

Bylaws

Of The

***USDA Natural Resources
Conservation Service***

***South Carolina State Civil Rights
Committee***

Preamble

The State Civil Rights Committee is responsible to the State Conservationist of the Natural Resources Conservation Service (NRCS) in South Carolina. The Committee serves the following functions:

- Serves as an advisory body to the State Conservationist, to promote and assist in meaningful and effective affirmative action consistent with agency goals and objectives.
- Evaluates the performance of the Equal Opportunity (EO) and Civil Rights Program, identifies areas of weakness and suggests ways to improve the program.
- Identifies emerging Civil rights (CR)/EO program issues needing attention by the State Conservationist.
- Serves as a communication link through which employees can bring CR/EO matters to the attention of management.
- Advises on the development of CR/EO action plans and progress reports.

Article I *Name*

Section 1: The name of this Committee shall be, the United States Department of Agriculture, Natural Resources Conservation Service, South Carolina State Civil Rights Committee, hereinafter referred to as the Committee.

Article II *Purpose*

Section 1: The purpose of this Committee shall be to serve as an advisor to the State conservationist of the USDA, Natural resources Conservation Service in South Carolina. The State Conservationist in South Carolina is the Deputy Equal Employment Opportunity Officer (DEEOO).

Section 2: Specific responsibilities of the Committee are as outlined in the General Manual and as assigned by the State Conservationist:

- A. The Committee advises and assists the DEEOO in carrying out the objectives of the EO program. The Committee establishes lines of communication between employees and management through which employees' views on EO issues may be brought to the attention of management; the Committee provides management with feedback on the performance of the EO program; and the Committee identifies weaknesses, and recommends ways in which the program can be improved. Recommendations are to be reported in writing to the DEEOO for appropriate consideration and follow-up action.
- B. The Committee does not receive, investigate or in any way adjudicate individual or class complaints of discrimination.

Section 3: The Committee, annually, in conjunction with the completion of the annual Plan of Work shall in the course of time evaluate the overall effectiveness of the Committee's efforts and make recommendations to the State Conservationist and include those changes in the Plan of Work.

Article III *Members*

Section 1: The Committee membership will consist of voting and nonvoting members/advisors. To the extent possible the Committee will be representative of the various grade levels and classification series. Committee membership will be as follows:

Voting Members:

- Federal Women's Program Manager (FWPM)
- Black Emphasis Program Manager (BEPM)
- Hispanic emphasis Program Manager (HEPM)
- American Indian Alaskan native Program Manager (AIANPM)
- Disabilities/Veterans Emphasis Program Manager (DEPM)
- Asian American Pacific Islander Program Manager (AAPIPM)
- Gay, Lesbian, Bisexual and Transgender Program Manager (GLBTPM)
- Three members at large
- Other voting members may be added to the Committee as deemed necessary and approved by the State Conservationist

Nonvoting Members/Advisors

- State Outreach Coordinator
- State Human Resources Manager (Title VII Advisor)
- 1890's Liaison Advisor
- Title VI Advisor
- Chair of the Cultural Awareness Day Training Committee

Section 2: The State Conservationist will annually seek volunteers to fill vacancies on the Committee as outlined in these bylaws. Committee members will be selected from the volunteers by the State Conservationist with recommendations from the state management team and the state Civil Rights Committee. If no volunteers come forth the State Conservationist will select someone to serve on the committee.

Section 3: Each Committee member will be appointed to serve a three year term, except for any advisory member whose term is at the discretion of the State Conservationist.

Section 4: The members will serve staggering and overlapping terms to be effected by providing for the appointment of at least two new members each year.

Section 5: In the event a Committee member leaves the Committee before serving a full term, the procedure set forth in Article III, Section 2, will be used to fill the vacancy.

Section 6: The term membership will begin at the beginning of the fiscal year for which the member is appointed by the State Conservationist.

Section 7: Attendance: Committee members are expected to attend all regularly scheduled Committee meetings. Meetings will be held the second Wednesday of the first month of each fiscal quarter, unless otherwise directed by the Committee Chair. The Chair may recommend, to the State Conservationist, removal from the Committee any members that are absent from Committee meetings for reasons other than excused absences.

Article IV *Officers*

Section 1: *Officers.* The officers of the Committee shall be the chairperson, the vice-chairperson, secretary and treasurer.

Section 2: *Eligibility.* The chairperson, vice-chairperson, secretary and treasurer shall be voting members.

Section 3: *Selection of Officers.* Each year the Committee will nominate a vice-chairperson, secretary and treasurer subject to the approval of the State Conservationist. The vice-chairperson will serve a one-year period in the position and then advance to chairperson.

Section 4: *Term.* Other officers shall serve a one-year term and shall be eligible for reappointment.

Section 5: *Duties.* The officers shall perform the duties prescribed by the Plan of Work and Parliamentary Authority cited in Article VIII.

Section 6: *Special Duties of the Advisors.* Staff advisors shall provide timely advice and consultation within the scope of their professional expertise on matters before the Committee. They will voluntarily report, at each meeting, on any pertinent information.

Article V *Voting*

Section 1: Except as otherwise specifically provided for in these bylaws, decisions shall be reached by majority vote of the members at meetings in which a quorum, greater than 50% of the members, is present.

Section 2: Proxy. Voting by proxy in writing, submitted to the chair, shall be permitted except on votes pertaining to amendment of bylaws.

Article VI *Subcommittees*

Section 1: Subcommittees shall be appointed by the chairperson as the Committee shall from time to time deem necessary to carry out the work of the Committee. The chairperson of the subcommittee shall be appointed by the chairperson of the Committee. The Committee chairperson shall be an ex-officio member of all subcommittees.

Article VII *Removal of Members*

Section 1: Removal of a member from the Committee for cause shall be determined by the State Conservationist.

Article VIII *Amendment of Bylaws*

Section 1: Motions to amend these bylaws may be submitted by any voting member of the Committee to the chairperson.

Section 2: Motions to amend bylaws must be submitted in writing to Committee chairperson.

Section 3: Motions to amend bylaws must be distributed by Committee chairperson, to all voting members, within 15 days of the next regularly scheduled committee meeting.

Section 4: Decisions to amend the bylaws shall be reached by majority vote of the members at the meeting, in which a quorum is present.

Section 5: These bylaws and any amendment to the bylaws are subject to the approval of the State Conservationist.

These bylaws were adopted by the South Carolina State Civil Rights Committee on:

Date: _____

These bylaws were approved by:

_____ Date: _____
Committee Chairperson

_____ Date: _____
State Conservationist