

# **BYLAWS**

**District of Columbia Chapter**

**of the**

**NATIONAL ASSOCIATION**

**OF**

**BLACKS IN CRIMINAL JUSTICE, INC.**

## **ARTICLE I**

### **NAME AND STATUS**

#### **Section 1. Name**

The name of the organization shall be the District of Columbia Chapter of the National Association of Blacks in Criminal Justice, Inc. (Hereinafter referred to as DCNABCJ).

#### **Section 2. Status**

The organization shall be a nonprofit corporation pursuant to and in accordance with the laws of the District of Columbia.

## **ARTICLE II**

### **PURPOSE AND OBJECTIVES**

#### **Section 1. Purpose**

The DCNABCJ is a local chapter of the National Association of Blacks in Criminal Justice (NABCJ). DCNABCJ is an interracial, nonpartisan, nonprofit service organization, organized to examine and act upon the local needs of blacks and other people of color in the federal, state, local, public, and private sectors of the criminal justice system; to promote the general welfare, to increase the influence of blacks and other people of color in the criminal justice system; and to coordinate efforts of all legitimate organizations whose purpose includes the elimination of injustice within federal, state, local, public, and private sectors of the criminal justice system. The DCNABCJ shall serve the needs of blacks and other people

of color at all areas and levels including professional, nonprofessionals and para-professionals.

## **Section 2. Objectives**

The objectives of DCNABCJ include, but are not limited to, analysis and action in the following areas: (a) Blacks and other people of color representation and participation as policy makers within the administration of justice nationally, regionally, and in the District of Columbia metropolitan area; (b) The recruitment of Blacks and other people of color at all levels and in all areas of the federal, state, local, public and private sectors within the criminal justice system; (c) Legislation and social policy formulation at the legislative, executive, and judicial branches of government.

## **ARTICLE III MEMBERSHIP**

Any person or organization subscribing to the purpose of the NABCJ, as set out in its Bylaws, shall be eligible for membership in the DCNABCJ. Discounted membership for students shall be included.

## **ARTICLE IV BOARD OF DIRECTORS**

### **Section 1. General**

The property and affairs of the DCNABCJ shall be managed and controlled by the Board of Directors which shall consist of not less than seven (7) nor more than eleven (11)

members, the exact number to be fixed from time to time by the membership of the chapter.

## **Section 2. Election and Term of Office**

Nominations shall be made by the general chapter membership at a regularly scheduled general membership meeting prior to the June elections.

No person shall be elected a member of the Board for more that three (3) consecutive two (2) year terms, except that a member of the Board originally elected to fill an unexpired term may be elected to not more than three (3) consecutive one (1) year terms in addition to the original term served as an interim member of the Board of Directors. No member of the Board shall serve more than one (1) interim term.

The officers of the DCNABCJ shall be voting members of the Board of Directors.

A member of the Board of Directors shall continue to hold office until his/her successor is elected and qualified.

## **Section 3. Vacancies**

Any vacancy in the Board caused by death, resignation or removal of a member, or any other circumstance, may be filled by a vote of a majority of the members of the chapter. A member elected to fill a vacancy shall hold office until the June election and until his/her successor is elected and qualified.

#### **Section 4. Meeting of the Board of Directors**

Meeting of the Board shall be held as determined by the Board or as called by the President.

#### **Section 5. Notice**

Notice of each meeting stating the time and place thereof shall be given to each member of the Board at least ten (10) days before the meeting, by mail except in emergency situations at the discretion of the President.

#### **Section 6. Quorum**

At any meeting of the Board of Directors, fifty percent of the members of the Board shall constitute a quorum, but less than a quorum may adjourn such meetings from time to time until a quorum is present. Except as otherwise provided by law or in these Bylaws, any business may be transacted at any meeting by the members of the Board at which a quorum is present and the act of a majority of the members of the Board is present at a meeting shall constitute the act of the Board of Directors.

#### **Section 7. Absence of a member of the Board of Directors**

Any member who shall be absent from two (2) consecutive meetings of the Board without having been excused by the President or other designated officer of the DCNABCJ shall be reviewed by the Board on a case by case basis. By majority vote the Board may determine whether a member shall continue to hold office.

#### **Section 8. Removal**

Any member of the Board of Directors may be removed for cause, including incapacity to act, by vote of the general

chapter membership, or by vote of the members of the Board. The Board member is entitled to present his/her defense prior to any removal vote.

### **Section 9. Consultation with Affiliates**

Members of the Board of Directors, to the extent practicable, shall advise, consult and communicate with the NABCJ affiliates in their region and, where feasible, upon invitation of the governing board of an affiliate, shall attend its meeting.

## **ARTICLE V MEETINGS**

### **Section 1. Schedule of Meetings**

The D.C. Chapter of NABCJ shall hold its meetings of the general membership as determined by the Board of Directors in the Washington, D.C. metropolitan area. The chapter shall also hold special meetings of members upon the call of the President or in the President's absence, by the Vice President or the Corresponding Secretary.

### **Section 2. Notice of Meetings**

Written notice of each general membership meeting shall be given in writing at least ten (10) days prior to the place, date, and hour of the meeting.

### **Section 3. QUORUM**

The quorum for a general meeting shall be one-tenth of the voting membership. The quorum for a meeting of the Board of Directors shall be fifty percent of the total number of the Directors then qualified and serving.

#### **Section 4. Voting**

Voting shall be in person, by show of hands, voice or closed ballot by those members who are in good standing of the chapter. Members of the DCNABCJ are eligible to vote at any business meeting, for or against any candidate for elective office, as well as for or against any matter properly before the members.

#### **Section 5. Agenda**

Members of the DCNABCJ entitled to vote may request in writing to the Secretary not less than fifteen (15) days before a scheduled meeting, the inclusion on the agenda of business that may properly come before the meeting.

#### **Section 6. Reports**

At each meeting of the members, the President and the Treasurer shall present a report indicating: (1) the assets and liabilities of the DCNABCJ as of the end of the preceding month; (2) the principal changes in assets and liabilities during said month; (3) the revenues or receipts of the DCNABCJ, both unrestricted and restricted to particular purposes, for said month; and (4) the expenses or disbursements of the DCNABCJ, for both general and restricted purposes, during said month. The report shall reflect any assets consisting of funds or other real or personal property of any kind that may have been given, granted, bequeathed or devised to the DCNABCJ in trust for, or with a directive to apply the same to any of the purposes of the DCNABCJ, and the use made of such assets and the income thereof during said month, unless the terms of the particular trust instrument by which such assets were vested in the DCNABCJ provide otherwise.

## **ARTICLE VI**

### **OFFICERS**

#### **Section 1. General**

Officers of the DCNABCJ, all of whom shall be elected by the general membership shall be President, one Vice President, a Recording Secretary, a Corresponding Secretary, a Treasurer, and a Parliamentarian. No person shall be elected an officer for more than three (3) consecutive two (2) year terms, except that an officer originally elected to fill an unexpired term may be elected to not more than three (3) consecutive one (1) year terms in addition to the original term served as an interim officer. No officer shall serve more than one (1) interim term.

#### **Section 2. Election and Term of Office**

The officers shall be elected by the general chapter membership at a June general membership meeting. Nominations may also be made by any member of the Chapter actually present at the meeting. Vacancies may be filled by the President which must be approved by a majority of the Board Members present.

Each officer shall hold office until the next June meeting of the Chapter and until his/her successor shall have elected and shall have qualified, or until earlier death, resignation or removal, except as hereinafter provided.

#### **Section 3. President**

The chief administrator of the DCNABCJ shall be the President, who shall have the responsibility of implementing



the directives, decisions and policies of the Board of Directors pertaining to administration, programming, financing, and public relations and shall generally promote coordinate and supervise the program of the DCNABCJ. S/he shall be elected by the chapter membership in accordance with standards consistent with the purposes of the DCNABCJ as may be established by the Board of Directors from time to time.

The President shall have such powers and perform such duties as may be delegated and assigned to him/her by the Chapter and the Board of Directors at the time of his/her election or from time to time thereafter.

The President shall continue to serve at the pleasure of the Chapter or upon such terms in writing as the Board may determine at the time of his/her election or from time to time thereafter.

The President of the Chapter shall ensure the implementation of the mission statement of the Chapter; shall have general charge of the affairs of the DCNABCJ; shall preside at the meetings of the members and of the Board of Directors; shall appoint chairpersons of committees and shall perform such other duties as are provided in these Bylaws and as the Board determines from time to time.

#### **Section 4. Vice President**

At the request of the President of the Chapter, or in the event of his/her absence or disability, the Vice President at any time and from time to time, may perform any and all duties of the President and shall have such other powers and perform such other duties and the Board of Directors may determine from time to time. The performance

of the any duty of the President by the Vice President shall be conclusive evidence of his/her power to act.

#### **Section 5. Recording Secretary**

The Recording Secretary shall attend, take and keep the minutes of all meetings of the Board of Directors and membership of the DCNABCJ, and shall attend to the giving and serving of all off the notices of the DCNABCJ. S/he shall keep a record, containing the names, arranged alphabetically of all persons who are members of the DCNABCJ, showing their current place of residence, and shall, in general, perform all the duties incident to the office of Recording Secretary, and have such other powers to perform such other duties as the Board of Directors may determine from time to time.

#### **Section 6. Corresponding Secretary**

The Corresponding Secretary shall be responsible for maintaining correspondence with: the membership, the National Office of the DCNABCJ, and related entities.

#### **Section 7. Treasurer**

The Treasurer shall collect, receive, deposit, invest, and disburse the funds of the DCNABCJ as directed by the Board of Directors and shall render periodic financial statements to the Board of Directors and such other reports and accounts of the financial condition of the DCNABCJ as may from time to time be requested by the Board of Directors; and shall perform such other duties as are incident to the office of Treasurer, and shall have such other powers and perform such other duties as the Board may direct from time to time.

**Section 8. Parliamentarian**

The Parliamentarian shall advise the Board of Directors, Chapter Officers, and members on procedure. The Parliamentarian shall have the power to interrupt and make corrections at any DCNABCJ meeting concerning correct parliamentary procedures.

**Section 9. Removal or Delegation**

Any officer elected or appointed by the membership of the DCNABCJ shall be subject of removal by the majority of members at any time if, in the sole judgment of the DCNABCJ membership, such action is in the best interest of the DCNABCJ.

In case of the absence of any officer or agent of the DCNABCJ, the Board of Directors may, without removal, delegate the powers and duties of such officer or agent to any other officer, agent or suitable person selected by the Board for such period as the Board may deem proper, subject, however, to any limitations herein contained and only to the extent permitted by law.

**Section 10. Compensation**

No officer or member of the Board of Directors shall receive any compensation for his/her services as such officer or member except for approved reimbursements.

## **ARTICLE VII**

### **STANDING COMMITTEES**

#### **Section 1. Committees**

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

1. Membership
2. Budget, Programs and Projects Committee
3. Communication and Public Information  
Committee
4. Research and Training Committee
5. Bylaws, Legislation and Judicial Reform  
Committee
6. Scholarship and Academic Committee

#### **Section 2. Membership Committee**

The Membership Committee shall consist of not less than three (3) persons, at least one of whom shall be a chairperson. The President shall appoint the Chairperson and members of the Membership Committee. The committee shall be responsible for the planning and implementation of short and long range programs designed to maximize the participation and utilization of members in the DCNABCJ programs and activities.

#### **Section 3. Budget, Program and Projects Committee**

The Budget, Program and Projects Committee shall consist of not less than three (3) persons including the

Treasurer. At least two (2) of the members should be on the Board of Directors.

The President shall appoint the Chairperson of this committee with the approval of the Board.

This committee shall be responsible for the development of the budget, the coordination of the various program area activities having a budgetary impact, ensuring funding conforms to budget restrictions, and the implementation of the program decisions of the Board.

#### **Section 4. Communication and Public Information Committee**

The Communication and Public Information Committee shall consist of not less than three (3) persons, of whom two (2) shall be members of the Board.

The President shall appoint the Chairperson of this committee.

This committee, in conjunction with the other standing committees, shall be responsible for the development, implementation, coordination, and dissemination of promotional and educational information about the DCNABCJ, in the furtherance of its purpose.

#### **Section 5. Research and Training Committee**

The Research and Training Committee shall consist of not less than three (3) persons of whom two (2) shall be members of the Board.

The President shall appoint the Chairperson of this committee.

The purpose of this committee shall be to develop, generate, and undertake quantitative and qualitative research on a variety of issues and topics in the criminal justice area of interest to the DCNABCJ. This committee

shall make every effort to involve itself in projects which will serve to improve and enhance the operation of the local and federal criminal justice systems.

**Section 6. Bylaws, Legislative and Judicial Reform Committee**

The Bylaws, Legislative and Judicial Reform Committee shall not consist of not less than three (3) persons of whom two (2) shall be members of the Board.

The President shall appoint the Chairperson of this committee.

This committee shall be responsible for the review, preparation of amendments and interpretation of the Bylaws to the Board and the membership. The committee shall also inform and participate in legislative and judicial activities that impact issues as they relate to the local, federal and national criminal justice systems.

**Section 7. Scholarship and Academic Committee**

The Scholarship and Academic Committee shall consist of not less than three (3) persons of whom one (1) shall be member of the Board.

The President shall appoint the Chairperson of this committee.

This committee shall develop criteria, eligibility rules for candidates and recommendation of funding and winners (s) to the Board for approval. The Committee shall also have the responsibility for the coordination of activities relating to the DCNABCJ, university and secondary educational programs.

**Section 8. Terms of Office and Committee Procedures**

Unless otherwise determined by the Board of Directors, the members of all committees shall hold office from the date of election to the next election of the Board of Directors and the election and qualification of their successors, except that any member of any committee who shall be absent from two consecutive meetings thereof without being excused by the chairperson of such committee shall be reviewed by the Board. By majority vote the Board may determine, on a case by case basis, whether a member shall continue to hold office.

Vacancies in the membership of any such committee shall be filled by the chairperson of the respective committee with the exception of the Budget, Programs and Projects Committee.

A majority of the members of each committee shall constitute a quorum and the act of a majority of a quorum present at a meeting shall constitute the act of such committee. Meetings of each committee may be called by its chairperson or by the Chairperson of the Board, or by any two (2) members of such committee on five (5) days notice.

**ARTICLE VIII  
MISCELLANEOUS**

**Section 1. Parliamentary Authority**

Except as otherwise provided by these bylaws, the rules of procedure contained in Roberts Rules of Order, Revised Edition shall govern.

## **Section 2. Fiscal Year**

The Fiscal year of the DCNABCJ shall be from January to December.

## **Section 3. Audit**

Financial transactions of the DCNABCJ and its books and accounts shall be audited by a certified public accountant or other individual selected by the Board of Directors. Except in unusual circumstances, the audit shall occur on or before December 31.

## **Section 4. Checks**

All checks, drafts and orders for the payment of money of the DCNABCJ shall be signed by two officers.

## **Section 5. Bond**

The Board of Directors may require the Treasurer or Assistant Treasurer or any other officer, agent or employee of the DCNABCJ to give a bond for the faithful discharge of his/her duties in such amount and with such surety or sureties as it shall determine necessary.

## **Section 6. Authority**

These Bylaws supersede all other bylaws, resolutions, memoranda, policies or other writing heretofore promulgated by the DCNABCJ.

## **Section 7. Effective Date**

The Bylaws shall become effective upon adoption and ratification of the chapter's membership. All officers and directors 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.

## **ARTICLE IX AMENDMENTS**

### **Section 1. Amendment by Members**

At any meeting of the members of the DCNABCJ at which a quorum is present in person, or by proxy, these Bylaws 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, or amendment.