

**BLACK PROFESSIONALS' NETWORK OF JONESBORO
CONSTITUTION AND BYLAWS**

(Revised August 2018)

Let it be known that throughout this document when the word "BPNJ" or "Network" is used, it is referring to Black Professionals' Network of Jonesboro.

Preamble

Black Professionals' Network of Jonesboro is a diverse group of Professionals established to make the Jonesboro area the ideal place for people to:

- Live: Provide networking opportunities.
- Learn: Provide and promote leadership and professional development.
- Lead: Promote community service initiatives.
- Link: Develop strategic partnerships that impact our community

Mission – To create networking opportunities and community presence in the Jonesboro area.

Article I –Name

The name of this organization shall be Black Professionals' Network of Jonesboro.

Article II – Executive Committee and Committee Chairs

Section 1. Executive Committee. The Executive Committee of the Network shall be: President, Vice President, Treasurer, Secretary, Director of Public Relations and Parliamentarian. Each Executive Committee member shall be:

- a. A financial member for at least one year.
- b. Nominated by self or general membership.
- c. Encompass any other qualifications as stated in the BPNJ duties.
- d. The Executive Committee shall be empowered to recommend priorities for various projects and to plan activities.
- e. To positively promote BPNJ around the community by maintaining an honest, fair, and trustworthy character.

Duties

- 1. All committee members shall attend all BPNJ board and regular meetings and events.
- 2. All committee members shall assist all BPNJ board members when needed.
- 3. The **President's** duties shall be as follows:
 - 3.1 To chair all meetings of BPNJ.
 - 3.2 To call special meetings when needed.
 - 3.3 Open meetings on time as designated.
 - 3.4 Prepare a detailed order of business or agenda for each meeting to all financial members at least one week before general meeting.
 - 3.5 Meet the demands of the office unselfishly.

4. The **Vice-President's** duties shall be as follows:
 - 4.1 To chair any committees or task forces of the organization.
 - 4.2 To assume the President's responsibilities in absence of the President.
 - 4.3 To take care of special projects as needed.
 - 4.4 To be Project Manager for all Committees.
5. The **Secretary's** duties shall be as follows:
 - 5.1 To record and keep a precise permanent record of the proceedings called minutes.
 - 5.2 To provide copies of the agenda and previous meetings of the last meeting to all officers during a board meeting.
 - 5.3 To check the BPNJ post office box for due fees, applications, etc. weekly.
 - 5.4 To keep a record of membership applications, activities and meetings on file.
 - 5.5 Keep a file of reports.
 - 5.6 Prepare a list of unfinished business for the President.
 - 5.7 Call a meeting to order in the absence of the presiding officers.
6. The **Treasurer's** duties shall be as follows:
 - 6.1 To be responsible for all BPNJ accounts.
 - 6.2 To report on all financial transactions.
 - 6.3 To collect membership fees from all members.
 - 6.4 To collect fees at events.
 - 6.5 Keep an accurate account and make such reports as may be desirable. Be prepared to have books audited and deliver records to successor on time.
 - 6.6 Deposit all monies in such financial institutions as may be approved by the organization or its Committee.
 - 6.7 Keep an accurate account and maintain financial records. Produce financial reports at meetings.
7. The **Director of Public Relations'** duties shall be as follows:
 - 7.1 To create flyers and distribute to Executive Committee for approval a minimum of 30 days before event.
 - 7.2. Create Brand and Organization awareness.
 - 7.3 To post up flyers.
 - 7.4 To update the BPNJ brochure.
 - 7.5 To represent and promote BPNJ.
 - 7.6 Additional Responsibilities as assigned.
8. The **Parliamentarian's** duties shall be as follows:
 - 8.1 Reports to the President.
 - 8.2 Attend and assume the role of Parliamentarian during the meeting.
 - a. Sit in the designated area for visual access to the President.
 - b. Function in the role of the Parliamentarian as a non-interventionist, and assist and support the President in maintaining order and adhering to time schedules as approved by the Committee or membership.
 - 8.3 Be available to confer with the President as needed.
 - 8.4 Be available to meet with the Board at meetings whenever needed, as assigned by the President.
 - 8.5 Be available to the membership during normal conference hours or after meetings to answer questions about the role and function of the parliamentarian and parliamentarian procedure.

- 8.6 Be available to work on other tasks as specified by the President.
- 8.7 Assist with the coordination of motions and resolutions as requested.
- 8.8 Assist with the election and voting procedures.
- 8.9 Serve as a consultant to committees on rules, bylaws, elections and resolutions.

Section 2. Executive Committee. The Executive Committee of the Network shall consist of the members of the Executive Committee and all Officers.

Section 3. Term of Office. Executive Committee and Committee Chairs shall assume their duties as of January 1, of the year following elections. The Executive Committee and Committee Chairs shall serve for a term of one year, except for the Secretary who will serve a term of two years or until their successors are elected. No Executive Committee member or Committee Chair shall serve more than two consecutive terms in the same office.

Section 4. Nominations. The Secretary will be responsible for dispersing nomination ballots. Nominations will take place in the beginning of September to mid-October.

Section 5. Elections. The officers shall be elected by a majority of the voting members of the Network at the annual elections held in mid-November. Only financial members are able to vote.

Section 6. The Executive Committee shall appoint vacancies of offices.

Section 7. Any officer, including the President/Chairperson, may be removed from office or suspended from office by a vote of two-thirds of the members at an Executive Committee meeting. Removal or suspension may be with or without cause. The person under consideration shall be given an opportunity to be heard at the Executive Committee meeting with sufficient notice of the proposed removal or suspension, the person under consideration shall not be counted in determining the presence of a quorum. Upon a vote of removal or suspension of the President, the Vice-President shall preside at the meeting.

Article III – Membership

Section 1. Any person who supports our mission shall be eligible for membership in the Black Professionals' Network of Jonesboro. Membership is open to all adults without regard to gender, race, color, age, disability, religion or national origin. Membership shall be consistent with all applicable federal and state laws.

Section 2. Member considered to be in "good-standing" with the network must:

- a. Pay annual dues.
- b. Participate in Network events and actively recruit members.
- c. Help promote and provide information that helps advance professional and personal objectives of people in the Jonesboro Community.
- d. Continually present themselves as an upright member of their community with no representation that would have a negative impact on the Network.

Section 3. Voting members, in addition to Section 1, shall be designated as those persons who are financially active for the current fiscal calendar year.

Article IV – Dues

Section 1. Network membership dues shall be set by mutual agreement of the Executive Committee and Network members.

Section 2. Members shall also pay dues annually to cover network expenses including professional development seminars, community development projects and general meeting expenses. Membership dues, in an amount established, are payable on or before January 1 for continuation of membership. Membership coincides with the network official year of January 1 to December 31.

Article V – Finance

Section 1. Transaction. Transactions for \$100 or more requires 2 signatures. All Purchases must to be pre-approved by the Executive Committee and appropriate receipts submitted per transaction.

Article VI – Committees

Section 1. Standing Committees. The standing committees shall be the Community Service Committee, Events Committee, Professional Development, Membership Committee and Public Relations Committee.

Section 2. Composition. Financially active members will elect chairpersons. Members of standing committees must be an active member of the Network.

Section 3. Duties. Committees shall perform the duties provided in the BPNJ duties.

Section 4. The Executive Committee may appoint committee members at any time.

Article VII – Parliamentary Authority

Section 1. The rules contained in the most recent version of Robert’s Rules of Order shall govern the proceedings of the Network in all cases to which they are applicable and in which they are not inconsistent with the bylaws of the Network, these bylaws, any special rules of order the Network may adopt, and any statuses applicable to the Network that do not authorize the provisions of these bylaws to take precedence.

Article VIII – Meetings and Activities

Section 1. Executive Committee Meetings. The Executive Committee will meet at least once per month. The committee consists of the Executive Committee and the Officers. The President shall call Executive Committee meetings.

Section 2. Sub-committee Meetings. Sub-committee meetings will be determined by the chairs and members availability.

Section 3. Executive Committee Retreats. The President will determine retreats. Retreats will focus on the strategic and global movement of the Network.

Section 4. Emergency/Special Meetings. Emergency/ Special meetings shall be called by either the President or the Executive Committee.

Section 5. Quorum. Each voting member in good standing shall have one vote at any meeting of the members. A quorum shall consist of the majority of Executive Committee. A majority of the votes cast at a meeting at which a quorum is present shall constitute the action of the members.

Section 6. Order of Buisness (Agenda).

Call To Order
Approval of Agenda
Approval of Minutes
President's Report
Treasurer Report
Committee Reports
Old Business
New Business
Executive Session (if needed)
Adjournment

Article IX – Amendments

These bylaws may be amended by a vote of two-thirds of the Executive Committee of the Network present at any regular meeting or at a special meeting called for that purpose. The membership shall be notified of adopted bylaw amendments by the most feasible means.

Article X – Limitations

No part of the net earnings of the Network shall inure to the benefit of, or be distributable to, any of its members, officers or other private persons, except that the Network shall be authorized to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purposes.

No substantial part of the activities of the Network shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Network shall not participate in, or intervene in any political campaign on behalf of or in opposition to any candidate for public office.

Article XI – Dissolution

In case of the dissolution of this Network, the Executive Committee will decide upon the remaining assets.