ARTICLE I - NAME

The name of this organization shall be BDPA Chicago Chapter, (hereinafter referred to as the "Chapter").

ARTICLE II - OBJECTIVE

The objectives of BDPA Chicago Chapter are:

To accumulate information technology knowledge and business experience in order to strengthen the expertise of minority members of the information technology community.

To offer this expertise to those minorities evaluating information technology for future career or business potential.

To broaden the information technology knowledge of the minority community as a whole.

ARTICLE III - MEMBERSHIP

SECTION 1 - FULL MEMBERSHIP

1.1 Shall be available to persons directly employed by, involved with, or having an interest in the information technology industry. A Full Member shall have voting privileges.

SECTION 2 - HONORARY MEMBERSHIP

2.1 Shall be granted at the discretion of the Board of Directors. An Honorary Member shall be entitled to attend all functions of BDPA Chicago. An Honorary Member shall have no voting privileges.

SECTION 3 - STUDENT MEMBERSHIP

3.1 Shall be made available to persons registered in an accredited educational, vocational or technical institution on a full-time basis. A Student Member shall have voting privileges.
SECTION 4 - DUES

4.1 Shall be paid by all members, with the exception of honorary members.

4.2 Shall be determined by the Board of Directors and approved by the voting membership.

4.3 Delinquency of dues by two months shall result in termination of membership and removal from the Chapter mailing list for Chapter correspondence and publications.

4.4 The annual membership period runs for any twelve consecutive months. The effective date for a new member shall be the first day of the month following dues payment. The expiration date will be the last day of the previous month in the next year.

SECTION 5 - APPLICATIONS

5.1 Shall be made to the Membership Department by submission of a completed official Application form and the appropriate dues. Any member can collect the appropriate annual membership dues and forward same to either the Membership Department or the Chapter Treasurer with the name, address, city, state, zip, and telephone number of the new member.

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 BDPA Chicago Chapter, in accordance with Article III, Section 6.3.

SECTION 6 - TERMINATION

6.1 Shall occur due to dues delinquency, or for conduct deemed by the Board of Directors, with the approval of the voting membership, to be detrimental to the best interests of the BDPA Chicago.

ARTICLE IV - NOMINATIONS AND ELECTIONS

SECTION 1 - ELIGIBILITY

1.1 All candidates for office shall be members of BDPA Chicago Chapter for a minimum of six (6) months when nominated.

SECTION 2 - NOMINATIONS

2.1 All candidates for office shall be members of BDPA Chicago Chapter for a minimum of six (6) months when nominated.

2.2 Nominations shall only be accepted from members of BDPA Chicago Chapter.

2.3 Shall be approved for one office per nominee.
2.4 Nominating Process Sub-Section

2.4.1 Any member can present a nomination for any office prior to November 1st of the election year, however, nominations made after the October Program Meeting must be submitted in writing to any member of the Election Committee.

2.4.2 If the nominated person declines to accept the nomination, it is the responsibility of the BDPA Chicago Election Committee, Board of Directors or any elected officer of BDPA Chicago to report in writing, the name of the nominated person and the member making the nomination and what date the nominated person declined.

2.4.3 The BDPA Chicago Election Committee member accepting any nomination will make note, in writing, of the name of the nominated person and the office for which they were nominated.

2.4.4 It is the responsibility of the BDPA Chicago Election Committee to verify with the Membership Department the membership of the member making the nomination and of the member being nominated.

2.5 Nomination Program Meeting

2.5.1 Nomination and announcement of those members seeking elected office within BDPA Chicago will be officially placed during the October Program Meeting and will be supervised by the Manager of the Election Committee as follows:

2.5.2 The nominee's name will be announced by the member making the nomination.

2.5.3 The Manager of the Election Committee will ask for challenges to the nomination.

2.5.4 A challenge may be lodged by any member alleging:

Insufficient length of membership
Non-Payment of Membership Due

2.5.5 The Manager of the Election Committee will call for a second to the nomination. Any BDPA Chicago member may make a second.

2.5.6 The Manager of the Election Committee will then permit a two-minute nomination speech. The nominating member or the member seconding the nomination may deliver the nomination speech.

2.5.7 The nomination process will continue as above until all nominations are complete for all BDPA offices to be filled.

2.6 Electioneering
2.6.1 All candidates for offices within BDPA will be encouraged to address their candidacy to active members of BDPA.

2.6.2 Personal Appeal

Candidates are encouraged to refrain from assailing the qualities of other candidates. Any unethical conduct on the part of any BDPA candidate in their electioneering efforts will be brought to the attention of the Manager of the Election Committee.

2.6.3 The Manager of the Election Committee will investigate any and all allegations and report to the Board of Directors of BDPA any confirmed unethical conduct on the part of any candidate for office or supporter of any candidate for office.

2.6.4 The BDPA Chicago Board of Directors will confirm allegations of unethical conduct and determine if the unethical conduct merits the disqualification of the candidate. Any disqualification action must be supported by a 3/4 majority of all members of the Board of Directors.

2.6.5 Electioneering efforts of all candidates will cease at the opening of the November BDPA Chicago Monthly Program Meeting except as supervised by the BDPA Election Committee.

2.6.6 Posting of the written ballot for each office will be determined by lot. The nominating member may select for the candidate; if the candidate is not present.

SECTION 3 - ELECTIONS

3.1 Shall be conducted and supervised by the Elections Committee.

3.2 Shall be held at the November general meeting.

3.3 Election Process Sub-Section

3.3.1 Election Of Chapter Officers

The biennial elections will take place during the regularly scheduled November Program Meeting, unless otherwise directed by a 2/3 majority of the sitting Board of Directors, prior to September during the year of election. Terms of office will begin on January 1st.

3.3.2 The Election Process

BDPA Chicago election will be held at the November Monthly Program Meeting and no other activity shall be planned for this meeting date. Members of the BDPA Chicago Election Committee will supervise the election process. A member of the BDPA Chicago Election Committee will maintain a physical head count of all members in good standing present for
the election and report the results of that head count to the Manager of the Election Committee prior to balloting.

Each candidate for office will be afforded five (5) minutes to make a final, verbal, appeal to all members in attendance in favor of their candidacy.

3.3.3 Voting Process

Once all candidates have addressed the gathered members the election will begin:

Voting members receive a written ballot from the BDPA Chicago Election Committee.

The voting members will return their completed ballots to the BDPA Chicago Election Committee immediately upon completion.

All ballots will be secured.

The Manager of the Election Committee will announce a final call for ballots three (3) times and if no ballots are outstanding will officially close the election.

The BDPA Chicago Election Committee will count the ballots, including absentee ballots, in full view and tally the results.

Prior to adjournment, the Election Committee Manager will announce the election results to the general membership.

All absentee ballots must be in the hands of the Election Committee prior to the November Monthly Program Meeting. All absentee ballots must have "BDPA Election Ballot" printed on the outside of the envelope with a return address identifying the submitting member. All absentee ballots must be mailed to the private residence of a selected member of the Election Committee. Ballots submitted to the BDPA Office Box or Chapter Office will be invalidated.

All submitted ballots will be placed in an envelope and sealed with tape and the signatures of each member of the Election Committee member. The Election Committee Manager will retain ballots until the conclusion of the next scheduled BDPA general election.

Should the Manager of the Election Committee resign or is for any other reason unable to serve, the ballots are to be placed in the custody of the Executive Committee for safekeeping.

3.3.4 Independent Election Committee

An independent Election Committee of at least three persons will oversee the BDPA Chicago election process. This committee will serve from September to January on a biennial basis in conjunction with the terms of office for elected officers of BDPA Chicago.
No member of the BDPA Chicago Election Committee is eligible for candidacy for any elected office while a member of the Election Committee, nor can any member of the Election Committee nominate a candidate for office. Should any member of the BDPA Chicago Election Committee opt to become a candidate for any elected office, they will submit their resignation from the committee prior to the October Program Meeting.

**SECTION 4 - SPECIAL ELECTIONS**

4.1 Shall be in accordance with the requirements of Article IV.

**ARTICLE V - OFFICERS**

**SECTION 1 - EXECUTIVE COMMITTEE**

1.1 Shall consist of the President, Executive Vice President, Administrative Vice President, Recording Secretary, Corresponding Secretary, and Treasurer.

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 calendar years subsequent to a regularly scheduled election.

2.2 Shall be limited to two consecutive elective terms for the offices of President, Executive Vice President, and Administrative Vice President.

**SECTION 3 - RESPONSIBILITIES OF OFFICERS**

3.1 President

Shall preside over all meetings of the Executive Committee, Board of Directors, and general membership.

Shall be responsible for seeing that the decisions of BDPA Chicago Chapter are carried out in a timely manner.

Shall be an ex-officio member of all BDPA Chicago Chapter Departments.

Shall have the power to appoint specific department Directors with the approval of the Board of Directors.

Shall serve as the official spokesperson for the Chicago Chapter.

Shall attend all National BDPA Board of Directors meetings.

Shall represent the Chapter at all meetings of the Corporate Advisory Council (CAC).
3.2 The Executive Vice President
Shall serve as President in the absence of the President.

Shall fulfill the duties of Assistant Treasurer.

Shall coordinate the activities of the Recording Secretary, Corresponding Secretary and Treasurer

3.3 Administrative Vice President
Shall serve as President in the absence of the President and the Executive Vice President.

Shall coordinate the activities of all Chapter departments to assure that those activities and programs are carried out in a manner conducive to BDPA Chicago Chapter goals and objectives.

3.4 The Treasurer
Shall serve as President in the absence of the President, Executive Vice President and Administrative Vice President.

Shall be responsible for maintaining complete financial records of all revenue received and disbursed by the Chapter.

Shall issue periodic financial reports in writing as required by the Executive Committee or Board of Directors.

Shall oversee the collection of fees and dues.

Shall disburse funds as directed by the Executive Committee or Board of Directors.

Shall directly supervise the organization, submission, and implementation of department budgets.

Shall prepare a comprehensive annual budget for the Chapter.

Shall be a member of the Finance Department in the acquisition of corporate and government funding.

3.5 The Recording Secretary

Shall be responsible for maintaining and reporting accurate minutes of all Executive Committee, Board of Directors, and General Membership meetings.

Shall disburse funds as directed by the Executive Committee or Board of Directors.

Shall keep an official file of all correspondence and documents of the Chapter.
Shall maintain all historical information, documents, and records of the Chapter as organized by the Chapter departments. This includes updating and maintaining the Chapter’s bylaws and procedure manual.

Shall sign official documents of the Chapter when requested to do so by the President.

3.6 The Corresponding Secretary

Shall maintain a list of the name, address, and phone number for all officers, managers, and members of the Chapter.

Shall notify members of scheduled Chapter meetings.

Shall conduct correspondence as directed by the President or the Board of Directors.

Shall coordinate all recognition activities for the Chapter.

Shall read significant correspondence of the Chapter at general membership meetings as directed by the President or the Executive Committee.

SECTION 4 - VACANCIES OF OFFICE

4.1 The order of succession for the Presidency shall be:

Executive Vice President

Administrative Vice President

Treasurer

4.2 All vacated elected offices with one half or more of the term remaining shall be filled by a Special Election.

4.3 In all elected offices with less than one half of the term remaining, shall be filled by Presidential appointment with the approval of the Board of Directors; with the exception of the Presidency, which shall be filled by succession.

SECTION 5 - RECALL OF OFFICERS

5.1 Shall be initiated by petition containing specific charges and a majority of the voting membership.

5.2 Shall occur when two-thirds of the voting membership has approved the recall petition
ARTICLE VI - MEETING

SECTION 1 - QUORUM

1.1 Shall consist of two-fifths of the eligible voting membership.

1.2 Shall be binding once declared.

1.3 Shall be declared by the Recording Secretary.

1.4 Shall in the absence of the Recording Secretary, be declared by the Corresponding Secretary, President, or the President's delegate, respectively.

1.5 May be declared by a majority of the voting membership present if fewer that two-fifths of the eligible voting membership are present.

SECTION 2 - VOTING

2.1 Shall be by ballot.

2.2 Shall be accepted by written proxy and/or proxy witnessed by a member of the Board of Directors.

2.3 A nominee is elected with a majority of the legal votes cast for a single office.

2.4 In the event that any nominee fails to show a majority vote, re-balloting will continue until a nominee receives a majority vote.

SECTION 3 - GENERAL MEMBERSHIP MEETING

3.1 Shall be held at least annually at a time and place determined by the Executive Committee.

3.2 Shall be official when a quorum is declared.

SECTION 4 - BOARD OF DIRECTORS 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 Board of Directors is present.

ARTICLE VII - FISCAL AND FINANCIAL POLICIES/ARTICLE VIII - BOARD OF DIRECTORS

SECTION 1 - FISCAL YEAR
1.1 Shall begin January 1st of each year and end December 31st of each year.

SECTION 2 - FINANCIAL REPORTS

2.1 Shall be presented by the Treasurer at least annually to the general membership.

2.2 Shall be presented to BDPA National at least annually.

SECTION 3 - DISBURSEMENTS AND FINANCIAL COMMITMENTS

3.1 Must be approved by a majority of the Board of Directors.

3.2 The general membership shall establish a maximum expenditure approval authority for Board of Directors.

Expenditures exceeding this authority must be approved by a vote of the general membership. The general membership may vote to revise this authority at any membership meeting.

3.3 Checks in excess of $5,000 must have the signatures of any two of the President, Executive Vice President or Treasurer.

SECTION 4 - COLLEGE SCHOLARSHIP FUND DISBURSEMENT CRITERIA

4.1 The chapter shall maintain, in a separate account different from those used for chapter operations, a scholarship fund.

4.2 Only students that participate in and complete chapter-sponsored programs are eligible for scholarships.

4.3 The board of directors will establish rules of eligibility and amounts of scholarships.

4.4 The chapter Treasurer will deposit earmarked funds in the scholarship account no later than the close of the fiscal year in which the funds were received.

4.5 No scholarship funds shall be used to retire chapter operation expenses once deposited in the scholarship account.

4.6 Unclaimed scholarships shall remain in the scholarship fund.

4.7 The chapter Treasurer will maintain an accurate accounting of all funds earmarked for the scholarship fund.

SECTION 1 - BOARD OF DIRECTORS

1.1 Shall consist of the President, Executive Vice President, Administrative Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and up to ten Directors.
1.2 Shall provide direction and control of the Chapter.

1.3 Shall propose and establish policy for the operation of the Chapter.

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 Chapter, unless overridden by a majority of the voting membership.

SECTION 2 - STANDING DEPARTMENTS

2.1 Shall consist of departments deemed necessary 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 - CORPORATE ADVISORY COUNCIL (CAC)

3.1 The CAC shall assist in promoting and sponsoring programs and activities designed to support the goals and objectives of BDPA; locally and nationally.

ARTICLE IX

ARTICLE IX - AMENDMENT OF BYLAWS

SECTION 1 - PROPOSALS FOR AMENDMENT

1.1 Shall be presented in writing to the Executive Committee at least 90 days prior to any vote.

1.2 Shall be presented in writing to the voting membership at least 60 days prior to any vote.

1.3 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

This local Chapter is affiliated with and governed by National Black Data Processing Associates 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 BDPA Chicago Chapter and all cases in which they are not inconsistent with these Bylaws and any special rules of order the BDPA Chicago may adopt.