

**TREASURE COAST FLORIDA CHAPTER
OF THE
NATIONAL FORUM FOR BLACK PUBLIC ADMINISTRATORS
BYLAWS**

ARTICLE I. NAME AND PURPOSE

The name of this voluntary organization incorporated under the laws of the State of Florida shall be known as the Treasure Coast Florida Chapter for the National Forum for Black Public Administrators of the National Forum for Black Public Administrators, Inc. Throughout this document the National Forum for Black Public Administrators (*the National Organization*) shall be referred to as NFBPA and (*the Local Chapter*) referred to as Treasure Coast Florida Chapter

The Treasure Coast Florida Chapter of NFBPA is a membership organization formed to provide unique resources to black executives and public managers and thereby enhance their overall contributions to the science and practice of Public Administration.

The Treasure Coast Florida Chapter shall strive to coordinate and link together with other public, non-profit, private, and academic institutions into an effective interdisciplinary communications network. The Treasure Coast Florida Chapter shall exercise local leadership in the development of effective governmental programs and services; promote and expand the roles of blacks in public and private management positions; sponsor local forums for the discussion of timely issues and topical concerns; and develop and maintain a repository of black executive talent for job openings and technical assistance.

ARTICLE II. MEMBERSHIP

Section 1. Categories of Membership. The Treasure Coast Florida Chapter shall consist of the following categories of membership:

A. Individual Memberships. All professionals are eligible to become members of the Treasure Coast Florida Chapter, provided they subscribe to the goals and objectives of the NFBPA and meet all qualifications adopted by the Treasure Coast Florida Chapter Executive Committee.

B. Associate Memberships. All public and private professional associations, organizations and institutions are eligible to become members of the Treasure Coast Florida Chapter provided that they subscribe to the goals and objectives of the Treasure Coast Florida Chapter, meet any qualifications adopted by the Executive Committee and wish to help promote interdisciplinary networking and communications. Associate members representing private-for profit corporations shall not have the right to vote or hold office.

C. Student Memberships. Students at the undergraduate and graduate levels carrying at least 12 semester units or the equivalent thereof in schools of public administration, business administration, or allied fields are eligible to become members of the Chapter, provided they subscribe to the goals and objectives of the Treasure Coast Florida Chapter.

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D. Retiree Memberships. Individuals, who have declared themselves retired from active, full-time employment, are eligible to become members of the Treasure Coast Florida Chapter, provided they subscribe to the goals and objectives of the Treasure Coast Florida Chapter and meet all qualifications adopted by the Board of Directors (as hereinafter described).

Section 2. Eligibility for Membership. Members must be in financial good standing with the National and Local Chapter; and live or work within the boundaries of Treasure Coast Florida Counties – Indian River County, Martin County, Okeechobee County and St. Lucie County.

Section 3. Local Chapter Annual Dues. Upon application, annual dues shall be payable to the National Office and annually, thereafter, on that date. The Treasure Coast Florida Chapter shall submit the appropriate dues collected from any member to the National Office or be subject to suspension from the NFBPA. The NFBPA shall submit the appropriate Chapter membership dues to the Treasure Coast Florida Chapter. The annual dues of the Treasure Coast Florida Chapter may change from time to time as determined by a majority vote of the Executive Committee.

a. Individual Membership	\$25.00
b. Associate Membership	\$200.00
c. Student Membership	\$10.00
d. Retired Membership	\$25.00

Section 4. Failure to Pay Annual Dues. If any member of the Treasure Coast Florida Chapter shall fail or refuse to pay annual dues within a period of 30 days after the same are due and payable, the membership of such member shall then stand suspended and may be terminated by the NFBPA Executive Director without regard to the provisions of Section 5 of Article II.

Section 5. Termination of Membership and Reinstatement The membership of any member may be terminated by a three-fourths vote of the members of the Treasure Coast Florida Chapter Executive Committee present at any duly called meeting; provided that by a similar vote the Treasure Coast Florida Chapter Executive Committee shall first find that such membership is prejudicial to the best interests of the Treasure Coast Florida Chapter; provided further, that the member in question shall have 30 days to show cause why the membership should not be terminated as provided in this section. Upon such termination, the local and national dues paid for the current year shall be returned on a prorated basis. The membership of any member may also be terminated by the Secretary's receipt of the member's written request for termination of membership, death of the member, or member's failure to pay membership dues in full, within 30 days of the last date on which such dues are payable. The Executive Committee may reinstate a member upon such terms as it feels are reasonable and proper.

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ARTICLE III. MEETINGS

Section 1. Authority to Call Meetings. All meetings of the Treasure Coast Florida Chapter membership and/or the Executive Committee shall be at the call of the President or a majority of the members of the Executive Committee.

Section 2. Regular Membership Meetings. The Treasure Coast Florida Chapter shall meet at least four times each year as designated by the President; one membership meeting shall be the annual meeting.

Section 3. Annual Meeting. The annual meeting of the membership shall be held each year in January. During the annual meeting, members of the Executive Committee shall be elected as specified in these Bylaws.

Section 4. Special Meetings. Special meetings of the Treasure Coast Florida Chapter and/or Executive Committee may be called by the President or a majority of the members of the Executive Committee. The purpose of the meeting shall be stated in the notice of the meeting. Except in cases of emergency, at least five days' notice shall be given. In the absence of any objection, the president officer may vary the order of business or add thereto at his/her discretion.

Section 5. Quorum. Seven (7) members of the Treasure Coast Florida Chapter shall constitute a Quorum.

ARTICLE IV. OFFICERS

Section 1. Elected Officers. The officers of the Treasure Coast Florida Chapter shall consist of: President, First Vice President, Second Vice President, Secretary, Treasure, Parliamentarian, and Historian.

Section 2. Qualifications and Election of Officers. Any individual, Retired or student member in good standing is qualified to be an officer. The President and the Treasurer shall be elected by the membership in odd-numbered years for two-year terms. The First Vice President, the Second Vice President, and the Secretary shall be elected by the membership in even-numbered years for two-year terms.

Section 3. Term of Elected Officers. Each elected officer shall take office on the day following his or her election and shall serve for a term of two years or until his or her successor is duly elected and qualified subject to the provisions of Section 4 of Article IV. No member shall serve more than two successive terms in the same elected position.

Section 4. Tenure of Elected Officers. No elected officer shall serve more than 120 additional days while awaiting the election of his or her

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successor.

Section 5. Duties of President. The President shall preside at all meetings of the Treasure Coast Florida Chapter, serve as chairperson of the Executive Committee, communicate, and interpret policy, serve as a link between the NFBPA and the membership. The President shall be responsible for ensuring the activities of the standing committees are consistent with the purpose of the Treasure Coast Florida Chapter. The President shall appoint a Parliamentarian to assist with the orderly conduct of all meetings of the Treasure Coast Florida Chapter. The Parliamentarian shall serve at the pleasure of the President and shall be selected from among the Executive Board. The President shall be an authorized signer on the bank accounts of the Treasure Coast Florida Chapter. Except as may be otherwise provided in these Bylaws, the President shall be a member ex officio of all committees except the Nominating Committee. He or she may be called upon to preside at meetings of any committees of which he or she is a member in the absence of the chairperson of any such committee, unless otherwise provided in these Bylaws, and shall perform such other duties specified in these Bylaws or assigned by the Executive Committee.

Section 6. Duties of First Vice President. The First Vice President shall assume the duties of the President and serve as presiding officer in the absence of the President and shall act on behalf of the President to carry out such duties as delegated by the President. The First Vice President shall be the chairperson of the Membership Committee, and shall perform generally all duties incident to the office of First Vice President and such duties as may be assigned by the Executive Committee.

Section 7. Duties of Second Vice President. The Second Vice President shall assume the duties of the President, in the absence of both the President and the First Vice President. The Second Vice President shall be the chairperson of the Program Development Committee, and shall perform generally all duties incident to the office of Second Vice President and such duties as may be assigned by the Executive Committee.

Section 8. Duties of Secretary. The Secretary shall be the chairperson of the Public Information Committee and shall:

- a. Certify and maintain a current edition of the Treasure Coast Florida Chapter's Bylaws, including amendments thereof, and at least three accurate copies.
- b. Ensure that all notices are duly given in accordance with the provisions of these Bylaws and/or required by law.
- c. Maintain a book of minutes of all meetings, recording therein the time and place of each meeting, whether regular or special, and if special, how authorized and what notice was given, the names of those members present

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at the meeting and the proceedings thereof.

d. Maintain a membership book containing the name, and mailing and e-mail addresses of each member, and a record of each and every terminated membership including the date of termination.

e. Perform generally all duties incident to the office of Secretary and such duties as may be assigned by the Executive Committee.

Section 9. Duties of the Treasurer. The Treasurer shall be the chairperson of the Finance Committee and shall:

a. Maintain custody of, and be responsible for all funds and securities of the Treasure Coast Florida Chapter, and shall deposit all such funds in the name of the Treasure Coast Florida Chapter in such banks, trust companies, and/or other depositories as shall be selected by the Executive Committee.

b. Receive and disburse receipts for monies due and payable to the Chapter from all sources.

c. Disburse or cause to be disbursed the funds of the Treasure Coast Florida Chapter as directed by the Executive Committee and shall take proper vouchers for such disbursements.

d. Maintain accurate and correct accounts of the Treasure Coast Florida Chapter's properties, business transactions, assets, liabilities, receipts, disbursements, gains, and losses.

e. Be an authorized signer on the bank accounts.

f. Upon request, render to the President and Executive Committee an account of any or all the transactions of the Treasurer and of the financial condition of the Treasure Coast Florida Chapter.

g. Prepare or cause to be prepared and certify the financial statements to be included at regular and annual meetings to report to the membership.

h. Perform generally all duties incident to the office of Treasurer and such duties as may be assigned by the Executive Committee.

Section 10. Duties of the Historian. The Historian shall be responsible for the gather of historical data from various sources, including archives, books, and artifacts. Analyze and interpret historical information to determine its authenticity and significance. Document activities of the Treasure Coast Florida Chapter for presentation and display.

Section 11. Duties of the Parliamentarian. The Parliamentarian shall be responsible for interpreting and applying the "Rules of Order" for meetings. These rules, such as Robert's Rules of Order Newly Revised, enable groups to discuss and determine actions to be taken efficiently and fairly.

Section 12. Nominating Committee and Election Procedures. At least 120 days prior to the annual meeting, a Nominating Committee of five members shall be appointed by the President. It shall be the duty of this committee to provide notice of

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the available positions to the membership at least 90 days before the annual meeting and to nominate candidates for the officers to be filled at the annual meeting in January. The Nominating Committee shall report to the Executive Committee at 90 days before the annual meeting. Before the election at the annual meeting additional nominations from the floor shall be permitted.

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Section 13. Ballot Election. The officers and at large members shall be elected by ballot.

Section 14. Office-Holding Limitations. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.

Section 15. Vacancies. If the office of President becomes vacant, the First Vice-President shall become President and complete the unexpired term. If the office of First Vice-President, Second Vice-President, Secretary, Treasurer, or at large member becomes vacant, the Executive Board shall elect an eligible member to fill the office for the unexpired term, except when a member of the Executive Committee resigns or is otherwise unable to continue to serve before the completion of one year of a two-year term, the Nominating Committee shall nominate an eligible member to be voted upon by the membership during the next annual meeting to complete the second year of the unexpired term.

Section 16. Removal and Resignation. Officers may be removed for cause, e.g., misconduct or neglect of duty in office, and/or in accordance with applicable law by a two-thirds vote of the members present and voting at a meeting of the Treasure Coast Florida Chapter. The failure to attend 50% of the Executive Committee and Regular Membership Meetings without a reasonable excuse during the first year of term is considered neglect of duty, and grounds for removal. The decision of whether or not an absence is reasonable is within the sole discretion of the President. Any officer may resign at any time by giving written notice to the Executive Committee for acceptance. Acceptance of the resignation shall be by affirmative vote of the Executive Committee at the first meeting following receipt of the notice of resignation.

ARTICLE V. EXECUTIVE COMMITTEE

Section 1. Composition. The Executive Committee shall consist of the five officers. Service on the Executive Committee will correspond with the member's term in his or her elected position. Chapter members who are members of the NFBPA Board of Directors may serve in an ex officio capacity.

Section 2. Powers. The Executive Committee shall exercise the powers of the Treasure Coast Florida Chapter and provide ongoing guidance to ensure successful completion of tasks toward fulfillment of the Treasure Coast Florida Chapter's purpose.

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Section 3. Meetings of the Executive Committee. The Executive Committee shall meet *at* least four times a year at a time and place designated by the President. Three (3) members of the Executive Committee shall constitute a quorum.

ARTICLE VI. COMMITTEES

Section 1. General. There shall be four standing committees of the Treasure Coast Florida Chapter, and the President as necessary shall appoint other special committees and/or taskforces and their chairpersons.

Section 2. Standing Committees.

Membership – First Vice President - Responsible for membership recruitment, retention, and other matters pertaining to the Treasure Coast Chapter's membership and shall have such other powers and perform such other duties as may be prescribed by the Executive Committee *or* general membership.

Program Development – Second Vice President - Responsible for the planning of programs, e.g., awards ceremonies, fund-raisers, and speakers and/or demonstrations during membership meetings, which shall have three main purposes:

- a. To increase interest in the work of the Treasure Coast Florida Chapter.
- b. To provide a variety of ideas to further the Chapter's purpose.
- c. To motivate members and other supporters to participate in the activities of the Chapter and to make financial contributions.

As soon as possible after being elected, the Second Vice President, who shall serve as the chairperson of the Program Development Committee, should present an outline of possible programs for the year to the Executive Committee. In addition, a budget for said programs shall be submitted *to* the Treasurer/Chairperson of the Finance Committee for review and recommendation to the Executive Committee. The Executive Committee shall approve all programs and the corresponding funding associated with each. If the Chapter hosts a NFBPA event, then the Program Development Committee Chairperson shall be responsible and coordinate with the National Office. The Chairperson shall confer with the Secretary/Chairperson of the Public Information Committee and request the assistance of the Public Information Committee in publicizing all events.

Public Information – Secretary - Responsible for providing information to the membership and the public of the activities of the Chapter.

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Finance – Treasurer - Responsible for preparing a budget for the fiscal year and submitting it to the membership. The committee may from time to time submit amendments to the budget for the current fiscal year to the membership, which may be adopted by a majority vote.

Section 3. Rules. Each committee may adopt rules for its governance not consistent with these Bylaws and other polices of the Treasure Coast Florida Chapter.

ARTICLE VII. ORDER OF BUSINESS AND PARLIAMENTARY AUTHORITY

Section 1. Order of Business. Meetings of the Treasure Coast Florida Chapter shall be conducted in an orderly and logical manner in such order as may be determined advisable by the presiding officer and the Parliamentarian; provided, however, that if any objection to the order of business so adopted is sustained by a majority of those present, the regular order of business shall prevail such as determined by the majority. Once the presiding officer has determined that a quorum is present he or she shall call the meeting to order. An example of the order of business is as follows:

- a. Reading and Approval of Minutes
 - b. Reports of Officers, and Standing Committees
 - c. Reports of Special Committees
 - d. Unfinished Business
 - e. New Business

Section 2. Parliamentary Authority. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Treasure Coast Florida Chapter in all cases to which they are applicable and in which they are not consistent with these Bylaws and any special rules of order the Treasure Coast Florida Chapter may adopt.

ARTICLE VIII. EXECUTION OF INSTRUMENTS, DEPOSITS, AND FUNDS

Section 1. Execution of Instruments. The Executive Committee may by resolution authorize any officer or agent of the Treasure Coast Florida Chapter to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Treasure Coast Florida Chapter, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent, or member shall have any power or authority to bind the Treasure Coast Florida Chapter by any contract or engagement, or to pledge its credit, or to render it liable pecuniary for any purpose or in any amount, and the Treasure Coast Florida Chapter shall not be obligated to perform any act not expressly authorized by it or by its agents acting within the course and scope of their responsibilities and authority expressly granted by the Treasure Coast Florida Chapter.

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Section 2. Checks and Notes. Except as otherwise specifically determined by resolution of the Executive Committee, as provided in Section 1 of Article VIII, or as otherwise required by law; checks, drafts, promissory notes, orders for the payment of money, and other evidences of indebtedness of the Treasure Coast Florida Chapter shall be signed by the Treasurer and countersigned by the President.

Section 3. Deposits. All funds of the Chapter shall be deposited to the credit of the Treasure Coast Florida Chapter in such banks, trust companies and/or depositories as the Executive Committee selects.

Section 4. Gifts. By approval of majority vote the Executive Committee may accept any lawful gift, contribution, bequest, or device on behalf of the Treasure Coast Florida Chapter for general or specific purposes.

ARTICLE IX. VOTING

Section 1. Voting. Except as provided elsewhere under these Bylaws or amendments hereto, each individual and student member shall be entitled to one vote, specific to each subject properly submitted to vote, at each meeting of members present in person. No proxy voting shall be permitted.

Section 2. Voting by Executive Committee. Each member of the Executive Committee shall be entitled to one vote, specific to each subject properly submitted to vote, at each meeting of the Executive Committee at which he or she is present in person. No proxy voting shall be permitted.

ARTICLE X. CONFLICTS OF INTEREST

Section 1. Procedures as to Conflicts of interest. As soon as a duality of interest or possible conflict of interest on the part of any member of the Board of Directors is known, or reasonably should have been known, any such conflict shall be disclosed to the other members of the Board of Directors and made a matter of record. Action by the Board of Directors in connection with such interest shall also be disclosed in writing and made a matter of record. Any member of the Board of Directors having a duality of interest or possible conflict of interest on any matter shall not vote or use his or her personal influence on the matter whenever such duality or possible conflict of interest shall arise. The minutes of that meeting shall reflect that the conflict was disclosed; the party, who is the subject of the conflict, abstained from voting on the matter; and a quorum was present.

Section 2. Input of Board Member. If requested by a majority of the Board of Directors, the foregoing requirements shall not be construed as preventing the member of the Board of Directors, who is the subject of the conflict, from briefly stating his or her position in the matter, nor from answering pertinent questions of other members of the Board of Directors, since his or her knowledge may be of great assistance.

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ARTICLE XI. FISCAL YEAR

The Chapter fiscal year shall commence on January 1st and end on December 31st.

ARTICLE XII. NATIONAL AFFILIATION

The Treasure Coast Florida Chapter is a local chapter of the NFBPA. It is chartered by the NFBPA Board of Directors. The Treasure Coast Florida Chapter subscribes to and operates in accordance with the goals, objectives, policies, and procedures of the NFBPA. The Treasure Coast Florida Chapter is subject to the terms and provisions of the Treasure Coast Florida Chapter Affiliation Agreement executed with NFBPA.

ARTICLE XIII. AMENDMENTS

Any proposed amendments to these Bylaws must first be submitted to the National Office for approval. These Bylaws can only be amended by a two-thirds vote of the members present and voting at a meeting of the Treasure Coast Florida Chapter. Amendments to the Bylaws must be submitted, in writing, to the membership at least 30 days prior to the date of the meeting during which the amendments will be considered.

ARTICLE XIV. NOTICES

Whenever notice is required to be given by these Bylaws, unless otherwise specified, such notice shall be deemed to be sent when mailed or emailed to the latest known address of the person to be notified. The inclusion of a notice of a meeting of the Treasure Coast Florida Chapter in an official publication, mailed or e-mailed to all members in good standing, shall constitute sufficient notice. Members are responsible for notifying the Treasure Coast Florida Chapter of changes in their contact information.

Adopted this _____ day of _____
20____ at _____.