

**By-Laws  
Of The  
National Association of Blacks in Criminal Justice**

**ARTICLE I**

**NAME AND STATUS**

**SECTION 1. NAME**

The name of the Association shall be the National Association of Blacks in Criminal Justice, Inc. (hereinafter referred to as NABCJ).

**SECTION 2. STATUS**

This Association shall be a non-profit corporation pursuant to and in accordance with the laws of the state of Georgia. This Association is a 501(c) (3) organization pursuant to the rules and certification of the United States Internal Revenue Service.

**ARTICLE II**

**PURPOSE**

**SECTION 1. PURPOSE**

NABCJ is a non-partisan and non-profit service organization whose purpose is to examine and act upon the needs of African-Americans and other minorities employed in both the public and private sectors of the criminal justice system, and to participate in the eradication of injustice in the American justice process.

**SECTION 2. OBJECTIVES**

1. To increase the number of African-Americans and other minorities as policy-makers in the criminal justice system.
2. To increase the number of African-Americans and other minorities as employees in the criminal justice system.
3. To contribute to the enactment of legislation and public policy which will have a developmental and fair impact on the criminal justice system.
4. To achieve equal justice for African-American or other minorities in the criminal justice system.

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## **ARTICLE III**

### **MEMBERSHIP**

#### **SECTION 1. TYPES OF MEMBERSHIP**

Any person or organization subscribing to the purpose and objectives of NABCJ shall be eligible for membership. The Board of Directors, herein after referred to as Board, shall establish categories of membership and a corresponding schedule of membership fees. Membership shall be available to anyone regardless of age, race, religion, color, national origin, marital status, disabilities, or sex.

The categories of membership are:

1. Life: Open to any individual. Allows for payment over a 24 month period.
2. Agency Affiliates: Open to public and private organizations and institutions.
3. Active: Open to any individual.
4. Student: Open to any full-time student who is not employed full-time.

#### **SECTION 2. MEMBERSHIP FEES**

There shall be a fee approved by the Board each calendar year for categories of membership. These fees shall provide dual membership and privileges in NABCJ and a local chapter of NABCJ or in the absence of a local affiliate chapter, the fees shall provide sole membership of NABCJ.

#### **SECTION 3. MAINTENANCE OF MEMBERSHIP**

The Board shall have the power and responsibility to terminate the membership of a member or Chapter for non-payment of dues; for behavior that conflicts with the Association's Constitution or by-laws, or for conduct that violates NABCJ code of ethics.

#### **SECTION 4. STANDING**

Any member(s) or Chapter(s) is in good standing with NABCJ as long as they meet the requirements as stated in section 3 above.

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**ARTICLE IV**

**BOARD OF DIRECTORS**

**SECTION 1. BOARD MEMBERSHIP**

1. Every member of the Board of Directors shall be a member of the Association.
2. The property and affairs of NABCJ shall be managed and controlled by the Board and shall consist of not less than twelve (12) or more than thirty-three (33) members.
3. The Board membership shall consist of three (3) representatives of each of the following regions of the United States: Northwest, Northeast, South, Southeast, Southwest and Midwest.
4. The Board shall also include the President of the Presidents Council, the Immediate Past President, and a member of the National Alliance of Faith and Justice (NAFJ) who represents NAFJ. The appointed positions shall include the Student Representative, Federal Employee Representative, the Caribbean Representative and a General position at Large.

**SECTION 2. ELECTION OF REGIONAL BOARD MEMBERS AND TERMS OF OFFICE**

- 1.A Board Representative shall be elected to a three (3) year term. No Representative shall be elected for more than two (2) consecutive three (3) year terms, except that a Representative appointed to fill an interim term may be elected to the aforementioned terms as well as serving the balance of the appointed term as an Interim Representative. No Representative shall be elected or re-elected during the same election year as another Representative for a region. Representatives elected to the Board for the same region must not be elected the same year.
- 2.The Chapter Presidents shall elect every two years, during an Annual Meeting, a President of the Presidents Council. A Chapter President must be in good standing in order to vote for the President of the Presidents Council. The President of the Presidents Council will represent the Chapter Presidents on the Board. The Presidents Council Representative shall be entitled to all the rights and privileges of any Representative on the Board except election as an Officer of the Board.
3. The election of the Regional Board Members shall take place at the site of and during the Annual Conference and Training Institute and the Annual Meeting. The election of Regional Board Members shall take place every year.

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**SECTION 3. ELECTION OF EXECUTIVE BOARD**

1.The President, Vice President, Secretary, Assistant Secretary, Treasurer and Assistant Treasurer shall be the elected Executive Officer positions of the Board and any Board Member present at the meeting may make nominations. A majority vote of the Board Members shall elect Executive Officers of the Board.

2.The election of the Executive Officers of the Board shall take place at the site of and during the Annual Conference and Training Institute and the Annual Meeting. The election of the Executive Board Officers shall take place every two years.

3. Each Executive Board Officer shall hold their elected position for a two year term.

**SECTION 4. INSTALLATION OF NEW OFFICERS**

The newly elected Board Officers and new members of the Board shall be installed at the Annual Conference and Training Institute and Annual Meeting and shall assume their respective duties effective August 1 each year.

**SECTION 5. BOARD VACANCIES**

Any vacancy on the Board may be filled by appointment of the President and confirmation by the Board. In the event that a Representative relocates to another region, the Representative shall serve until the end of their term. The Representative, if eligible, may be nominated as a Representative for the Board position in the new region, but is not eligible to seek election to another term in the former region.

**SECTION 6. MEETING OF THE BOARD**

The Board shall meet no less than twice a year including the Annual Meeting. Special meetings of the Board may be called by the President of the Board or by a majority vote of the Representatives. All such meetings, except closed meetings of the Board shall be open to any member in good standing. Any member wishing to address the Board shall make a written request to the Secretary at least fourteen (14) days before the meeting. Minutes of the meeting shall be taken, maintained, and distributed to each member of the Board thirty (30) days before the next meeting.

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## **SECTION 7. NOTICE OF MEETING**

Notice of all meetings shall be made to each Board Member specifying the time and location of the meeting. Notification shall be given at least sixty (60) days prior to the meeting.

## **SECTION 8. QUORUM**

A quorum shall be constituted by one-third (1/3) of the total Board Members present. Meetings with less than a quorum shall be unofficial and no voting may take place.

## **SECTION 9. ABSENCE OF BOARD MEMBERS**

The Board shall review the status of any Board Member who is absent for two (2) consecutive meetings without having been excused by the President. By a majority vote, the Board may determine whether a Representative shall continue as a Board Member, be suspended or removed for absenteeism.

## **SECTION 10. DUTIES OF THE BOARD MEMBERS**

The duties of the Board Members shall be such as are implied in their respective titles and as specified in official position descriptions, developed and formally approved by the Board. Each Board Member shall keep accurate records of their work and turn them over to their successor. However, it shall be the duty of each Board Member to further the purpose and objectives of NABCJ in his or her region as well as nationally. To this end, each Board Member shall: (1) work to develop new chapters; (2) serve as liaison between the membership of his or her region and the National Officers and Board Members; (3) communicate on a regular basis with the President and other Board Members; and (4) Provide Regional Activity Reports quarterly and at the Annual Meetings and (5) promote NABCJ as a professional organization striving to be a change agent in the field of criminal justice.

## **SECTION 11. REMOVAL OF BOARD MEMBERS AND APPOINTEES**

Any elected Board Members OR APPOINTEE shall be subject to removal by the Board “for cause” at any time by a majority vote, if, in the judgment of the Board, such action is in the best interest of NABCJ. The National President can appoint an ad-hoc committee or a person to investigate activity and report the results to the President and the Executive Committee. The Board Member is entitled to present their defense prior to any removal vote. Appointed positions serve at the pleasure of the President and can be un-appointed by the President at any time, especially by newly elected Presidents.

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**ARTICLE V**

**MEMBERSHIP MEETINGS**

**SECTION 1. ANNUAL MEETING**

NABCJ shall hold Annual Meeting of its membership at its Annual Conference and Training Institute.

**SECTION 2. NOTICE OF ANNUAL MEETING**

Written notice of each Annual Meeting, stating the date and time, shall be communicated to each member along with the Annual Conference and Training Institute marketing and announcement information and may be separately communicated as deemed appropriate.

**SECTION 3. QUORUM**

At the Annual Meeting of the membership, twelve (12) members shall constitute a quorum for the transaction of any business. In the absence of a quorum, the meeting may be held, however, the meeting shall be unofficial and no voting may take place.

**SECTION 4. VOTING**

Each member present shall be entitled to one (1) vote at the Annual Meeting. Action taken may be approved by a majority vote of the members present.

**SECTION 5. AGENDA**

The President in consultation with the Board shall prepare the agenda for the Annual Meeting. Members may submit agenda items to the Secretary not less than sixty (60) days prior to the meeting. New business items may be received at the request of the President.

**SECTION 6. ANNUAL REPORTS**

The President, Treasurer, Chief of Conference Planning and Operations shall each prepare an Annual Report.

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**ARTICLE VI**

**DUTIES OF OFFICERS OF THE BOARD**

**SECTION 1. PRESIDENT**

The President of the Board shall have general charge of the affairs of NABCJ, and shall; insure the implementation of the Purpose and Objectives of NABCJ and is the official spokesperson for the Association. The President shall appoint all Committee Chairs, preside at the meetings of the Membership, Board, and the Executive Committee. The President may assign other duties as needed.

**SECTION 2. VICE PRESIDENT**

The Vice President may perform all duties of the President upon request of the President, or in the event of their absence or disability. The Vice President provides general oversight for all Committees of the Board and may assume other duties as assigned by the President or the Board.

**SECTION 3. IMMEDIATE PAST PRESIDENT**

The Immediate Past President shall have general administrative duties and serve as a member of the Executive Committee. The President or the Board that assists in the administration of the organization may assign other duties as needed.

**SECTION 4. SECRETARY**

The Secretary shall attend and keep the minutes of all meetings of the Board and the minutes of the Annual Meeting; keep alphabetical records of all current NABCJ members and Chapters arranged by region. The records shall also contain the most current e-mail, work, home addresses and home telephone numbers of the members and Chapters. The Secretary may also assume other duties as assigned by the President or the Board.

**SECTION 5. ASSISTANT SECRETARY**

The Assistant Secretary may perform all duties of the Secretary at the request of the Secretary, or in their absence or disability. The Assistant Secretary may perform other duties as assigned by the President or the Board.

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**SECTION 6. TREASURER**

The Treasurer shall ensure that records of the Association's investments, properties, etc.. are properly maintained and appropriately reported. The Treasurer will work to ensure that financial reports are made to the Board, monitor the Association's annual audit and ensure that the result of such are reported and disclosed to the Board. The Treasurer will also make recommendations regarding the Association's fiscal policies, spending trends, and practices.

**SECTION 7. ASSISTANT TREASURER**

The Assistant Treasurer may perform all duties of the Treasurer at the request of the Treasurer, or in their absence or disability. The Assistant Treasurer may perform other duties as assigned by the President or the Board.

**SECTION 8. PARLIAMENTARIAN**

The Parliamentarian is appointed by the President and acts as a consultant to the President. The Duty of the Parliamentarian shall be to advise the President by ruling on the validity of the conduct of business at each meeting. The parliamentarian is not a board member, nor does this position have voting privileges.

**SECTION 9. COMPENSATION**

No officer or Representative of the Board shall receive any compensation for his or her services except for approved reimbursements.

**ARTICLE VII**

**COMMITTEES**

**SECTION 1. STANDING COMMITTEES**

1. Executive
2. Budget and Finance
3. Membership
4. Nominating

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5. Communications and Public Relations
6. Bylaws
7. Scholarship
8. Awards & Recognition
9. Presidents Council
10. Women Task Force
11. History and Research
12. Legal Affairs
13. Domestic Strategist
14. Conference Planning
15. US Caribbean Alliance of Criminal Justice and Social Justice
16. Past President or Chair

## **SECTION 2. VICE PRESIDENT OVERSIGHT**

The Vice President shall have general oversight responsibility for committee work and shall serve as the liaison from the Board to the Committee Chairs.

## **SECTION 3. COMMITTEE CHAIRS**

All Standing Committee Chairs shall be members of the Board unless the Board approves otherwise. Chairs of Ad Hoc Committees may be members of the Board or the members at large.

## **SECTION 4. EXECUTIVE COMMITTEE**

1. Composition. The Executive Committee shall consist of not less than five (5) and no more than eight (8) persons of who shall be the President, Immediate Past President, Vice President, Treasurer, and the Secretary. Other officers, e.g., the Legal Counsel, President's Advisor, Assistant Secretary and Assistant Treasurer may be appointed by the President to serve as members of the Executive Committee.

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2. The President of the Board shall also be the Chair of the Executive Committee. A quorum of the Executive Committee shall be one-half of its members.
3. The Executive Committee shall regularly report its proceedings to the Board at subsequent meetings.

2. Powers. The Executive Committee may exercise all the powers of the Board during the intervals between meetings of the Board. Except that it shall not have authority to change the Bylaws or submit to the Association any action requiring the approval of the Board or prohibited under the 501(c) (3) Corporation Law. The Executive Committee shall fix the compensation of any paid staff of NABCJ and evaluate staff performance. The Executive Committee shall recommend to the Board action on policy proposals and make office and conference purchases as allowed under a current and approved budget.

3. Meetings. The Executive Committee shall meet at least quarterly and shall be responsible for the affairs of the Association between meetings of the Board.

4. Other Meetings. The President as needed may convene other meetings, including by telephone conferencing.

## **SECTION 5. BUDGET AND FINANCE COMMITTEE**

The Budget and Finance Committee shall consist of not less than three (3) persons including the Treasurer, Chief of Conference Planning and Operations and Assistant Treasurer. The Treasurer shall be appointed as Chair of the Budget and Finance Committee. This Committee shall be responsible for the following activities:

1. Provide technical assistance to members and Chapters with financial questions or issues;
2. Develop the annual operating budget;
3. Assist in arranging and ensuring that the annual audit occurs;
4. Ensures that activities approved by the Board which requires funding conforms to budget restrictions; deleted and
5. The Treasurer will prepare the Annual Report; added semicolon
6. Develop a budget for the association which includes the annual Conference and Training Institute Budget;

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## **SECTION 6. MEMBERSHIP COMMITTEE**

The Membership Committee shall consist of not less than four (4) persons, two (2) of whom shall be Regional Representative. The National Office Manager will serve as an ex-officio member of this Committee. The President shall appoint the Chair of the Membership Committee with confirmation by the Board. This Committee shall be responsible for the recruitment of new members, making recommendations to the Board regarding membership categories and corresponding fee structures, the retention of members, and the affiliation requirements for new chapters or affiliates.

## **SECTION 7. NOMINATING COMMITTEE**

The President shall appoint the Nominating Committee Chair and shall appoint one Representative from each of the six regions as a member of the Committee along with three other members of the Committee. This Committee shall be responsible for reviewing nomination and election strategies, procedures, and making recommendations for improvements. This Committee shall also be responsible for designing and distributing ballots for election and designating a method of receiving and counting ballots.

## **SECTION 8. COMMUNICATIONS AND PUBLIC RELATIONS COMMITTEE**

The Communication and Public Relations Committee shall consist of not less than three (3) persons with two (2) being Regional Representatives. The President shall appoint the Chair of this Committee with confirmation of the Board. This Committee shall be responsible for promoting NABCJ, working with the Conference and Training Institute Planners to promote this annual event, publishing the Conference Daily Newsletter during the Conference and developing promotional materials including press releases.

## **SECTION 9. BYLAWS COMMITTEE**

The Bylaws Committee shall consist of at least three (3) Regional Representatives and three (3) other members. The President shall appoint the Chair of this Committee with confirmation by the Board. The Bylaws Committee shall be responsible for reviewing and preparing amendments to the Bylaws. The Bylaws Committee shall also assist the Board regarding the interpretation of the Bylaws and update the Bylaws annually.

## **SECTION 10. SCHOLARSHIP COMMITTEE**

The Scholarship Committee shall consist of not less than three (3) members, and one (1) shall be a Region Representative. The President shall appoint the Chair of this Committee with the confirmation of the Board. The Scholarship Committee shall develop the criteria and eligibility

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rules for scholarship candidates, shall make recommendations to the Board as to the winner(s) of the scholarships, and, shall make recommendations to the Board as to the amount of the scholarships.

## **SECTION 11. AWARDS AND RECOGNITION COMMITTEE**

The Awards and Recognition Committee shall consist of not less than three (3) persons, and one (1) shall be a Region Representative. The President shall appoint the Chair of this Committee with confirmation by the Board. The Awards and Recognition Committee shall develop the criteria and the eligibility rules for awards candidates and shall make recommendations to the Executive Committee as to the awards winners. The following awards shall be presented each year at the Annual Awards Recognition Ceremony.

1. William L. Hastie Award: This award is for national leadership in the field of criminal justice.
2. Jonathan Jasper Wright Award: This award is for leadership at the state level in the area of criminal justice.
3. Mary Church Terrell Award: This award is for activism and positive change in the field of criminal justice.
4. Medgar Evers Award: This award is for unselfish dedication to the ideals of fairness, equality and justice.
5. Chair Emeritus Award: This award is given to an individual who has demonstrated sustained and unselfish dedication to the advancement of the purpose and objectives of NABCJ.
6. Chair's Award: This award is given to an individual who has demonstrated leadership, dedication and contributions to NABCJ at the chapter or regional level.
7. Owens-Bell Award: This award is given to an individual for outstanding chapter development and leadership.
8. National President Recognition Award: This award is presented to a Board member, staff or other individual or agency for outstanding development and/or meritorious leadership that advances the purposes of the Association during the year.

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**SECTION 12. PRESIDENTS COUNCIL**

The Presidents Council shall consist of all Chapter Presidents who are in good standing and whose Chapter is in good standing. The Chapter Presidents shall elect a President and shall designate the President as the Representative to the Board for the Chapter Presidents. This person shall also participate in other Board activities as assigned. This Council shall represent the interests of the Chapter Presidents to the Board and assist in maintaining active and involved Chapters and keeping chapters abreast of national initiatives, directions and information. If currently serving as a Regional Representative, he/she shall not be eligible to serve as President of the Presidents Council.

**SECTION 13. WOMEN’S TASK FORCE COMMITTEE**

The Women’s Task Force Committee shall consist of not less than three (3) persons, and one (1) shall be a Regional Representative. The President shall appoint the Chair of this Committee with confirmation by the Board. The Chair or Co-Chairs may appoint representatives from each of the six regions, and other members necessary to fulfill the purposes of the committee. It shall be the purpose of this committee to enhance the recruitment, training, employment, recognition, and advancement of women professionals throughout the Criminal Justice System. An effort will be made to involve women and men, who are interested in the purpose of this committee, from all organizational levels. The method used to achieve this purpose shall include the sponsorship of a program or activities during the Annual Conference and Training Institute, networking and information sharing, meetings, and career and professional development activities.

**SECTION 14. HISTORY AND RESEARCH COMMITTEE**

The History and Research Committee shall consist of not less than three (3) persons, and one (1) shall be Regional Representative. The President shall appoint the Chair of this Committee with confirmation by the Board. The Chair of this Committee shall be responsible for appointing other members as appropriate for the accomplishments and attainment of the goals and objectives of this Committee. The Committee shall act as a Council on research and history. It shall be the purpose of this Committee to obtain, maintain and preserves the history of the Association through archiving records and publication and dissemination of such records. The purpose of this Committee also is to manage the research and survey information of the Association that may or may not be initiated by the Committee.

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**SECTION 15. LEGAL AFFAIRS**

The Legal Affairs Committee shall consist of not less than three (3) persons, and one (1) shall be a Regional Representative. The President shall appoint the Chair of this Committee with confirmation by the Board. The Chair of this Committee shall be responsible for appointing other members as appropriate, e.g., attorneys engaged in the active practice of corrections and criminal justice law on behalf of correctional agencies, institution, or the community. Others members of the Committee shall be knowledgeable about legal matters. The purpose of the Committee shall be to advise the Executive Committee and the Board of developments in the law relating to criminal justice and to develop materials relevant and useful to the Association.

**SECTION 16. DOMESTIC STRATEGIST**

The President shall appoint a Chief Domestic Strategist and other Strategists to develop program strategies for the organization and to carry out the duties and affairs as herein listed. It shall be the duties of the Domestic Strategists to determine need for change in laws affecting the purpose and objectives of the Association, and to be informed concerning bills to be introduced in the legislature of the states and the United States Congress which affect Association objectives and to report thereupon to the Board and to make its recommendation for appropriate action to be taken by the Association.

Upon authorization of the Board, Strategists shall represent the Association and its position on legislation, before any legislative body or bodies in which said legislation is pending, and before any other body, which is interested in such pending or proposed legislation. The Strategists, upon authorization by the Board and/or the approval by the Executive Committee, draft proposed bills, and undertake their introduction to and enactment by legislative bodies. Any emergency action taken by the Strategists shall be reported to the President at the earliest opportunity, for appropriate disposition.

**SECTION 17. CONFERENCE PLANNING**

The President shall appoint the Chief of Conference Planning and Operations with confirmation by the Board. The Chief shall be responsible for planning, organizing, and implementation of the Annual Conference and Training Institute. The Conference Chief shall adhere to the Board approved conference budget. The Executive Committee must approve any variance and request for line item changes. The President shall appoint a Chair of Conference Workshops with confirmation by the Board. The Chair will report to and work with the Chief of Conference

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Planning and Operations in developing workshops for the Annual Conference and Training Institute.

**ARTICLE VIII**

**MISCELLANEOUS**

**SECTION 1. PARLIAMENTARY AUTHORITY**

Except as otherwise provided by these Bylaws, the rules of procedure contained in Robert Rules of Order Newly Revised, shall govern.

**SECTION 2. FISCAL YEAR**

The fiscal year of the NABCJ shall be from January 1st to December 31st.

**SECTION 3. AUDIT**

A certified public accountant as approved by the Board on an annual basis shall audit financial transactions of the NABCJ and its accounts.

**SECTION 4. CHECKS**

The Treasurer or other appropriate designated officer(s) of the Board shall sign all checks, drafts and orders for payment.

**SECTION 5. BOND**

The Board shall require the Treasurer or Assistant Treasurer or any other officer or staff to be bonded, at the expense of the Association, for the faithful discharge of his or her duties in such amount and with such surety or sureties, as it shall determine.

**SECTION 6. AUTHORITY**

These Bylaws supersede all other Bylaws, resolutions, memoranda, policies or other writing heretofore promulgated by NABCJ.

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**ARTICLE IX**

**AMENDMENTS**

**SECTION 1. BOARD APPROVAL**

The Bylaws Committee shall submit in writing to the Board that any proposed amendment. The Board shall approve or disapprove the amendment to be introduced to the membership for modification.

**ARTICLE X**

**EXPULSION, SUSPENSION OR REMOVAL OF**

**CHAPTERS, OFFICERS AND MEMBERS**

**SECTION 1. CHAPTER FAILING TO REPORT STATUS AND/OR TO PAY AFFILIATION DUES**

If a Chapter or affiliate fails to report to the National Office their status for a period of two consecutive years, the Board may declare any or the entire Chapter vacant and order a new election, or expel, or suspend the Chapter. Notice of removal shall be sent to the resident, Secretary and Treasurer of the Chapter by registered mail at their last address listed on file with NABCJ. Immediately upon the service of notice by NABCJ, the officer(s) shall perform no official act and shall hold all records and monies of the Chapter, subject to disposition by the Board. If an affiliate fails to report to the National Office their status for a period of two consecutive years, NABCJ may disassociate and make null and void the affiliate relationship.

**SECTION 2. GROUNDS FOR DISCIPLINARY ACTION**

The NABCJ Board, upon satisfactory evidence that an Officer, Representative or member of the Association is guilty of conduct not in accord with the principles, aims and purposes of NABCJ as set out in the Bylaws and/or is guilty of conduct adverse to the best interests of NABCJ, may shall order expulsion, suspension or pursue other actions against such Officer, Representative or member, after full hearing in accord with the provisions of these Bylaws.

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**SECTION 3.COMPLAINTS**

A complaint against an Officer, Representative or member may be initiated by any three (3) members of NABCJ and must be signed by such members in a sworn affidavit and forwarded to the National Office by registered mail.

**SECTION 4. AUTHORITY OF PRESIDENT**

Where the President is convinced that there is danger of irreparable harm to the Association or involved Chapter and that immediate action is necessary, he or she may order the Officer, Representative or member suspended pending a due process hearing.

**SECTION 5. NOTICE OF COMPLAINT AND RIGHT TO ANSWER**

Upon receipt of a complaint or charge, the National Office will notify the National President. The National President shall then notify the Officer, Representative or member involved by certified mail of the complaint at his or her last address on file with the National Office. Such Officer, Representative or member shall have ten (10) days from the date of receipt of charges to file with the National Office his or her answer in writing to said charges. The ten (10) day period shall commence to run from the time a copy of the charges should have reached said Officer, Representative or member. The National President will ensure such complaint is appropriately resolved.

**SECTION 6. HEARING PROCEDURES**

The Board reserves the right to hear and act upon stated charges. The accused Officer, Representative or member is entitled to a hearing before the Board if he or she so desires, or he or she may elect to have the matter decided by the Board ex-parte based on the complaint and answer affidavits. Whether an oral hearing is requested or an ex-parte hearing takes place, such hearing shall be conducted by the Board unless the Board designates a special committee. A Board appointee shall act as counsel for the Board or committee, and the Officer, Representative or member may be represented by counsel and present oral or documentary evidence in his or her behalf relevant to the charges made.

**SECTION 7. NOTICE OF FINDINGS AND ACTIONS OF THE BOARD**

Notice of the findings and actions of the Board shall be sent by the President of the Board to the Officer, Representative or member by registered mail at his or her last address on file within ten (10) business days.

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**ARTICLE XI**

**REVOCATION AND SUSPENSION OF CHAPTER**

**SECTION 1. NOTICE OF FINDINGS AND ACTIONS OF THE BOARD**

The Charter received by the Chapter upon its admission to NABCJ may be revoked or suspended by the Board, if the Board shall deem it is in the best interest of the Association, provided, however, that a due process hearing on charges be held before the Board or before a special appointed committee, at which the Chapter may be represented by person or persons of its choice. Such Chapter suspension or revocation shall not invalidate the membership of any member of the Chapter in the Association.

**SECTION 2. NOTICE OF FINDINGS**

The National President shall send notice of findings and action of the Board by registered mail, to the President and Secretary of the Chapter. Upon receipt of the notice by the President or Secretary by mail, the Chapter shall cease to function and the officer shall forthwith forward all records, property and funds of the Chapter to the National Office where the same may be applied in its discretion for the benefit of the community wherein the Chapter was located.

**ARTICLE XII**

**TERMS OF AFFILIATION/DISAFFILIATION**

Terms of Affiliation and Disaffiliation shall be governed by rules contained in the document: **TERMS OF AFFILIATION/DISAFFILIATION BETWEEN THE NATIONAL ASSOCIATION OF BLACKS IN CRIMINAL JUSTICE AND AFFILIATE/CHAPTERS.**