

By-Laws of the
National Black Coalition of Federal Aviation Employees
Atlanta Chapter

ARTICLE I

Name

The name of this association shall be the National Black Coalition of Federal Aviation (NBCFAE) Employees, Atlanta Chapter, herein referred to as NBCFAE Atlanta Chapter.

ARTICLE II

Principle Office

The principle office address of the NBCFAE Atlanta Chapter shall be Post Office Box 328, Hampton GA 30228.

ARTICLE III
Membership

Section One:

The NBCFAE Atlanta Chapter shall have the following types of memberships:

Active Membership

Any person who is a present or retired 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 National Membership Committee may provide. Any member whose dues are delinquent for a period of ninety (90) consecutive days shall be placed on inactive status until his/her dues are made current.

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 under such rules as the Membership Committee may provide. (

Associate Membership:

Any person interested in the activities of the Coalition may become an associate member on such terms and with such privileges as the National Membership Committee may determine

Full 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.

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.

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.

Inactive Status:

Any member whose dues are delinquent for a period of more than ninety (90) days shall be in an inactive status until his or her dues are made current.

Section Two:

Voting:

Each active member shall be entitled to one vote in the affairs of the Coalition. Thirty (30) days prior to any national election, The Chapter President shall forward to the National Secretary a list of all active members who are eligible to vote from his/her region for validation. The validated number shall be the total votes available for the region. The Chapter President or his/her designee may vote by proxy for any validate member not present.

SECTION THREE

Duration of Membership:

Membership in the coalition may terminate by voluntary withdrawal as herein provided or otherwise as provided in these rules. All rights, privileges, and interests of a member in or to the coalition shall cease on termination of membership. Membership shall be nontransferable. Any member, May by giving written notice of such intention, withdraw from membership as outlined by the National Membership Committee. Withdrawals shall be effective on fulfillment of all obligations. On written request signed by the former member and filed with the National Secretary, the National Membership Committee, by the affirmative vote of two-third of the members present, may reinstate such former member to membership on such terms as the Committee may deem appropriate.

SECTION FOUR

Suspension and Expulsion:

If in a written and signed communication addressed to the Membership Committee, any member of the Chapter shall be charged with conduct detrimental to the objective or interests of the Chapter or in violation of its constitution and bylaws, the National Membership Committee shall consider the matter and, it shall decide to take further

action, the National Secretary shall send a copy of the charges to the accused member, who shall be given adequate time to reply, whereupon the National Membership Committee shall take such further action as it may deem proper.

If two thirds of the National Membership Committee, after a fair and impartial hearing on due notice to the accused member (such notice to be given by the National Secretary by registered or certified mail to the accused member at his/her last known address at least ten (10) days before the hearing), shall be satisfied of the truth of the charges, the National Committee may request the offending member to resign or may suspend or expel him/her. Should he/she decline to resign on such request, his/her name shall be stricken from the rolls by the National Membership Committee.

If two thirds of the National Membership Committee, after a fair and impartial hearing on due notice to the accused member (such notice to be given by the National Secretary by registered or certified mail to the accused member at his/her last known address at least ten (10) days before the hearing), shall be satisfied of the truth of the charges, the National Committee may request the offending member to resign or may suspend or expel him/her. Should he/she decline to resign on such request, his/her name shall be stricken from the rolls by the National Membership Committee.

ARTICLE V

Dues

Dues shall be the same amount or percentage of pay within each class of rebated back to the members region. Dues rebated from the Regional Treasury to the local chapter are prorated on a membership percentage basis.

SECTION ONE

Active Members: Dues shall be three quarters of one percent (.0075) of base pay, step one (1) per year for each active member, to be paid through dues check-off.

SECTION TWO

Retired Members: Dues shall be fifty dollars (\$50.00) per year for each retired member to be paid on August 1st of each year to be prorated during the first year of membership.

SECTION THREE

Associate Members: Dues shall be fifty dollars (\$50.00) per year for each associate member to be paid on August 1st of each year to be prorated during the first year of membership. Fifty percent (50%) of the dues for associate membership shall be rebated to the member's region and maintained in the region's account.

SECTION FOUR

Full Associate Members: Full associate member dues shall be three quarters of one percent (.0075) of the member's gross pay per year, which may be paid as follows:

1. One twelfth (1/12) rounded to the next higher dollar amount upon joining and one twelfth (1/12) of the yearly dues per month throughout the term of membership.
2. In advance quarterly or semi-annually rounded to the next higher dollar amount.
3. In advance yearly.

Thirty-five percent (35%) of each full associate member shall be rebated back to the member's region.

SECTION FIVE

Corporate Member: - Dues shall be five hundred dollars (\$500) per year for corporate members. Fifty percent (50%) of the dues for corporate members shall be rebated to the recruiting region and maintained in the region's account.

SECTION SIX

Associate Corporate Member: Dues shall be two hundred fifty dollars (\$250) per year for associate corporate members. Fifty percent (50%) of the dues for associate corporate members shall be rebated to the recruiting region and maintained in the region's account.

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.

ARTICLE V

Meetings

SECTION ONE

Monthly Chapter Meetings: There shall be a monthly meeting of the Chapter during the first week of each month, unless otherwise ordered by the Chapter Executive Committee, for election of officers, receiving reports, and the transaction of other business. Meetings shall be open to active and associate members. Notice of such meetings, issued by the Secretary, shall be mailed to the last recorded address of each member at least fifteen (15) days before the time of the appointed meeting.

SECTION TWO

Quorum Five (5) active members of the Chapter, when present at any meeting properly called with reasonable prior notice as required by these bylaws, shall constitute a quorum and in cases there is less than this number, a majority of those present may adjourn the meeting until a quorum is present.

SECTION THREE

Order of Business:

The order of business at the monthly meeting shall be as follows:

- 1) Call to order
- 2) Approval of minutes of previous meeting
- 3) Receiving communications
- 4) Report of Officers
- 5) Report of Committee chairs
- 6) Unfinished Business
- 7) New Business
- 8) Adjournment

The order of business may be altered or suspended at any meeting by a majority of the members present. Parliamentary rules established in Robert's Rules of Order shall govern all meetings.

SECTION FOUR

Special Meetings:

Special meetings of the Chapter may be called by the President or in his/her absence by the Chapter Vice President or on written request of no less than 5 active members of the Chapter. Twenty-four (24) hour notice of any special meeting must be given to the members of the chapter, and the notice must state the objective of the meeting.

SECTION FIVE

Quarterly Meetings:

The Chapter President shall call a meeting of the Chapter Executive Committee at least once per quarter.

ARTICLE VI Officers

SECTION ONE

Officers

The Chapter offices of the coalition shall be the Chapter President, the Vice President, the Secretary, and Treasurer, The Executive Committee may elect or appoint such other officers including one or more Assistant Secretaries, and/or one or more Assistant Treasurers as they deem desirable, such officers have the authority to perform the duties prescribed by the officers they are assisting.

SECTION TWO

Terms of Office

The Officers of the Chapter Coalition shall not be elected concurrently, shall be held for a two-year period. Elections shall be held as follows: Chapter President and Treasurer, every even year commencing in October 1996; Vice President and Secretary every odd year October 1997; .Each Officer shall hold office until thirty (30) days after his successor shall have been duly elected.

SECTION THREE

Election.

The election of the Chapter Coalition Officer (s) shall take place annually at the time and place of the regular Chapter annual meeting. Any active member is eligible for office, but only active members shall be entitled to vote. Candidates who receive a majority of votes cast shall be elected.

SECTION FOUR

RE-election

Any Active Member is Eligible for Re-Election. The members of the Regional Executive Committee shall, on election, immediately enter into the performance of their duties and shall continue in office until their successors are duly elected.

SECTION FIVE

Removal

Any Chapter officer elected or appointed by the membership may be removed by a majority of the active members whenever in its judgment the best interest of the Coalition would be served thereby, but such removal shall be without prejudice to the contract rights of the officer so removed.

SECTION SIX

Vacancies

A vacancy in any Chapter office except Chapter President, because of death, resignation, removal, disqualification, or otherwise, shall be filled for the unexpired portion of the term by Chapter Presidential appointment, subject ratification by a majority of the Chapter Executive Committee. However, the vacancy in the office of President shall be filled by the Vice President.

SECTION SEVEN

Chapter President

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

SECTION EIGHT

Chapter Vice-President

In the absence of the Chapter President or in the event of his/her inability to act or refusal to act, the Chapter 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 Chapter Vice-President shall perform such other duties as may be assigned to him/her by the Chapter President.

SECTION NINE

Chapter Treasurer

The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Chapter; receive and give receipts for moneys due and payable to the chapter in the name of the chapter, such as banks, trust companies, or other depositories as shall be selected by the office of Treasurer and such duties as may be assigned to him/her by the Chapter President. The funds, books, and records in his/her hands shall, at all be subject to verification and inspection by the Executive Officers of the chapter. At the expiration of his/her term of office, after audit, the Treasurer shall deliver to his/her successor all books, money, and other property of the coalition.

SECTION TEN

Chapter Secretary

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

1. Give notice of and attend all meetings of the Chapter and to make provision for the keeping of a record of the proceedings.
2. Conduct correspondence and carry into execution all orders, votes, and resolutions not otherwise committed.
3. Keep a list of the members of the Chapter.
4. Keep records as to any agents retained by the Chapter, and to take charge and supervise the performance by them of their duties.
5. To prepare, with concurrence of the Chapter Treasures, an annual report of the transactions and conditions of the Chapter, and generally to devote his/her best interest to the Chapter.

SECTION ELEVEN Assistant Treasurer(s) and Assistant Secretary (ies) – If required, the assistant Treasurer and Assistant Secretary, in general shall Chapter Secretary, or by the Chapter President.

SECTION TWELVE Chapter Executive Committee. The Executive Committee shall consist of the Chapter President, Chapter Vice President, Chapter Treasurer, and Chapter Secretary. **

ARTICLE VII

Committees

SECTION ONE– Standing Committee – The Chapter shall have at least one standing committee. A Chapter Executive Committee of all officers. Additional standing committees may be established from time to time by vote of the active membership. Members of these committees shall be elected at the annual Chapter meeting. Each standing committee, other than the directing and coordinating the affairs of his/her committee The President shall be the Chairperson of the Executive Committee and executive office members of all other committees.

- 1) Chapter-Executive Committee – The Chapter Executive Committee shall have supervision, control, and direction of the affairs of the NBCFAE – Atlanta Chapter. The Executive Committee shall execute the policies and decisions of the active membership, It may adopt such rules for the conduct of its business as shall be deemed advisable, and may, in the execution of its business as shall be deemed advisable, and may in the execution of powers granted, appoint sub-committees or agents to work on specific problems of reports. The Chapter Executive Committee shall have a meeting at a time and place of the annual meeting, and shall report to the membership on its activities. It shall meet on the call of the Chapter President or Chapter Vice President. It shall also meet on demand of a majority of the members of Chapter.

ARTICLE VIII

Mail Voting

Whenever in the judgment of the Chapter Executive Committee any question shall arise which the Chapter Committee considers should be put to a vote of the active membership, and when it is deemed inexpedient to call a special meeting for that purpose, the Chapter Executive Committee, unless otherwise required by the bylaws, may submit the matter to the membership in writing, by mail, for vote and decision. The question thus presented shall be determined according to a majority of the votes received within four (4) weeks after such submission to the membership, provided that, in each case, votes of at least five (5) of the active members shall be received. Action taken in this manner shall be as effective as action taken at duly called meeting of the members.

ARTICLE IX

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 Chapter to include a written thirty (30) days notice is provided to the general membership.

ARTICLE X

Liabilities

Nothing herein shall constitute members of the NBCFAE – Atlanta Chapter 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 – Atlanta Chapter. 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.

ARTICLE XI

CONTRACTS, CHECKS AND FUNDS

SECTION ONE

Contracts - The membership may authorize any office or officer as agents of the Chapter, in addition to the officers so authorized by these by-laws, to enter into any contract and deliver any instrument on behalf of the Chapter and such authority may be confined to specific instances.

SECTION TWO

Checks, Drafts or Order of Payment - All checks, drafts, or money orders for the payment of money, notes, or other evidences of indebtedness issued in the name of and on behalf of the Chapter, such instruments shall be signed by the Chapter Treasurer or an Assistant Treasurer and countersigned by the Chapter President or the Chapter Vice President.

SECTION THREE

Gifts - The officers may accept on the behalf of the Chapter any contribution, gift, bequest, or devise for the general purpose or for any special purpose of the Chapter.

ARTICLE XII

Fiscal Year

The fiscal year of this Chapter is consistent with the calendar year and shall begin on the first day of January and end on the last day of December each year.

ARTICLE XIII

Dissolution

The Chapter may be dissolved by the vote of a majority of its active membership.

In the event of dissolution of the Chapter, its property shall be distributed to the Regional treasury or to any nonprofit organization as may be selected by the members. The assets of the chapter shall in no event be distributed to its members.

Paquita Bradley
Atlanta Chapter, NBCFAE