

By-Laws of the
National Black Coalition of Federal Aviation Employees
Southern Region

By-Law One

Name

The name of this association shall be the National Black Coalition of Federal Aviation Employees – Southern Region (NBCFAE – Southern Region or Coalition).

By-Law Two

Principle Office

The principle office shall be the address of the Regional Secretary. The Coalition may have other offices as may from time to time be designated by its members or the Executive Committee.

By-Law Three

Membership

Section One - Membership

Anyone who meets the requirements of the National Constitution and By-Laws shall be eligible for the various categories of membership in the NBCFAE – Southern Region

Section Two – Classes of Members

The Coalition shall have eight (8) classes of members. The designation of such is as follows:

- a. Active Membership – Any person who is a present Federal Aviation Administration (FAA) employee in good standing is eligible to become an Active member of this association, with full voting and other privileges, if qualified under such rules as the Membership Committee may provide.
- b. Retired Membership – Any retired FAA employee in good standing is eligible to become a Retired member of this association, with full voting and other privileges, if qualified under such rules as the Membership Committee may provide.
- c. Associate Membership - Any person who is not an employee of the FAA but has an interest in the Coalition may become an Associate member on such terms and with such privileges as the Membership Committee may provide. Associate members shall neither vote nor hold office under any circumstances.
- d. Full Associate Membership – Any person who is not an employee of the FAA but has an interest in the Coalition may become Full Associate member upon meeting

the following conditions. The applicant for such membership must be employed by a contractor or sub-contractor who provides support services to any FAA organizational entity located at the FAA. Such a member would be afforded full voting and other privileges as qualified under such rules as membership committee may provide. Full Associate members may not hold office under any circumstances.

- e. Honorary Membership – Regional Presidents may submit to the National Executive Committee names of individuals who they feel have given exceptional amounts of their time and effort to promote the objectives of the NBCFAE. Honorary Membership shall be bestowed upon majority vote by the National Executive Committee. Honorary members shall neither vote nor pay dues.
- f. Corporate Membership – Corporations and other interested organizations are eligible for membership as a Corporate member of this association, if qualified under such rules as the Membership Committee may provide. Corporate members may designate one representative who has the rights and privileges of the Active members with the exception of holding office.
- g. Associate Corporate Membership – Corporations and other interested organizations are eligible for membership as an Associate Corporate member of this association, if qualified under such rules as the Membership Committee may provide.
- h. Retired Lifetime - Any retired FAA employee in good standing is eligible to become a Retired Lifetime member of this association, with full voting and other privileges, if qualified under such rules as the Membership Committee may provide.

By-Law Four

Dues

The annual dues required for membership in the NBCFAE – Southern Region shall be determined by the National Constitution and by-laws.

- a. Chapter Rebates. The Region shall rebate forty-five percent (45%) of the total rebates received from the National to the Chapter based on the dues paid by the Chapter members.
- b. Any member whose dues are delinquent for more than ninety (90) days and/or he or she has submitted an SF-1188 shall be considered inactive when dues check-off has been terminated.

By-Law Five

Meetings

- a. Annual Meeting – There shall be an annual meeting of the NBCFAE – Southern Region during the month of May, each year, unless otherwise ordered by the Executive Committee, for receiving reports, and the transaction of other business.

Meetings shall be open unless specified by the President. Notice of such meetings, issued by the Secretary, shall be mailed to the last recorded address of each member at least forty-five (45) days before the time of the appointed meeting.

- b. Quorum – Ten (10) per cent of the eligible voting members (Active, Retired, Full Associate Member, Corporate and Retired Lifetime) of the Coalition, when present at any meeting properly called, shall constitute a quorum. In instances where there is less than this number, a majority of those present may adjourn the meeting until a quorum is present.
- c. Order of Business – The order of business shall be in accordance with the National By-laws. The usual parliamentary rules as laid down by Robert's Rules of Order should govern when not in conflict with National By-Laws.
 - 1) Reading of Minutes of Previous Meeting
 - 2) Receiving of Communications
 - 3) Report of Officers
 - 4) Report of Committees
 - 5) Unfinished Business
 - 6) New Business
 - 7) Elections Results
 - 8) Adjournment

The order of business may be altered or suspended at any meeting by a majority of the members present. The usual parliamentary rules as laid down by Robert's Rules of Order shall govern, when not in conflict with these by-laws.

- d. Special Meetings for General Business Membership –
 - 1) Special meetings of the NBCFAE – Southern Region may be called by the President;
 - 2) Must be called by the President, or in his/her absence by the Vice President or Secretary on WRITTEN request of a majority of the Executive Committee; or
 - 3) On the WRITTEN request of not less than twenty percent (20%) of the Active, Retired, Corporate, and Full Associate membership of the Coalition.

Thirty (30) days written notice and the objective of any special meeting must be given to the members.

By-Law Six

Chapters

- a. The NBCFAE – Southern Region may consist of local Chapters.
- b. The formation of a local Chapter shall consist of a minimum of five (5) members.
- c. The Executive Committee must approve all new Chapters.
- d. Each local Chapter shall consist of a Chapter President, Treasurer, and other officers as are deemed necessary by a majority of the Chapter Members.
- e. A bank account shall be set up with NBCFAE as part of the name, requiring two (2) signatures to conduct business.

By-Law Seven

Regional Officers

- a. Regional Officers – Officers are the President, Vice President, Secretary, Treasurer, and Chapter Presidents herein known as the Executive Committee. The Executive Committee may elect or appoint such other officers or assistants as deemed necessary. These positions include, but not limited to, Assistant secretary (ies) and/or Treasurer(s). Assistants shall have the authority to perform the duties prescribed by the Executive Committee.
- b. Executive Board – The Executive Board shall consist of the Executive Committee and the following : Membership, Public Affairs, and Education Recruitment Training (ERT) Chairpersons, Parliamentarian and Conference Coordinator,
- c. Election and Term of Office – The Officers of the Coalition shall not be elected concurrently. Offices shall be held for a two-year period. Elections shall be held as follows: President, Treasurer, ERT and Public Affairs Chairperson, every even year; Vice President, Secretary, Conference Coordinator and Membership Chairpersons, every odd year. Chapter Presidents shall be elected as determined by their local Chapter members at such time and place as are determined by the Chapter. Persons wishing to run for regional office should send a declaration of candidacy at least sixty (60) days prior to the election date. At least thirty (30) days prior to the election the Membership Chairperson shall send ballots and candidates' declaration of candidacy to validated members. No officers/chairpersons/coordinator shall hold the same position for more than two (2) consecutive two-year periods. Elections shall be held by mail ballot, except when there is only one person on the ballot for the position being sought. If that is the case the Regional Secretary can cast the votes. The Regional President shall appoint the Parliamentarian, with the approval by the Regional Executive Committee.
- d. Eligibility requirements to seek/hold office – Any Active, Retired, and Retired (Lifetime) in good standing are eligible to hold office.
- e. Vacancies – A vacancy in any office except President, because of death, resignation, removal, disqualification, or otherwise, shall be filled for the unexpired portion of the term by Presidential appointment, and must be approved by a majority of the Executive Committee. The vacancy in the office of President shall be filled by the Vice President. A vacancy in the office of a Chapter President shall be filled by the Chapter.
- f. Impeachment and removal – Any member elected or appointed to a regional position may be removed if a signature communications is received by an Executive Committee member, from a member with voting rights, alleging misconduct and/or dereliction of duties. The Executive Committee shall notify the charged person(s) within fifteen (15) calendar days of receipt of the

allegation(s). The charged person(s) shall have twenty (20) days after notification to respond to the charge(s).

The Executive Committee shall decide, based on preponderance of the evidence, if further action is necessary. If further action is deemed appropriate, the general membership shall be informed and the impeachment process shall commence. An officer shall be removed when two-thirds of the voting membership expresses a desire through secret ballot of removal.

Regional Officers Duties

a. President- The President shall be the principal executive officer of the NBCFAE – Southern Region and shall supervise the business of the Coalition. He/she shall preside at all meetings of the members and shall sign, with the Secretary and any other member of the Executive Committee, any deeds, mortgages, bonds, contracts, or other instruments that the members have authorized to be executed.

b. Vice-President – In the absence of the President or in the event of his/her inability to act or refusal to act, the Vice-President shall perform the duties of the President. When so acting he/she shall have all powers of and be subject to all the restrictions placed upon the President. The Vice-President shall perform such other duties as may be assigned to him/her by the President.

c. Chapter Presidents – The Chapter President shall be the primary representative of the Chapter on the regional level.

d. Treasurer – The Treasurer should be bonded for the faithful discharge of his/her duties in such sum and with surety or sureties, as the Executive Committee shall determine. The cost of said bond shall be paid for the NBCFAE – Southern Region. The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Coalition; receive and give receipts, and deposit all such monies in the name of the NBCFAE – Southern Region in such banks, trust companies, or other depositories as shall be selected by the Executive Committee. The account of the NBCFAE – Southern Region shall have two (2) signatures at all times. In general performs all the duties incident to the office of the treasurer and such duties as may be assigned to him/her by the President. The funds, books, and records in his/her hands shall, at all reasonable times, be subject to verification and inspection by the Executive Officers of the Coalition. At the expiration of his/her term of office, the Treasurer shall deliver to his/her successor all books, money, and other properties of the Coalition.

e. Secretary – The administration and management of the Coalition shall be vested in the Secretary. He/she shall direct the activities of the Coalition and shall perform such other duties as may be defined by the Executive Committee. It shall be his/her duty to:

- 1) Give notice of and attend all meetings of the Coalition, and to make provision for the keeping of a record of the proceedings. Forward copies of the proceedings to the Executive Committee.

- 2) Conduct correspondence and carry into execution all orders, votes, and resolutions not otherwise committed.
- 3) Keep a list of the members, by Chapter, of the NBCFAE – Southern Region.
- 4) Keep records as to any agents retained by the NBCFAE – Southern Region.

f. Parliamentarian – He/she is responsible for assuring that Robert’s Rules of Order are used during all Coalition meetings. Ensures that all meetings are conducted in timely manner by designating a timekeeper. It shall be his/her duty to:

- 1) Provide briefings to the Executive Committee on Robert’s Rules of Order and other parliamentary procedures.
- 2) Assist, at coalition meetings, in maintaining an orderly flow of business in accordance to our Constitution, By-laws, and Robert’s Rules of Order.

g. Assistant Treasurer(s) and Assistant Secretary (ies) – If required, the assistant shall perform such duties that may be assigned to him/her by the office holder, or by the Executive Committee.

By-Law Eight

Committees

Standing Committee – NBCFAE – Southern Region shall have at least one (1) standing committee, the Executive Committee. Additional standing committees may be established by vote of the qualified membership. The President shall be the Chairperson of the Executive Committee.

- h. Executive Committee – The Executive Committee shall execute the policies and decisions of the eligible voting members (Active, Retired, Full Associate Member, Corporate and Retired Lifetime). A majority of the Executive Committee and shall actively pursue the Coalition’s objectives and have discretion to the disbursement of funds.

By-Law Nine

Voting

Each eligible voting (Active, Retired, Full Associate Member, Corporate and Retired Lifetime) member shall be entitled to one vote in the affairs of the Coalition. At least forty-five (45) days prior to the election, the Membership Committee shall validate the total votes available to each Chapter. The ballot system shall be used in all elections.

- 1) Ballots shall be mailed to all eligible voting members thirty (30) days prior to the election with instructions on voting procedures.
- 2) Ballots shall be counted at the annual meeting.
- 3) Mail vote – Whenever, in the judgment of the Executive Committee, any questions shall arise which the Executive Committee considers should be put to vote of the voting membership, and when it is deemed inexpedient to call a special meeting for that purpose, the Executive Committee, unless otherwise required by the by-laws, may submit the matter to the membership in writing by mail vote for a decision. The question thus presented shall be determined according to a majority of the votes received by mail within six (6) weeks after submission to the membership, provided that, in each case, votes of at least twenty-five percent (25%) of the voting membership shall be received.

By-Law Ten

Amendments

These by-laws may be amended, repealed, or altered, in whole or in part, by a majority vote of those present at any duly organized meeting attended by a quorum of the NBCFAE – Southern Region.

By-Law Eleven

Liabilities

Nothing herein shall constitute members of the NBCFAE – Southern Region as partners for any purpose. No member, officers, agent, or employee shall be liable for the acts or failure to act of any other member, officer, agent, or employee of the NBCFAE – Southern Region. Nor shall any members, officers, agent or employee be liable for his or her acts or failure to act under these by-laws excepting only acts or omissions arising out of his or her willful malfeasance.

The undersigned hereby certifies that:

1. He or she is the duly elected and acting Secretary of the Southern Region National Black Coalition of Federal Aviation Employees.

2. The foregoing by-laws of the Southern Region NBCFAE as adopted at the meeting on May 03, 2011.

IN WITNESS THEREOF, the undersigned has hereto subscribed his or her name on this 28th day of March 2012.

Freddie D. Green

Secretary Southern Region, NBCFAE