

**BY-LAWS
Of
The Washington DC Metro Chapter**

**THE NATIONAL COALITION OF BLACKS FOR REPARATIONS IN
AMERICA
(N'COBRA)**

Article I - Name

The name of this organization shall be the Washington DC Metro Chapter of the National Coalition of Blacks for Reparations in America hereinafter to also be known as N'COBRA-Washington DC Metro.

Article II - Purpose

The purpose of the Washington DC Metro Chapter of N'COBRA shall be: To act *in collaboration with* the National Coalition of Blacks for Reparations in America; To serve as a coordinating body for the reparations efforts in Washington DC, Maryland and Virginia; To cooperate with other chapters in helping the National Organization develop a unified set of goals and strategies to win reparations; To help disseminate and exchange information on reparations issues and strategies important to Africans in America; and to help educate the general public about our just demand for reparations.

Article III - Office

The principal office of Washington DC Metro Chapter shall be located in Washington DC or at such other location as designated by a majority of the membership.

Article IV - Council of Elders (COE)

Members of the Council of Elders shall be seven (7) individuals who are over the age of sixty (60), who do not necessarily want to or can not be active for one reason or another, but still want to be involved as advocates for reparations for Black People (of African Descent) in an advisory capacity. Any member of the Chapter may place in nomination the name of an elder. The person making the nomination must submit to the general membership a written statement of the qualifications of the nominee. When a vacancy exists on the Council of Elders, nominees will be presented to the general membership for election by a majority vote of the members present.

Article V - Officers

Section I - Number, Term, and Turnover of Documents: The Officers of the Washington DC Metro Chapter shall be the Co-Chairperson(s), Secretary and Treasurer. Persons elected to these positions shall be elected by a majority of members present at the annual meeting of the Chapter for a term of two (2) years beginning July 1st and ending the last day of June two (2) years hence or until his/her successor has been elected and qualified.

It shall be the responsibility of outgoing Officers and Council of Elders to assure that all documents, instruments, papers, monies, disks, etc. within his/her possession which belong to or are related to the business and/or affairs of the Chapter are turned over to his/her successor or in the case of no successor, to the then serving Co-Chairperson(s) no later than the last day of their term in office.

Section 2 - Duties and Responsibilities of the Co-Chairperson(s):

A. Be the principal officers and spokespersons of the Chapter, B. Supervise and coordinate of all business and affairs of the Chapter. C. Preside over all meetings of the membership. D. May sign with the Treasurer, or any other officer of the Chapter authorized by the membership: deeds, mortgages, bonds, contracts, leases, or other instruments which have been designated by the membership or by these By-Laws to some other officer or agent of the Chapter, as shall be required by law to be otherwise executed. E. Shall perform all duties incident to that office and such other duties as may be prescribed by the Membership from time to time. F. Notify the Secretary immediately upon verification of the number of Officers who will be able to attend a specific meeting.

Section 3 - Duties and Responsibilities of the Secretary: The Secretary shall:

A. Keep the minutes of the proceedings of the general membership meetings in one or more books provided for that purpose. B. Maintain an organized filing system for Chapter records and documents. C. Assist with correspondence, or someone to do that task as necessary. D. Perform all duties incident to that office and such other duties as from time to time may be assigned to him/her by the Co-Chairperson(s) or the Membership.

Section 4 - Duties and Responsibilities of the Treasurer: The Treasurer shall:

A. Have charge and custody and be responsible for all funds and securities of the Chapter. B. Obtain receipts for expenditures of the Chapter. C. Receive and give receipts for monies due and payable to the Chapter and deposit all such monies in the name of the Chapter in such banks, trust companies, or other such depositories as shall be selected by the Membership from time to time. D. Perform duties incident to this office and work cooperatively with the Secretary and Membership. E. Perform all other such duties as from time to time may be assigned to him/her by the Co-Chairperson(s) or the Membership.

The Treasurer shall be responsible for an annual budget of the Chapter in consultation with the Co-Chairperson(s) and Secretary to be submitted to the full Membership for approval. The Treasurer shall manage the budget, subject to the guidance of the Co-Chairperson(s). The Treasurer shall also be responsible for preparation of quarterly income and expense statements, and annual statements with copies sent to the National Organization (N'COBRA).

Article VI - Contracts, Loans, Negotiables, Instruments, and other Obligations and Instruments

Section I - Contracts: The Membership by a majority vote, may authorize any officer(s) or agent(s) to enter into any contract or execute and deliver any instrument and/or obligation and or indebtedness in the name of and on behalf of the Chapter except as expressly authorized by these by-laws.

Section 2 - Loans: No loans shall be contracted on behalf of or in the name of the Chapter and no evidence of indebtedness shall be issued in the name or on behalf of the Chapter unless authorized by the Membership as expressly authorized by these by-laws.

Section 3 - Checks, Drafts or other Orders for Payment: All checks, drafts, or other orders for the payment of money, notes, or other evidence of indebtedness issued in the name of or on behalf of the Chapter, shall be signed by at least one Co-Chairperson, or their designated officer and the Treasurer. Under all circumstances, the instruments must be signed by at least two (2) officers of the Chapter. Any and all bad instruments issued to the Chapter shall be the responsibility of the maker for its value along with any administrative charges as determined by the Membership.

Section 4 - Deposits / Withdrawals: All funds of the Chapter shall be deposited in a bank, trust company or other depository as the Membership may select. Some funds may be withdrawn as deemed necessary by a majority vote of the Membership. However, there shall be no more than one (1) Savings Account and one (1) Checking Account or Draft Account subject to the provisions stated in this section of the by-laws. This section is not to preclude the reasonable investment of funds by the Treasurer subject to the approval of the membership.

Article VII - Fiscal Year

The fiscal year of the Chapter shall be June 1st to May 31st of each and every calendar year.

Article VIII - Membership

Section 1 - General Membership: Membership in the Chapter shall consist of two (2) types: Organizational Members and Individual Members. Guidelines for the Chapter shall be developed by the General Membership such that a broad cross section of the African Community will be assured of inclusion in the Chapter and shall conform to National guidelines.

Section 2 - Organizational Members: Organizations, which support reparations, shall be eligible to apply for membership in the Chapter. A Membership Committee shall recommend acceptance or rejection to the General Membership. Co-Chairpersons and the General Membership must approve all organizational members. Each organization shall have one (1) vote. A person representing an organization may not cast an individual vote.

Section 3 - Individual Members: Individual members who proclaim their support for reparations shall be eligible to apply for membership in the Chapter. A membership Committee will review all applications and make recommendations to the Co-Chairpersons and the General Membership. The Membership shall approve all new members. Individual members may participate in all meetings, committees and discussions, They may cast one (1) vote in all Chapter meetings and all members are eligible to serve as officers.

Section 4 - Annual Meetings: The annual meeting of the membership shall be held in May prior to the National Convention for the purpose of receiving reports and recommendations of officers, committees and the transaction of other business. The election of officers shall also occur during the annual meeting. A written report of our annual meeting shall be hand delivered to the National Convention.

Article IX - Committees

Section I - Standing Committees: The Standing Committees of the Chapter shall be: Membership, Communications, Research, Government, Political Liaison, Economic Development, Youth, Outreach and Coalescing.

Section 2 - Special Committees: Special Committees shall be approved by the Co-Chairperson(s) as the need arises.

Article X - Dues

Section I - Organizational Dues: The annual organizational (local and national) dues of the Chapter shall be twenty-five (25) dollars.

It shall be the responsibility of the local chapter to collect dues for N'COBRA National, dues of twenty five (25) from local external organizations joining N'COBRA; fifty (50) dollars from national external organizations joining N'COBRA; and ten (10) dollars from individual members of external organizations. All fees and deadlines shall be reported to the Co-Chairpersons and the National Board of N'COBRA.

Section 2 - Individual Dues: The annual individual dues of the Chapter shall be ten (10) dollars.

All dues shall be paid before applications for membership can be approved. All members who have not paid their dues in full thirty (30) days prior to the annual meeting will not be allowed to participate in the annual business meeting of the Chapter.