

**SOCIAL SECURITY ADMINISTRATION
Black Affairs Advisory Council
Charter**



I. Introduction

The Black Affairs Advisory Council (hereinafter referred to as BAAC) of the Social Security Administration (SSA) is an organization of persons recognized by the Commissioner of SSA or his/her designee, for the advancement of employment opportunities for Black Americans and to promote equal quality of SSA program services to the Black community.

II. Objectives

- A. To encourage and promote equality in services for the Black community and to seek ways that will ensure that it is well informed about their rights under the Social Security Programs.
- B. To promote and stimulate recruitment, training, job development and upward mobility of Black Americans by SSA.

III. Duties and Responsibilities

- A. To work with the Deputy Commissioner for Human Resources (DCHR) and the Office of Civil Rights and Equal Opportunity (OCREO) who will provide administrative support and counsel to BAAC.
- B. To undertake for SSA or to participate in studies; to research employment and population data; to identify issues and problems; and to make reports, proposals, resolutions and recommendations for solving problems consistent with the objectives of BAAC.
- C. To establish liaison and work with other organizations or committees dealing with special employment and service needs of minority persons. This includes the Pacific and Asian Affairs Advisory Council, the Committee of Employees with Disabilities, the Hispanic American Affairs Council, the Womens Affairs Advisory Council, and other similar organizations in SSA. BAAC may designate representatives to attend meetings of other organizations to provide interchange of communications with such groups.

- D. To prepare reports for the Commissioner or his/her designee to discuss the objectives, plans and concerns of BAAC. The Deputy Commissioner for Human Resources will arrange quarterly meetings with the Commissioner.
- E. To support SSA and its total equal employment opportunity (EEO) programs and objectives on service to the public. To give support and for the implementation of the SSA Affirmative Action Plan for EEO as it affects Black Americans.

IV. Membership

- A. Principal members will be named, appointed and shall serve at the discretion of the Coordinating Committee.
- B. Honorary members may be appointed by the Commissioner or his/her designee. They may participate at meetings and proceedings but will not vote.
- C. Ex-Officio members – Regional Commissioners may also appoint persons from their staffs to serve as Ex-Officio BAAC members. Ex-Officio members may attend quarterly, semiannual, or special BAAC meetings, activities or intercommittee projects.

V. The Coordinating Committee (CC)

The direction and administration of BAAC shall be vested in the CC.

- A. The CC will be composed of persons elected by the membership.
- B. The officers shall be Chairperson, Vice-Chairperson, Secretary, Treasurer and Parliamentarian, Assistant Secretary and Seargent-at-Arms.
- C. All officers shall be elected by majority vote of the CC and may serve no more than two consecutive 1-year terms.
- D. The CC shall establish Bylaws not inconsistent with the Charter provisions herein.

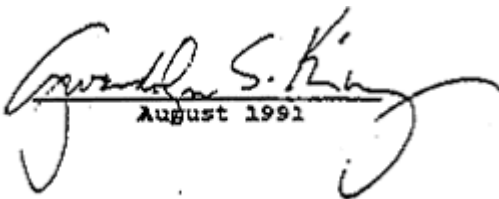
VI. Meetings and Internal Affairs

- A. The CC shall have regular monthly meetings.
- B. When circumstances prevent scheduling the regular meeting, the CC will set an alternative time and place to meet.

VII. Amendments

In order to amend this Charter, it shall be necessary that the amendment be submitted in writing and voted on subsequently. An amendment shall be adopted upon approval

by two-thirds vote of the members present and voting. Any amendment to this Charter shall be submitted to DCHR for approval prior to the inclusion into this Charter.


August 1991

**SOCIAL SECURITY ADMINISTRATION
BLACK AFFAIRS ADVISORY COUNCIL
BYLAWS**

ARTICLE I

Name

The name of this organization shall be the BLACK AFFAIRS ADVISORY COUNCIL, or BAAC.

ARTICLE II

Purpose

The purpose of BAAC shall be to serve as an advisory committee to the Commissioner of Social Security Administration (SSA) for the enhancement of employment opportunities for African Americans (used synonymously with Blacks) and for the improvement of service to the African American community.

ARTICLE III

Objectives

Section 1.

To promote recruitment, training, job enrichment, advancement and upward mobility of Black employees of SSA.

Section 2.

To establish measures for the compilation and dissemination of information for the Black employees at SSA, thereby improving communications among Black employees across the nation with the purpose of attaining strength through shared knowledge and organizational unity.

Section 3.

To promote and stimulate the development, effectuation and monitoring of affirmative action, career development, and upward mobility programs for the betterment of Black employees.

Section 4.

To establish liaison with other organizations and agencies which have similar purposes.

Section 5.

To encourage improved service by SSA to the African American community.

Section 6.

To encourage compliance with the Code of Federal Regulations at 29 CFR 1614, Federal Sector Equal Employment Opportunity.

ARTICLE IV

Organizational Structure

Section 1.

The Coordinating Committee will determine the policy of the organization and has the authority to initiate (through the Chairperson) actions requiring national attention and may exercise all powers specifically conferred or implied within the by-laws of the Black Affairs Advisory Council.

Section 2.

The Coordinating Committee will implement the policies it establishes through initiatives and programs developed for such purposes.

Section 3.

All BAAC Chapters shall operate under the general direction of the Coordinating Committee (also referred to as Principal Members in the Charter). The Coordinating Committee shall consist of representatives from Headquarters Chapters and Field Chapters. The representative shall be known as Headquarters Coordinators and Regional Coordinators.

Section 4.

Chapters – five or more interested employees within any geographical area or SSA component are eligible to form a BAAC Chapter.

ARTICLE V

Duties and Responsibilities

Section 1.

To undertake and participate in studies and research, to identify issues and problems, to make reports, proposals, resolutions, and recommendations for the removal of obstacles that prevent hiring and advancement within the African American community.

Section 2.

To make recommendations and proposals to the Commissioner of Social Security.

Section 3.

To establish and work with other organizations or committees dealing with special employment and service needs of minority persons. This includes the Pacific Asian American Advisory Council (PAAAC), the Committee for Employees with Disabilities (CED), the Women’s Affairs Advisory Committee (WAAC), the Hispanic American Affairs Council (HAAC), and American Indian and Alaska Native Advisory Council (AIANAC) and other similar organizations within SSA. BAAC may designate representatives to attend meetings of other organizations to communicate with such groups.

ARTICLE VI

Membership

Section 1. Individual Membership

Any SSA employee who identifies with and is knowledgeable about the special concerns of African Americans; who is in accord with the philosophy, principles, policies and objectives of this organization, and who agrees to adhere to the same, may become a member of this organization with the expressed written request for said membership.

Section 2. Chapter Membership

Any group of five or more employees established within a component or geographical area of SSA which is in accord with the philosophy, principles, policies and objectives of this organization may form a BAAC chapter. The group must further agree to the philosophy, principles, policies, and objectives of this organization to become a member Chapter with the consent of the Coordinating Committee provided it is qualified under such rules as the by-laws may provide.

ARTICLE VII Chapters

Section 1. Each Chapter is responsible for its own organization, membership, election of officers, and by-laws. Each Chapter must submit its bylaws to the Coordinating Committee for approval. Each Chapter will participate in the election of the Regional Representative to the Coordinating Committee.

Each Chapter shall have a minimum of the following officers: President, Vice President, Recording Secretary, and Treasurer. Additional officers may be elected as the individual Chapters deem necessary. (The use of the designation President, avoids misidentification with National Chairperson).

Section 2. The scope of jurisdiction of Regional Chapters shall not extend beyond the Regional Commissioner. The scope of jurisdiction of Headquarters Chapters shall not extend beyond the Deputy Commissioner.

Section 3. Officers shall be elected for a term of 1 year. No officer shall serve more than 2 consecutive terms.

Section 4. A member can hold only one elected office at a given time.

Section 5. An officer or member of a Chapter may be disciplined,

suspended, expelled or removed by the Coordinating Committee for actions not consistent with the goals and objectives of BAAC after due process in accordance with the provisions of the by-laws of the Coordinating Committee by an affirmative vote of no less than two-thirds (2/3) majority of the Coordinating Committee.

Section 6. Officers may resign at any time they consider it in their interest to do so. It will be the policy of this organization to request confirmation of all resignations.

Section 7. Each Chapter shall establish what constitutes “a member in good standing,” but such member shall have attended a minimum of 50 percent of the regular chapter meetings (during the preceding 12 months or since becoming a member during the current calendar year).

Section 8. Each “member in good standing” shall be entitled to vote on each issue under consideration either at general membership meetings or at a specific committee meeting.

Section 9. Each Chapter shall establish its own requirements for a quorum.

Section 10. BAAC Chapter meetings shall be held at least monthly; however, a chapter may forego a meeting by majority vote.

Section 11. Special meetings may be called by the Executive Board of a Chapter.

ARTICLE VIII. The Coordinating Committee

Section 1. The direction and administration of BAAC shall be vested in the Coordinating Committee which shall be comprised of no more than 28 Coordinating Committee members.

Section 2. A Coordinating Committee member in good standing shall have attended a minimum of 51percent of the regular principal membership meetings during the preceding 12 months. To be considered present for a meeting the member must have remained in the meeting for more than 50 percent of the meeting duration.

Section 3. One year in good standing as a Headquarters/Regional Coordinator shall be required to be eligible to run for any office of the Coordinating Committee. Any person who chooses to run for the National Chairperson, 1st Vice Chairperson and 2nd Vice Chairperson will be required to make an oral and written presentation regarding their ability to perform the duties of that office. A special election will be held the third Wednesday of May with assumption of office in June.

Section 4. The officers of the Coordinating Committee shall be the Chairperson, First and Second Vice Chairperson, Secretary, Assistant Secretary, Treasurer, Sergeant-at-Arms and Parliamentarian.

Section 5. Officers shall have rights and functions as follows:

A. The Chairperson shall:

- Preside over all meetings.
- Be responsible for carrying out the policies and resolutions.
- Represent the organization at conferences, meetings, and other activities, which focus on the issues and concerns of Black employees.
- Confer with the Executive Board to provide assistance in identifying contacts, projects and programs necessary to improve the status of the Black employees at SSA.

B. The First Vice-Chairperson shall assume the duties of the Chairperson in his/her absence and other duties as delegated by the Chairperson.

C. The Second Vice-Chairperson shall assume the duties of the First Vice-Chairperson in his/her absence and other duties as delegated by the Chairperson.

D. The Secretary shall maintain a written record of meetings and distribute major decisions/conclusions of meetings to officers and committee chairpersons and make available copies of these decisions and conclusions to other members upon request.

E. The Assistant Secretary shall assume the duties of the Secretary in his/her absence and shall contact all principal members concerning meetings and other matters of importance.

F. The Treasurer shall:

- Be a financial agent to represent the Coordinating Committee in business transactions with prior approval of the Coordinating Committee members.
- Maintain a complete record of receipts and disbursements and provide members with a written monthly report.

G. The Parliamentarian shall rule on questions of procedure and follow Roberts Rules of Order.

H. The Sergeant-at-Arms shall follow Roberts Rules of Order.

Section 6. All officers shall be elected by a majority vote of the Coordinating Committee.

Section 7. The officers may serve no more than two consecutive 1 year terms.

Section 8. In the event of the incapacity of the Chairperson (including long term illnesses) or resignation, the First Vice-Chairperson shall assume the duties of the Chairperson for the remainder of the current term.

Section 9. An officer or member of the Coordinating Committee may be disciplined, suspended, expelled or removed for actions not consistent with the purpose and objectives of BAAC after due process in accordance with the provisions of the By-laws by an affirmative vote of no less than two-thirds (2/3) majority of the Coordinating Committee.

Section 10. All Coordinating Committee members are required to notify the Chair and/or the next officer in line, as soon as possible, if they are expected to be absent from a scheduled meeting.

Section 11. After four (4) absences the Coordinating Committee member will be sent a warning letter.

Section 12. After five (5) absences a letter will be sent to the Coordinating Committee member's chapter president(s) requesting that the member be replaced or that a substitute be sent until the Coordinating Committee member can resume his/her duties. A copy of this letter will be sent to the Coordinating Committee member.

Section 13. The Coordinating Committee will, in response to notification by the Secretary/Sergeant-at-Arms, of any member no longer in good standing take direct action to notify the appropriate Chapter(s) of the name and status of the member "no longer in good standing" and if appropriate, request replacement. This action should be initiated within thirty (30) days of notification to the body with final action to be effective sixty (60) days from the date of notification. Action taken must be consistent with Article VIII, Sections 10-12. In the event that a Coordinating Committee member is no longer "in good standing" the Chairperson will appoint a replacement, as necessary, until elections can take place.

Section 14. Officers may resign at any time they consider it in their interest to do so. It will be the policy of this organization to request confirmation of all resignations.

Section 15. Except as provided under Article VIII, the Chairperson, with the concurrence of a simple majority of the Coordinating Committee may appoint someone to fill any vacant officer's position until the next general election.

ARTICLE IX Regional Coordinators

Section 1. Regional Coordinators serve as the principal liaison on the Coordinating Committee between the chapters in each region, the Regional Commissioner's and the Regional CREO Staff.

Section 2. Regional Coordinators regularly:

- Provide direction and guidance to the chapters in their designated regions.
- Coordinate regional meetings
- Coordinate conference calls
- Obtain issues and concerns from designated chapters and report the information to the Coordinating Committee
- Disseminate information to their designated chapters
- Report CREO information to the Coordinating Committee

- Conduct and coordinate studies of SSA information including statistical data.
- Participate on the Coordinating Committee sub-committees (i.e., EEO, Conference, etc.)

Section 3. Regional Coordinators “in good standing” will be elected or re-elected by their chapters every two years. Elections will be held in the month of April starting in the year 2002 with the assumption of position in June.

Section 4. Regional Coordinators will not interfere with their chapters as they conduct their chapter business.

Section 5. Regional Coordinators shall be included in discussions by chapters with the Regional Commissioner, Chairperson of BAAC, or designated chapter contacts in accordance with BAAC’s operating policy and procedures.

Section 6. Regional Coordinators assist in executing BAAC’s National initiatives and planning BAAC conferences.

ARTICLE X Headquarters Coordinators

Section 1. Headquarters Coordinators serve as the principal liaison on the Coordinating Committee between the Coordinating Committee, Headquarters Chapters, and Executive Staff (i.e., Commissioner, Deputy and Associate Commissioners, etc.).

Section 2. Headquarters Coordinators regularly:

- Provide assistance and guidance to the Regional Coordinators and Chapter Presidents.
- Review and resolve issues of concern from the BAAC Membership Chapters/Regions.
- Obtain issues and concerns from Headquarters Chapters and report the information to the Coordinating Committee for solutions.
- Disseminate information as directed by BAAC’s National Chairperson and/or the Coordinating Committee
- Conduct and coordinate studies of SSA information including statistical data.
- Participate on the Coordinating Committee sub-committees (i.e., EEO, Conference, etc.).
- Coordinate conference calls.

Section 3. Headquarters Coordinators “in good standing” will be elected or re-elected by their Chapters every two years. Elections will be held in the month of April starting in the year 2003 with the assumption of position in June.

Section 4. Headquarters Coordinators shall make themselves available in discussions of Chapters and Regions with the Commissioner, Chairperson of BAAC, or designated chapter contacts in accordance with BAAC’s operating policy procedures.

Section 5. Headquarters Coordinators execute BAAC’s National initiatives and planning BAAC conferences.

Section 6. Headquarters Coordinators shall vote on all BAAC issues.

ARTICLE XI Meetings and Internal Affairs of the Coordinating Committee

The Coordinating Committee members meet monthly at a site to be determined to discuss issues of national concern. If necessary the cost of travel must be borne by the Agency.

ARTICLE XII The following committees will stand as the standing committees of the Black Affairs Advisory Council.

Affirmative Employment Committee

Conference Planning Committee

National Expansion Committee

Communication Committee

Finance, Program and Planning Committee

Commemorative and Special Programs Committee

Community Outreach Programs Committee

The duties of the standing committees will be clearly established by the Coordinating Committee and set forth in its written policy.

Additional standing committees may be established or abolished by the Coordinating Committee.

