



BDPA-NY

BY-LAWS

**The New York Chapter of
BLACK DATA PROCESSING ASSOCIATES**

BY-LAWS

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ARTICLE I: NAME

The name of this organization shall be The New York Chapter of Black Data Processing Associates (hereinafter referred to as the association).

ARTICLE II: OBJECTIVE AND BUSINESS AREAS

Section 1 Objective

To accumulate a pool of information technology knowledge and business experience with the intention of utilizing these resources to:

- 1.1 Strengthen the expertise of minority members of the information technology community;
- 1.2 Offer this expertise to those minorities evaluating information technology for future career/business potential;
- 1.3 Broaden the information technology knowledge of the minority community as a whole.

Section 2 Business Areas

The objectives of the Association are carried out through five (5) business areas.

- 2.1 Business Management
- 2.2 Membership Management
- 2.3 Finance Management
- 2.4 Member Services
- 2.5 Strategy and Planning

ARTICLE III: MEMBERSHIP

Section 1 Membership Definition

Shall be available to persons directly employed by, involved with or interested in the information technology industry including, but not limited to, internet based technology industry, word processing and data communications.

- 1.1 Full Member: Information Technology professional or a person who has interest in the profession that has paid the full membership. A full member shall have voting privileges.
- 1.2 Student Member: Full time registered student at an accredited educational institution interested in the information technology industry, but not limited to the industry and has paid the student membership dues. A student member shall not have voting privileges.
- 1.3 Honorary Member: Shall be granted at the discretion of the Board of Directors with the approval of the voting membership. An Honorary member shall have no voting privileges.

Section 2 Financial Obligation

- 2.1 Shall be paid by all Full and Student members
- 2.2 Shall be determined by the BDPA National Board of Directors.
- 2.3 Shall be paid on an annual, renewable on a member's expiration date. Delinquency of two (2) months dues shall result in the loss of voting privileges. Delinquency of three (3) months dues shall result in termination of membership. Dues are payable within the anniversary month of joining date.

Section 3 Application

- 3.1 Shall be made to the Membership Management business area by submission of a completed official application form and the appropriate membership fee.
- 3.2 Shall be accepted only for full and student membership.
- 3.3 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 the provisions of Article III, Section 4.

Section 4 Termination and Sanctions

- 4.1 Shall occur due to dues delinquency as described in Article III Section 2.3 or for conduct deemed unethical or contrary to the established by-laws of the Association.

- 4.2 The Board of Directors after an appropriate hearing may, by majority vote of the members present and voting at a Board of Directors meeting, discipline a member by suspension, termination, or the imposition of a fine that the Board may prescribe, if a member:
 - 4.2.1 fails to pay membership dues as described in Article III, Section 4.1
 - 4.2.2 Infringes on any of these bylaws
 - 4.2.3 engages in activities that are in direct violation of these bylaws
 - 4.2.4 encourages or participates in any activity that diminishes or embarrasses the integrity of BDPA
 - 4.2.5 commits any action deemed inappropriate and not in the best interest of BDPA

ARTICLE IV: OFFICERS

Section 1 Elected Officers

- 1.1 Shall consist of the President, President Elect, Vice President of Finance Management.
- 1.2 Shall be elected in accordance with the provisions of Article VI.
- 1.3 Shall consist of the Immediate Past President

Section 2 Term of Office

- 2.1 Shall be defined as two (2) years running concurrent with the fiscal year of National BDPA or until new officers are elected.
- 2.2 Shall be limited to one (1) term for the office of President Elect, after which the President Elect transitions into the office of President.
- 2.3 Shall be limited to one (1) term for the office of President
- 2.4 The President shall serve as the Immediate Past President in the term of office following the completion of their term as President

Section 3 Appointed Officers

- 3.1 Shall be filled by appointment of the President with approval of the BDPA-NY Board of Directors.

- 3.2 Shall consist of Parliamentarian and/or Sergeant-at-Arms.
- 4.3 Shall consist of Vice Presidents of the following Business Areas:
Membership Management, Member Services, and Strategy & Planning.

Section 4 Responsibilities of Officers

- 4.1 The President shall:
 - (a) Preside over all meetings of the general membership and the BDPA-NY Board of Director;
 - (b) Be responsible for seeing that the decisions of the general membership are carried out;
 - (c) Be an ex-officio member of all committees;
 - (d) Have the power to appoint specific committees with the approval of the BDPA-NY Board of Directors;
 - (e) Serve as official spokesperson of the Association.
- 4.2 The President Elect shall:
 - (a) Serve as President in the absence of the President;
 - (b) Serve as the Vice President of Business Management;
 - (c) Fulfill the duties of Assistant Vice President of Finance Management;
 - (d) Coordinate the activities of the Association's committees;
 - (e) Be responsible for determining when a quorum is reached at all meetings of the Association.
- 4.3 The Vice President of Finance Management shall:
 - (a) Manage all activities of the Finance Business area;
 - (b) Have the responsibility of maintaining complete financial records of all monies received and disbursed by the Association;
 - (b) Issue periodic financial reports in accordance with the provisions of Article VII, Section 2;
 - (c) Determine which members of the Association are financially current;
 - (d) Oversee the collection of fees and dues;
 - (e) Oversee the payment of debts.
- 4.4 The Vice President of Membership Management shall manage all activities of the Membership Management Business Area.
- 4.5 The Vice President of Member Services shall manage all activities of the Member Services Business Area.
- 4.6 The Vice President of Strategy and Planning Assessment shall manage all activities of the Strategy and Planning Assessment Business Area.

- 4.7 The Immediate Past President shall, at the discretion of the President:
 - (a) Advise the President;
 - (b) Maintain the articling of the Association's history;
 - (c) Provide continuity of BDPA-NY objectives and goals;
 - (d) Serve as Parliamentarian.
- 4.8 The Parliamentarian and/or Sergeant-at-Arms shall maintain order in meetings of the Association in accordance with Robert's Rules of Order.

Section 5 Vacancies of Office

- 5.1 In the office of the President, vacancy shall be filled by the succession of the President Elect.
- 5.2 In the office of President Elect, vacancy shall be filled by a special election.
- 5.3 In the office of Vice President of Finance Management with less than one half (1/2) of the term remaining, shall be filled by Presidential appointment with the approval of the BDPA-NY Board of Directors.

Section 6 Recall of Officers

- 6.1 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 membership meeting.
- 6.2 Shall occur when two-thirds (2/3) of the voting membership have approved the recall petition.
- 6.3 Shall occur for failure to maintain membership.
- 6.4 Shall be a result of conduct deemed by the BDPA-NY Board of Directors, by a two-thirds (2/3) vote, to be detrimental to the best interest of the Association.

ARTICLE V: COMMITTEES

Section 1 BDPA-NY Board of Directors

- 1.1 Shall consist of the officers of the Association as defined in Article IV Sections 1 and 3.
- 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 meetings.
- 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 Ad Hoc Committees

- 2.1 Shall be established or terminated as deemed necessary by the President or a majority of the BDPA-NY Board of Directors.
- 2.2 Shall have their chairpersons appointed by the President in accordance with Article IV, Section 3, 3.1.

ARTICLE VI: NOMINATIONS AND ELECTIONS

Section 1 Eligibility

- 1.1 For offices of President, President Elect and Vice President of Finance Management shall be restricted to full members.
- 1.2 For all offices, shall be restricted to financially current members.

Section 2 Nominations

- 2.1 Shall only be accepted from financially current members.
- 2.2 Must be received in writing by the Nominations and Elections Committee no later than the scheduled deadline set by the BDPA-NY Board of Directors.
- 2.3 Shall be approved for only one (1) 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 a date scheduled by the Nomination and Election Committee and approved by the BDPA-NY Board of Directors.

Section 3 Elections

- 3.1 Shall be conducted and supervised by the Nominations and Elections Committee.
- 3.2 Shall be held at the November General Meeting in the same year that National BDPA elections are held.
- 3.3 Shall be in accordance with the requirements of Article IV.

Section 4 Special Elections

Shall be held in accordance with the requirements of Article IV, Section 5.

ARTICLE VII: APPOINTMENTS

Section 1 Eligibility

For the offices of Vice President of Membership Management, Member Services and Strategy and Planning Assessment shall be restricted to full members.

Section 2 Appointments

Shall be approved by a two-thirds (2/3) majority of the BDPA-NY Board of Directors members in attendance of a BDPA-NY Board of Directors meeting.

ARTICLE VIII: MEETINGS

Section 1 Quorum

- 1.1 For General Membership meetings shall consist of 15 financially current members plus 2 elected officers.
- 1.2 For BDPA-NY Board of Directors meetings shall consist of the majority of the BDPA-NY Board of Directors.
- 1.3 Shall be verified by the Vice President of Business Management.
- 1.4 Shall in the absence of the Vice President of Business Management, be the Parliamentarian, declared by the President or the President's delegate respectively.

Section 2 Voting

- 2.1 Shall be limited to full members present at the time of the election.
- 2.2 Shall be by ballot.
- 2.3 Shall not be accepted by proxy.

Section 3 General Membership Meetings

- 3.1 Shall be held at least annually at a time and place determined by the BDPA-NY Board of Directors.
- 3.2 Shall be official when a quorum is declared.

Section 4 BDPA-NY Board of Directors Meetings

- 4.1 Shall be held on a monthly basis prior to the general membership meeting at a place determined by the Board of Directors..

- 4.2 Shall be official when a majority of the BDPA-NY Board of Directors is present.

ARTICLE IX: FISCAL AND FINANCIAL POLICIES

Section 1 Fiscal Year

Shall begin January 1st of each year and end December 31st of the same year (the same as the National BDPA fiscal year).

Section 2 Financial Reports

- 2.1 Shall begin January 1st of each year and end December 31st of the same.
- 2.2 Shall be presented by the Vice President of Finance Management at the General Membership.
- 2.3 Financial reports shall include, but not be limited to, balance sheet, income statement and cash flow statement.

Section 3 Disbursements and Financial Commitments

- 3.1 Exceeding \$100.00 must be approved by a majority of the BDPA-NY Board of Directors.
- 3.2 Exceeding \$500.00 must be approved by a majority of the voting membership (voting membership must be financially current).
- 3.3 Must be issued by check with the signatures of one of the following authorized officers: President, President Elect or Vice President of Finance Management.

ARTICLE X: AMENDMENTS OF BY-LAWS

- 1 Shall be presented at a General Membership meeting.
- 2 Shall be approved by a majority of the voting membership at an official General Membership meeting.
- 3 Shall be included on the published agenda of the forthcoming general membership meeting.
- 4 Shall be adopted as an amendment to the By-Laws by a quorum of the voting membership at an official General Membership meeting.

ARTICLE XI: AFFILIATION

This local chapter is affiliated with and governed by National Black Data Processing Associates and hereby accepts all tenets included in the Constitution and By-Laws of that national organization.

ARTICLE XII: DISSOLUTION

Section 1 Funds Distribution

1.1 Shall In the event of the Dissolution of the New York Chapter, all remaining funds shall be distributed:

- 1.1.1 *to satisfy all known outstanding legal debts and/or liens against the chapter*
- 1.1.2 *to satisfy all outstanding financial commitments made by the chapter*
- 1.1.3 *the balance to go to NATIONAL BDPA*

ARTICLE XIII: PARLIAMENTARY

The rules contained in the current edition of the Robert's Rules of Order shall govern the Association in all cases to which they are not consistent with the By-Laws and any special rules of order that the association may adopt.

ARTICLE XIV: INDEMNIFICATION

- 1 Shall allow the Association the power to purchase and maintain insurance on behalf of any person who is or was an officer, employee or agent of the Association.
- 2 Any such insurance shall be determined and approved by the BDPA-NY Board of Directors.