



## CHICAGO CHAPTER

THE OFFICIAL NABJ CHAPTER

Chapter of Vernon Jarrett, NABJ Founding Member

---

**AMENDED 5/20/2021**

**AMENDED: 2/18/2019**

**AMENDED: 4/26/2017**

**AMENDED: 5/1/2013**

**AMENDED: 5/18/2011**

**APPROVED: MAY 21, 2008**

# Constitution and Bylaws of the National Association of Black Journalists-Chicago Chapter

## Preamble:

We, the members of the National Association of Black Journalists-Chicago Chapter, in pursuit of the full benefit that arises from African-American journalists in current practice uniting for the common purpose of bettering our profession, our professionalism and our profession's societal role by increasing Black employment in the media; increasing the number of Blacks in managerial positions; encouraging and educating young African-Americans interested in pursuing careers in journalism; monitoring media regarding racial messages; and sensitizing media to racism in its varying degrees, do, hereby, establish, amend and enact this Constitution and Bylaws for the governance of the National Association of Black Journalists-Chicago Chapter and its membership.

## Constitution and Bylaws:

### Article I. Name and Symbol of the National Association of Black Journalists-Chicago Chapter

**Section 1.** The full and complete name of the Organization shall be "National Association of Black Journalists-Chicago Chapter." Reference to the Organization may be abbreviated and referred to as "NABJ-CC" or NABJCC or "NABJ-Chicago Chapter" or "NABJ-Chicago." The Board of Directors shall adopt rules guiding the use of abbreviations. In this document, "NABJ-CC" or "Organization" shall hereafter be used to refer to the "Association."

**Section 2.** The logo of the NABJ-CC shall include the full name of the Association. The logo shall not be used without approval.

(a) The logo shall not be altered without approval of the Board.

44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72  
73  
74  
75  
76  
77  
78  
79  
80  
81  
82  
83  
84  
85  
86  
87  
88  
89  
90  
91

(b) The logo may, as appropriate usages dictate, incorporate the following salute to the NABJ founding member, Vernon Jarrett:

*Chapter of Vernon Jarrett, NABJ Founding Member*

(c) The logo may, as appropriate usages dictate, incorporate the following phrase:

*The Official NABJ Chapter*

(d) The logo may be periodically updated by resolution of the Board. The proposed replacement symbol shall be presented to the membership for review and comment no less than thirty (30) calendar days before Board adoption of a new symbol.

## **Article II. Purpose of NABJ-CC**

**Section 1.** The purpose of the NABJ-CC shall be to bring about a union of Chicagoland Black journalists in current practice and dedicated to truth and excellence in news gathering and reporting, and equality in the media industry. To accomplish this mission, the Association’s pursuits may include efforts to:

- (a) strengthen the ties between Blacks who work in majority-owned media and Blacks who work in the Black-owned media;
- (b) assist Black journalists in upgrading their skills for upward mobility toward managerial and supervisory positions;
- (c) encourage students to identify careers in journalism;
- (d) award scholarships to Black journalism students of accredited colleges and universities;
- (e) encourage journalism schools of accredited colleges and universities to appoint Black professors;
- (f) honor excellence and outstanding achievement among Black journalists;
- (g) chronicle the history of Black journalists and journalism in the Chicago area and establish and maintain an archival repository.

**Section 2.** NABJ-CC may, after approval by a majority of its Board of Directors, take positions or act on issues of social or professional concern. NABJ-CC may not endorse or support any candidate for public office.

92 **Article III. Board of Directors and Officers of the Association.**

93  
94 **Section 1.** Titles of Officers of the Association shall be President, Vice  
95 President/Print, Vice President/Broadcast, Vice President/Digital,  
96 Vice President of Archives, Secretary, Treasurer and Parliamentarian.  
97 The officers comprise the Executive Board of the Board of Directors.  
98

99 **Section 2.** The Board of Directors shall consist of the President, Vice  
100 President/Print, Vice President/Broadcast, Vice President/Digital,  
101 Vice President of Archives, Secretary, Treasurer, Parliamentarian and  
102 no less than five nor more than nine At-Large Directors.  
103

104 **Section 4.** At the pleasure of the Board of Directors, the Immediate Past  
105 President, who maintains good standing in the Association, may serve  
106 as ex officio member of the Executive Board. Such service shall be in  
107 a non-voting, advisory capacity.  
108

109 **Section 5.** The Executive Board shall share responsibility for the day-to-day  
110 management of the Association and will be responsible for the  
111 development of an annual planning calendar and the scheduling of  
112 NABJ-CC events.  
113

114 **Section 6.** All candidates for the Board shall be in good standing as of the date of  
115 submittal of the Candidate Application. Only persons who are in  
116 good standing can serve on the Board of Directors.  
117

118 **Section 7.** The Board of Directors shall meet at least once every sixty (60) days.  
119

120 **Section 8.** In order to conduct official business, three officers and three at-large  
121 Directors must be present at a Board of Directors' meeting.  
122

123 **Section 9.** The Board of Directors shall have the power to set policy within the  
124 parameters of the Constitution and Bylaws and the Rules, establish ad  
125 hoc committees and pass resolutions. A simple majority of the Board  
126 of Directors must approve all such actions. Policies and resolutions  
127 must be dated and approved in writing.  
128

129 **Article IV. Duties and Descriptions of Officers.**

130  
131 **Section 1.** The President shall preside over all Board meetings of NABJ-CC and  
132 function as its principal executive officer. The President shall ensure  
133 that all resolutions, orders and contracts authorized by the Board of  
134 Directors are executed.  
135

136 **Section 2.** The President is an ex officio member of every committee and shall  
137 also have the power to appoint or remove committee chairs, except as  
138 otherwise provided in the Constitution and Bylaws.  
139

140 **Section 3.** The Scholarship Committee and the Program, Events & Fundraising  
141 Committee report directly to the President  
142

143 **Section 4.** The Vice President/Broadcast, Vice President/Print, Vice  
144 President/Digital and Vice President of Archives shall assist the  
145 President in the discharge of the duties outlined in Article IV, Section  
146 2, as assigned by the President. In the absence of the President, the  
147 Vice Presidents shall jointly and cooperatively assume the duties of  
148 the President. The further duties of the Vice Presidents shall be as  
149 follows:

- 150 (a) Vice President of Broadcast shall oversee and be the President's  
151 liaison for Media Advocacy
- 152 (b) Vice President of Print shall oversee and be the President's liaison  
153 for Mentorship/Community Service Committee;
- 154 (c) Vice President of Digital shall oversee and be President's liaison  
155 for the Membership/Communications Committee;
- 156 (d) Vice President of Archives shall oversee the photo, video and  
157 audio collection and preservation of Association forums,  
158 interviews, workshops and other activities. The Vice President of  
159 Archives shall work collaboratively with the Secretary in pursuit  
160 of comprehensive records preservation.

161 **Section 5.** The Secretary shall serve as the principal communications officer and  
162 shall keep, or cause to be kept, proper minutes of all meetings and  
163 shall maintain formal records. The Secretary shall work  
164 collaboratively with the Vice President of Archives in pursuit of  
165 comprehensive records preservation. The membership shall have  
166 appropriate access to minutes of all meetings of the Board of  
167 Directors. Reasonable access shall be granted at a time and place  
168 determined by the Secretary. The Secretary shall be responsible for  
169 providing timely notices of general and annual meetings to the  
170 members. Approval by the Board of Directors shall be necessary to  
171 release copies of the minutes of the Board of Directors' meetings.  
172

173 **Section 6.** The Treasurer shall serve as the principal financial officer of NABJ-  
174 CC. S/he shall be responsible for the maintenance and submission of  
175 all financial records of NABJ-CC, the submission of monthly  
176 financial reports and an annual financial report to the membership,  
177 the deposit of funds authorized to NABJ-CC in an account and/or  
178 accounts designated by the Board of Directors and the disbursement  
179 of funds of the Association on order from the President and/or the  
180 Board.

- 182 (a) The Treasurer's signature is mandatory for any and all  
183 disbursements of funds on behalf of NABJ-CC.
- 184
- 185 (b) Should any disbursement of funds appear to be unlawful, the  
186 Treasurer shall submit the question of the legality of such order

187 for the vote of the Executive Board, and s/he shall follow the  
188 course outlined by the majority vote of the Executive Board and  
189 in compliance with applicable Federal, State and local laws and  
190 regulations

191  
192 (c) The Treasurer shall be bonded.

193  
194 (d) Candidates being considered for Treasurer must submit, as part of  
195 their successful applications, substantive professional experience  
196 in the practice of financial accounting.

197  
198 (e) No check or electronic withdrawals and/or payments shall be  
199 issued without the signature and/or approval of two of the six  
200 voting officers.

201  
202 (f) The Board shall establish rules as necessary to assure the  
203 Treasurer maintains compliance with governing laws, regulations  
204 and standards of practice.

205  
206 **Article V. Duties and Description of the Parliamentarian.**

207  
208 **Section 1.** The Parliamentarian shall be a non-voting member of the  
209 Executive Board. The Parliamentarian shall be selected from the  
210 Association's membership by the President and approved by the  
211 Board of Directors. The Parliamentarian shall be responsible for  
212 ensuring compliance of NABJ-CC to its Bylaws and Constitution  
213 and Rules, maintaining proper parliamentary procedure and  
214 overseeing elections and amendments.

215  
216 **Section 2.** This provision is not to be construed as a restriction on the  
217 Parliamentarian in casting ballots on matters before the  
218 Association.

219  
220 **Section 3.** The Parliamentarian shall serve as Chair of the standing  
221 Constitution & Bylaws Committee and ad hoc committees that  
222 periodically consider provisions of or changes to the Constitution  
223 and Bylaws and the Rules.

224  
225 **Article VI. Eligibility for Office and Term of Office.**

226  
227 **Section 1.** To be eligible for elected office in the Association, a candidate  
228 for an elected Executive or At-Large position on the Board of  
229 Directors must be a Full Member in good standing with NABJ-  
230 CC and a member in good standing with the National  
231 Association of Black Journalists.

232  
233 **Section 2.** Each elected Board member is required to remain in good  
234 standing, adhering to the professional standards of Full  
235 Membership as defined by the Bylaws, maintaining the

236 established standards of conduct for the journalism profession  
237 and remain financially current in the payment of local Chapter  
238 and NABJ dues.

239  
240 **Section 3.** Associate Members, Student Members and General Members  
241 shall not be eligible to hold elected office in the Association.

242  
243 **Section 4.** A term of office is a two-year period. The full Board of  
244 Directors will be selected on a staggered basis with half of the  
245 board selected on alternate years. Ex-officio members will also  
246 serve on a two-year cycle. The Board shall adopt rules to guide  
247 the transition timeline and procedural guidelines necessary to  
248 institutionalize this term provision.

249  
250 **Article VII. Authority of the Directors to Appointment Advisors and the Role**  
251 **of Appointed Advisors.**

252  
253 **Section 1.** The authority of Board of Directors to Appointment Advisors is  
254 that the Board of Directors shall have the authority to appoint an  
255 Advisor with a select field of expertise to serve at the pleasure of  
256 the Board. Multiple fields of expertise may have a representative  
257 Advisor appointed.

258  
259 **Section 2.** The role of Appointed Advisors is that each Advisor may attend  
260 Board meetings as requested by the Board and shall provide  
261 regular advice and counsel to the Board in its consideration of  
262 various aspects of the specialty area of his/her expertise. Each  
263 Advisor may Chair a committee on behalf of the Board and, as  
264 deemed appropriate by the Board, may fully engage with  
265 multiple committees providing advice and counsel in the  
266 specialty area.

267  
268 **Article VIII. Membership Criteria.**

269  
270 **Section 1.** All membership applications for Full, Student, Associate or  
271 General status will be subject to the review of the Board of  
272 Directors or, of its designated Committee. The Board maintains  
273 sole and final authority to accept or reject any recommendation  
274 of the designated Committee regarding a membership  
275 application.

276  
277 Full, Student, Associate and General Members must conduct  
278 themselves in a manner appropriate to ethical standards of  
279 acceptable professionalism.

280  
281 Each Full Member is required to be in good standing – which is,  
282 with limited exception, to be current in the practice of  
283 journalism, meet and maintain the established Standards of

284 Conduct for the journalism profession and remain financially  
285 current in the payment of Chapter dues.

286  
287 **Section 2. Full Membership:**

288  
289 (a) NABJ-CC grants Full Membership status to individuals in good  
290 standing with the Chapter who meet the following professional  
291 standards:

- 292  
293 i. full-time journalist in current practice; or  
294 ii. current part-time, freelance or per diem journalist with  
295 substantive, demonstrable journalism experience and  
296 ongoing assignments that provide the individual with a  
297 steady and viable source of earned income; or  
298 iii. journalist not currently in practice, but with recent  
299 substantive, demonstrable journalism experience; or  
300 iv. journalism professor at accredited academic institution.

301  
302 (b) Full-time Journalists are defined as writers, reporters, editors,  
303 columnists, newsroom managers, photographers and artists who  
304 produce, gather, disseminate and distribute news and are  
305 employed by institutions such as newspaper and magazine  
306 publishing companies, television and radio stations, wire  
307 services, and other media outlets, including online news  
308 programming entities, that are properly vetted by the Board of  
309 Directors or its designate. The Board of Directors shall have sole  
310 and final discretion as to the determination of the essence of  
311 characteristics that constitute a journalistic media outlet.

312  
313 (c) Full Membership also shall be open to college and university  
314 journalism professors of accredited academic institutions who  
315 attained five years' newsroom experience prior to joining  
316 academia.

317  
318 (d) Full Membership also shall be open to retired journalists who  
319 attained five years' newsroom experience prior to retirement.

320  
321 (e) Full Members are entitled to vote in all matters before the  
322 membership body of NABJ-CC and are eligible to hold office,  
323 participate in all NABJ-CC functions and receive all NABJ-CC  
324 correspondence.

325  
326 (f) Full-time Journalists and journalism professors may take a leave  
327 of absence from the profession and may petition the NABJ-CC  
328 Board of Directors for permission to retain their NABJ-CC Full  
329 Membership status during the period of the leave.

330  
331 **Section 3. Associate Membership:**

- 333 (a) NABJ-CC grants Associate Membership status to media-related  
334 professionals if their goals and purposes are consistent with the  
335 NABJ-CC Constitution and Bylaws and the spirit of NABJ-CC  
336 and the National Association of Black Journalists. Associate  
337 Members shall be admitted to meetings; may voice a non-  
338 binding opinion; and may serve on committees. Beyond their  
339 appropriate role in committee membership, Associate Members  
340 may not vote in any other circumstance.  
341  
342 (b) Associate members are eligible to receive all NABJ-CC  
343 correspondence.  
344

345 **Section 4. Student Membership:**

- 346  
347 (a) NABJ-CC grants Student Membership status to persons who are  
348 currently registered as a full-time equivalent student at a high  
349 school or an accredited academic institution. The student must  
350 be majoring in print or broadcast journalism or multi-media  
351 communication, or indicating a strong interest in pursuing a  
352 journalism career (in the event the attended college or university  
353 has no print or broadcast journalism curriculum). Student  
354 Membership status may continue for six months after  
355 graduation. Student Members shall be admitted to meetings;  
356 may voice a non-binding opinion; and may serve on  
357 committees. Beyond their appropriate role in committee  
358 membership, Student Members may not vote in any other  
359 circumstance.  
360  
361 (b) Student Members are eligible to receive all NABJ-CC  
362 correspondence.  
363

364 **Section 5. General Membership:**

- 365  
366 (a) NABJ-CC grants General Membership status to persons who  
367 share a strong interest in journalism and the goals and objectives  
368 of NABJ-CC.  
369  
370 (b) General Members are eligible to receive all NABJ-CC  
371 correspondence; shall be admitted to meetings; and may voice  
372 non-binding opinions, and may serve on committees. Beyond  
373 their appropriate role in committee membership, General  
374 Members may not vote in any other circumstance.  
375  
376 (c) The number of General Members may not exceed half the  
377 Association's membership roster.  
378

379 **Section 6. Disciplinary Actions and Revocation of Membership:**

380



- 381 (a) The Executive Board shall oversee actions concerning  
382 disciplinary measures against members and membership  
383 revocation. Any member is subject to disciplinary action or  
384 revocation of membership if judged by the Executive Board to  
385 have breached journalistic ethics, misrepresented the  
386 Association, engaged in improper conduct or behavior that  
387 could injure the good name of the Association, disturb its well-  
388 being, hamper it in its good work or committed theft of the  
389 organization's funds.
- 390
- 391 (b) The Board of Directors shall adopt rules and provisions  
392 governing the process for Disciplinary Actions and Revocation  
393 of Membership.
- 394
- 395 (c) In all matters of Disciplinary Actions and Revocation of  
396 Membership, the decision of the Board shall be final.
- 397

398 **Article IX. Membership Meetings, Powers and Voting.**

399

400 **Section 1.** The membership shall assemble at least six times per year at such  
401 times and places as may be determined by the Board for the purposes  
402 of:

403

- 404 (a) Hearing and acting upon the reports of the President, Treasurer,  
405 Secretary and various committees.
- 406
- 407 (b) Participating in education and professional development forums,  
408 seminars and workshops.
- 409
- 410 (c) Hearing and acting on such business that may be of interest to  
411 the membership.
- 412
- 413 (d) Membership assembling may be achieved virtually via online  
414 technology.
- 415

416 **Section 2. Powers.**

417

418 Full Members in good standing shall have the power to:

419

- 420 (a) adopt amendments to the Constitution and Bylaws.
- 421
- 422 (b) elect officers at least once every two years.
- 423
- 424 (c) address other matters as may be necessary or appropriate for the  
425 good of the Association and its members.
- 426
- 427 (d) vote on all matters for action brought before the body.
- 428

429 **Article X. Fiscal Year and Membership Dues.**

430  
431  
432  
433  
434  
435  
436  
437  
438  
439  
440  
441  
442  
443  
444  
445  
446  
447  
448  
449  
450  
451  
452  
453  
454  
455  
456  
457  
458  
459  
460  
461  
462  
463  
464  
465  
466  
467  
468  
469  
470  
471  
472  
473  
474  
475  
476  
477

**Section 1.** The fiscal year of NABJ-CC shall begin on January 1 and end on December 31 of each calendar year.

**Section 2.** All NABJ-CC members are required to pay dues. The term of a membership is 12 months beginning on the date of payment of dues. The fee amount for annual dues shall be set by periodic resolution of the Board of Directors.

**Article XI. Elections.**

**Section 1.** Election of the Board of Directors, including the Executive Board, shall occur at an Annual Meeting. All members of the Board of Directors shall concurrently serve the two-year term of their respective positions.

**Section 2.** The Board of Directors shall adopt rules governing the Association’s nominating procedure. The Constitution & Bylaws Committee shall oversee all elections and voting procedures on ballot issues.

- (a) Any member may nominate a Full Member. Each nominee must consent to candidacy in writing in order to appear on the official ballot. Only Full Members in good standing are eligible to serve on the Board in elected positions. Only Full Members are entitled to vote for candidates.
- (b) During February of an election year, the Secretary shall mail to all members in good standing the official notice of availability of the Candidate Nomination Form, along with information concerning eligibility requirements, available Board positions, their respective terms and responsibilities. The forms and information shall be available online. The mailings shall be accomplished by regular post and/or electronically, as determined appropriate by the Board. The selected mode for each mailing shall provide all voting members the reasonable assurance of receiving all election related documents and materials.
- (c) Each member is responsible for providing NABJ-CC with updated and current contact information.
- (d) Successful write-in candidates must be able to provide valid evidence of Full Membership in good standing at the Annual Meeting election. Failure to timely provide such evidence may result in forfeiture of elected position to the candidate receiving the next highest vote tally. If no other qualifying member receives ballot votes, the Executive Board shall appoint a Full Member for the position at the earliest opportunity.

- 478 (e) Each candidate shall select the specific office in which he/she is  
479 seeking to serve as a Director on the Executive Board or in an At-  
480 Large position.  
481  
482 (f) In the event of a vacant Executive Board position, the President  
483 shall appoint a Full Member to fill the vacancy. The appointment  
484 shall be limited to the time remaining in the term of the position.  
485 Such appointment requires both the approval of a minimum of four  
486 members of the Executive Board and an official notification of the  
487 appointment to the general membership.  
488

489 **Section 3. Voting.**

- 490  
491 (a) An official pre-printed or electronic ballot is required for the  
492 election of officers or to make an amendment to the Constitution  
493 and Bylaws. An official ballot must bear the NABJ-CC logo and  
494 be signed by two members of the Constitution & Bylaws  
495 Committee.  
496  
497 (b) The ballot shall be designed to allow for the addition of at least one  
498 write-in candidate per office. Ballots will be available at Annual  
499 Meeting elections for distribution to Full Members in good  
500 standing or provisions will be made for electronic voting during  
501 the no less than fourteen (14) days preceding the election at the  
502 May Annual Meeting.  
503  
504 (c) Only Full Members in good standing are entitled to cast a vote.  
505  
506 (d) Rules governing absentee voting shall be established and  
507 periodically updated by Board approval.

508 **Article XII. Committees.**

509 **Section 1.** NABJ-CC shall have standing committees, as follows:

- 510 (a) The Program, Events & Fundraising Committee shall plan and  
511 implement all standard forums and activities that gather the  
512 membership and audiences for regular general meetings;  
513 (b) The Program, Events & Fundraising Committee provides  
514 guidance, input and support for programs and presentations offered  
515 in online/digital/virtual formats by the Association.  
516 (c) The Program, Events & Fundraising Committee shall plan and  
517 implement all non-standard events and activities designed to  
518 generate income for the Association. All referenced meetings,  
519 activities and gatherings may be in-person or in  
520 digital/virtual/online format.  
521 (d) The Media Advocacy Committee shall be charged with monitoring  
522 the institutional media for discrimination and other injustices to  
523 African-Americans in news coverage and employment practices.

- 524 The Media Advocacy Committee shall report to the Board and the  
525 membership regarding issues of concern for Chapter consideration  
526 and/or action.
- 527 (e) The Membership & Communications, Committee shall 1) review  
528 and decide whether to accept all applications for membership; and  
529 2) manage outreach communications supporting the ongoing  
530 membership activities and the Annual Membership Drive. The  
531 committee shall be responsible for activities related to career  
532 development, advancement and opportunity and shall prepare press  
533 releases and internal flyers/and develop publicity strategies for  
534 NABJ-CC-sponsored events.
- 535 (f) The Social Media Committee shall be responsible for managing  
536 the activities and informational postings on the Organization's  
537 website and various social media platforms.
- 538 (g) Mentorship & Community Service shall be responsible for the  
539 Chapter's educational and goodwill outreach to the Chicagoland  
540 community with input from the Executive Board.
- 541 (h) The Constitution & Bylaws Committee shall be responsible for  
542 overseeing all elections and procedures requiring a ballot vote.
- 543 (i) The Scholarship Committee shall manage all administrative  
544 matters leading to the awarding of student scholarships.
- 545 (j) The Finance Committee shall provide financial advice to ensure  
546 that the Chapter's Board of Directors successfully meet its financial  
547 goals. The committee shall also be available to provide financial  
548 advice and counsel to the President, Treasurer and Board of  
549 Directors, review and advise the Board on the annual budget,  
550 review spending and income quarterly, review quarterly to the  
551 membership, and review and advise the board on the chapter's  
552 strategic plan, when one is provided. The committee shall be  
553 comprised of: The NABJ-CC Treasurer, two current board  
554 members and two independent financial advisors.

555 **Section 2.** Ad hoc committees may be formed at the discretion of the Board  
556 Each Ad hoc committee shall be established at the pleasure of the  
557 Board and shall expire at a time determined by the Board.  
558

559 **Section 3.** Membership to a committee will be open to all categories of NABJ-CC  
560 membership. The number of members serving on a committee may be  
561 determined by the Committee Chair and the limitation is subject to the  
562 approval of the Board of Directors. The Constitution & Bylaws  
563 Committee is excepted from Board approval. The Constitution &  
564 Bylaws Committee composition is reported to the Full Membership  
565 present at a regular meeting.  
566

### 567 **Article XIII. Vacancies, removals from office and successions.**

568

569 **Section 1.** The President shall appoint a Full Member to fill a vacancy created by  
570 the departure, resignation or removal from office of any member of the  
571 Board of Directors. The appointment shall be limited to the time

572 remaining in the term of the vacated position. Such appointment  
573 requires both the approval of a minimum of four members of the  
574 Executive Board and an official notification of the appointment to the  
575 general membership.

576  
577 **Section 2.** A member of the Board who does not attend three successive,  
578 regularly scheduled meetings of the Board, nor notify the Board  
579 regarding absences and who, likewise, has been substantively  
580 unengaged in the routine performance of Board duties, may be deemed  
581 to have resigned his/her position and such resignation may be accepted  
582 by action of the Board.

583  
584 **Section 3.** A member of the Board may be removed from his/her position and the  
585 Association for dereliction of duty or unethical behavior. A two-thirds  
586 majority of the Board vote in favor of removal is required for removal  
587 action to succeed.

588  
589 (a) The Board of Directors shall adopt rules and provisions governing  
590 the process for addressing vacancies, removals from office and  
591 successions.

592  
593 **Section 4.** In the event the President is unable to serve, the remaining members  
594 of the Executive Board shall have the power to appoint an Acting  
595 President. The Acting President may hold office for a period of no  
596 more than 12 months. An open election is then required to officially  
597 fill the President's office. The election must take place no more than  
598 12 months from the effective date of the vacancy.

599

## 600 **Article XIV. Meetings.**

601

### 602 **Section 1. Annual Meetings**

603

604 a) There shall be an Annual Meeting of NABJ-CC membership each  
605 month of May. Full Members present at the Annual Meeting shall  
606 establish a quorum and the present members, along with any  
607 absentee ballots and/or electronic ballots cast, shall have the  
608 authority to elect Board members, adopt resolutions, amend the  
609 constitution and conduct other appropriate business. Alternatively,  
610 voting may be accomplished electronically at or prior to the  
611 Annual Meeting. The Board shall determine the format of a ballot  
612 – paper ballot/in-person or electronic/virtual meeting– as it will be  
613 most suitable for each respective election event. The Annual  
614 Meeting, whether the membership is gathered in-person or  
615 virtually via an electronic platform, shall provide reports on  
616 business matters that include:

617

618

619

(a) the election of officers during election years;

(b) the reading and acceptance of the annual financial report; and

- 620 (c) reports of officers and standing committees and active ad hoc  
621 committees  
622 (d) notice of increases in membership dues.  
623

## 624 **Section 2. Regular Meetings**

- 625  
626 (a) A regularly scheduled NABJ-CC meeting requires advance  
627 notification of five days. A regularly scheduled meeting should  
628 occur at least quarterly. Business matters are reported at regularly  
629 scheduled meetings. A quorum shall consist of Full Members in  
630 attendance at such meetings, whether the meetings are assembled  
631 in-person or virtually on an online electronic platform.  
632

## 633 **Section 3. Special Meetings**

- 634  
635 (a) A Special Meeting of the Full Members may be called by the  
636 President, a simple majority of the Board of Directors, or a vote  
637 earning the approval of two-thirds of the Full Members. A Special  
638 Meeting is called to address a discrete business matter of  
639 significant urgency. NABJ-CC Special Meetings requires two  
640 days advance notification to Full Members and is open only to Full  
641 Members in good standing. A quorum shall consist of Full  
642 Members in attendance at such meetings, whether the meetings are  
643 assembled in-person or virtually on an online electronic platform.  
644

## 645 **Section 4. Limitations in Audio/Video Recording and** 646 **Broadcast/Publication/Internet Distribution**

- 647  
648 (a) The Chapter reserves the right to designate entire forums, or  
649 portions thereof, as *off-the-record*. In such instances, discussion  
650 points and information shared is not for release via any media  
651 without prior approval of the Executive Board. Non-compliance  
652 with this provision is cause for revocation of membership.  
653

654 Advanced permission to record any portion of an NABJ-CC  
655 meeting must be requested of and granted by the Executive Board.  
656 Upon the granting of such permission, a full and complete copy of  
657 the audio and/or visual recording must be provided to the NABJ-  
658 CC Board by the recording party within twelve (12) hours of the  
659 conclusion of the meeting. NABJ-CC reserves the right to  
660 confiscate any recording made at a Chapter meeting without Board  
661 permission and to eject from the meeting any party involved in the  
662 recording effort. This provision refers to audio and/or visual  
663 recordings and is not intended to limit manual note-taking. The  
664 Executive Board's permission is activated only upon the  
665 requestor's signed agreement to these terms.  
666

## 667 **Article XV. Constitutional Amendments and Effective Date.**

668

669  
670  
671  
672  
673  
674  
675  
676  
677  
678  
679  
680  
681  
682  
683  
684  
685  
686  
687  
688  
689  
690  
691  
692  
693  
694  
695  
696  
697  
698  
699  
700  
701  
702  
703  
704  
705  
706  
707  
708  
709  
710  
711  
712

**Section 1. Proposal of Amendments.**

- a) Amendments to this Constitution may be proposed by any Full Member.

**Section 2. The Constitution may be amended as follows:**

- a) The Constitution may be amended by an affirmative vote of two-thirds of the voting Full Members participating in the vote. Any proposed amendment to this Constitution shall be submitted in writing to the Parliamentarian at least eight (8) weeks prior to an Annual Meeting or a Special Meeting. The Parliamentarian will convene and chair the Constitution & Bylaws Committee to consider each proposal solely and comprehensively. At least 15 (fifteen) calendar days prior to the Annual Meeting or Special Meeting, the Committee will circulate proposed amendments that the Constitution & Bylaws Committee accepts for ballot consideration, along with a recommendation, to all members. At the next Annual Meeting or Special Meeting, the membership may decline said amendments by a majority vote or approve said amendments with a majority vote. Approved amendments shall be considered adopted immediately. A minimum of 14 calendar days notice must be provided for a Special Meeting called to consider amendments.
- b) Approved amendments to the Constitution and Bylaws shall be circulated to all members either by distribution at the Annual or General meetings, regular postal mail or electronically. Notice of the update shall be posted on the Chapter’s website.

**Article XVI. Parliamentary Authority.**

Section 1. *Robert’s Rules of Order*, as revised, shall be used to provide guidance in governing all NABJ-CC meetings and apply to all matters of the Association not covered by either the NABJ-CC Constitution and Bylaws or the National Association of Black Journalists’ Constitution.

**Article XVII. Procedural and Regulatory Compliance.**

Section 1. Upon adoption, the provisions of this Constitution shall, as necessary, be subject to compliance with applicable Federal and State of Illinois laws and City of Chicago ordinances governing the transaction of NABJ-CC business.

Section 2. NABJ-CC shall conduct its activities as acceptable and in accordance with guidance for non-profit corporations in Section 501 (c)(3) of the United States Internal Revenue Code, as amended, and the rulings and regulations there under.