SPECIAL EMPHASIS PROGRAM DIVERSITY ADVISORY COMMITTEE

CONSTITUTION AND BYLAWS

ARTICLE I

NAME

The name of this organization shall be the NNSA Service Center Special Emphasis Program (SEP) Diversity Advisory Committee, the acronym for which shall be DAC or the Committee.

ARTICLE II

PURPOSE

The purpose of the NNSA Service Center SEP Diversity Advisory Committee is to encourage equal opportunity for Special Emphasis Programs to become an integral part of the NNSA programmatic activities undertaken in pursuit of NNSA goals and objectives. The Committee provides an effective forum on issues affecting SEPs and to champion the employment, training, retention, and promotion of all employees.

ARTICLE III

OBJECTIVES

Unification—To identify and unite programs and individuals designated as Special Emphasis Program Managers (SEPM) and/or representatives of NNSA on Special Emphasis Program and diversity issues.

Communications—To organize and maintain a communication network to further SEPs as an integral part of the NNSA'S overall Equal Employment Opportunity (EEO) Affirmative Employment Program.

Training—To participate in Special Emphasis Programs and other leadership/outreach training programs in order to provide updated and sound information to all employees in the areas of diversity and equal opportunity.

Recruitment/Hiring—To actively participate and support a cooperative approach in the recruitment, hiring, and retention of under represented employees.

Career Development—To promote participation and career advancement opportunities of under represented employees in mentoring, details, rotations, and other career developmental programs.

Exchange of Information—To exchange information on government employment opportunities, Affirmative Employment Plans, status and progress of local and national Special Emphasis Programs, recruitment sources and contacts, upcoming training, and relevant activities and issues of the NNSA community.

ARTICLE IV

AUTHORITY AND AFFILIATION

The Committee derives its authority from the Special Emphasis Program Advisory Committee Charter approved by the NNSA Service Center Director on April 28, 2004. The following is the list of approved Special Emphasis Programs:

- American Indian Program
- Asian Pacific American Program
- Black Employment Program
- Committee for People with Disabilities Program
- Federal Women's Program
- Hispanic Employment Program
- Older Workers Program
- Gay & Lesbian Program

ARTICLE V

MEMBERSHIP

The Diversity Advisory Committee shall be comprised of the following voting members:

Members:

- Managers from each Special Emphasis Program
- Designee of the Office of Service Center Director
- Designee of Senior Diversity Champion Program
- Designee from the Office of EEO/Diversity
- Designee from the Office Human Resources
- Designee of Sandia Site Office Manager
- Designee of Headquarters Office of Secure Transportation located at the Service Center
- Designee of Headquarters Office of Defense Programs located at the Service Center

Committee members are expected to attend committee meetings or provide a designee to attend in their place.

VOTING MEMBERSHIP

All members shall be voting members.

ARTICLE VI

OFFICERS

The officers of the Diversity Advisory Committee shall consist of a Chairperson, Vice-Chairperson and Executive Secretary. The officers shall be elected by the Committee to serve for a two-year term. All officers shall have voting rights. Officers are eligible for re-election.

Duties Of Officers

1. The Chairperson shall act as chief spokesperson for the Committee. This includes chairing the Committee meetings.
2. The Vice-Chairperson shall coordinate and set all agendas for Committee meetings and serve as liaison with the Chairperson and members of the Committee. They shall assume all responsibilities of the Chairperson in his/her absence.
3. The Executive Secretary or their designee shall transcribe and submit minutes of all meetings, disseminate all official Committee correspondence, maintain files of all correspondence and activities, comply with reporting requirements for the Committee and shall be present at all general meetings. In the absence of both the Chairperson and Vice Chairperson, the secretary shall assume the responsibility of the Chairperson.
4. The officers of the Committee shall meet at the discretion of the Chairperson, Vice Chairperson or at the request of the membership. The officers will interpret and enforce the Committee's constitution and bylaws.

ARTICLE VII

SPECIAL WORKING GROUPS

All special working groups shall act exclusively, on the specific authority designated by the Committee for a specified term with specific purpose. Such groups will be dissolved once deliverables are submitted and accepted by the Committee.

ARTICLE VIII

ELECTIONS AND TERMS OF OFFICE

1. A quorum shall consist of a minimum of eight members, including at least one officer.

2. Election of officers shall be held as follows:

   a. Elections will be held in September of the final fiscal year of the officer's term. A term of office is for two years. Officers are eligible for reelection.

   b. Nominations for officer positions will be accepted during the month of August. Along with the minutes of this meeting, a list of the nominees will be sent to the membership along with a notice of the election process.

   c. Ballots with the final slate of nominees will be sent to the membership prior to the election meeting.

d. Voting at elections shall be by written ballot or oral acclamation, as determined by the Committee members present at the election. Each voting member or their proxy will be entitled to one vote. Absentee ballots will be accepted if received by the Executive Secretary before the election.

e. The candidate receiving the highest number of votes shall be declared elected to that office. In the event of a tie, a run-off will be conducted.

3. In the event the Chairperson cannot complete the term of office, the Vice-Chairperson can complete the term or invoke a new election. In the event that any other officer cannot complete his/her term, the voting membership shall elect a member to complete the term. Any officer or their designee who fails to attend three consecutive meetings/conference calls without due cause, will cause the position to be declared vacant and a replacement will be elected by a majority vote of members present at the time of the declaration.

4. Prior to the completion of any officers' term of office, any member may move to recall any Committee officer. Should said motion be supported by two-thirds of the total voting membership of the Committee, the Committee will hold a special election within one month to replace the Committee officer.

ARTICLE IX

MEETINGS

The general membership of this Committee shall meet quarterly at a minimum. A quorum shall consist of a minimum of eight members, including at least one officer. Conference calls may also be held as needed to conduct business. The Chairperson may call other meetings at his/her discretion. On voting matters not related to recall elections or amendments of the Bylaws, a simple majority of the voting membership present at the meeting shall carry the motion. Any questions on the conduct of a meeting will be resolved by reference to Robert's "Rules of Order".

ARTICLE X

OPERATING PLAN

The Committee will develop for each fiscal year an operating plan to assure attainment of the DAC mission in support of NNSA Service Center diversity and outreach goals. The Committee will also prepare an annual report on the status of the Committee's activities and accomplishments as compared to the operating plan. The Committee will also provide periodic briefings to the NNSA Service Center Director through its Chairperson or Vice-Chairperson.

ARTICLE XI

AMENDMENTS TO THE BYLAWS

Amendments to the bylaws will be proposed to the officers, who will in turn present the proposal to all members for approval. An endorsement by two-thirds of the total voting membership of the Committee

shall suffice for passing amendments. The Committee will provide interpretation of the Charter, Constitution and Bylaws as required.

APPROVAL

These bylaws shall be considered adopted by a simple majority vote of the Committee members present and shall take effect upon signature of the Chairperson of the Committee.

Approved by:

Frank A. Baca, Chairperson
Special Emphasis Program Diversity Advisory Committee
NNSA Service Center

12-1-04
Date