

# Bylaws of the Tampa Bay Association of Black Journalists

## Article 1: Officers' Duties

**Section 1: President** – The president shall be the chief executive officer of the organization and shall chair the executive board. It shall be the duty of the president to:

- a) Order the disbursement of funds of the organization as directed by the executive board or membership.
- b) Exercise general supervisory powers over the work of the other members of the executive board.
- c) Appoint chairmen and members of standing and ad hoc committees deemed necessary. He or she also shall remove inactive chairmen and members.
- d) Serve as an ex-officio member of every committee.
- e) Set the agenda for meetings of the executive board and the general membership.

**Section 2: Vice Presidents for Print and Broadcast** – The vice presidents shall be the deputy executive officers of the organization and, at the direction of the President, shall chair the executive board and/or membership meetings in the absence of the president. It shall be the duty of the vice presidents to:

- a) Serve as coordinator of all committees, see that committees function and provide the executive board with progress reports on all committees.
- b) Perform such duties as are assigned by the President and/or the executive board.

**Section 3: Secretary** – The Secretary shall be the chief record keeper of the organization. It shall be the duty of the secretary to:

- a) Keep an accurate account of the proceedings of membership and executive board meetings.
- b) Give a report to the membership or executive board on past meetings if requested.
- c) Perform such secretarial duties for the board of directors as may be necessary at the direction of the President.

**Section 4: Treasurer** – The Treasurer shall be the chief financial officer of the organization. It shall be the duty of the treasurer to:

- a) Receive all dues payments for inclusion in the treasury.
- b) Account for all funds received and disbursed by the organization.
- c) Make a monthly report of income and expenditures to the general membership on the state of the treasury.
- d) Use accepted accounting principles to keep track of income and disbursements.
- e) Perform such financial duties of the executive board as may be necessary at the direction of the president.
- f) Secure a bond to the organization in a sum sufficient to cover the probable amount of funds he or she will be required to handle in office.

**Section 5: Parliamentarian** – The Parliamentarian shall possess a thorough knowledge of the bylaws, serve on the election committee and serve as sergeant at arms during meetings.

**Section 6: Student Board Member** – The President may appoint a student who is preparing for a journalism career to a non-voting position on the executive board. Such a student board member would attend general membership and executive board meetings, providing the perspective of student members in discussions.

## Article 2: Succession of Elected Officers; Removal of Elected Officers

**Section 1:** President – If the president cannot complete his or her term of office, the succession to the presidency shall be one of the vice presidents. If the vice presidents are unable or unwilling to take the president’s position, the remaining members of the executive board must call for an election to fill the vacant positions on the board. Anyone elected to replace a board member shall serve until the next winter election. If all members of the executive board are unable or unwilling to serve in their positions, five members in good standing may call an emergency meeting to elect a temporary executive board within one month. Members of the temporary executive board serve until the next annual election and may carry out the duties reserved for the regularly elected board.

- a) Vacancies on the executive board may be filled by a vote of the membership
- b) The President must give the membership one month’s notice of a board vacancy prior to the election of a new board member.
- c) A replacement board member may serve until the annual winter election.

**Section 2:** Officers may be removed from their respective office for cause when half the membership decides by a majority vote or a two-thirds majority of the executive board votes to impeach the officer.

a) The accused officer must be notified of charges against him or her by certified mail. The Secretary must also be notified of the charges by certified mail. All members of the executive board must also be notified by mail, hand-delivered correspondence or email.

b) The accused has one month from the time he or she is notified of the charges to respond. The accused officer must file the response with the executive board by mail, hand-delivered correspondence or email. The Secretary must receive the answer by certified mail.

c) If the accused fails to file an answer within the month, the executive board may proceed as if the officer has denied the charges.

d) The executive board shall investigate and review the charges set forth in the charging document within 10 days of receiving an answer or after a month, if no reply is provided. The board must then determine whether cause exists for a hearing, notifying the accused and the person (s) bringing charges within 10 days. The executive board, upon determining sufficient cause to hold a hearing, may suspend the officer until the matter is resolved.

e) The executive board must then hold a special, closed-door hearing to determine the guilt or innocence of the accused. Upon a finding of guilt, the executive board can choose to suspend punishment, suspend the officer for no more than a month or remove the officer from office.

f) If one-third of the general membership votes to hear the matter within one month of the executive board’s decision, the membership shall have the opportunity to hear the matter in a public hearing.

g) The executive board’s decision may be overruled by a majority vote of the membership at a regular monthly meeting. That vote may come only after the membership decides to hear the matter in a public hearing.

## Article 3: Finances

**Section 1:** TBABJ shall operate on a fiscal year that begins Jan. 1 and ends Dec. 31.

**Section 2:** TBABJ’s dues will be set by the executive board.

**Section 3:** TBABJ shall pay for all newsletters to members, postage for mailings to members, a copy of the Constitution and Bylaws and such materials that the executive board deems necessary.

**Section 4:** The funds of the organization shall be overseen by the treasurer. When his or her successor has been duly elected, the financial property of the organization shall be turned over to the treasurer's successor.

**Section 5:** All checks, drafts or other orders for the payment of money or indebtedness issued in the name of the organization shall be signed by two officers.

#### Article 4: Effective Date, Amendments and Dissolution

**Section 1:** The effective date of these bylaws is retroactive to January 1, 2003.

**Section 2:** Proposed changes to the bylaws shall be submitted in writing, specifically stating an intention to change these bylaws. Such writing shall be submitted to the president, who shall submit a copy to the executive board.

a) Adoption of a bylaw change is subject to a majority vote of the membership present at the meeting called to decide the issue. At least five members in good standing must be present.

**Section 3:** On dissolution of the organization, any funds remaining in the treasury shall be distributed to one or more similarly organized or qualified organizations as selected by the executive board.