

SAN FRANCISCO BAY AREA

EQUAL EMPLOYMENT OPPORTUNITY OFFICERS COUNCIL

BY-LAWS

ARTICLE I - NAME OF ORGANIZATION

SECTION 1. THE NAME OF THE ORGANIZATION is the San Francisco Bay Area Equal Employment Opportunity Officer Council, hereafter referred to as the Council.

ARTICLE II - AUTHORITY & PURPOSE

SECTION 1. THE COUNCIL is established pursuant to the general authority of and is under the sponsorship of the San Francisco Federal Executive Board.

SECTION 2. THE PURPOSE of the Council is to improve equal employment opportunity in federal agencies in the San Francisco Bay Area. To accomplish this, the Council shall perform the following functions:

- a. Assist equal employment opportunity officers or coordinators, deputy EEO Officers, Chairpersons of EEO Committees, Federal Women's Program Managers, and Hispanic Employment Program Managers, and Persons with Disabilities Program Managers, and those in similar capacities, such as personnel officers and staff, to improve their effectiveness in exercising their EEO responsibilities;
- b. Assist federal agencies in meeting their EEO goals, by providing guidance in improving relations with the minority communities, expanding recruitment of qualified minority, female, and disabled personnel, improving the training and promotional opportunities of equal opportunity, improving Upward Mobility Programs and Federal Equal Opportunity Recruitment Programs and strengthening human understanding and effectiveness of supervisors and managers.

ARTICLE III - MEMBERSHIP

SECTION 1. MEMBERSHIP shall be open to all current or former full or part-time federal EEO officers and Coordinators or their designees in the San Francisco Bay Area and its surrounding counties.

SECTION 2. MEMBERS shall be eligible to hold office, vote, participate on Council Committees, and express their views on all Council matters.

SECTION 3. MEMBERS shall receive notice of meetings, minutes, formal reports, by-laws, and the membership directory.

SECTION 4. MEMBERS shall participate in the activities of the Council and its Committees. The Council may establish requirements for attendance at a minimum number of meetings, as further eligibility for continued membership.

ARTICLE IV - BOARD OF DIRECTORS AND OFFICERS

SECTION 1. THE COUNCIL shall be under the leadership of the Chairperson, with the advice of the Board of Directors. The Board of Directors shall determine the Council's policies and procedures.

SECTION 2. THE BOARD shall consist of the Chairperson, Vice Chairperson, Secretary, and Treasurer, immediate past Chairperson, and four Directors at large.

SECTION 3. THE CHAIRPERSON has overall responsibility for planning and carrying out the program of the Council and represents the Council to the Federal Executive Board and other federal and community organizations. The Chairperson shall be a current federal employee. The duties of the Chairperson include:

1. Planning, calling, and presiding over meetings of the Council and of its Board of Directors;
2. Upon request, providing advice and counsel to Agency Heads, Federal Executive Board, and federal EEO Officers regarding Equal Opportunity Programs;
3. Reviewing Council finances and appointing an audit team at least 30 days prior to annual elections to audit and report on accounts;
4. Advising Council Committee Chairpersons;
5. Attending Federal Executive Board EEO Committee meetings;
6. Attending meetings of the Board of Directors in an advisory capacity for one year following the expiration of his/her term of office;
7. Signing checks on Council accounts.

SECTION 4. THE VICE CHAIRPERSON shall assist the Chairperson and shall perform the duties of the Chairperson during the Chairperson's absence. The Vice Chairperson shall be authorized to sign checks for the Council.

SECTION 5. THE SECRETARY, shall attend the meetings of the Council and the Board of Directors and keep a record of the proceedings. The Secretary will perform other secretarial duties required by the Board of Directors and the Council. The Secretary shall be responsible for distribution of meeting notices and the minutes of the previous meetings, at least two weeks prior to the meeting. The Secretary will prepare and distribute the agenda for Council meetings and will handle Council correspondence under the Chairperson's direction.

SECTION 6. THE TREASURER shall act as custodian of all funds, receive and disburse such funds on the instructions of the Chairperson, and keep suitable books of account and make required reports. All such funds shall be deposited in the bank approved by the Board of Directors. The Treasurer shall make all such records available on demand to any audit committee designated by the Chairperson and to the Chairperson. The Treasurer shall be authorized to sign checks for the Council, along with the Chairperson and Vice Chairperson. Two signatures shall be required on bank transactions.

ARTICLE V - COMMITTEES

SECTION 1. THE COUNCIL'S COMMITTEES will be established by the Board of Directors of the Council and will operate for the time necessary to complete their tasks, or for the term of the Board of Directors, whichever is the shorter time period.

SECTION 2. The Chairperson of the Council shall appoint THE COMMITTEE CHAIRPERSON. The Committee Chairperson shall be responsible for reporting to the Board of Directors or Council as required by the Council Chairperson.

SECTION 3. COMMITTEE RULES AND OBJECTIVES shall be established by each Committee as necessary to conduct its business and carry out its objective subject to approval of the Council Chairperson.

SECTION 4. THE AUDIT TEAM shall consist of three Council members, at least one of which must not be an elected officer.

ARTICLE VI - NOMINATIONS AND ELECTIONS

SECTION 1. The Board of Directors shall appoint a NOMINATING COMMITTEE for Council elections. The Nominating Committee shall be comprised of at least three Council members not seeking election. The Nominating Committee shall recruit candidates for all elective offices consisting of at least two nominees for each position who are members of the Council. The list of candidates shall be distributed to all Council members at least two weeks prior to the election. Nominations may also come from the floor at the election meeting.

SECTION 2. The Nominating Committee, who will distribute ballots at the last meeting of each business year, shall oversee ELECTIONS. The vote shall be taken by secret ballot. Ballots will be counted and election results announced at the same meeting. In the event one candidate is nominated for more than one office and receives a majority of votes for both offices, the candidate shall decide which position the candidate will fill. The candidate receiving the second highest number of votes will fill the other office.

SECTION 3. TERM OF OFFICE shall be for two years, from January 1 to December 31. Officers may be reelected for another term. The Chairperson shall be limited to two consecutive terms in that office but may be reelected after a two-year break.

SECTION 4. The Board of Directors shall fill VACANCIES in elected offices. After written notice to an officer who is absent for three successive meetings of the Council or Board of Directors without good cause, the Board shall declare a vacancy in that office and name a successor.

ARTICLE VII - MEETINGS

SECTION 1. MEETINGS OF THE COUNCIL shall be convened bi-monthly at such time and place as the Board shall designate with a notice of at least two weeks to all members. The schedule of regular meetings shall be determined at the beginning of each business year. The Chairperson may call other meetings as needed.

SECTION 2. MEETINGS OF THE BOARD OF DIRECTORS shall be convened bi-monthly and at such time and place as the Board shall designate. The Chairperson may call other meetings as he/she determines necessary, upon request of a majority of the Board or upon written request of at least eight (8) Council members.

SECTION 3. A QUORUM for the Council shall consist of at least eight (8) of the members.

SECTION 4. A QUORUM for the Board shall consist of a majority of the members.

ARTICLE VIII - MISCELLANEOUS

SECTION 1. THE BUSINESS YEAR shall be from January 1 to December 31.

SECTION 2. Any members may propose AMENDMENTS TO THESE BY-LAWS. Proposed amendments shall be submitted in writing to the Board of Directors. The Board of Directors shall vote on the proposed amendments and if passed shall submit amendments in writing to all members for their vote.

SECTION 3. ROBERT'S RULES OF ORDER shall be used as guidelines for all proceedings.

The Board of Directors approved the By-Laws on May 16, 2002, which were submitted to the members by e-mail on May 17, 2002, and on June 20, 2002 were approved by the members of the Council