



**BYLAWS
THE BLACK DATA PROCESSING ASSOCIATES
BALTIMORE CHAPTER**

| Approved December 11, 2012

Signed _____

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**BYLAWS
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ARTICLE I - NAME

The name of this organization shall be The Black Data Processing Associates Baltimore Chapter, hereinafter referred to as the Association.

ARTICLE II - OBJECTIVE

The objective of the Association is to accumulate a pool of Information Technology knowledge and business expertise with the intention of utilizing these resources to:

1. Strengthen the expertise of minority members of the Information Technology community;
2. Offer this expertise to those minorities evaluating Information Technology for future career/business potential;
3. Broaden the Information Technology knowledge of the minority community as a whole;
4. Participate in all activities directly related thereto.

ARTICLE III - MEMBERSHIP

SECTION 1 - FULL MEMBERSHIP

- 1.1 Shall be available to persons directly employed by or involved with the information processing industry, included, but not limited to; electronic data processing; electronic word processing and data communications. A Full Member shall have voting privileges.

SECTION 2- STUDENT MEMBERSHIP

- 2.1 Shall be available to persons registered in an accredited educational institution on a full-time basis.

SECTION 3 - LIFETIME MEMBERSHIP

- 3.1 Shall be available to Information Technology professionals, or persons who have an interest in the profession, who have paid life time membership to "The Association."

SECTION 4 - DUES

- 4.1 Shall be paid by all Full, Associate and Student Members.
- 4.2 Shall be determined by the Executive Committee and approved by the voting membership.

- 4.3 Must be paid in one annual payment. Delinquency of dues shall result in the loss of voting privileges. Delinquency of three months shall result in termination of membership.

SECTION 5 - APPLICATIONS

- 5.1 Shall be accepted only for individual membership.
- 5.2 Shall not be accepted from former members who have been terminated as a result of conduct deemed detrimental to the best interest of the Association in accordance with Article III Section 6.1.

SECTION 6 - TERMINATION

- 6.1 Shall occur due to dues delinquency as described in Article III, Section 4.3 or for conduct, deemed by the Executive Committee with the approval of the voting membership, to be detrimental to the best interest of the Association.

ARTICLE IV - NOMINATIONS AND ELECTIONS

SECTION 1 - ELIGIBILITY

- 1.1 For the office of President, President-Elect, and Vice President of Finance, shall be restricted to full or lifetime members.

SECTION 2 - NOMINATIONS

- 2.1 Nominations shall only be accepted for full and associate members who are financially current.
- 2.2 Must be received in writing by the Nominations and Elections committee no later than August, one month prior to the general meeting in compliance with Article V Section 2.
- 2.3 Shall be approved for but, one office per nominee.
- 2.4 Shall be approved only for members who are financially current in the Association.
- 2.5 Shall be presented to the voting membership no later than the September general meeting in compliance with Article V Section 2.

SECTION 3 -ELECTIONS

- 3.1 Shall be conducted and supervised by the Nominations and Elections Committee.
- 3.2 Shall be held at a special meeting.
- 3.3 Shall be in accordance with the requirements of Article VI.

SECTION 4 - SPECIAL ELECTIONS

- 4.1 Shall be held in accordance with the requirements of Article VI.
- 4.2 Shall be deemed necessary by the executive committee, whenever any of the Association's elected offices are vacant.

ARTICLE V - OFFICERS

SECTION 1 - EXECUTIVE OFFICERS

- 1.1 Shall consist of the President, President Elect, Vice President of Finance, Vice President of Membership Management, Vice President of Member Services, Vice President of Strategy & Planning, Advisors, and Recording Secretary.
- 1.2 Shall be elected in accordance with the provisions of Article IV.

SECTION 2 - TERM OF OFFICE

- 2.1 Shall be defined as two years running concurrent with the fiscal year of the Association, or until new officers are elected.
- 2.2 Shall be limited to one elective term of office for President.

SECTION 3 - RESPONSIBILITIES OF OFFICERS

- 3.1 **The President.**
 - 3.1.1 Shall preside over all meetings of the Executive Board, general membership and the Executive Committee.
 - 3.1.2 Shall be responsible for seeing that the decisions of the general membership are carried out.
 - 3.1.3. Shall be an ex-officio member of all committees both standing and ADHOC.
 - 3.1.4 Shall have the power to appoint specific committees with the approval of the Executive Committee.
 - 3.1.5 Serve as the official spokesperson for the Association.
 - 3.1.6 Shall have the power to appoint specific committees with the approval of the Executive Committee.
- 3.2 **The President Elect.**
 - 3.2.1 Shall serve as the Vice President of Business Management.
 - 3.2.2 Shall serve as President in the absence of the President.

- 3.2.3 Shall fulfill the duties of Assistant Vice President of Finance of the Association.
- 3.2.4 Shall coordinate the activities of the Association's ADHOC Committees.
- 3.2.5 Shall be responsible for determining when a quorum has been reached at all meetings of the Association.3.2.6
- 3.2.6 Shall ensure D&L insurance coverage for board members.
- 3.3 **The Vice President of Finance.**
 - 3.3.1 Shall have the responsibility of maintaining complete financial records of all monies received and disbursed by the Association.
 - 3.3.2 Shall issue periodic financial reports in accordance with the provisions of Article VII, Section 2.
 - 3.3.3 Shall determine which members of the Association are financially current.
 - 3.3.4 Shall actively oversee the collection of fees and dues.
- 3.4 **The Vice President of Membership Management.**
 - 3.4.1 The Vice President of Membership Management shall manage all activities of the Membership Management Business area including Membership Recruitment and retention:
 - 3.4.2 Shall oversee membership drives, career fairs, job fairs, member surveys.
 - 3.4.3 Shall oversee chapter operations/best practices for membership, chapter membership development, and membership database/reports.
 - 3.4.4 Shall prepare, maintain, and distribute new membership packets.
- 3.5 **The Vice President of Member Services.**
 - 3.5.1 The Vice President of Members Services shall manage all activities of the Members Services Business Area.
 - 3.5.2 Shall oversee Career Coaching Program in partnership with professional career coaches.
 - 3.5.3 Shall oversee S.I.T.E.S/HSCC programs, Student Internship Program involving College student program for students seeking internships
 - 3.5.4 Shall oversee Mentoring Program such as the - Executive Protégé Program (EPP) in partnership with IT Senior Management Forum (ITSMF).
 - 3.5.5 Shall oversee Professional / Technical Development Programs and Training, including program meetings and webinars.

3.6

The Vice President of Strategy & Planning.

- 3.6.1 The Vice President of Strategy & Planning shall manage all activities of the Strategy & Planning Business Area.
- 3.6.2 Shall manage chapter planning and support in alliance with strategic goals and objectives.
- 3.6.3 Shall oversee chapter strategic alliances with sponsors, rewards / award recognition, and MOUs.
- 3.6.4 Shall oversee organization performance management, Key Performance Indicators (KPIs), performance standards and evaluation, and related best practices.

3.7

The Recording Secretary.

- 3.7.1 Shall have the responsibility to maintain and report accurate minutes of all meetings of the general membership and Executive Committee.
- 3.7.2 Shall sign official documents of the Association when requested by the President.

SECTION 4 - VACANCIES OF OFFICE

- 4.1 In the Presidency shall filled by succession by the President Elect.
- 4.2 In all elected offices except the Presidency with less than one half of the term remaining, shall be filled by Presidential appointment with the approval of the Executive Committee.

SECTION 5 - RECALL OF OFFICERS

- 5.1 Shall be initiated by the presentation of a recall petition containing specific charges and the signatures of a majority of the voting membership at a general meeting.
- 5.2 Shall occur when two-thirds of the voting membership has approved the recall petition.

SECTION 6 -APPOINTED OFFICERS

- 6.1 Shall consist of the Vice President of Membership Management, Vice President of Membership Services, Vice President of Strategy & Planning, Advisors, Parliamentarian, Sergeant-at-Arms and the Directors of Standing and AD HOC Committees.
- 6.2 Shall be appointed by the President and approved by the Executive Committee for a term that shall not exceed that of the appointing President.

SECTION 7 –REMOVAL FROM OFFICE

- 7.1 Shall be a result of conduct deemed by the Board of Directors to be detrimental to the best interests of the Association, and/or failure to perform required duties outlined in Article V. OFFICERS.
- 7.2 Shall occur with a quorum of the Board of Directors in approval of the removal from office, for both Elected and Appointed positions.

ARTICLE VI - MEETINGS

SECTION 1 - QUORUM

- 1.1 Shall consist of two fifths of the voting membership.
- 1.2 Shall be binding once declared.
- 1.3 Shall be declared by the President Elect.
- 1.4 Shall, in the absence of the President Elect, be declared by the President or the President's delegate, respectively.

SECTION 2 - VOTING

- 2.1 Shall be by ballot.
- 2.2 Shall not be accepted by proxy.

SECTION 3 - GENERAL MEMBERSHIP MEETING

- 3.1 Shall be held at least quarterly at a time and place determined by the Executive Committee.
- 3.2 Shall be official when a quorum is declared.

SECTION 4 - EXECUTIVE COMMITTEE MEETING

- 4.1 Shall be held at a time and place determined by the President.
- 4.2 Shall be official when a majority of the Executive Committee membership is present.

SECTION 5 - EXECUTIVE BOARD MEETING

- 5.1 Shall be held at a time and place determined by the President.
- 5.2 Shall be official when a majority of the Executive Board membership is present.

ARTICLE VII - FISCAL AND FINANCIAL POLICIES

SECTION I - FISCAL YEAR

- 1.1 Shall begin January 1st of each year and end December 31st of the same year.

SECTION 2 - FINANCIAL REPORTS

- 2.1 Shall be presented by the Vice President of Finance at each meeting of the Executive Committee or Executive Board.
- 2.2 Shall be presented by the Vice President of Finance on a quarterly basis to the general membership.

SECTION 3 - DISBURSEMENTS AND FINANCIAL COMMITMENTS

- 3.1 Exceeding \$100.00 must be approved by a majority of the Executive Committee.
- 3.2 Must be issued by check with the signatures of two of the following officers; President, President Elect, or Vice President of Finance.

ARTICLE VIII - COMMITTEES

SECTION 1 - EXECUTIVE BOARD

- 1.1 Shall consist of the President, President Elect, Vice President of Finance, Vice President of Membership Management, Vice President of Members Services, Vice President of Strategy & Planning, Recording Secretary, Advisors, and the directors of the standing committees.
- 1.2 Shall provide direction and control of the Association.
- 1.3 Shall propose and establish policy for the operation of the Association.
- 1.4 Shall evaluate any issues unresolved at the general membership meeting.
- 1.5 Shall report its recommendations to the general membership.
- 1.6 Shall have its recommendations accepted as the policy of the Association, unless overridden by a majority of the voting membership.

SECTION 2 - STANDING COMMITTEES

- 2.1 Shall be established and approved by the Executive Committee
- 2.2 Shall have their directors appointed by the President with the approval of the Executive Committee.
- 2.3 Shall have their members appointed by the respective directors.

SECTION 3 - AD-HOC COMMITTEES

- 3.1 Shall be established as deemed necessary by the President or a majority of the Executive Committee.
- 3.2 Shall have their directors appointed by the President with the approval of the Executive Committee in accordance with Article V, Section 6.2.

SECTION 4 - EXECUTIVE BOARD

- 4.1 Shall consist of the President, President Elect, Vice President of Finance, Vice President of Membership Management, Vice President of Membership Services, Vice President of Strategy & Planning, Advisors, Recording Secretary, and directors of the standing committees.
- 4.2 Shall execute the directives of the Executive Committee.
- 4.3 Shall evaluate and report its recommendations of any issues unresolved at the Executive Committee meetings.

SECTION 3 - AD-HOC COMMITTEES

- 3.1 Shall be established as deemed necessary by the President or a majority of the Executive Committee.
- 3.2 Shall have their directors appointed by the President in accordance with Article V, Section 6.2.

ARTICLE IX - AMENDMENT OF BYLAWS

SECTION 1 - PROPOSALS FOR AMENDMENT

- 1.1 Shall be presented at a general membership meeting.
- 1.2 Shall be approved as an agenda item by a majority of the voting membership present at an official general membership meeting.
- 1.3 Shall be included on the published agenda of the forthcoming general membership meeting.
- 1.4 Shall be adopted as an amendment to these Bylaws by a two-thirds majority of the voting membership present at an official general membership meeting.

ARTICLE X - AFFILIATIONS

The Association is affiliated with and governed by the Black Data Processing Associates National Chapter, and, hereby, accepts all tenants included in the Constitution and Bylaws of that national organization.

ARTICLE XI - PARLIAMENTARY

The rules contained in the current edition of Roberts Rules of Order shall govern the Association and all cases to which they are not inconsistent with these Bylaws any special rules of order the Association may adopt.