

# The National Organization of Professional Black Natural Resources Conservation Service Employees

## Bylaws

### Article I - Government

#### Section 1: Laws

The laws of The Organization shall consist of the Constitution and Bylaws and additional regulations duly passed by the members and the Executive Board of The Organization. The Bylaws of The Organization shall be the secondary laws and rules governing the internal affairs of The Organization.

### Article II - Membership Classes

#### Section 1: Charter Membership

Charter membership was granted to those members of The Organization who financially supported The Organization prior to the ratification of the Constitution and Bylaws, July 14, 1992.

#### Section 2: Regular Membership

Any person that meets membership eligibility of The Organization as set forth in Article IV of the Constitution shall be deemed a regular member upon payment of current annual regular membership dues. (For amount, see Addendum A).

#### Section 3: Life Membership

Life membership shall be granted to any person eligible for regular membership as set forth in Article IV of the Constitution upon payment of current lifetime membership dues. (For amount, see Addendum A).

#### Section 4: Associate Membership

Associate membership shall be granted to any person who has rendered notable service in advancement of the objectives of The Organization upon an affirmative vote by ballot of three-fourths (75%) of the members eligible to vote. The members of The Organization may submit nominations for associate membership(s) to the Executive Board. The members shall be notified in writing, by the Executive Board, of any person nominated for associate membership at least one (1) month prior to the election for such purpose. Associate members shall have the rights and privileges of regular members, excluding the right to make motions and hold office. (For amount, see Addendum A).

# The National Organization of Professional Black Natural Resources Conservation Service Employees

## Bylaws

### Article I - Government

#### Section 1: Laws

The laws of The Organization shall consist of the Constitution and Bylaws and additional regulations duly passed by the members and the Executive Board of The Organization. The Bylaws of The Organization shall be the secondary laws and rules governing the internal affairs of The Organization. **The latest issue of Robert's Rules of Order shall be the means to conduct all official meetings of The Organization.**

### Article II - Membership

#### Section 1: Charter Membership

Charter membership was granted to those members of The Organization who **obtained membership and** financially supported The Organization prior to the ratification of the Constitution and Bylaws, July 14, 1992.

#### Section 2: Regular Membership

Regular membership shall be granted to any person who meets membership eligibility of The Organization as set forth in Article IV of the Constitution upon payment of current annual regular membership dues. (For amount, see Addendum A **of the Bylaws**).

#### Section 3: Life Membership

Life membership shall be granted to any person eligible for regular membership as set forth in Article IV of the Constitution upon payment of current lifetime membership dues. (For amount, see Addendum A of the Bylaws).

#### Section 4: Sustaining Life Membership

**Sustaining life membership shall be granted to any member that has paid current lifetime membership dues as set forth in Article IV of the Constitution, and continues to contribute funds annually in order for The Organization to be self-sustaining.**

#### Section 5: Sustaining Membership

**Sustaining membership shall be granted to any member that has paid current membership dues as set forth in Article IV of the constitution, and continues to pay additional funds to sustain The Organization.**

### **Section 5: Honorary Membership**

Honorary membership shall be granted, by a majority vote of the Executive Board, to any person based on meritorious service performed as deemed appropriate in alignment with the goals and objectives of The Organization. Any member of the Executive Board may submit nominations for honorary membership(s). Individuals receiving honorary members shall pay no dues for membership for that period (one year) in which the honorary membership has been granted. Honorary members shall have the rights and privileges of regular members, excluding the right to make motions, vote and hold office. Members of local chapters may make nominations for honorary membership to regional representatives for submission to the Executive Board.

### **Section 6: Institutional or Organizational Membership**

Any institution or organization which subscribes to the purpose of The Organization as set forth in the Constitution shall be eligible for membership after having been approved by the members upon an affirmative vote by ballot of three-fourths (75%) of the members eligible to vote. The members shall be notified in writing, by the Executive Board, of any group nominated for institutional or organizational membership at least one (1) month prior to the election for such purpose. Institutional or organizational members shall have all of the rights and privileges of regular members except those of holding office. Institutional or organizational membership shall be recognized as one member having one vote. (For amount, see Addendum A).

## **Article III - Membership Dues**

### **Section 1: Term of Membership**

The term of membership shall cover a twelve (12) month period to commence January 1st through December 31st of the same calendar year.

### **Section 2: New Membership**

The term of new memberships shall cover the period from the date of receipt of such membership dues through December 31st of the same calendar year. Membership dues shall not be prorated for new members.

### **Section 3: Renewal of Membership**

Members of The Organization shall accept responsibility to financially support such entity through the payment of membership dues within one (1) month of the commencement of the new membership period. Membership dues paid at The Organization's annual meeting shall be applied to meet membership obligation for the following year; thus, the member shall be covered for the period of January 1st through December 31st of the following year.

**See Article VI**

### **Section 6: Student Membership**

Student membership shall be granted to any person that is currently enrolled in high school or an institution of higher education that are involved with natural resource related organizations and meet membership eligibility of The Organization as set forth in Article IV of the Constitution upon payment of the current annual student membership dues. (For amount, see Addendum A of the Bylaws).

### **Section 7: Associate Membership**

Associate membership shall be granted to any person who has rendered notable service in advancement of the objectives of The Organization upon an affirmative vote by ballot of three-fourths (75%) of the members eligible to vote. The members of The Organization may submit nominations for associate membership(s) to the Executive Board. The members shall be notified in writing, by the Executive Board, of any person nominated for associate membership at least **three (3) weeks** prior to the election for such purpose. Associate members shall have the rights and privileges of regular members, excluding the right to make motions and hold office. (For amount, see Addendum A **of the Bylaws**).

### **Section 8: Honorary Membership**

Honorary membership shall be granted, by a majority vote of the Executive Board, to any person based on meritorious service performed as deemed appropriate in alignment with the goals and objectives of The Organization. Any member of the Executive Board may submit nominations for honorary membership(s). Individuals receiving honorary members shall pay no dues for membership for the current **calendar year** in which the honorary membership has been granted. Honorary members shall have the rights and privileges of regular members, excluding the right to make motions, vote and hold office. Members of local chapters may make nominations for honorary membership to regional representatives for submission to the Executive Board.

### **Section 9: Institutional or Organizational Membership**

Any institution or organization which subscribes to the purpose of The Organization as set forth in the Constitution shall be eligible for membership after having been approved by the members upon an affirmative vote by ballot of three-fourths (75%) of the members eligible to vote. The members shall be notified in writing, by the Executive Board, of any group nominated for institutional or organizational membership at least **three (3) weeks** prior to the election for such purpose. Institutional or organizational members shall have all of the rights and privileges of regular members except those of holding office. Institutional or organizational membership shall be recognized as one member having one vote. (For amount, see Addendum A **of the Bylaws**).

### **Section 10: Terms of Membership**

The term of membership shall cover a twelve (12) month period to commence January 1st through December 31st of the same calendar year.

**Section 11: New Membership**

The term of new memberships shall cover the period from the date of receipt of such membership dues through December 31st of the same calendar year. Membership dues shall not be prorated for new members.

**Section 12: Renewal of Membership**

Members of The Organization shall accept responsibility to financially support such entity through the payment of membership dues within thirty (30) days of the commencement of the new membership period. Membership dues paid at The Organization's annual meeting shall be applied to meet membership obligation for the following year; thus, the member shall be covered for the period of January 1st through December 31st of the following year.

**Article III - Executive Board**

**Section 1: Major Duties of the Executive Board**

- A. It shall be the duty of the Executive Board to manage, conduct and have general supervision over the affairs of The Organization.
- B. It shall be the duty of the President to call meetings of the Executive Board at least three weeks prior to all regular meetings of The Organization.
- C. If a vacancy occurs among the officers other than the President, an interim appointment shall be made by the President subject to the approval of the majority of the Executive Board.
- D. Should neither the President nor the Vice-President be present at the meeting, the members of the Executive Board shall select a chairperson for the meeting.
- E. The Executive Board shall set the date, time and place of meetings of The Organization, with input from the eligible members.
- F. **The Executive Board may authorize disbursements up to \$2,000.00 for special contingencies without prior approval of the eligible members, not to exceed \$4,000.00 per year.**
- G. The Executive Board shall be authorized to make any necessary expenditure(s) for any activities approved by the eligible members.
- H. No member of the Executive Board may serve as a chairperson of any standing committee, excluding the office of Vice-President which shall serve as chairperson of the Audit Committee.
- I. The Executive Board shall prepare the official program(s) for all of The Organization sponsored events which require program formats, speakers, presenters, etc.
- J. The Executive Board shall prepare and/or approve the official publications of The Organization.
- K. The Executive Board may call upon chairpersons of standing and ad hoc committees to make presentations as deemed appropriate. However,

**Article IV - Duties of Officers**

**Section 1: President**

The major duties of the President shall be to:

- A. Serve as chief executive officer of The Organization and preside at all meetings of The Organization and its Executive Board.
- B. Act as official spokesperson for The Organization.
- C. Serve as ex-officio member of all committees.
- D. Fill office vacancies in the manner prescribed by the Constitution and Bylaws.
- E. Establish ad hoc committees as deemed necessary by the eligible members or the Executive Board, subject to the approval of the Executive Board.

- F. Appoint the chairpersons of standing and ad hoc committees with approval of the Executive Board.
- G. Appoint members of standing and ad hoc committees or authorize the chairpersons of such committees to appoint the committee membership. Committee membership appointments shall be subject to the approval of the Executive Board.
- H. Ensure that all elected officers, regional representatives, and chairpersons of standing and ad hoc committees perform their respective duties as set forth in the Constitution and Bylaws.
- I. Call regular and special meetings of The Organization and the Executive Board as set forth in Article XI of the Constitution.
- J. Perform other such duties as shall be imposed upon him/her by resolution of the Executive Board and/or the members.
- K. Enforce observance of the Constitution and Bylaws of The Organization throughout The Organization.
- L. Provide for an annual financial audit prior to the annual financial report.
- M. Sign only those agreements obligating The Organization to conditions that are consistent with the Constitution and Bylaws or established policies of The Organization.
- N. Make commitments for The Organization subject to ratification by a majority of the Executive Board.
- O. Make emergency expenditures up to \$500.00 for special contingencies without prior approval, not to exceed \$1000.00 per year. However, further expenditures shall be subject to approval by the Executive Board.

**Section 2: Vice-President**

The major duties of the Vice-President shall be to:

- 16. Serve as an official member of the Executive Board.
- 17. Assist the President to conduct the activities of The Organization.
- C. Perform the duties of the President in his/her absence.
- D. Complete the un-expired term of the President in the event that a vacancy occurs.
- E. Act as liaison between the Executive Board and the chairpersons of the standing committees.
- F. Serve as chairperson of the Audit Committee.

**Section 3: Recording Secretary**

The major duties of the Recording Secretary shall be to:

- A. Serve as an official member of the Executive Board.
- B. Keep accurate and complete records of all proceedings of The Organization and Executive Board in the Minutes Book of The Organization, and shall be responsible for their presentation. Upon approval, these records shall serve as the official Minutes of The Organization.

such chairpersons do not have voting privileges, or the right to make or second motions of such proceedings.

- L. A quorum for transactions of the Executive Board shall consist of a majority of the Board members.

**Section 2: Major Duties of Elected Officers and Immediate Past President**

**President**

The major duties of the President shall be to:

- A. Serve as chief executive officer of The Organization and preside at all meetings of The Organization and its Executive Board.
- B. Act as official spokesperson for The Organization.
- C. Serve as ex-officio member of all committees except the nominations and election committee.
- D. Fill office vacancies in the manner prescribed by the Constitution and Bylaws.
- E. Establish ad hoc committees as deemed necessary by the eligible members or the Executive Board, subject to the approval of the Executive Board.
- F. Appoint the chairpersons of standing and ad hoc committees with approval of the Executive Board.
- G. Appoint members of standing and ad hoc committees or authorize the chairpersons of such committees to appoint the committee membership. Committee membership appointments shall be subject to the approval of the Executive Board.
- H. Ensure that all elected officers, regional representatives, and chairpersons of standing and ad hoc committees perform their respective duties as set forth in the Constitution and Bylaws.
- I. Call regular and special meetings of The Organization and the Executive Board as set forth in Article XI of the Constitution.
- J. Perform other such duties as shall be imposed upon him/her by resolution of the Executive Board and/or the members.
- K. Enforce observance of the Constitution and Bylaws of The Organization throughout The Organization.
- L. Provide for an annual financial audit prior to the annual financial report.
- M. Sign only those agreements obligating The Organization to conditions that are consistent with the Constitution and Bylaws or established policies of The Organization.
- N. Make commitments for The Organization subject to ratification by a majority of the Executive Board.
- O. Make emergency expenditures up to **\$1,000.00** for special contingencies without prior approval, not to exceed **\$2,000.00** per year. However, further expenditures shall be subject to approval by the Executive Board.

**Vice-President**

The major duties of the Vice-President shall be to:

- A. Serve as an official member of the Executive

- C. Determine those members eligible to participate in business transactions of The Organization.
- D. Notify Board members of meetings of the Executive Board.

**Section 4: Correspondence Secretary**

The major duties of the Correspondence Secretary shall be to:

- A. Serve as an official member of the Executive Board.
- B. Prepare correspondence for The Organization as the President or Executive Board may direct.
- C. Prepare and disseminate to members of the Executive Board and the chairpersons of standing and ad hoc committees copies of the Minutes of the meetings of The Organization, and/or copies of other material as deemed necessary by the President.
- D. Prepare and disseminate information to eligible members of The Organization as directed by the President or the Executive Board.
- E. Notify the eligible members of general or special meetings. At times, such notifications to the eligible members may be through the regional representatives.

**Section 5: Treasurer**

The Treasurer shall be bonded

The major duties of the Treasurer shall be to:

- A. Serve as an official member of the Executive Board.
- B. Have custody of all funds of The Organization that shall be deposited in checking and/or saving accounts in a financial institution(s) approved by the Executive Board.
- C. Maintain a complete and accurate accounting of all funds.
- D. Make all disbursements and withdrawals by check(s) signed by the Treasurer and one of the following elected officers: President or Recording Secretary.
- E. Submit a report at each regular meeting of The Organization which covers receipts, expenditures and balances of funds on hand.
- F. Make a full financial report at the end of each calendar year, with written copies circulated to the membership body.

**Section 6: Parliamentarian**

The major duties of the Parliamentarian shall be to:

- A. Serve as an official member of the Executive Board.
- B. Assist the chairpersons and members in the resolution of formal questions concerning the method and conduct of meetings of The Organization and its Executive Board in accordance with "Robert's Rules of Order".
- C. Ensure that meetings of the Executive Board are conducted in accordance with Robert's Rules of Order.

Board.

- B. Assist the President to conduct the activities of The Organization.
- C. Perform the duties of the President in his/her absence.
- D. Complete the un-expired term of the President in the event that a vacancy occurs.
- E. Act as liaison between the Executive Board and the chairpersons of the standing committees.
- F. Serve as chairperson of the Audit Committee.

**Recording Secretary**

The major duties of the Recording Secretary shall be to:

- A. Serve as an official member of the Executive Board.
- B. Keep accurate and complete records of all proceedings of The Organization and Executive Board in the Minutes Book of The Organization, and shall be responsible for their presentation. Upon approval, these records shall serve as the official Minutes of The Organization.
- C. Determine those members eligible to participate in business transactions of The Organization.
- D. Notify Board members of meetings of the Executive Board.

**Correspondence Secretary**

The major duties of the Correspondence Secretary shall be to:

- A. Serve as an official member of the Executive Board.
- B. Prepare correspondence for The Organization as the President or Executive Board may direct.
- C. Prepare and disseminate to members of the Executive Board and the chairpersons of standing and ad hoc committees copies of the Minutes of the meetings of The Organization, and/or copies of other material as deemed necessary by the President.
- D. Prepare and disseminate information to eligible members of The Organization as directed by the President or the Executive Board.
- E. Notify the eligible members of general or special meetings. At times, such notifications to the eligible members may be through the regional representatives.

**Treasurer**

The major duties of the Treasurer shall be to:

- A. Serve as an official member of the Executive Board.
- B. Have custody of all funds of The Organization that shall be deposited in checking and/or saving accounts in a financial institution(s) approved by the Executive Board.
- C. Maintain a complete and accurate accounting of all funds.
- D. Make all disbursements and withdrawals by check(s) signed by the Treasurer and one of the following elected officers: President or

- D. Ensure that meetings of The Organization are conducted in accordance with Robert's Rules of Order.
- E. Serve as a member of Constitution and Bylaws committee.

**Section 7: Historian**

The major duties of the Historian shall be to:

- 18. Serve as an official member of the Executive Board.
- B. Develop and maintain a tracking mechanism to facilitate capturing the contributions that Blacks have made to the agency and The Organization.
- C. Maintain the history of The Organization.
- D. Ensure that historical records of The Organization are captured for future reflection and reference.
- E. Develop archives and historical files to retain the accomplishments of The Organization and the membership body.

**Section 8: Immediate Past President**

The major duties of the Immediate Past President shall be to:

- A. Serve as an official member of the Executive Board.
- B. Assist the President in the conduct of activities of The Organization by sharing presidential knowledge and experiences of the previous administration.
- C. Facilitate the activities of the incoming and outgoing Executive Boards to ensure an effective and smooth transition of administrations.

**Article V - Duties of Regional Representatives**

**Section 1: Responsibilities**

The major duties of each Regional Representative shall be to:

- A. Serve as an official member of the Executive Board.
- B. Serve as the liaison between the respective region's eligible members and the Executive Board.
- C. Serve as the nucleus of the communication network through which eligible members shall be kept informed of the items and issues of interest that come to the attention of The Organization. Keep respective region's membership abreast of the decisions of the Executive Board.
- D. Serve as the liaison to individual member(s), state appointed representative(s) and local chapters of The Organization.
- E. Serve as a linkage between The Organization and state management and employees in the agency within the respective region.
- F. Provide information and guidance to eligible members within the respective region through the use of written correspondence, teleconference, regional meetings, etc.
- G. Ensure compliance of the Constitution and Bylaws of The Organization throughout the respective

Recording Secretary.

- E. Submit a report at each regular meeting of The Organization which covers receipts, expenditures and balances of funds on hand.
- F. Make a full financial report at the end of each calendar year, with written copies circulated to the membership body.

**G. The Treasurer shall be bonded**

**Parliamentarian**

The major duties of the Parliamentarian shall be to:

- A. Serve as an official member of the Executive Board.
- B. Assist the chairpersons and members in the resolution of formal questions concerning the method and conduct of meetings of The Organization and its Executive Board in accordance with "Robert's Rules of Order".
- C. Ensure that meetings of the Executive Board are conducted in accordance with Robert's Rules of Order.
- D. Ensure that meetings of The Organization are conducted in accordance with Robert's Rules of Order.
- E. Serve as a member of Constitution and Bylaws committee.

**Historian**

The major duties of the Historian shall be to:

- A. Serve as an official member of the Executive Board.
- B. Develop and maintain a tracking mechanism to facilitate capturing the contributions that Blacks have made to the agency and The Organization.
- C. Maintain the history of The Organization.
- D. Ensure that historical records of The Organization are captured for future reflection and reference.
- E. Develop archives and historical files to retain the accomplishments of The Organization and the membership body.

**Immediate Past President**

The major duties of the Immediate Past President shall be to:

- A. Serve as an official member of the Executive Board.
- B. Assist the President in the conduct of activities of The Organization by sharing presidential knowledge and experiences of the previous administration.
- C. Facilitate the activities of the incoming and outgoing Executive Boards to ensure an effective and smooth transition of administrations.
- D. Chair the Committee of Judges**

**Section 3: Major Duties of Regional Representative**

- A. Serve as Official Member of the Executive Board.
- B. Serve as the liaison between the respective region's eligible members and the Executive Board.

- region.
- H. Serve as the liaison between the Executive Board and the respective local entity expressing the desire to establish a local chapter. Ensure that such entity has provided documentation to support charter request and has concurrence of the Constitution and Bylaws Committee.
- I. Provide support to local chapters as deemed necessary or as requested.
- J. Submit budget requests to the Budget Committee to support activities of respective region's members in conformance with the Strategic Plan of The Organization and the responsibilities of the regional representative, as well as in compliance with the Constitution and Bylaws.
- K. Recognize members' accomplishments in advancement of the goals and objectives of The Organization.
- L. Submit reports of regional activities, as well as the activities of local chapter(s) as directed.
- M. Assist in updating the respective region's membership list, conduct membership drives in respective region and enforce membership policy within the region.

**Article VI - Duties of the Executive Board**

**Section 1: Responsibilities**

The major duties of the Executive Board:

- A. It shall be the duty of the Executive Board to manage, conduct and have general supervision over the affairs of The Organization.
- B. It shall be the duty of the President to call meetings of the Executive Board at least ten (10) days prior to all regular meetings of The Organization.
- C. If a vacancy occurs among the officers other than the President, an interim appointment shall be made by the President subject to the approval of the majority of the Executive Board.
- D. Should neither the President nor the Vice-President be present at the meeting, the members of the Executive Board shall select a chairperson for the meeting.
- E. The Executive Board shall set the date, time and place of meetings of The Organization, with input from the eligible members.
- F. The Executive Board may authorize disbursements up to \$2000.00 for special contingencies without prior approval of the eligible members.
- G. The Executive Board shall be authorized to make any necessary expenditure(s) for any activities approved by the eligible members.
- H. No member of the Executive Board may serve as a chairperson of any standing committee, excluding the office of Vice-President which shall serve as chairperson of the Audit Committee.
- I. The Executive Board shall prepare the official program(s) for all of The Organization sponsored events which require program formats, speakers, presenters, etc.
- J. The Executive Board shall prepare and/or approve the official publications of The Organization.
- K. The Executive Board may call upon chairpersons of

- C. Serve as the nucleus of the communication network through which eligible members shall be kept informed of the items and issues of interest that come to the attention of The Organization, and keep respective region's membership abreast of the decisions of the Executive Board.
- D. Serve as the liaison to individual member(s), state appointed representative(s) and local chapters of The Organization.
- E. Serve as a linkage between The Organization and state management and employees in the agency within the respective region.
- F. Provide information and guidance to eligible members within the respective region through the use of written correspondence, teleconference, regional meetings, etc.
- G. Ensure compliance of the Constitution and Bylaws of The Organization throughout the respective region.
- H. Serve as the liaison between the Executive Board and the respective local entity expressing the desire to establish a local chapter. Ensure that such entity has provided documentation to support charter request and has concurrence of the Constitution and Bylaws Committee.
- I. Provide support to local chapters as deemed necessary or as requested.
- J. Submit budget requests to the Budget Committee to support activities of respective region's members in conformance with the Strategic Plan of The Organization and the responsibilities of the regional representative, as well as in compliance with the Constitution and Bylaws.
- K. Recognize members' accomplishments in advancement of the goals and objectives of The Organization.
- L. Submit reports of regional activities, as well as the activities of local chapter(s) as directed.
- M. Assist in updating the respective region's membership list, conduct membership drives in respective region and enforce membership policy within the region.
- N. **Serve on the Nomination and Election Committee**

**Article IV - Local Chapters**

**Section 1: Chapter Charters**

- A. Such requests shall include a list of interim officers elected by a majority of the current members from that entity or geographical area and a draft copy of the entities constitution and bylaws.
- B. Local chapters may be granted charters immediately by the Executive Board based on the regional representative's recommendation and the approval of the Executive Board. Prior to such actions being taken, the respective regional representative shall ensure that all documentation provided to support the charter has concurrence of the Constitution and Bylaws Committee.

standing and ad hoc committees to make presentations as deemed appropriate. However, such chairpersons do not have voting privileges, nor the right to make or second motions of such proceedings.

- L. A quorum for transactions of the Executive Board shall consist of a majority of the Board members.

## **Article VII - Local Chapter**

### **Section 1: Chapter Charters**

- A. Such requests shall include a list of interim officers elected by a majority of the current members from that entity or geographical area and a draft copy of the entities constitution and bylaws.
- B. Local chapters may be granted charters immediately by the Executive Board based on the regional representatives recommendation and the approval of the Executive Board. Prior to such actions being taken, the respective regional representative shall ensure that all documentation provided to support the charter has concurrence of the Constitution and Bylaws Committee.
- C. Local chapters shall be allowed to operate for an interim period under the Constitution and Bylaws of The Organization, in lieu of finalizing their respective Constitution and Bylaws. However, if such interim period of operation extends beyond twelve (12) months, without taking action of adoption of the Constitution and Bylaws, the President and the Executive Board shall take action to revoke such charter.

**See Article X**

## **Article VIII - Standing Committees**

- C. Local chapters shall be allowed to operate for an interim period under the Constitution and Bylaws of The Organization, in lieu of finalizing their respective Constitution and Bylaws. However, if such interim period of operation extends beyond twelve (12) months, without taking action of adoption of the Constitution and Bylaws, the President and the Executive Board shall take action to revoke such charter.

## **Article V - Meetings**

### **Section 1: Procedures**

Meetings of The Organization shall be called at least once a year by the President on dates to be set by the Executive Board. Meetings may be called at such times as a majority of the Executive Board so request. The membership shall be notified of such meetings as set forth in the Constitution and Bylaws. Location of the annual meeting will be determined by majority vote of members present. Meetings of The Organization shall be conducted in an orderly, democratic manner, and in case of dispute, the most recent available edition of Robert's Rules of Order shall apply.

### **Section 2: Quorums**

**An Executive Board quorum shall consist of a majority of the Executive Board members.** An Executive Board quorum shall consist of a majority of Executive Board members. A quorum for the transaction of business at any meeting of The Organization shall consist of one-fourth (25%) of the eligible membership.

## **Article VI - Committees**

### **Section 1: Standing Committees**

#### **Duties and Responsibilities**

- A. Standing committees are integral components of The Organization to achieve the goals and objectives as set forth in the Constitution.
- B. Standing committees shall be designated, directed and approved by the Executive Board of The Organization and shall operate in a manner prescribed by the Constitution and Bylaws.
- C. Standing committees shall only engage in activities or exercise powers in the advancement of The Organization.

#### **Chairpersons**

- A. Chairpersons shall be eligible members of The Organization appointed each year by the President, subject to approval of the Executive Board. Chairpersons shall select their own vice-chairperson and secretary as deemed necessary.
- B. Chairpersons shall serve from the time of appointment until the end of the calendar year appointed or for a period of time as deemed necessary by the Executive Board.
- C. A chairperson may be called upon to make

**Section 1: Duties and Responsibilities**

- A. Standing committees are integral components of The Organization to achieve the goals and objectives as set forth in the Constitution.
- B. Standing committees shall be designated, directed and approved by the Executive Board of The Organization and shall operate in a manner prescribed by the Constitution and Bylaws.
- C. Standing committees shall only engage in activities or exercise powers in the advancement of The Organization.

**Section 2: Chairpersons**

- A. Chairpersons shall be eligible members of The Organization appointed each year by the President, subject to approval of the Executive Board. Chairpersons shall select their own vice-chairperson and secretary as deemed necessary.
- B. Chairpersons shall serve from the time of appointment until the end of the calendar year appointed or for a period of time as deemed necessary by the Executive Board.
- C. A chairperson may be called upon to make presentations to the Executive Board as deemed appropriate.
- D. The Vice-President of The Organization shall serve as liaison between the Executive Board and the chairpersons; however, the chairpersons of standing committees shall report activities to the Executive Board.

**Section 3: Committee Membership**

- A. Members shall be appointed by the President or Chairperson, subject to the approval of the Executive Board.
- B. Committee members shall be members holding eligible membership status within The Organization as set forth by the Constitution and Bylaws.
- C. Members of standing committees shall serve from the time of appointment until the end of the calendar year appointed or for a period of time as deemed necessary by the Executive Board.

**Section 4: Standing Committees**

The standing committees of The Organization shall be the: Advisory Committee on Professional Excellence; Agriculture Committee; Audit Committee; Budget Committee; Communications Committee; Constitution and Bylaws Committee; Employment and Career Development Committee; Historically Black Colleges and Universities Committee; Liaison Committee; Planning Committee; Program Committee; Urban Committee; and Ways and Means Committee.

**Section 5: Advisory Committee on Professional Excellence**

The Advisory Committee on Professional Excellence shall:

- A. Consist of members of The Organization who are

presentations to the Executive Board as deemed appropriate.

- D. The Vice-President of The Organization shall serve as liaison between the Executive Board and the chairpersons; however, the chairpersons of standing committees shall report activities to the Executive Board.

**Committee Membership**

- A. Members shall be appointed by the President or Chairperson, subject to the approval of the Executive Board.
- B. Committee members shall be members holding eligible membership status within The Organization as set forth by the Constitution and Bylaws.
- C. Members of standing committees shall serve from the time of appointment until the end of the calendar year appointed or for a period of time as deemed necessary by the Executive Board.

**Section 2: List of Standing Committees**

The standing committees of The Organization shall be the: Advisory Committee on Professional Excellence; Agriculture Committee; Audit Committee; Budget Committee; Communications Committee; Constitution and Bylaws Committee; Employment and Career Development Committee; Historically Black Colleges and Universities Committee; Liaison Committee; Planning Committee; Program Committee; Urban Committee; and Ways and Means Committee.

**Advisory Committee on Professional Excellence**

The Advisory Committee on Professional Excellence shall:

- A. Consist of members of The Organization who are strategic thinkers and visionaries with a clear understanding of the agency's direction.
- B. Serve in an advisory role to the President and the Executive Board.
- C. Provide advice and counsel to the President to develop and communicate The Organization's vision of what constitutes professionalism.
- D. Assist with identification and realization of the proper focus for professional development activities.
- E. Serve as a coach to the Executive Board.
- F. Provide advice and counsel to the Executive Board to assist with the development of a national business plan which incorporates strategic thinking to advance The Organization.
- G. Help guide efforts to refresh and reinforce the members and agency's understanding of The Organization's mission and objectives.
- H. Assist in identifying how The Organization can be of assistance to the NRCS, USDA, partners and others.
- I. Serve from the time of appointment until the end of the calendar year appointed or for a period of time as deemed necessary by the Executive Board.

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- B. Serve in an advisory role to the President and the Executive Board.
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  - G. Help guide efforts to refresh and reinforce the members and agency's understanding of The Organization's mission and objectives.
  - H. Assist in identifying how The Organization can be of assistance to the NRCS, USDA, partners and others.
  - k. Serve from the time of appointment until the end of the calendar year appointed or for a period of time as deemed necessary by the Executive Board.

**Section 6: Agriculture Committee**

- The Agriculture Committee shall:
- A. Provide the members with a mechanism to promote soil, water and related resources conservation in the historically under served communities.
  - B. Enhance members awareness and keep them abreast of local, state, national and international concerns in agriculture.
  - C. Enhance awareness of Blacks in foreign and domestic agricultural achievements and opportunities.
  - D. Assess the role(s) of Blacks in economic development programs B domestic and foreign.
  - E. Assess the distribution of wealth, including land tenure, inheritance taxes and related problems as it pertains to historically under served communities.
  - F. Analyze agricultural policy and administration and comparisons among counties, especially as it pertains to small-scale agribusiness.
  - G. Assess the role(s) of international organizations, including cartels.
  - H. Assess the involvement of Blacks in production and marketing structures for agriculture in Africa and other developing nations.
  - I. Work with grassroots and community based organization(s) to inform historically under served farmers of technical assistance and services available through USDA.

**Section 7: Audit Committee**

- A. Assume responsibility for auditing the financial books and records of The Organization annually prior to the end of each calendar year.
- B. The Vice-President and the chairperson of the

**Agriculture Committee**

- The Agriculture Committee shall:
- A. Provide the members with a mechanism to promote soil, water and related resources conservation in the historically under served communities.
  - B. Enhance member's awareness and keep them abreast of local, state, national and international concerns in agriculture.
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  - H. Assess the involvement of Blacks in production and marketing structures for agriculture in Africa and other developing nations.
  - I. Work with grassroots and community based organization(s) to inform historically under served farmers of technical assistance and services available through USDA.

**Audit Committee**

- The Audit Committee shall:
- A. Assume responsibility for auditing the financial books and records of The Organization annually prior to the end of each calendar year.
  - B. The Vice-President and the chairperson of the Ways and Means Committee shall serve as official members of the Audit Committee.
  - C. The President and Treasurer shall serve as ex-officio members of the Audit Committee.

**Budget Committee**

- The Budget Committee shall:
- A. Develop and present to the eligible members the annual and multi-year budget of The Organization upon prior approval by the Executive Board.

**Communications Committee**

- The Communications Committee shall:
- A. Develop an annual communication and information plan for presentation to the Executive Board.
  - I. Assume responsibility for quarterly issuance of "The Link" The Organization's official newsletter.
  - B. Provide a forum to disseminate information to eligible members, partners, and internal and external sources of The Organization as deemed necessary.

Ways and Means Committee shall serve as official members of the Audit Committee.

- C. The President and Treasurer shall serve as ex-officio members of the Audit Committee.

**Section 8: Budget Committee**

The Budget Committee shall

Develop and present to the eligible members the annual and multi-year budget of The Organization upon prior approval by the Executive Board.

**Section 9: Communications Committee**

The Communications Committee shall:

- A. Develop an annual communication and information plan for presentation to the Executive Board.
- 19. Assume responsibility for quarterly issuance of "The Link" The Organization's official newsletter.
- C. Provide a forum to disseminate information to eligible members, partners, and internal and external sources of The Organization as deemed necessary.

**Section 10: Constitution and Bylaws Committee**

The Constitution and Bylaws Committee shall:

- A. Review and recommend to the Executive Board, for approval, all proposed amendments to the Constitution and Bylaws of The Organization prior to submission in writing to the eligible members, in accordance with Article X of the Constitution.
- B. Ensure that the Constitution and Bylaws of The Organization adequately and accurately reflect the laws, regulations, focus, responsibilities and organizational structure.
- C. Ensure that the Constitution and Bylaws of The Organization reflect amendments approved and adopted by the membership.
- D. Ensure that the members receive written copies of the Constitution and Bylaws with adopted amendment(s) as set forth in Article X of the Constitution.
- E. Review local chapter Constitution and Bylaws for compliance with The Organization.

**Section 11: Employment and Career Development Committee**

The Employment and Career Development Committee shall:

- A. Facilitate development of members leadership and other skills by sponsoring training workshops and seminars. Provide information to facilitate employees self development.
- B. Facilitate the employment of Blacks in agriculture, both domestic and foreign areas with regards to public and private employment.
- C. Develop a marketing plan for the recruitment, retention, development and advancement of Blacks in the agricultural field.

**Constitution and Bylaws Committee**

The Constitution and Bylaws Committee shall:

- A. Review and recommend to the Executive Board, for approval, all proposed amendments to the Constitution and Bylaws of The Organization prior to submission in writing to the eligible members, in accordance with Article X of the Constitution.
- B. Ensure that the Constitution and Bylaws of The Organization adequately and accurately reflect the laws, regulations, focus, responsibilities and organizational structure.
- C. Ensure that the Constitution and Bylaws of The Organization reflect amendments approved and adopted by the membership.
- D. Ensure that the members receive written copies of the Constitution and Bylaws with adopted amendment(s) as set forth in Article X of the Constitution.
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**Employment and Career Development Committee**

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- A. Facilitate development of members' leadership and other skills by sponsoring training workshops and seminars. Provide information to facilitate employees self development.
- B. Facilitate the employment of Blacks in agriculture, both domestic and foreign areas with regards to public and private employment.
- C. Develop a marketing plan for the recruitment, retention, development and advancement of Blacks in the agricultural field.
- D. Aid in the recruitment and advancement of employees in positions at all levels of NRCS. Inform members about career opportunities and avenues for advancing their careers.
- E. Ensure members are informed of advancement opportunities in the agency, both domestic and international.
- F. Facilitate efforts to enhance participation of Blacks in various programs, such as Student Career Experience Programs.
- G. Develop and maintain contacts and relationships with Black oriented organizations, groups and agencies as well as individuals with interests that are related to agriculture.
- H. Enhance and support mentoring programs in the agency and encourage members to participate in such programs.
- I. Provide a mechanism to identify training needs of the membership body.
- J. Develop a strategy to strengthen the network of Black employees and Black Emphasis Program Managers.

**Historically Black Colleges and Universities Committee**

- D. Aid in the recruitment and advancement of employees in positions at all levels of NRCS. Inform members about career opportunities and avenues for advancing their careers.
- E. Ensure members are informed of advancement opportunities in the agency, both domestic and international.
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- I. Provide a mechanism to identify training needs of the membership body.
- J. Develop a strategy to strengthen the network of Black employees and Black Emphasis Program Managers.

**Section 12: Historically Black Colleges and Universities Committee**

The Historically Black Colleges and Universities Committee shall:

- A. Develop and maintain lines of communication between The Organization and Historically Black Colleges and Universities and Black student organizations at other colleges and universities. Attention should be focused on those two and four-year institutions that have agriculture-related curricula.
- B. Facilitate the flow of information to educational institutions for training and developing Black youth for careers in agriculture.
- C. Maintain liaison with the National Association for Equal Opportunity in Higher Education on matters of mutual interest.
- D. Serve as a linkage between The Organization and Historically Black Colleges and Universities in furtherance of the goals and objectives of The Organization.
- E. Work in partnership with the USDA 1890 Liaisons to increase the number of students enrolled in agricultural and natural resources related sciences.
- F. Establish procedures to provide scholarships sponsored by The Organization and ensure equity and fairness in the application of such procedures.
- G. Provide scholarships, in accordance with established procedures, to students furthering their education in agriculture, natural resources and related fields.

**Section 13: Liaison Committee**

The Liaison Committee shall:

- A. Keep the members informed of legislative and political issues related to or impacting agriculture programs that are or may be of concern to the

The Historically Black Colleges and Universities Committee shall:

- A. Develop and maintain lines of communication between The Organization and Historically Black Colleges and Universities and Black student organizations at other colleges and universities. Attention should be focused on those two and four-year institutions that have agriculture-related curricula.
- B. Facilitate the flow of information to educational institutions for training and developing Black youth for careers in agriculture.
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- D. Serve as a linkage between The Organization and Historically Black Colleges and Universities in furtherance of the goals and objectives of The Organization.
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- n. Provide scholarships, in accordance with established procedures, to students furthering their education in agriculture, natural resources and related fields.

**Liaison Committee**

The Liaison Committee shall:

- A. Keep the members informed of legislative and political issues related to or impacting agriculture programs that is or may be of concern to the Black community.
- B. Solicit legislative and/or political concerns of members of The Organization.
- C. Remain cognizant of the prohibited political activities as set forth in Article XV of the Constitution of The Organization while engaging in legislative and political activities.

**Planning Committee**

The Planning Committee shall:

- A. Organize and plan the annual meeting of The Organization.

**Program Committee**

The Program Committee shall:

- A. Prepare the official programs for all The Organization sponsored events which require programs, speakers, presenters, etc.
- B. Consist of the Executive Board of The Organization.

**Urban Committee**

The Urban Committee shall:

- A. Provide valuable and useful information to members and individuals and groups in urban and

- Black community.
- B. Solicit legislative and/or political concerns of members of The Organization.
- C. Remain cognizant of the prohibited political activities as set forth in Article XV of the Constitution of The Organization while engaging in legislative and political activities.

**Section 14: Planning Committee**

The Planning Committee shall:

Organize and plan the annual meeting of The Organization.

**Section 15: Program Committee**

The Program Committee shall:

- a. Prepare the official programs for all The Organization sponsored events which require programs, speakers, presenters, etc.
- b. Consist of the Executive Board of The Organization.

**Section 16: Urban Committee**

The Urban Committee shall:

- A. Provide valuable and useful information to members and individuals and groups in urban and rural areas to increase understanding of the assistance available.
- B. Provide guidance to assist members in developing the skills to work effectively with community leaders in urban areas.
- C. Provide a mechanism to bring about a greater balance between community needs and natural resource protection.

**Section 17: Ways and Means Committee**

The Ways and Means Committee shall:

- A. Provide guidance and the mechanism for raising funds to financially support the goals and objectives of The Organization.
- B. Recommend, plan and initiate special fund raising activities.

**Article IX - Ad Hoc Committees**

**Section 1: Duties and Responsibilities**

Ad Hoc Committees:

- A. Ad Hoc committees shall be established for a specific purpose or situation in order to achieve identified functions, goals or objectives for which such committees have been established.
- B. Ad Hoc committees are additional components of The Organization to achieve the goals and objectives as set forth in the Constitution.
- C. Ad Hoc committees shall be designated, directed and approved by the Executive Board of The Organization and shall operate in a manner prescribed by the Constitution and Bylaws.
- D. Ad Hoc committees shall only engage in activities or exercise powers in the advancement of The Organization.

**Section 2: Chairpersons**

rural areas to increase understanding of the assistance available.

- B. Provide guidance to assist members in developing the skills to work effectively with community leaders in urban areas.
- C. Provide a mechanism to bring about a greater balance between community needs and natural resource protection.

**Ways and Means Committee**

The Ways and Means Committee shall:

- A. Provide guidance and the mechanism for raising funds to financially support the goals and objectives of The Organization.
- B. Recommend, plan and initiate special fund raising activities.

**Section 3: Ad Hoc Committees**

**Duties and Responsibilities**

- A. Ad Hoc committees shall be established for a specific purpose or situation in order to achieve identified functions, goals or objectives for which such committees have been established.
- B. Ad Hoc committees are additional components of The Organization to achieve the goals and objectives as set forth in the Constitution.
- C. Ad Hoc committees shall be designated directed and approved by the Executive Board of The Organization and shall operate in a manner prescribed by the Constitution and Bylaws.
- D. Ad Hoc committees shall only engage in activities or exercise powers in the advancement of The Organization.

**Chairpersons**

Chairpersons shall select their own vice-chairperson and secretary as deemed necessary.

- A.
- B. Chairpersons of such committees shall serve from the time of appointment until the end of the calendar year appointed or for a period of time as deemed necessary by the Executive Board.
- C. Chairpersons shall be members in good standing of The Organization as set forth by the Constitution and Bylaws.
- D. A chairperson may be called upon to make presentations to the Executive Board as deemed appropriate.
- E. The Vice-President of The Organization shall serve as liaison between the Executive Board and the chairpersons; however, the chairpersons of such committees shall report activities to the Executive Board.

**Committee Membership**

- A. Members of the ad hoc committees shall be appointed by the President or Chairperson, subject to the approval of the Executive Board.
- B. Committee members shall be members of The Organization as set forth by the Constitution and

- A. Chairpersons shall select their own vice-chairperson and secretary as deemed necessary.
- B. Chairpersons of such committees shall serve from the time of appointment until the end of the calendar year appointed or for a period of time as deemed necessary by the Executive Board.
- C. Chairpersons shall be members in good standing of The Organization as set forth by the Constitution and Bylaws.
- D. A chairperson may be called upon to make presentations to the Executive Board as deemed appropriate.
- E. The Vice-President of The Organization shall serve as liaison between the Executive Board and the chairpersons; however, the chairpersons of such committees shall report activities to the Executive Board.

**Section 3: Committee Membership**

- A. Members of the ad hoc committees shall be appointed by the President or Chairperson, subject to the approval of the Executive Board.
- B. Committee members shall be members of The Organization as set forth by the Constitution and Bylaws.
- C. Members of ad hoc committees shall serve from the time of appointment until the end of the calendar year appointed or for a period of time as deemed necessary by the Executive Board.

**Section 4: Ad Hoc Committees**

The ad hoc committees of The Organization shall be the: Awards Committee and Nominating Committee.

**Section 5: Awards Committee**

The Awards Committee shall:

- A. Establish procedures to provide awards sponsored by The Organization and ensure equity and fairness in the application of such procedures.
- B. Solicit nominations and recognize persons deserving awards sponsored by The Organization, beyond the recognition activities of the Regional Representatives, to be presented at the annual meeting.
- C. Ensure that all interested parties receive information pertaining to the distinguished awards of The Organization.
- D. Keep the eligible membership informed of award opportunities.
- E. Remain cognizant of the prohibited financial activities as set forth in Article XV of the Constitution of The Organization while engaging in recognition activities.

**Section 6: Nominating Committee**

The Nominating Committee shall:

- A. Define the election period(s) for elected officers and regional representatives as deemed necessary by the President, subject to the approval of the Executive Board.
- B. Prescribe the manner in which elections shall take

Bylaws.

- C. Members of ad hoc committees shall serve from the time of appointment until the end of the calendar year appointed or for a period of time as deemed necessary by the Executive Board.

**Section 4: List of Ad Hoc Committees**

The ad hoc committees of The Organization shall be the: Awards Committee and Nominating Committee.

**Awards Committee**

The Awards Committee shall:

- A. Establish procedures to provide awards sponsored by The Organization and ensure equity and fairness in the application of such procedures.
- B. Solicit nominations and recognize persons deserving awards sponsored by The Organization, beyond the recognition activities of the Regional Representatives, to be presented at the annual meeting.
- C. Ensure that all interested parties receive information pertaining to the distinguished awards of The Organization.
- D. Keep the eligible membership informed of award opportunities.
- E. Remain cognizant of the prohibited financial activities as set forth in Article XV of the Constitution of The Organization while engaging in recognition activities.

**Nominating Committee**

The Nominating Committee shall:

- A. Prescribe the manner in which elections shall take place within the parameters of the Constitution and Bylaws.
- B. Ensure that only eligible members receive ballots to participate in elections.
- C. Ensure that each region's eligible members vote for their respective Regional Representative.
- D. Collect the votes of the eligible members in order to tally for finalization and presentation to the Executive Board.

**Article VII - Finances**

**Section 1: Disbursements**

Disbursements of The Organization shall be made in accordance with these Bylaws and as set forth in Article XIV of the Constitution.

- A. Disbursement(s) of funds shall require the authorized signatures of the Treasurer and one of the following elected officers: President or Recording Secretary.
- B. Disbursements not in excess of \$1,000.00 may be made by the President without prior approval of the Executive Board, but not to exceed \$2,000 per year.
- C. Contingency disbursements up to \$2,000 may be made with approval of the Executive Board without prior approval of the eligible membership

- place within the parameters of the Constitution and Bylaws.
- C. Ensure that only eligible members receive ballots to participate in elections.
  - D. Ensure that each region's eligible members vote for their respective Regional Representative.
  - E. Collect the votes of the eligible members in order to tally for finalization and presentation to the Executive Board.

**Article X - Meetings**

**Section 1: Procedures**

Meetings of The Organization shall be called at least once a year by the President on dates to be set by the Executive Board. Meetings may be called at such times as a majority of the Executive Board so request. The membership shall be notified of such meetings as set forth in the Constitution and Bylaws. Location of the annual meeting will be determined by majority vote of members present. Meetings of The Organization shall be conducted in an orderly, democratic manner, and in case of dispute, the most recent available edition of Robert's Rules of Order shall apply.

**Article XI - Quorums**

A quorum for the transaction of business at any meeting of The Organization shall consist of one-fourth (25%) of the eligible membership.

**Article XII – Disbursements**

**Section 1: Financial**

Disbursements of The Organization shall be made in accordance with these Bylaws and as set forth in Article XIV of the Constitution.

- A. Disbursement(s) of funds shall require the authorized signatures of the Treasurer and one of the following elected officers: President or Recording Secretary.
- B. Disbursements not in excess of \$500.00 may be made by the President without prior approval.
- C. Contingency disbursements up to \$2000.00 may be made with approval of the Executive Board without prior approval of the eligible membership body.
- D. Disbursements in excess of the aforementioned amounts for activities not within the scope of these exclusions must have the approval of the eligible membership body.

**Article XIII - Information Dissemination**

**Section 1: Policy**

It shall be the policy of The Organization to develop and disseminate information on matters of interest to the members in appropriate manners. Any outgoing communications or public statements must have prior written approval by the Executive Board, excluding communications disseminated by the regional representatives to their respective region's members. Official communications shall be issued on The Organization letterhead

body, but not to exceed \$4,000 per year.

- D. Disbursements in excess of the aforementioned amounts for activities not within the scope of these exclusions must have the approval of the eligible membership body.

**Article VIII - Information Dissemination**

**Section 1: Policy**

It shall be the policy of The Organization to develop and disseminate information on matters of interest to the members in appropriate manners. Any outgoing communications or public statements must have prior written approval by the Executive Board, excluding communications disseminated by the regional representatives to their respective region's members. Official communications shall be issued on The Organization letterhead.

**Section 2: Communications Committee**

The Communications Committee shall be responsible for communications of The Organization as set forth in Article VIII Section 9 of the Bylaws.

**Section 3: Publications**

The official communication mechanism of The Organization shall consist of: The Organization letterhead, the quarterly newsletter entitled The Link, Internet by NRCS Homepage (Conservation Partners) and the network directory of The Organization.

**Section 2: Communications Committee**

The Communications Committee shall be responsible for communications of The Organization as set forth in Article VIII Section 9 of the Bylaws.

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The official communication mechanism of The Organization shall consist of: The Organization letterhead, the quarterly newsletter entitled The Link, Internet By NRCS Homepage (Conservation Partners) and the network directory of The Organization.

**ADDENDUM A**

The current annual membership dues for each class of members is:

- Regular Membership \$45.00
- Life Membership \$500.00
- Associate Membership \$15.00
- Institutional or Organizational Membership \$250.00

**ADDENDUM A**

The current annual membership dues for each class of members are:

Regular Membership	\$45.00	
Life Membership	\$500.00	
Student Membership	\$15.00	
Associate Membership	\$15.00	
Institutional or Organizational Membership		\$250.00

**ADDENDUM B**

