from the membership to acknowledge bereavements. For any additional hospitalizations, a card will be sent from the membership.

Any member, in good standing for at least a year, shall receive a benevolence check in the amount of \$50.00 (in lieu of flowers) for the death of an immediate family member (mother, father, sister, brother, husband, wife and children)

The Chapter President will appoint a designee to coordinate the issuance of bereavement proclamations at the funeral of a member.

Section 6. Travel

As long as funds are available and there will be no undue hardship on the organization, all travel for the organization by the President shall be paid by the organization, to include the National Board meetings, which includes hotel, airfare, parking and ground travel to and from destination.

When there is a board member affiliated with the local chapter, the board member shall receive roundtrip airfare only, to scheduled board meetings. Anyone acting in the capacity of the President or board member will receive the same travel allowance as specified above.

Section 7. By-Laws Effective Date

The by-laws shall become effective upon enactment. All officers existing immediately prior thereto shall continue to hold office until his/her successor is elected and qualified, in accordance with the procedures and terms set forth herein.

Section 8. State Chapter By-Laws

The national by-laws will cover any and all articles/sections not covered by the state chapter by-laws

Section 9. By-Laws Authority

These by-laws supersede all other by-laws, resolutions, memoranda, policies or other writings, heretofore promulgated by NABCJ.

Article X: Grounds for Disciplinary Actions

The Oklahoma Chapter Executive Board, upon satisfactory evidence that an officer or member of the association is guilty of conduct not in accordance with the principle, aim and purpose of NABCJ, as set forth in the by-laws, may order the expulsion, suspension, or pursue other actions, after a full hearing, in accordance with provisions of the chapter by-laws.

Article XI: Amendments

At any meeting of the members of the NABCJ, at which a quorum is present in person, these by-laws may be altered, amended or repealed by a majority vote of the members present at the meeting, provided the notice of the meeting sets forth the proposed alteration, amendment or repeal.

Approved by the Executive Board:

Sheila Anita Alford	Randi Shipp
_____	_____
President/Date	Vice President/Date
Beverly Henderson	Ruth Littlejohn
_____	_____
Secretary/Date	Treasurer/Date
Clarence Blades	Paulette Bowler
_____	_____
Parliamentarian/Date	Past-President/Date

Revised: August 2009