

GABCO Bylaws

Georgia Association Of Black County Officials Bylaws

ARTICLE 1 NAME AND PURPOSE

SECTION 1. NAME. The name of this organization shall be the Georgia Association of Black County Officials, Inc.; hereinafter referred to as “GABCO”.

SECTION 2. PURPOSE.

The purpose of GABCO shall be:

- a) To unify Black county officials at both the elected and appointed levels
- b) To conduct research in relevant areas of county government.
- c) To establish linkages and liaisons with organizations of similar concerns.
- d) To evaluate and recommend legislation relating to the Black population in our counties.

e) To establish effective means and strategies for dealing with racism in county government f) To develop communication techniques for sensitizing county officials, institutions, and agencies in county government to the problems of Black officials and the problems of the Black community g) To develop mechanisms that will facilitate the exchange of information among Black county officials h) To become the spokesperson for Black county officials i) To promote training and education to the membership in order to be a more competent official.

ARTICLE II MEMBERSHIP

SECTION 1. ELIGIBILITY GABCO shall have five (5) classes of membership, which shall be:

a) Regular Membership – All county officials who are actively elected officials of county government are eligible to become regular members of the organization. In any case, in order to carry out the intentions and purposes of the organization, the executive committee will in each case make a final determination of eligibility.

b) Associate Membership – All county officials who do not meet the qualification in Section 1(a) but who are engaged in some county activities shall become eligible for associate membership. Application for Associate

Membership shall be reviewed by the Executive Committee or any other designated committee. Members of this class shall have the same rights and privileges as the regular member minus the privilege of being elected as an officer.

c) Supportive Membership — Any person who does not meet the requirements in Sections 1(a) and 1(b) above who is interested in furthering the goals of GABCO or who is indirectly involved in county activities shall be eligible for supporting membership. Application for supporting membership shall be reviewed by the Executive Committee or any other designated committee.

Members of this class shall have the same voting rights and privileges as the regular members minus the privilege of being elected as an officer.

d) Corporate Membership – Any organization or corporation which is interested in furthering the goals of GABCO shall become eligible for corporate membership or any other designated committee.

e) Government Membership- Any municipality that is interested in furthering the goals of GABCO shall become eligible for government membership. Government members shall be granted individual sub

classification memberships, on a tiered level to their county officials and/or employees.

Section 2. Termination of Members Members of GABCO shall be terminated in any one of the following ways:

- a) Any member may voluntarily terminate his/her membership by tendering his/her resignation in writing to the secretary of GABCO.
- a) b) Membership for any member shall automatically terminate at any time which such member becomes three (3) months delinquent in the payment of dues to the GABCO.
- b) c) As provided by Robert's Rules of Order.

ARTICLE III FISCAL YEAR AND DUES

SECTION 1. FISCAL YEAR The fiscal year of GABCO shall be the calendar year.

SECTION 2. ANNUAL BUDGET The annual budget of GABCO shall be adopted by December 15th preceding the fiscal year which it **covers**.

SECTION 3. DUES. The amount of dues for Regular Membership shall be set by the Executive Committee and voted on by the entire membership at the meeting held in April of each year.

All initial payments of dues must be submitted with the application for membership to GABCO.

ARTICLE IV MEETINGS OF MEMBERS

SECTION 1. ANNUAL MEETING.

a) The Annual Meeting of the membership of GABCO shall be held each year on a date fixed by the Executive Committee, and at such place and time as may be set by the Executive Committee of the **GABCO**. Said meetings shall be held for the purpose of electing officers and for the transaction of such other business as may properly be brought before the meeting.

b) The order of business for the Annual Meeting shall be set by the Executive Committee of the GABCO and each member of GABCO shall be informed of such order of business at least fifteen (15) days prior to such Annual Meeting.

SECTION 2. SPECIAL MEETINGS.

Special Meetings of the members shall be held at such place for such purposes as may be designated in the notice of the members of said meetings upon call of the Executive Committee of GABCO, or the President or at the request in writing of at least twenty-five (25%) percent of the Regular Members.

SECTION 3. NOTICE OF MEETINGS. Written notice of the Annual and Special Meetings shall be given at least fifteen (15) days prior thereto by mailing or email notice to each member at his/her last known (email) address as shown in the official membership lists of GABCO. Every notice of a Special Meeting shall state briefly the purpose or purposes thereof, and no business other than that specified in such notice and matters germane thereto, shall be transacted at any special meeting without further notice to members not present.

SECTION 4. QUORUM AND VOTING. The presence of members entitled to cast twenty five (25%) percent of the votes which all members are entitled to cast on the matters to be acted on at the meeting shall constitute a quorum. The members present at a duly organized meeting can continue to do business until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum.

If a meeting cannot be organized because a quorum has not attended, those present may adjourn the meeting to such a time and place as they may determine. At any such adjourned meeting at which a quorum is present such business may be transacted as might have been transacted at the meeting originally called.

All matters coming before any meeting of the members, except as otherwise limited herein, shall be decided by the vote of a majority of the voting members present at such meeting, a quorum being present at the organization of such meeting.

SECTION 5. RULES OF ORDER. Robert's Rules of Order shall be used throughout the meetings where said rules do not conflict with the provisions of this Constitution.

ARTICLE V OFFICERS

SECTION 1. NUMBER. The elected officers of GABCO shall consist of a President, Vice President, a Secretary, a Parliamentarian, a Treasurer and a Sergeant-at-Arms together with such other officers deemed appropriate and designated by the Executive Committee of GABCO.

The appointed officers of GABCO shall consist of a General Counsel who shall be appointed by the President

SECTION 2. TERM. Unless otherwise stated herein, the elected officers shall serve for two years and/or until their successors are elected and qualified. The officers elected as a result of the first election shall serve for two years and until their successors are elected and qualified.

The appointed officers, except for the General Counsel, shall serve for one year and until their successors are appointed and qualified. The officers appointed after the first election shall serve for two years or until their successors are appointed and qualifies. The General Counsel shall serve at the pleasure of the President.

SECTION 3. DUTIES AND AUTHORITY. The officers shall have such duties and authority as generally pertain to their respective offices, as well as such duties and authority as from time to time may be conferred by the Executive Committee. Without limitation upon any of the foregoing:

a) The President shall be the Chief Executive Officer of GABCO. The President or his/her designee shall preside at all meetings, enforce the goals and objective of GABCO, decide all questions of order (subject to appeal), appoint all committees, sign all checks and orders on the treasury

for money required paid by the organization, it shall be deemed necessary and/or in the best interest of GABCO. He/She shall not be entitled to vote except when balloting for a candidate at an election of officers, or when members are equally divided on a question before him; then he/she shall cast the deciding vote. He/She shall perform such duties as coming within the purview of his/her office, as the Constitution, Bylaws, Customs and Traditions of GABCO demand.

b) The Vice President shall aid and assist the President in conducting meetings and in the absence of the President, he/she shall preside, and while so presiding shall have the full power of the President.

The Secretary shall receive all mail addressed to GABCO, and when appropriate, forward such mail to the officers, committee, or member concerned. He/She shall keep and maintain an accurate file of the names and addresses of every member of the organization, and advise the President of any changes in addresses, and shall give due and proper notice of meetings. He/She shall answer all correspondence and perform all duties incidental to the office or as may be required. The Secretary shall record the minutes of the meetings, send a copy to the President, and maintain a copy of his own records, shall keep a full and accurate account of the standing in the GABCO of each member, to receive all membership fees, dues and all money properly due and coming into the possession of GABCO, giving receipts therefore. He/She shall at no time make any disbursements. He/She shall be responsible for promptly reporting to the

Treasurer the source, purpose, amount and date of all deposits made to the account of the GABCO.

The Parliamentarian shall have a thorough knowledge of parliamentary law (an expert on General Henry M. Robert's "Rules of Order") and a complete understanding of the constitution and bylaws of GABCO. He/She shall serve as arbiter in matters dealing with parliamentary procedure or constitutional interpretation.

The Treasurer shall give bond to GABCO in the amount fixed by the Executive Committee, the cost of such bond to be borne by GABCO. The Treasurer shall keep a just and accurate account of all monies received by him/her for GABCO and he/she shall issue a yearly Financial Statement. He/She shall receive from the Financial Secretary (if appointed) and other officers designated to collect funds) an accurate account of all monies deposited. He/She shall pay all bills, claims, and indebtedness when ordered by the order of the person, corporation, or instrumentally entitled thereto, signed by the President and the Treasurer.

The Sergeant-at-Arms shall enforce order at meetings, conferences and conventions. He/She shall expel intruders and bar the door to the unauthorized. He/She shall perform other duties as designated by the President.

SECTION 4. ELIGIBILITY Members of GABCO who meet the qualifications of Article II, Section I (a) shall be eligible to hold office.

SECTION 5. ELECTION

There shall be a Nomination Committee which shall consist of three (3) members, appointed by the President, none of whom shall be a candidate for office. At least (60) days prior to each Annual Meeting of the members, the Nominating Committee unless otherwise stated herein, shall nominate one or more members of GABCO who are eligible under Article II, Section 1(a). The Chairman of the Nominating Committee shall file a written report of the nominations with the Corresponding Secretary of GABCO. The Corresponding Secretary shall notify in writing each nominee for each office and each nominee shall immediately thereafter indicate to the Corresponding Secretary, in writing, his present intent regarding accepting the nomination and serving if elected. At least forty-five (45) days before the Annual Meeting of GABCO, the Corresponding Secretary shall mail to each member of GABCO a list of the nominees who have accepted nominations and of the offices to which they have been nominated. Additional nominations of eligible members may be made from the floor at the time of election by voting members of GABCO present at the Annual Meeting.

The names of all eligible members of GABCO nominated for each office either by the Nominating Committee or from the floor shall be submitted to the voting members at the Annual Meeting, and ballots shall not be cast until there shall be a majority of the voting members of GABCO present favoring the election of the designated candidate for a vacancy. Voting shall be by written or electronic secret ballots.

SECTION 6. VACANCIES If the office of President shall become vacant, the Vice President shall assume the office of President and shall serve the remainder of his predecessor's term and at the next Annual Meeting, will be sworn in to serve his/her term.

a) In case any vacancy other than that of President or Vice President shall exist by reason of death, resignation or otherwise, the President shall appoint a successor for the unexpired term within thirty (30) days of such vacancy with the approval of the Executive Committee.

b) The results of the appointments or election process shall be made available by the secretary to each member by mail within 30 days of the Executive Committee meeting,

SECTION 7. COMPENSATION The officers shall receive no compensation for their services, but shall be reimbursed for all out-of-pocket expenses incurred in the discharge of their duties.

ARTICLE VI EXECUTIVE COMMITTEE

There shall be an Executive Committee of GABCO consisting of officers described in Article V hereof plus the first Past President.

SECTION 1. DUTIES AND AUTHORITY The Executive Committee shall be responsible for determining the affairs, business and general policies of GABCO, subject to this Constitution and for the management of the business and affairs of GABCO.

SECTION 2. MEETINGS The Executive Committee shall meet not less than three times during each fiscal year at such place as may from time to time be fixed by resolution of the Executive Committee or it may be held at such time upon call of the President or a majority of the voting members of the Executive Board by fifteen (15) days before the meeting. A meeting of the Executive Committee may be held without notice immediately after the Annual Meeting of GABCO. Notice need not be given for regular meetings held at times fixed by resolution of the Executive Committee. Not notice of any meeting need be given any members of the Executive Committee who

at any time before or after the meeting waives notice of the meeting in writing or who attends such meetings, unless at the beginning of such meeting, he states an objection to the place or time of the meeting or to the manner in which it has been called. Upon the failure of any officer to attend three successive meetings, without sufficient excuse to each meeting missed, his/her membership on the Executive Committee shall terminate. The decision of the Executive Committee as to the sufficiency of such excuses shall be final.

SECTION 3. QUORUM A majority of the voting members of the Executive Board present at a meeting shall constitute a quorum thereof, and the act of a majority of those voting members present at a meeting at which a quorum is present shall be the act of the Executive Committee.

SECTION 4. ACTION WITHOUT MEETING Any action required or permitted to be taken at any meeting of the Executive Committee may be taken without a meeting if written consent setting forth the action so taken shall be signed by all members of the Executive Committee.

SECTION 5. RULES AND REGULATIONS The Executive Committee shall have the right to formulate rules and regulations governing GABCO, such rules and regulations to take effect upon a majority vote of members at a regular meeting of the GABCO.

ARTICLE VII EFFECTIVE DATE AND AMENDMENTS

SECTION 1. EFFECTIVE DATE These bylaws shall become effective upon approval by the majority vote of the voting members of the GABCO.

SECTION 2. AMENDMENT The Constitution of GABCO shall be subject to alteration, amendment or repeal, and a new Constitution may be made either: (1) by the affirmative vote of at least a majority of the voting members of GABCO at any meeting of the members at which a quorum is present, provided that notice of the proposal to make, alter, amend or repeal such Constitution be included in the notice of any Annual or Special Meeting of the members; or (2) by the affirmative vote of a majority of all voting members of the Executive Committee, unless it is provided by the majority vote of the voting members that the members of the Executive Committee shall not be entitled to alter, amend, or repeal the Constitution adopted by the members.

Adopted 4/2024