

# BLACKS IN GOVERNMENT

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## NATIONAL BOARD OF DIRECTORS POLICY AND PROCEDURES MANUAL

**Revision 2**



COMPLETE AMENDED SET AS OF: **December 12, 2023**  
(ALL REVISIONS INCORPORATED)

**POLICY AND PROCEDURES MANUAL  
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## Policy #1:00

### Subject: Blacks In Government National Membership

Individual Membership. Any person who is in accord with the philosophy, principles, policies, and objectives of this organization, and agrees to adhere to the same, may become a member of this organization by paying the annual membership fee, provided he or she is qualified as stated herein.

- A. Membership Renewal. The expiration date for membership is one year from the date dues are paid. If the membership is paid within 30 days of the expiration date, the member shall retain their initial join date. Membership dues not received within sixty (60) days from the expiration date shall be considered lapse, and be given a new join date, which will be the date membership dues are received. See **APPENDIX I**
- B. Membership Category. Members who meet the criteria for Regular Membership must join as a regular member and those who do not meet the criteria can only join as an associate member. (Criteria is contained in the National constitution, Article IV, Sections 2A, 2B, and 2C). The Impexium Database will annotate the appropriate membership category for all memberships on chapter rosters as follows, Regular Members, Associate Members, and Life Members. All membership applications shall be corrected by the National Membership Team to ensure the individual meets the criteria for the category for which they are selecting. Applications that are not accurate will be corrected, the potential member contacted, and actions taken accordingly to correct the situation.
- C. Membership Cards. Membership cards can be printed off from the Impexium Database, by members logging into their respective profile and printing off their respective membership cards. See Appendix I
- D. Deceased Life Members. Chapter Presidents and/or Chapter Membership Chairs shall notify the National Membership Chair via email providing notification that a member has past, and the deceased member(s) will be removed from the respective chapter roster
- E. Delegate Assembly Authorizations. When determining the number of authorized chapter delegates in accordance with Article VIII, Section 2B (1) and determining eligibility requirements in accordance with paragraph B (4) of this section, only Regular, Life and Gold-Plus members are to be counted. Associate members on any level are not to be counted when determining the number of authorized delegates.
- F. Individual membership. All members' payments must be current with their Chapter dues, Regional Council assessment, and required National dues to be considered a financial member in good standing with the National Organization of BIG. Member's Chapter must also comply with national Regular membership dues requirements and fully paid regional assessments.

**PROVISO:** Paragraph F does not apply to chapter memberships prior to the implementation of the revision, dated November 19, 2005.

Effective:	April 1995	National Board of Directors Meeting
Revised:	August 1997	National Board of Directors Meeting
Revised:	April 2000	National Board of Directors Meeting
Revised:	November 2021	National Board of Directors Meeting

## **Policy #1:01**

### **Subject: National Training Institute (NTI) Registration Process**

1. BIG members will pay a lesser fee than nonmembers to register for the National Training Institute. All training fees must be brought before the National Board of Directors for approval prior to implementation. The Board must approve or set an amount no later than the last meeting of the year prior to the National Training Institute.
2. If an individual has an outstanding debt for registration, his/her registration for the current year will not be accepted until the outstanding obligation is satisfied. Information on those individuals shall also be available for on-site registration.

Effective: January 1995                      National Board of Directors Meeting

Revised: November 2005                  National Board of Directors Meeting

Revised: November 2021                  National Board of Directors Meeting

## **Policy #1:02**

### **Subject: BIG Logo**

The National Organization of Blacks In Government (BIG) is the sole and exclusive owner of the BIG logo which is a registered trademark. As the organization's intellectual property, the logo may not be revised or altered and may only be used in accordance with the terms and conditions set forth below.

a. Use **by BIG Chapters and Regional Councils** - The BIG logo may only be used by Chapters and Regional Councils that are in good standing and only pursuant to the terms and conditions set forth herein. The BIG logo may be used in a professional manner on websites, stationery, literature, event advertisements, clothing, and other memorabilia that signifies membership in BIG. Notwithstanding the foregoing, the logo may not be used in a manner that the national organization, in its sole discretion, deems unprofessional or that discredits the image or tarnishes the reputation of BIG. The national organization reserves the right to prohibit use of the logo if it determines, in its sole discretion that a Chapter's or Regional Council's use is not in strict accordance with these terms.

b. Use **by External Organizations through Licensing Agreements** - As the sole and exclusive owner, only the national organization may enter into licensing agreements that authorize use of the BIG logo. Any such licensing agreement entered will not create any rights to users in or to the logo beyond the terms and conditions of the limited and revocable license. At its sole discretion, the national organization may enter into licensing agreements that allow the BIG logo to be placed on the licensee's website, store front, stationery, literature, event advertisements, merchandise for sale, or similar products.

Notwithstanding the foregoing, the BIG logo may not be used in a manner that the national organization, in its sole discretion, deems to be unprofessional or that discredits the image or tarnishes the reputation of BIG. The logo also may not be used in a manner that is false or misleading or that mischaracterizes the relationship between BIG and the external organization. The national organization shall have the right to request samples or a preview to determine compliance with these terms and conditions. Without further notice, the national organization has the right to prohibit the further use of the logo if it determines, in its sole discretion, that these terms and conditions have not been followed.

All licensing agreements entered will contain contractual provisions consistent with these terms and conditions. All licensing agreements will be priced according to the facts and circumstances of each arrangement and may be for a flat rate or a percentage of sales.

**c. Use by Corporate Sponsors and Similar Organizations** - The BIG logo may be used by external organizations that otherwise have existing relationships with the national organization (e.g., corporate sponsors, National Coalition for Equity in Public Service partners, or similar organizations) that are in good standing and only pursuant to the terms and conditions set forth herein. The BIG logo may be used in a professional manner on the external organization's website, store front, stationery, literature, event advertisements, clothing, and other memorabilia not for sale that signifies support of BIG. Notwithstanding the foregoing, the logo may not be used in a manner that the national organization, in its sole discretion, deems unprofessional or that discredits the image or tarnishes the reputation of BIG. The logo also may not be used in a manner that is false or misleading or that mischaracterizes the relationship between BIG and the external organization. The national organization shall have the right to request samples or a preview to determine compliance with these terms and conditions. The national organization reserves the right to prohibit further use of the logo if it determines, in its sole discretion, that the organization's use is not in strict accordance with these terms.

Effective:	January 1990	National Board of Directors Meeting
Revised:	November 2000	National Board of Directors Meeting
Revised:	August 2020	National Board of Directors Meeting
Revised:	November 2021	National Board of Directors Meeting

### **Policy #1:03**

#### **Subject: Reissue of Chapter Charter**

If a chapter in good standing loses or misplaces its charter and the chartered name remains the same, a replacement charter clearly stamped as such may be issued. If a chapter in good standing changes its name, a new charter is issued following Board approval of the revised bylaws; the old charter under the old name is properly revoked in accordance with existing procedures; and the revised IRS SS-4 Form is submitted to the National Assistant Treasurer with the new chapter name. An administrative fee of \$5 will be assessed to replace/reissue lost charters. (Effective January 1, 2008)

Revised:	August 1999	National Board of Directors Meeting
Revised:	November 2007	National Board of Directors Meeting
Revised:	January 2008	National Board of Directors Meeting
Revised:	November 2021	National Board of Directors Meeting

### **Policy #1:04**

#### **Subject: Chapter Incorporation**

No chapter can be separately incorporated or obtain their own 501(c)(3) status. (This is a legal restatement of an earlier position taken by the BIG organization on the advice of legal counsel, Lydell and Lydell).

Effective:	November 1991	National Board of Directors Meeting
Revised:	January 1996	National Board of Directors Meeting

### **Policy #1:05**

#### **Subject: Individual or Chapter Membership through Corporate Payment**

Individual or chapter membership can be accepted through a corporate membership payment.

Effective:	May 1990	National Board of Directors Meeting
Revised:	November 2021	National Board of Directors Meeting

### **Policy #1:06**

#### **Subject: Life Membership Installment Payment Plan**

Members in good financial standing can make payments towards their Regular Life Membership at the chapter level. Payments are no longer accepted through the National Office. Once the current Life Membership payment is collected at the chapter level and the members are in good financial standing with the national organization of BIG, respective region, and chapter, their lifetime payment can be made. If their membership has expired, they must first renew, be in good financial standing with the respective region and chapter, and then make the current Regular Life payment. If the current total life membership fee is not paid within one year, and the member chooses not to renew their annual membership on their anniversary date all payments received shall be hold at the chapter level or refunded, with the exception of a \$50 processing fee.

Effective:	January 1992	National Board of Directors Meeting
Revised:	April 1995	National Board of Directors Meeting
Revised:	1997	National Board of Directors Meeting
Revised:	November 1999	National Board of Directors Meeting
Revised:	January 2003	National Board of Directors Meeting
Revised:	November 2012	National Board of Directors Meeting
Revised:	June 2016	National Board of Directors Meeting
Revised:	November 2021	National Board of Directors Meeting

### **Policy #1:07**

#### **Subject: Proposed Amendments to the BIG Constitution**

The Call for Constitution Amendments Notification Letter with the Amendment Format (Attachment 1) and Constitution must be sent to BIG Members each year at least one hundred fifty (150) days prior to the National Delegates Assembly.

The National Delegates Assembly Constitutional Amendments Submission Deadline Date each year is ninety (90) days prior to the National Delegates Assembly. All proposed amendments must be submitted in writing to the National Office and the Constitution Committee Chair. The National Office will distribute the proposed amendments to the NDAT Chair, Chapters and Region each year no later than sixty (60) prior to the National Delegates Assembly.

The purpose of this Policy is to allow the Board and Executive Committee to facilitate Article XV, Paragraph 3, of the National Constitution.

Effective:	November 1991	National Board of Directors Meeting
Revised:	December 2016	National Board of Directors Meeting
Revised:	November 2021	National Board of Directors Meeting
Revised:	December 2023	National Board of Directors Meeting

### **Policy #1:08**

#### **Subject: Resolutions**

All resolutions shall be submitted to the National Office, with a copy to the National Delegates Assembly Chair, by May 1 of each year sixty (60) days prior to the National Delegates Assembly. All resolutions shall contain the estimated cost to implement the first year and each year thereafter. The National Office shall distribute resolutions via email to each Chapter and Region President no later than sixty days prior to the National Delegates Assembly. All correspondence on adopted resolutions shall be prepared and distributed to the addressee no later than 120 days after the conclusion of the National Delegates Assembly. All resolutions acted upon by the Delegates Assembly, along with the action taken, shall be published in the BIG Corporate Report and National President's Annual Report.

Effective: Resolution adopted by the National Delegates Assembly, July 1991

Revised: August 1996 National Board of Directors Meeting

Revised: November 1999 National Board of Directors Meeting

Revised: November 2006 National Board of Directors Meeting

Revised: January 2017 National Board of Directors Meeting

### **Policy #1:09**

#### **Subject: Mailing restrictions from the National Office**

Mail received from the individual chapters or regions, except for Resolutions and Amendments, will not be mailed to other chapters or regions by the National Office staff.

Effective: April 1994 Board of Directors Meeting

### **Policy #1:10**

#### **Subject: Delegates Assembly Minutes**

Minutes of the prior year Delegates Assembly will be mailed to the Regions and Chapters sixty (60) days prior to the upcoming Delegates Assembly.

Effective: April 1992 National Board of Directors Meeting

Revised: August 1999 National Board of Directors Meeting

Revised: May 2002 National Board of Directors Meeting

### **Policy #1:11**

#### **Subject: Members-At-Large**

Members-At-Large members are those members who are in good financial standing with the National Organization of BIG, but are not financial with their region, and/or chapter. Once they become financial with their respective region and/or chapter, they are placed back in a region and/or chapter. Regional Directors shall be provided quarterly reports of undecided members in their respective regions.

1. Any person who is in accord with the principles, policies, and objective of the organization and who agrees to adhere to the same and choose or chooses to not have a chapter affiliation will and have been placed in the Members-at-Large category.

2. These members-at-large that qualify for Regular or Associate member categories currently or shall pay their National dues directly into the National Membership database. This is the process with current members and with most new members until, if or when they select a Chapter to join. There are no annual dues if they are Life members.
3. These members meet the Membership requirements designated in the BIG National Constitution in ARTICLE IV MEMBERSHIP in all of Section 1, Section 2... All Sections including Regular, Associate and Life Memberships.
4. Such members **are not** eligible to vote or hold office at the Chapter or Regional Council levels.
5. These members **are not** eligible to be Representatives during Regional Council meetings, or Delegates during the National Delegates Assembly.
6. However, Regular and Life members are eligible for any National office if they have been a regular member in good standing for at least three (3) years (and have held an elected office at either the Chapter, Regional or National level for at least one (1) term.

Regional Directors shall be provided quarterly reports of Undecided -at-large members in their regions.

Effective:	April 1992	National Board of Directors Meeting
Revised:	August 1998	National Board of Directors Meeting
Revised:	November 2021	National Board of Directors Meeting

**Policy #1:12 (DELETED)**

**Subject: Corporate Membership**

Effective:	January 2006	National Board of Directors Meeting
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**Policy #1:13 (DELETED)**

**Subject: Regional/Chapter Corporate Membership**

Effective:	April 1995	National Board of Directors Meeting
Revised:	January 2000	National Board of Directors Meeting
Revised:	August 2001	National Board of Directors Meeting
Effective:	June 2016	National Board of Directors Meeting

**Policy #1:14**

**Subject: Delegates Assembly Credentials Committee**

To ensure proper representation from the regions, each region shall submit the name of one representative and an alternate for the Credentials Committee to the Time and Place Delegates Assembly Committee Chair sixty (60) days prior to the start of the Delegates Assembly.

All delegates will be certified through credentials certification process. No region will certify their own delegates. The Delegates Assembly Credentials site will remain open, with sufficient staff, until all official business of the Delegates Assembly has concluded.

Effective:	April 1995	National Board of Directors Meeting
Revised:	November 2005	National Board of Directors Meeting

## **Policy #1:15**

### **Subject: NBoD Policy and Procedures Manual Maintenance**

The NBoD Policy and Procedure Committee regularly assesses and updates the NBoD Policy and Procedures Manual (P&PM) for currency as approved by the NBoD, inclusive of listing all NBoD approved documents with current dates. The current P&PM will be maintained by each member of the National Board of Directors and Executive Committee, each Chapter President, Regional Council President, and National Office Staff. All new and/or updated policies shall be added to this manual subsequent to the approval of the BIG NBoD. The P&PM shall be passed to the succeeding Chapter or Regional Council President and all the above-named National Officer members at the change of office. NBoD approved Amendments to this document shall be maintained on a P&PM Amendment List(s) (See Appendix P) attached to this document consisting of the page(s) of the update, purpose of the amendment, approval date by the NBoD, and NBoD Chair signature. The manual shall be revised after changes to the manual are so extensive and general that they are scattered throughout the manual.

Effective:	April 1995	National Board of Directors Meeting
Revised:	January 1999	National Board of Directors Meeting
Revised:	January 2004	National Board of Directors Meeting
Revised:	November 2021	National Board of Directors Meeting
Amended:	December 2021	National Board of Directors Meeting
Amended:	December 2022	National Board of Directors Meeting

## **Policy #1:16**

### **Subject: Travel**

- A. Reimbursement. It is the policy of Blacks In Government (BIG) to reimburse officers, approved officials or other authorized travelers that are required to travel to perform their official duties for the Blacks In Government (BIG) organization. All travel expenditures are to be for official BIG business and must not jeopardize the IRS 501(c)(3) status.
- (1) These authorized travelers include:
- National Board of Directors (Board Chair, Vice-Chair, Directors and approved appointed positions: Parliamentarian and Protocol Administrator.
  - National Executive Committee (Elected officers and those in approved appointed positions – Standing Committees, Other appointed officials) BIG salaried staff as needed, to perform official duties of the organization.
  - Others authorized to travel have official duties or programmatic responsibilities i.e., that is transcribers, speakers, invited guest(s), etc.
- (2) All requests for travel, funding and/or reimbursement must be approved by the National President for the Executive Committee, appointed officials, and will be appropriately charged to the Executive Committee's budget line item.
- All requests for travel, funding and /or reimbursement must be approved by the Board Chair for the Board of Directors, approved officials and the transcriber and will be appropriately charged to the National Board of Directors budget line item.
- (3) All travel expenditures will be kept at reasonable levels and must be for official BIG business. All travel expenditures shall be charged to the appropriate line item as shown in the approved budget. No travel shall jeopardize the organization's IRS 501(c)(3) status.

- (4) Once travel has been authorized by the appropriate authority (Board Chair or National President), an Expenditure Request Form (as required) must be submitted to the National Treasurer or National assistant Treasurer in the Treasurer's absence by the approving official. The Treasurer/Assistant Treasurer will verify availability of funds in the approved budget for that line item prior to the final approval and submit the expenditure request form to the National Office for processing. Travel costs are expected to be kept at reasonable levels. Travel arrangements are made by the National Office for the traveler's convenience, so the use of personal funds is minimized.
- (5) Upon receipt of the signed and dated Expenditure Request form, the National Office staff will immediately provide a list of authorized travelers to the Travel agent for air travel reservations and all authorized travelers are advised to contact the travel agent as soon as possible for travel arrangements to be made in a timely and effective manner. The travel agent will make every effort to book the most economical flight that is convenient for the traveler and ensure timely receipt of ticket confirmation.
- (6) The use of personal funds for air travel where reimbursement will be later requested must be avoided except in emergency situations. All airline tickets purchased using personal funds must be approved in writing by the appropriate approving authority after verifying the availability of funds by the Treasurer/Assistant Treasurer prior to purchase.
- (7) BIG funds will not be used to purchase airline tickets for unauthorized travelers as stated in this policy.
- (8) The Treasurer shall identify all approved line items budget changes in the Treasurer's Report.
- (9) The National office staff shall provide an approved comprehensive travel report for all authorized travelers traveling at BIG's expense by privately owned vehicles, rental cars or via commercial air to the Financial Advisory Oversight Committee (FAOC).

The report shall include:

- Traveler's Name
- Dates of Travel
- Purpose of the Travel (official duty or program responsibility)
- Total actual cost of the travel
- Name of the appropriate approving official
- Date the Expenditure Request Form was received by the National Treasurer or assistant treasurer.

The report shall be submitted to the FAOC no later than 15 days following the end of the month after verification of funds availability by the National Treasurer/ assistant Treasurer.

- B. Mileage Reimbursement. If a member's personal car is used for the trip, reimbursement will be made at the standard mileage rate established by BIG limited to the cost of the common carrier. Mileage to and from public transportation facilities is also reimbursable.
- C. Parking/Toll Fees. Parking at public transportation facilities and parking at the traveler's destination for the period covering the meeting/conference/seminar is reimbursable with a receipt. Parking, i.e., valet is not authorized. Toll fees are reimbursable with a receipt, as appropriate.



- D. Ground Transportation. For attending the Board of Directors and Executive Committee meetings, each member of the Board of Directors and Executive Committee shall be reimbursed the actual cost of the round-trip ground transportation from their residence to their place of departure and the actual cost of round-trip ground transportation from their place of arrival to the hotel. Reimbursement is authorized for ground transportation if receipts are lost or misplaced once traveler provides certification.
- E. Rental Car. Reasonable costs incurred for the rental of a non-luxury car are reimbursable for the period covering the meeting/conference/seminar provided there is authorization and adequate documentation.
- F. Lodging: Lodging only for all authorized travelers will be on a BIG account on file with the establishment. All authorized travelers must present their personal charge card to the hotel for incidentals. If any of the hotel charges are reimbursable, in accordance with Policy 1:18, the authorized traveler may submit a voucher. All authorized travelers must from the required official(s) to cancel a trip that includes a confirmed hotel reservation, not less than 24 hours prior to the scheduled arrival date. Failure to make this notification and obtain appropriate approval will require the person to reimburse the organization for the cost incurred.
- G. Reduced Costs Due to Extended Stay: If transportation costs are considerably less when the traveler stays over a Saturday/Sunday night, BIG encourages the member to stay the extra period. BIG will reimburse the lodging and meals for the additional days, provided these costs are less than the total travel costs would otherwise be. If the member wishes to extend their stay for personal reasons, costs incurred for lodging and meals before the normal arrival day or beyond the last day of the meeting/conference/seminar are not reimbursable.
- H. When a member uses a rental car for their personal auto, for official BIG travel, he/she assumes responsibility for costs associated with fines and tickets resulting from violations.
- I. Air Transportation. Except for the National President or the Chair of the NBoD, no officer or member shall be authorized to fly first-class at BIG's expense. Persons flying first-class other than officers listed above, shall subsidize the difference between coach and first-class at their own expense. Exceptions may be made by the appropriate authority, in extreme instances or by medically documented exceptions.

Effective	April 1996	National Board of Directors Meeting
Revised:	April 1999	National Board of Directors Meeting
Revised:	August 2001	National Board of Directors Meeting
Revised:	April 2004	National Board of Directors Meeting
Revised:	August 2004	National Board of Directors Meeting
Revised:	November 2006	National Board of Directors Meeting
Revised:	April 2009	National Board of Directors Meeting
Revised:	August 2011	National Board of Directors Meeting
Revised:	November 2021	National Board of Directors Meeting

**Policy #1:17****Subject: Lodging Expenses**

- a. Lodging. Guests attending The National Office Staff, taking advantage of reduced rates at sponsoring hotels, will make lodging arrangements for BIG elected officials and other invited.
- b. National Board Meetings. Lodging at National Board meetings shall be as follows:
  - (1) The National Office Staff upon guidance and direction of the National Board Chair will execute room Assignments for the NBoD members, invited guest and others attending NBoD meetings.
  - (2) No officers or members, or guests shall be authorized for a hotel Presidential Suite at the expense of Blacks In Government.
  - (3) In the instance where there are enough Presidential Suites available through contract negotiations, hotel the suites at the NBoD meetings shall be assigned in this order:
    - a. NBoD Chair
    - b. NBoD Vice-Chair
    - c. National President
  - (4) In the instance where there are enough suites available to accommodate the entire corps of NBoD members, the NBoD Chair and Vice Chair will be given first considerations for largest suites. In instances where there are not enough suites available to accommodate the entire corps of NBoD members, the suites will be assigned in the following order:
    - a. NBoD Chair
    - b. NBoD Vice-Chair
    - c. National President
    - d. National Executive VP
    - e. NBoD Committee Chairs
    - f. All other members by NBoD seniority date
- c. NEC Meetings. Lodging at NEC meetings shall be as follows:
  - (1) The National Office Staff upon guidance and direction of the National President will execute room Assignments for the NEC members, invited guests and others attending NBoD meetings.
  - (2) No officers or members, or guests shall be authorized for a Hotel Presidential Suite at the expense of Blacks In Government.
  - (3) In the instance where there is more than one Presidential Suites or large suites through contract negotiations, hotel the suites at NEC meetings shall be assigned in the following order:
    - a. National President
    - b. National Executive VP
    - c. All other officers by protocol guidelines for rank of position
    - d. Standing committee chairs
    - e. All others

d. National Training Institute Meetings and National Delegates Assembly

- (1) The Room Block Manager (assigned in accordance with BIG National Constitution Article VI, Section 5) upon the direction of the NBoD Chair, National President, and the National Training Institute Chair will make room assignments for the National Board of Directors, National Executive Committee Elected Officers, National Training Institute (NTI) Committee members and the National Delegate Assembly Team. The NBOD, unless directed by the NBOD Chair, will be assigned rooms at the NTI host hotel. Except for the Chair of the NBoD and the National President no officers or members, or guests shall be authorized for a hotel Presidential Suite at the expense of Blacks In Government. Presidential Suites will be assigned in the following order:
- a. NBoD Chair
  - b. National President

Officers and members who elect to upgrade from rooms assigned by the Room Block Manager will incur the additional expense.

- (2) In the instance where there are not enough suites available to accommodate the entire corps of National Officers and Committee Chairs through contract negotiations, the suites will be assigned in the following order:
- a. NBoD Board Chair
  - b. National President
  - c. NBoD Vice Chair
  - d. National Executive Vice President
  - e. National Treasurer
  - f. National Training Chair
  - g. National Delegates Assembly Chair
  - h. NBoD Committee Chairs
  - i. NEC Elected Officers
  - j. NBoD
  - k. NEC Committee Chairs
  - l. Others based on need of individual and
  - m. All other available rooms shall be assigned in accordance with the BIG Protocol Guidelines and the aforementioned exceptions as applicable.

- (3) The NBoD Chair and National President may make room assignment on a case-by-case basis based on room availability.

e. Complimentary Room Assignments/Usage.

The number of complimentary rooms available for use during the NTI/NDA shall be provided to the NBoD Chair, National President, and Training Committee Chair. These individuals shall submit a preferred rooming list of individuals to the Room Block Manager for assignment of a comp room. To maximize the use of free room space to reduce the cost of lodging for conducting the NTI, the following priority shall be used in assigning use of comp rooms provided by the hotel:

- a. NBoD Chair
- b. National President
- c. NBoD Vice Chair
- d. National Executive Vice President
- e. NTI Planning Committee (VIPs)
- f. NEC Elected Officers

- g. Standing Committee Chairs
- h. Special Committee Chairs

Effective:	August 2007	National Board of Directors Meeting
Revised:	January 2008	National Board of Directors Meeting
Revised:	August 2013	National Board of Directors Meeting
Revised:	June 2016	National Board of Directors Meeting
<b>Revised:</b>	<b>August 2023</b>	<b>National Board of Directors Meeting</b>

## Policy #1:18

### Subject: Reimbursement Expenses

- a. Lodging. Lodging costs may be reimbursed for the evening prior to the meeting/conference/seminar's first day through the evening of the last day if the traveler is staying one or more additional nights to reduce air transportation costs.
- b. Meals costs. The cost of meals will not be reimbursed unless in conjunction with an authorized extended stay.
- c. Incidentals.
  - (1) Phone Calls. The cost of BIG business calls will be reimbursed.
  - (2) Reproduction Costs. Reproduction or ADP costs associated with preparation and dissemination of information for members or staff are reimbursable with a receipt with the approval by the appropriate authority.
  - (3) Entertainment Costs. Entertainment costs, i.e., Pay-Per-View TV or exercise fees, are not reimbursable.
- d. Local Seminar Attendance. National Board of Directors and Executive Committee members attending approved seminars/conferences representing Blacks In Government should submit completed registration forms to the Office Manager in sufficient time for payment to be made to the sponsoring organization. The President and/or NBoD Chairperson will determine if lodging expenses will be reimbursed for local seminars, taking starting time, number of seminar days involved and distance from the member's home into consideration.
- e. Regional Director. Each Regional Director will be reimbursed for activities connected with their constitutional responsibilities within their respective regions. A specified amount will be budgeted each year for each Director's regional activities. The specific amount will be used to cover the cost of (1) attending regional council meetings in their respective regions for lodging and transportation, (2) chapter formation, and (3) problem solving. The funds allocated will be divided evenly between each Director or each Region (as requested) and when a director's or a Region's line item has been expended, funding will be cut off until additional funds are approved by the Board of Directors.
  - (1) Regional activities requiring air travel will be made in accordance with Policy 1:16 and out-of-pocket expenses for lodging, as well as ground transportation, will be reimbursed upon completion of a voucher with receipts. All other expenses associated with each Director's regional responsibilities (e.g., reproduction costs, postage, tips, and phone calls to conduct BIG business) will be reimbursable in accordance with Policy 1:17 upon completion of a voucher with receipts but will be charged against the appropriate National Board of Directors sub-line item.
- f. Submittal of Voucher. Original Vouchers, including receipts if required, shall be submitted to the National Treasurer for approval with a copy to the National Office for reimbursement within ninety (90) days of costs incurred. Failure to adhere to this policy will result in non-payment of expenses.

Effective:	April 1996	National Board of Directors Meeting
Revised:	April 2007	National Board of Directors Meeting
Revised:	August 2007	National Board of Directors Meeting
Revised:	April 2008	National Board of Directors Meeting
Revised:	March 2010	National Board of Directors Meeting
Revised:	November 2012	National Board of Directors Meeting
Revised:	August 2020	National Board of Directors Meeting

## **Policy #1:19**

### **Subject: National Membership Booth/Nomadic Display**

It is the policy of Blacks In Government (BIG) to display and to disseminate information concerning the organization. The nomadic display would involve the national membership in a multi-phase program of information, organizational development, and community intervention for cities throughout the nation.

The display will be an essential component in an overall plan to assist those who seek to be better informed. Approval and coordination for use of the display will be determined on a case-by-case basis. All requests must be forwarded, in writing, through the National Office for concurrence by the President. A copy of the request should also be forwarded to the National Membership Chair.

The following procedures should be used to request the membership booth/nomadic display:

1. The letter of invitation promoting the request for BIG participation must be attached to the request.
2. A justification must also be attached to the request and should indicate the purpose and/or intended use of the display, such as:
  - a. what role BIG will have in the event;
  - b. what the discussion topic will cover;
  - c. how the display will serve the purpose of the organization;
  - d. if the event is regional or local in scope;
  - e. the approximate number of people expected to attend;
  - f. the estimated cost to transport the display to/from the national office;
  - g. booth/vendor contract;
  - h. who will assume responsibility for set-up, staffing, and breakdown of the booth.

A request for tile use of the nomadic display must be submitted to the National Office for coordination a minimum of three (3) weeks prior to the date of the event. The cost of shipping the nomadic display shall be borne equally by the National Office of BIG and the party requesting the display. Once approved by the National President, the National Office will bear the expense of shipping and insuring the display to the designated party. The cost of returning the display to the National Office shall be borne by the requesting party. Prior to shipping the display, the requesting party must agree, in writing, to return the display, insured at its value, within five (5) business days after the completion of the activity in which it was loaned.

Effective:	April 1996	National Board of Directors Meeting
Revised:	April 2001	National Board of Directors Meeting

## Policy #1:20

### Subject: New Chapter Formation and Chartering

#### **ACTION**

#### **RESPONSIBLE PARTY**

- |   |  |
|---|--|
| 1. Requests for Chapter Start-up Kit received by the National Office shall be forwarded to the appropriate Regional Directors and the Regional Council President. The National Office staff shall send the kit to the petitioning group within thirty (30) days of receipt of request. If the interest group has access to the internet, they shall be instructed to visit <a href="http://www.bignet.org">www.bignet.org</a> to obtain the kit and instructions for submittal. | National Office Staff                            |
| 2. Petitioning Groups are to complete the following information required to form the chapter:   | Petitioning Group<br>(New Chapter)               |
| a. Complete the letter of intent, with all information requested.   | New Chapter                                      |
| b. Complete Chapter Bylaws in accordance with sample "model Bylaws" and instructions. Submit in hard copy and in electronic format.   | New Chapter                                      |
| c. Complete IRS SS-4 Form and submit to the IRS to obtain an Employer Information Number (EIN) and State forms as required.   | New Chapter                                      |
| d. Provide applications of proposed members in accordance with Article V, Section 2C of the National Constitution.  | New Chapter                                      |
| e. Submit one bank draft or money order for member's annual dues.   | New Chapter                                      |
| 3. Forward the letter of Intent, IRS SS-4 Form (with EIN), membership applications, bank draft or money order, and original copy of chapter bylaws, with signatures and an electronic version to the Regional Director(s).  | New Chapter                                      |
| 4. Inform the affected existing chapter of the new Interest Group of submission to the Regional Director(s).  | Regional Council President<br>Regional Directors |
| 5. Acknowledge receipt of chapter formation documentation and forward bank draft and membership applications to the National Office. Forward Bylaws, and Regional Director's Checklist for New chapters to the Bylaws Committee Chair after review. (Regional Director's Checklist for New Chapters provided in Appendix A). (Also see Policy 1:34, paragraph 2.)   | Regional Directors                               |
| 6. Acknowledge receipt of bank draft and membership applications. New members will be placed in the member-at-large category for their respective region pending Charter approval.  | National Office                                  |

**ACTION****RESPONSIBLE PARTY**

7. Following the final approval of the NBoD, notify the National Office and provide the original and a copy of the approved Bylaws for the official record. Provide an additional copy to the Regional Director/Regional Council President and Chapter President. Upon final approval of the Bylaws, the new Chapter's members will be considered "Members At Large" and no Charter will be issued until all requirements are met.

Bylaws Committee

**NOTE:** In the event the revised corrected bylaws are not completed or in compliance after three (3) of months of submission to the Constitution and Committee (Bylaws), no charter will be issued. The submitted startup kit, including the letter of intent, Bylaws, IRS SS-4 Form and any other pertinent documents requesting chapter charter will be returned to the petitioning group. No further action will be taken by the Board of Directors pertaining to the proposed petitioning group until a new startup kit is submitted and the process begins as if no proposed Bylaws had been previously submitted.

had been previously submitted.

8. Approve the proposed Chapter to receive a charter if it meets all the requirements of the National Constitution. The Board Chair will advise the petitioning group of any adverse conditions for the charter, if disapproved and advise the National Office Staff of the action taken.

National Board of Directors

9. Send notification letter to the new Chapter with a copy to the Regional Council President and Directors within two weeks of the NBoD approval of the Bylaws. The letter shall include a copy of the approved Chapter Bylaws, EIN Number, and letter of intent as an attachment. The new members will then be placed in the appropriate Regular membership category. The new Chapter shall be advised that new chapter charters are normally presented at the National Training Institute (NTI). Any new Chapter approved for a charter prior to or during the month of August will receive their charters at the NTI or no later than 60 days following the NTI.

National Office Staff  
National President

10. The National Office Staff shall maintain an electronic filing system for all documents identified in action paragraph #9 as the official file for all chapters.

National Office Staff

Effective:	April 1998	National Board of Directors Meeting
Revised:	August 1999	National Board of Directors Meeting
Revised:	April 2001	National Board of Directors Meeting
Revised:	January 2004	National Board of Directors Meeting
Revised:	November 2005	National Board of Directors Meeting
Revised:	September 2006	National Board of Directors Meeting
Revised:	August 2008	National Board of Directors Meeting
Revised:	January 2009	National Board of Directors Meeting

Revised:	March 2010	National Board of Directors Meeting
Revised:	November 2010	National Board of Directors Meeting
Revised:	January 2012	National Board of Directors Meeting
Revised:	June 2015	National Board of Directors Meeting

#### **Policy #1:21**

##### **Subject: BIG Membership Database**

The BIG membership database cannot be provided to any other entity without the consent of the National Board of Directors.

Effective:	August 1997	National Board of Directors Meeting
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#### **Policy #1:22 (DELETED)**

##### **Subject: Membership in Chapters/Region Outside of Geographic Area/Agency**

Effective:	August 1998	National Board of Directors Meeting
Effective:	June 2016	National Board of Directors Meeting

#### **Policy #1:23**

##### **Subject: Accounting Internal Control Procedure**

1. The accounting records of the organization will be reconciled monthly by the 20<sup>th</sup> day of the month by the National Treasurer. After completion of the review, the National Treasurer shall apply his or her signature to all bank reconciliations. This will ensure accuracy and that all activity appears reasonable. The FAOC will monitor compliance with this policy and the National Treasurer shall report results quarterly to the NBoD. Monthly communications between the accountant, National Treasurer, and national office volunteers who have responsibility for entering information into the accounting system shall occur before signing off the bank reconciliation.
2. To ensure timely and accurate journal entries in the general ledger system, the following shall apply  
(a) the National Treasurer shall conduct mandatory training for anyone responsible for entering journal entries in BIG's general ledger system; (b) volunteers must be trained and properly certified by the National Treasurer before being allowed to make any journal entries; (c) all journal entries by BIG volunteers shall be initiated by the preparer and approved by the National Treasurer. Non-recurring entries shall be reviewed monthly. Recurring journal entries shall be reviewed on a quarterly basis.

Effective:	August 1997	National Board of Directors Meeting
Revised:	November 2006	National Board of Directors Meeting
Revised:	October 2015	National Board of Directors Meeting



**Policy #1:24****Subject: Chapters and Regions Financial Reporting Requirements.**

In accordance with Article V, Section 5, of the National Constitution, the Board of Directors has prescribed that all chapters and regions (including chapters chartered during the reportable year) must complete a financial report for the previous calendar year and forward the report to the National Assistant Treasurer and a copy to the national office not later than March 31 each year. The Assistant Treasurer will notify chapters and regions by January 15 each year to complete and forward the financial report no later than March 31. Chapters who fail to submit the report by December 31 of the current year for the previous calendar year will have their charters suspended at the first board meeting of the following year and action will be taken to recommend revocation of their charter at the next Delegates Assembly. By January 15, each year the National Assistant Treasurer will provide a report to the Board of chapters and regions that have not submitted the required financial report by December 31 of the previous year.

Effective: August 1997

National Board of Directors Meeting

Revised: April 2004

National Board of Directors Meeting

Revised: November 2021

National Board of Directors Meeting

**Policy #1:25****Subject: Blacks In Government Business Credit Card**

The National President, National Treasurer and Chair of the National Board of Directors are authorized to possess a BIG Business Credit Card. Persons issued the BIG Credit Card and authorized to charge expenditures to conduct official organization business must ensure that expenditures are incurred in accordance with existing Procurement Travel and Lodging policies.

The Financial Advisory and Oversight Committee (FA&OC) will be required to perform quarterly reviews of all BIG credit card statements, to ensure that credit card usage is in accordance with existing Procurement, Travel and Lodging policies. The National President, or his/her designee must provide copies of and/or make available for review, all BIG credit card statements and supporting documentation for charges, within five business days following the date of request from the FA&OC. The FA&OC will present the results of the review at the first meeting of the Board of Directors following the completion of the review.

When the first occurrence of an infraction is detected, the cardholder will be issued a written official notification warning on the recommendation of the FAOC Chair per approval by the National Board of Directors and will be required to take corrective action to pay for any unauthorized charges within 30 days. Any subsequent violations will result in termination of charge privileges. Individuals failing to pay for unapproved charges shall have their charge privileges revoked. Any officer, employee or member who fails to comply with this policy will be subject to disciplinary action including but not limited to suspension, termination and/or expulsion in accordance with the National Constitution, Article X.

Effective:	August 1997	National Board of Directors Meeting
Revised:	April 1999	National Board of Directors Meeting
Revised:	November 2001	National Board of Directors Meeting
Revised:	January 2002	National Board of Directors Meeting
Revised:	January 2006	National Board of Directors Meeting
Revised:	November 2012	National Board of Directors Meeting

### **Policy 1:25A      Blacks In Government Budget Line Item Spending**

All persons authorized to incur expenditures to conduct official organization business must ensure that expenditures are incurred in accordance with existing Procurement, Travel and Lodging Policies All expenditures are to be for official Blacks In Government business and must not jeopardize the 501(c)(3) status of the organization.

All expenditures must be in accordance with Board Policies: 1:16, 1:17 and 1:18 notwithstanding. Such expenditures must also comply with Board Policies 2:01 and 2:02 Documentation of all expenditures is a requirement, without exception. Submission of original receipts, vouchers and contracts are imperative to proper accounting and recordkeeping.

Effective Date:    November 2012                      National Board of Directors Meeting

### **Policy #1:26**

#### **Subject:    Annual National Training Assistance Program and Processes**

Purpose:    Describes the Training Registration Assistance for one (1) member of each Blacks In Government chapter as recommended by the chapter members. Also describes the National Transfer Process for Transferred Training Registration Assistance for selected BIG members between Chapters, within Regional Councils and the transfer to the Regional Council Presidents' Group to National for the free NTI Registration Assistance throughout BIG.

### **CHAPTER PROCESS**

1. Each Chapter President to encourage chapter members to apply for the Registration Assistance. All eligible candidates (must be financial in the Chapter at the time of their applying to the Chapter's free Registration Assistance) applying should submit their application/registration with a statement of "How attending the NTI will enhance their professional and/or personal development", and responses to all National eligibility criteria as a package. Chapters must create a fair selection process for selection of their single member recipient for the Registration Assistance through their assessment/evaluation of the application and the responses to the National eligibility criteria in the applicant's package, and additional criteria that the Chapter may require. Chapter process from start to finish must be completed within seven (7) days, and begin in time for the Regional Council, the Regional Council President's Group (RCPG)
2. Subsequent to the selection, the Chapter's Executive Committee timely submits the application package of the selectee to National for processing. Must be completed within the 4 days of receipt of confirmation.
3. If no one in the Chapter applies to use the National Registration Assistance, The Chapter President must timely transfer the unused registration to the Regional Council Executive Committee (RCEC) no later than the date established by the (RCEC) for receipt of applicants.

4. Chapter Presidents should inform all unselected members seeking the Registration Assistance documents to submit their application package to the (RCEC) for Assistance for further consideration of the Registration Assistance at the Regional Council Level.

## **REGIONAL COUNCIL PROCESS**

1. RCEC timely informs Regional Council members and the Chapters of the number of unused Registration Assistance transferred from Chapters, a timeline inclusive of the date Chapters must submit their notification of not using their Registration Assistance to the RCEC, the due date that members' application completed package must be received to verify their eligibility, the date the package must be submitted to National, and inform all if additional criteria is required to be eligible at the Regional Council. The Regional Council Process from start to finish must be completed within 7 days.
2. Establish a selection process and timeline at the RCEC for awarding the Registration Assistance and informing all applicants of the results and the selected member's Chapter of the selection with a written confirmation that this member met the eligibility criteria and was selected at the Regional Council level.
3. Chapters receiving confirmation of their member's Registration Assistance selection from the Region, timely forwards the application package to National for processing. Must be completed within the 4 days of receipt of confirmation.
4. If the Region still has unused Registrations remaining, they must timely transfer them to National through the Regional Council Presidents Group (RCPG) (inform all members to eliminate a single point failure of sending to only one member, i.e... President Pro-Temp of the Group).

## **REGIONAL COUNCIL REPORTING OF UNUSED REGISTRATIONS**

1. The RCEC with unused Registration Assistance will timely notify in writing the Regional Council President's Group (all members) of the number of Registrations unused within their Region for National redistribution. The RCPG will timely inform the selected member's Chapter of the selection with a written confirmation that this member met the eligibility criteria. The RCPG process from start to finish must be completed in 7 days.
2. The member(s) Chapter President prepares the appropriate documents forwards the application and package to the National Office for processing identifying that it is a Transferred Registration through the National Transfer Process. Once informed, the Chapter must submit the package prior to the due date to BIG National. Must be completed within the 4 days of receipt of confirmation.

Effective:	April 1998	National Board of Directors Meeting
Revised:	August 2000	National Board of Directors Meeting
Revised:	April 2003	National Board of Directors Meeting
Revised:	August 2007	National Board of Directors Meeting
Revised:	August 2020	National Board of Directors Meeting
Revised:	November 2021	National Board of Directors Meeting

**Policy #1:26B****Subject: NDAT Assistance Complimentary Annual National Training Institution Registrations**

Purpose: To provide complimentary Annual National Training Institute Registrations to the National Delegate Assembly Team as designated. Up to four complimentary registrations will be provided to the members of the host region who provide the functions of recognizing speakers on the floor of the Delegate Assembly. The complimentary registrations may only be utilized by those individuals during the Annual National Training for which their services are performed or Annual National Training the following year.

Effective: November 2007                      National Board of Directors Meeting

**Policy #1:27A (DELETED)****Subject: Annual National Training Regional Revenue Sharing Formula**

Effective: August 1995                      National Board of Directors Meeting  
 Revised: January 1999                      National Board of Directors Meeting  
 Revised: April 2001                      National Board of Directors Meeting  
 Revised: January 2004                      National Board of Directors Meeting  
 Revised: August 2004                      National Board of Directors Meeting  
 Effective: December 2016                      National Board of Directors Meeting

**Policy #1:27B (DELETED)****Subject: Annual National Training Regional Revenue Sharing Formula**

Effective: August 1995                      National Board of Directors Meeting  
 Revised: January 1999                      National Board of Directors Meeting  
 Revised: April 2001                      National Board of Directors Meeting  
 Revised: January 2004                      National Board of Directors Meeting  
 Revised: August 2004                      National Board of Directors Meeting  
 Revised: April 2006                      National Board of Directors Meeting  
 Revised: August 2006                      National Delegates Assembly Meeting  
 Revised: June 2016                      National Board of Directors Meeting  
 Effective: December 2016                      National Board of Directors Meeting

**Policy #1:28****Subject: Sponsorship and Other Contributions**

All monetary contributions donated to BIG without a written proposal shall be investigated by the Treasurer and matched against the monthly bank reconciliation.

Effective: April 1999                      National of Directors Meeting  
 Revised: November 1999                      National Board of Directors Meeting  
 Revised: April 2008                      National Board of Directors Meeting  
 Revised: October 2015                      National Board of Directors Meeting  
 Revised: June 2016                      National Board of Directors Meeting

**Policy #1:29****Subject: Public Release of Information**

1. The National President of Blacks In Government is the official spokesperson for the National Organization. When making public appearances for the organization, the National President shall communicate the official position of the organization on the topics covered. This authority may be delegated to another elected officer by the National President.
2. Public release of information (in all forms) at the National level shall be approved by the National Executive Committee (National Elected Officers) prior to its release and shall be released as approved. If the contents of the information are altered after approval, it shall be resubmitted prior to its release. This requirement to resubmit information addresses content and does not apply to editing to correct typographical errors, grammatical errors, or minor format changes.
3. Public release of information (in all forms) at the Regional level should be approved by the Regional Council Executive Committee prior to its release. Regional releases (i.e., Newsletters, articles for National publications, etc.) must be related to the Region, and be of interest to the membership. Regional releases should communicate the official position of the Region or state it is the author or editor's opinion.
4. Public release of information (in all forms) at the Chapter level should be approved by the Chapter Executive Committee prior to its release. Chapter releases (i.e., Newsletters, articles for Region and/or National publications, etc.) must be related to the Chapter and should communicate the official position of the Chapter or state it is the author or editor's opinion.

Effective: August 1999

National Board of Directors Meeting

**Policy #1:30****Subject: Visits by National Officers**

All National Officers (Board of Directors, Executive Committee and Standing Committee Chairpersons) making an official visit, on behalf of the National Organization of Blacks In Government, to a region other than their own, are to notify the Regional Council President and Directors of the region being visited prior to the event/visit.

Effective: August 1999

National Board of Directors Meeting

**Policy #1:31 (DELETED)****Subject: Annual National Training (ANT) Site Visits**

Effective: January 2000

National Board of Directors Meeting

**Policy # 1:32****Subject: Annual National Training Institute (NTI) Contract Negotiations**

1. The Executive Committee shall establish a negotiations team for all contracts to be signed for the NTI. This negotiation team shall include the National President, the National Treasurer, the Standing Training Committee Chair, a member of the Financial Advisory and Oversight Committee, and a member of the Time and Place Delegates Assembly Committee.

All contracts for the NTI shall be executed in accordance with Article VI, Section 2 of the National Constitution and Policy #2:01, Procurement (Contracting) of Goods and Services. Failure to comply is subject to disciplinary action as described in the policy.

Effective:	August 1999	National Board of Directors Meeting
Revised:	April 2000	National Board of Directors Meeting
Revised:	January 2004	National Board of Directors Meeting
Revised:	August 2004	National Board of Directors Meeting
Revised:	February 2018	National Board of Directors Meeting

**Policy #1:33****Site Selections for the Annual National Training Institute (NTI)**

1. In compliance with Article VI, Section 1, of the National Constitution, the National Board of Directors will solicit bids for the site selection of the Annual National Training Institute (NTI) at least two years in advance.
2. The TP/DAC shall transmit a Request for Proposals (RFP) to all Regions and identified Convention and Visitors Bureaus/Sites that are of high interest to BIG members. The TP/DAC will receive, review and score proposals for solicited year(s).
3. A TP/DAC member must recuse themselves from scoring the initial bid proposal(s) submitted to the TP/DAC by their respective region or cities within the regional boundaries.
4. The TP/DAC Site Visit Team will visit the top three (3) scoring sites for the specific NTI year(s) being considered. All Directors and Regional Council Presidents will be notified of the site visits in their Regions.
5. The TP/DAC Site Visit Team will consist of three (3) committee members chosen by the TP/DAC Chair and one (1) Director from the qualifying Region. A TP/DAC member whose Region has scored in the top three (3) sites can only be an observer for site visits in their Region and is ineligible to participate in the remaining site visits.
6. The TP/DAC will make a recommendation for the ANTI site selection to the National Board of Directors for approval and provide supporting documentation of the site visit(s) at a regularly scheduled meeting.

Effective:	April 2000	National Board of Directors Meeting
Deleted:	January 2004	National Board of Directors Meeting
Reinstated:	August 2004	National Board of Directors Meeting (per 2004 Delegates)
Revised:	June 2015	National Board of Directors Meeting
Revised:	April 2019	National Board of Directors Meeting

## **Policy #1:33-A**

### **Subject: Annual National Training Institute Implementation, Roles and Responsibilities**

1. The BIG Annual National Training Institute (NTI) is the primary training and development event of the organization. The DC Corporation statute and the BIG Constitution are the source documents for the authority exercised by the National Board of Directors (NBoD) and the National Executive Committee (NEC) in the planning and implementation of the NTI and Annual Business Meeting/Delegates Assembly.
2. The National Standing Training Committee (STC) will develop and maintain the NTI Planning Guide and submit it to the NBoD for approval. The NBoD will approve the NTI plan based on the recommendation of the NBoD Time and Place/Delegates Assembly Committee (TP/DAC).
3. The TP/DAC shall transmit a Request for Proposals (RFP) to all Regions and identified Convention and Visitors Bureaus/Sites that are of high interest to BIG members. Regions must work with their respective Convention and Visitors Bureau to develop the response to the RFP, if they are interested. The TP/DAC will perform site visits in accordance with Policy 1:33 and provide the NBoD supporting documentation for their recommendations.
4. The National President exercises overall responsibility and approval authority for all training matters (with the concurrence of the NBoD), including, but not limited to, the training theme, facilities, contracts, workshops, sessions, speakers, presenters, public information, and training committee activities. The National President shall provide the NBoD an update on current and future NTI/Delegates Assembly planning activities at each Board Meeting.
5. The National Executive Committee (NEC) shall be responsible for the development and implementation of the overall training plan and budget as approved by the NBoD. The National President shall appoint the Training Committee Chair and Deputy Chair, subject to approval of the NBoD. These appointments shall be made annually. The NEC shall approve NTI Subcommittee Chairs for the implementation of the annual NTI. The NEC shall negotiate all contracts for the NTI in accordance with Policy #1:32.
6. The Training Committee Chair shall submit recommendations for NTI subcommittee chairs for implementation of the annual NTI to the National President for approval by the NEC. The Training Committee Chair shall have oversight over all NTI Subcommittee Chairs except for the NTI Finance Subcommittee. The Training Committee Chair shall ensure the NTI is executed in accordance with the NTI Planning Guide. The Training Committee Chair shall provide the National President, an update on current year NTI activities, upon request or at a minimum monthly.
7. The NTI Subcommittee Chairs shall implement the NTI plan in accordance with the NTI Planning Guide and within the approved budget. All NTI Subcommittees, except the NTI Finance Subcommittee, shall report their activities directly to the STC Chair, as requested. The NTI Finance Committee will report their activities to the National Treasurer, as requested, and provide a courtesy copy to the STC.

Effective:	August 2004	National Board of Directors Meeting
Revised:	June 2015	National of Directors Meeting
Revised:	April 2019	National Board of Directors Meeting

**Policy: #1:34****Subject: Chapter Jurisdictional/Geographical Location Disputes**

1. Jurisdictional/geographical location disputes between an existing chapter and a new interest group shall be resolved by the affected Regional Council and the Regional Directors. The dispute shall be resolved prior to the Regional Directors presenting bylaws to the National Board of Directors Bylaws Committee.
  - a. After being notified of a new interest group, the existing chapter has 45 days to file a written protest of a jurisdiction/geographic location dispute to the Regional Council and Regional Directors.
  - b. The Regional Council and the Regional Directors shall resolve the protest within ninety (90) days and prior to the Regional Directors presenting bylaws to the National Board of Directors Bylaws Committee.
  - c. Interest groups may appeal any dispute decision to the National Board of Directors within ninety (90) days after the decision is made by the Regional Council and the Regional Directors.
2. No chapter shall enjoy exclusive rights, which prevent new chapters from being considered for charter within the same geographical area.

Effective:	November 2000	National Board of Directors Meeting
Revised:	April 2001	National Board of Directors Meeting
Revised:	August 2008	National Board of Directors Meeting

**Policy: # 1:35****Subject: Blacks In Government Meeting Requirements**

Any group of individuals meeting as representatives of Blacks In Government shall open their meetings to any member of Blacks In Government and publish meeting minutes in the same manner as all other bodies of the organization.

Effective:	November 2000	National Board of Directors Meeting
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**Policy #1:36****Subject: Member, Chapter and Regional Council Activities**

It shall be the policy of Blacks In Government (BIG) that whenever a member, chapter or regional council conducts any activity in the name of BIG, the activity must be clearly discernible as being that of the member, chapter, or regional council. This shall be accomplished by ensuring that all communications (both written and verbal) concerning the activity identifies them by their official title within the National Organization of BIG (i.e., John Doe, President, XYZ chapter of BIG: or Region # Council of BIG).

Effective:	April 2001	National Board of Directors Meeting
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**Policy #1:37****Subject: American Disabilities Act (ADA) Policy Statement**

It is the policy of Blacks In Government that all BIG Annual National Trainings, regional training conferences and chapter training sessions shall be held in facilities that meet the Americans with Disabilities Act requirements for handicap accessibility.

BIG shall make reasonable modifications in policies, practices, and procedures to assist individuals with disabilities in acquiring and/or obtaining special accommodations without undue financial or administrative burden on BIG.

Effective: May 2002

National Board of Directors Meeting

**Policy #1:38****Subject: Election of Officers Appointed for Unexpired Terms**

**DELETED.** Policy incorporated in Article VIII, Section 2 of the National Constitution, as amended by the 2003 Delegates.

Effective: January 2004

National Board of Directors Meeting

**Policy #1:39****Subject: Fund Raising**

1. The National Board of Directors shall be responsible for fund-raising policies and procedures.
2. In accordance with Article VI, Section 3.F, a National Fund-Raising Committee will be established. A broad base of community financial support shall be actively sought. Records documenting requests for support from governmental bodies, corporations, foundations, and individuals shall be maintained.
3. Fund-raising expenses shall be kept to a minimum, not to exceed 20 percent of the money raised. All monies shall be spent for the purposes represented in the solicitation.
4. Fund-raising literature shall specify the purpose for which funds are requested. When designated gifts are received, they shall be used in accordance with the expressed wishes of the donor.
5. Fund raising activities shall be conducted in compliance with federal, state, and local charitable solicitation laws, and the guidelines of evaluation agencies, such as the Better Business Bureau and the National Information Bureau. Fund raising methods and techniques shall be truthful and ethical.
6. Confidentiality shall be carefully observed. Contributors' lists shall not be divulged without formal Board approval.
7. The Fund-Raising Committee shall monitor and report to the National Executive Committee on all fund-raising activities undertaken by or on behalf of BIG. It shall prepare and submit an annual Fund-Raising Plan to the National Executive Committee for approval. The Fund-Raising Committee shall monitor revenues and fund-raising expenses in relation to the approved Fund-Raising Plan; and review and recommend Board action on fund raising activities not included in the Fund-Raising Plan.

8. The National President shall present the Fund-Raising plan to the NBoD for approval and provide a report of activities at each Board meeting.

Effective: April 2003                      National Board of Directors Meeting  
Revised: January 2004                  National Board of Directors Meeting

**Policy #1:40 (Deleted)**

**Subject: Annual National Training Roles and Responsibilities**

Effective: November 2003              National Board of Directors Meeting  
Revised: January 2004                  National Board of Directors Meeting  
Deleted: August 2004                  Per Delegates Assembly Resolution

**Policy #1:41**

**Subject: Gold Plus Membership**

In accordance with the National Constitution Article IV, Section 2, second sentence which reads, “in addition, the Board of Directors is empowered to create additional categories, and issue appropriate certificates,” the category of “Gold Plus” membership is established. This category does not alter or affect the privileges of membership afforded by the National Constitution.

Any Blacks In Government member who has achieved the status of life membership may become a “Gold Plus” member of this organization with the consent of the National Board of Directors and by paying the Gold Plus fee of \$250 (two hundred and fifty dollars).

All Gold Plus Members shall be entitled to receive the following:

1. A Gold Plus Membership Card.
2. Gold Plus Name Badge (with additional credentials identifying the member as a Charter member if the status is achieved by 31 March 2004).
3. Recognition and Certificate at NTI (year of recognition).
4. Reserved seating at all NTI events.
5. Invitation to NBoD and NEC Receptions at that year’s NTI (year of recognition).
6. 10 percent discount on all merchandise in the BIG Store at all NTI’s and on items purchased on-line from the BIG Cyber Store.
7. Express registration at NTI.

Effective: August 2003                      National Board of Directors Meeting  
Revised: January 2004                  National Board of Directors Meeting

**Policy #1:42**

**Subject: BIG Members in “Good Standing” Requirements**

The purpose of this policy is to clarify and define the requirements for a member to be considered in “good standing” with the organization as addressed in the National Constitution in Articles IV, VI, and VIII.

1. A member who becomes the subject of an investigation based on conduct that is considered “not in the best interest of Blacks In Government,” will have his/her standing determined by the National Board of Directors. When the issue is brought to the NBoD’s attention, the NBoD Chair will appoint an ad-hoc committee (at least three members) to investigate the charges and make a recommendation to the NBoD on the validity of the charges and action to be taken, if any.
2. While the investigation is ongoing, depending on the infraction\*, the Board of Directors have the option of suspending the member’s “good standing” status until the issue is resolved. If the conduct is subject to disciplinary action in accordance with Article X, the National Board of Directors will decide on whether to deem the member to be “not in good standing” for a specific period time or to recommend permanent revocation of the individual’s membership.

\*NOTE: Examples include, but are not limited to, financially obligating the organization without proper authorization; bringing lawsuits against the organization; failure to comply with Board directives, policies, or the National Constitution after being advised to do so; and other activities and actions that are consider “conduct unbecoming a member or not in the best interest of the organization.

Effective: November 2005                      National Board of Directors Meeting

#### **Policy #1:43**

**Subject:    Transfer Chapter Membership**

A chapter member or member-at-large who requests to transfer their membership to a different chapter, must obtain approval, in writing from the receiving chapter president who in turn, shall immediately submit in writing (via email) to the National Membership Chair after the written request is received. If transfer is denied for any reason, a secondary chapter may be chosen. Denial of membership transfer needs to be submitted in writing (via email) to the National Membership Chair immediately.

Effective: November 2007                      National Board of Directors Meeting  
Revised: April 2008                              National Board of Directors Meeting  
Revised: November 2021                      National Board of Directors Meeting

#### **Policy #1:44**

**Subject:    Transition of BIG Officers and Committee Chairs**

This policy is established to ensure that there is a smooth and efficient transition of responsibilities and duties when an elected national officer or appointed national committee chair completes their final term in office. The outgoing national officer or national committee chair will, at a minimum, complete the following actions not later than 30 days after the last meeting of the year.

- a. Provide written documentation stating any specific “*constitutional or policy requirements*” associated with the elected office or appointed committee chair position.
- b. Provide a copy of all committee or elected officer reports for the past year prior to the end of the elected or appointed term.
- c. Provide a definitive summary of the general requirements of the elected office or appointed committee position.

- d. Properly prepare all documents associated with the elected or appointed office and pass them on to the National President/Executive Vice President the Chair/Vice Chair of the National Board of Directors.

Effective: November 2009                      National Board of Directors Meeting

**Policy: #1:45**

**Subject: Removal from Suspension**

Chapters or Regional Councils that are on suspension must submit documentation demonstrating that they have met all the compliant requirements to the BIG National Assistant Treasurer or their Regional Council. The NBoD Chair will be notified of chapter or Regional Council compliance and initiate actions to remove them from suspension.

Effective: November 2010                      National Board of Directors Meeting

**SECTION 2**  
**NATIONAL EXECUTIVE COMMITTEE**  
**INDEX**

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Procurement (Contracting) of Goods and Services	2:01	04/92	05/12
Spending Cap on-Line Item Expenditure	2:02	01/90	05/97
Establishment of Ad Hoc Committees	2:03	01/97	
Establishment and Funding of National Programs	2:04	11/96	12/18
Computer Equipment Inventory (Formerly Equipment Accountability)	2:05	04/99	04/08
Budget Submission Format for Budget Requests to the National Board of Directors	2:06	04/98	
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Fiduciary Responsibilities of the National Executive Committee Chair	2:08	01/99	11/05
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Management of Salaried Staff	2:17	08/04	06/15

## **Policy #2:00**

### **Subject: National Executive Committee Reporting**

1. Committee Reports: Each Executive Committee member and Standing Committee report required shall be in writing and submitted with the Executive Committee Report to the National Board of Directors.
2. Format for Executive Committee Report to the National Board of Directors: The Executive Committee Report to the National Board of Directors shall have the pages numbered consecutively, have a table of contents, and the individual reports of the Executive Committee and Standing Committees assigned an attachment number. The actual Executive Committee Report shall consist of a status of action assigned by the National Board of Directors, listing of action items to be acted upon by the National Board of Directors, items of special interest and significant committee activities.
3. Submittal Requirements: The Chair of the Executive Committee (National President) shall submit the Executive Committee Report to the National Board of Directors two (2) weeks prior to the NBoD meeting.
4. Filing of Reports: All Executive Committee Reports will be filed in the National Office after acceptance by the National Board of Directors.

Effective: April 1999                      National Board of Directors Meeting

Revised: March 2010                      National Board of Directors Meeting

Revised: November 2010                      National Board of Directors Meeting

Revised: May 2012                      National Board of Directors Meeting

NOTE: This policy supersedes Policy #2:00 (National Executive Committee Reporting), dated April 1999 and August 1981; Policy #2:05 (Standing Committees Reports) dated August 1997; and Policy #2:05 (Format for Executive Committee Reports to the National Board of Directors) dated January 1998.

## **Policy #2:01**

### **Subject: Procurement (Contracting) of Goods and Services**

1. Prudent management requires that BIG establish minimum standards for the acquisition of goods and services. Because imprudent actions by individuals may jeopardize the reputation and financial standing of BIG, the National Board of Directors (NBoD) establishes this policy for procurement (including purchases during the Annual National Training) at the national level. If there is a conflict between the interpretation of the policy and the National Constitution (Constitution) of BIG, the Constitution shall prevail. Failure of any officer or member to adhere to this policy will be grounds for disciplinary action for negligence, fraud, waste, abuse of power, and/or conduct unbecoming of a member, under Article X, Section 4, of the Constitution (April 2004).
2. It shall be the policy of BIG that procurements of goods and services are necessary and/or desirable to add value to the National organization. The following is provided to serve as guidance in making determinations on procuring goods and/or services:

- a. No individual may incur costs or obligate BIG to pay for goods and/or services of any dollar amount unless an approved budget appropriation exists to cover the cost of such goods and/or services; and the appropriate officers (i.e., National President, National Secretary or National Treasurer) have approved payment for the services.
  - b. Notwithstanding the above statement, during an emergency or where BIG would suffer substantial harm before the NBoD can convene, the National. President, with the concurrence of the National Executive Committee, may take appropriate action to protect the interest of BIG. In such an event, the National President shall inform each member of the NBoD, in writing, of the circumstances requiring the emergency and the action taken within ten (10) days of the action. As a minimum, the written explanation must contain the need for services; why normal procedures were not followed; and the extent price competition was obtained. If the amount exceeds \$1,000, legal approval must be obtained.
3. The acquisition of professional services and nonexpendable items costing from \$1,000 to \$5,000 each shall be subject to the following provisions:
  - a. Any contract for goods or services (including any options) costing \$1,000 or more over the term of the contract, shall be reviewed and initialed by two officers (i.e... National President and National Secretary). Before the authorized officials sign any contract, the National Treasurer shall attest that adequate funds remain in the appropriate budget category to cover the maximum dollar cost of the contract. The National Secretary shall affix the corporate seal to all approved contracts. The National President and Treasurer shall be the authorized official for BIG to sign contracts and they shall also initial each page of the contract (November 2005).
  - b. Any single nonexpendable item or any professional service that cost more than \$5000 will require at least three sources to promote competition to the maximum extent practical; and to verify price reasonableness. If sole source is received, an additional justification shall be made and documented to explain the absence of competition.
4. Any contract for goods and/or services that extends more than 120 days, must contain adequate specifications; periods of performance; terms and conditions; a cost breakdown; payment arrangements; and name of BIG representative responsible for contract monitoring. Competition must be obtained for all contracts. The purchaser for the services must document an estimated cost or price analysis. Any contract modification or referenced addendum is subject to the same requirements.
5. Any contract for goods and/or services for more than \$25,000: (a) that has not been approved in the budget, must be approved by the NBoD, prior to signing. The request shall be submitted to the FAOC for a recommendation to the NBoD. (b) provided to the FAOC between NBoD meetings that requires NBoD' approval, can be approved by the FAOC for the President to sign and presented at the next NBoD meeting.
6. Any multi-year contracts must be approved by the NBoD prior to signing. The request shall be submitted to the FAOC for a recommendation to the NBoD.
7. BIG shall not enter into extended warranty contracts or maintenance contracts without a documented cost benefit analysis.
8. BIG will have no contractual agreement for compensation with a member of BIG, or any person having held membership in BIG within a three-year period, without prior NBoD approval. Any exceptions to the policy shall be presented to the NBoD for approval.

9. The files shall be documented to reflect fair and reasonable pricing, specifically to identify the following: names of sources contacted; delivery schedules, period of performance; prices and other terms and conditions; and brief remarks to indicate that the award was made to the lowest, responsive, responsible offer. All purchase orders and contracts shall contain a number that represents an automated numbering system designed by the National Office.
10. A spreadsheet of current contracts to include the name of the vendor, date of contract, date of execution, duration of contract, funds expended, and completion date be provided to the FAOC by the president every six months or as requested by the committee. **(October 2015)**

Effective:	April 1992	National Board of Directors Meeting
Revised:	May 1997	National Board of Directors Meeting
Revised:	January 1999	National Board of Directors Meeting (Policy Number Changed from #3:06)
Revised:	April 2004	National Board of Directors Meeting
Revised:	April 2005	National Board of Directors Meeting
Revised:	November 2005	National Board of Directors Meeting
Revised:	November 2006	National Board of Directors Meeting
Revised:	April 2009	National Board of Directors Meeting
Revised:	May 2012	National Board of Directors Meeting
Revised:	October 2015	National Board of Directors Meeting
Revised:	June 2016	National Board of Directors Meeting

#### **Policy #2:02**

##### **Subject: Spending Cap online Item Expenditure**

Total obligations and expenditures may not exceed the total amount budgeted. No line item within the annual budget may be exceeded. When the approved budget level is met, spending will be discontinued until additional funds are approved by the National Board of Directors.

Effective:	January 1990	National Board of Directors Meeting
Revised:	May 1997	National Board of Director's Meeting
Revised:	November 2012	National Board of Directors Meeting

#### **Policy #2:03**

##### **Subject: Establishment of Ad Hoc Committees**

When a Standing Committee exists to address areas clearly identified in the National Constitution, no special/ad hoc committee shall be formed to duplicate the effort.

Effective:	January 1997	National of Directors Meeting
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**Policy #2:04****Subject: Establishment and Funding of National Programs**

1. Prior to designating a proposed Program or Pilot Program as a BIG National Program, it must be evaluated by the NBoD Program Oversight Committee utilizing the National Program Criteria and Guidelines, and recommended for approval to the NBoD, and finally it must be approved by the NBoD. Estimated Program cost for the first year must be included in the proposal. All funding requests to establish programs not included in the approved budget must be approved by the NBoD prior to implementation.
2. The proposed program's statement of purpose, goals and objectives must be approved by the NBoD prior to implementation.
3. Regional Directors shall assess and coordinate all MAP and STACK grant applications prior to the National Executive Committee taking action.
4. The National Program Booklet, which describes all approved national programs, shall include a mission statement for each program.
5. The National Executive Committee Program Chairs shall provide an annual report of activities for the year to the NBoD, Program Oversight Committee by January 15th of each calendar year. All reports shall be presented in the format form indicated in Addendum A attached to this policy that clearly supports the activities, requested funds, and the benefits to the organization and/or the membership.

Effective:	November 1996	National Board of Directors Meeting
Revised:	January 2002	National Board of Directors Meeting
Revised:	October 2004	National Board of Directors Meeting
Revised:	August 2017	National Board of Directors Meeting
Revised:	December 2018	National Board of Directors Meeting
Revised:	January 2019	National Board of Directors Meeting

**Policy #2:05****Subject: Computer Equipment Inventory**

Computer and Communications equipment shall be purchased, as required (in accordance with approved procurement policies) for National Officers as approved by the Executive Committee or Board of Directors as appropriate for the office held. This equipment shall be accountable for in the National Office inventory of the organization's assets. The officers shall be required to sign a receipt for the equipment upon issuance and return it to the National Office within (thirty) 30 days following the completion of their term of office. Any officer, employee or member who fails to comply with this policy will be subject to disciplinary action including, but not limited to suspension, termination and or expulsion from BIG.

Effective:	April 1999	National Board of Directors Meeting
Revised:	April 2007	National Board of Directors Meeting

**Policy #2:06****Subject: Budget Submission Format for Budget Requests to the NBoD**

The Executive Committee shall submit budget requests to the Board of Director's Financial Advisory Committee Chair. All budget requests from the Executive Committee, including standing and ad hoc committees, shall be presented in the format indicated in Addendum A, with justification that includes the following information:

- a. Program element
- b. Name of committee chair
- c. Mission, goals, and objectives
- d. Prior year accomplishments
- e. Planned activities and total associated costs
- f. List each individual activity, including description, cost, assumptions, output measures and expected outcomes
- g. The description for each activity should include milestones set to achieve the projected accomplishments that reflect the activity level.
- h. Include impact statement if budgeted amount requested is not provided, what is the impact on the organization NOT accomplishing its goals/objectives as referenced in the BIG National Constitution.

The NBoD will also consider requests for revising budgeted line-item amounts upon receipt of a detailed justification. The revised amounts shall be provided to the NBoD Chair and Chair of the NBoD's Financial Advisory and Oversight Committee for review.

Effective: April 1998      National Board of Directors Meeting

**Policy #2:06 ADDENDUM A (BUDGET REQUEST FORMAT)**

BLACKS IN GOVERNMENT SAMPLE FORMAT BUDGET SUBMISSION FOR THE PERIOD JANUARY 1, 20XX THROUGH DECEMBER 31, 20XX	
<u>PROGRAM ELEMENT:</u>	
<u>CHAIRPERSON:</u>	
<u>MISSION:</u>	
<u>GOALS AND OBJECTIVES:</u>	
<u>PRIOR YEAR (20XX) ACCOMPLISHMENTS:</u>	
<u>TOTAL BUDGET REQUESTED:</u>	
List each activity name	<u>dollar amount</u>
	Total Dollar Amount
<u>CURRENT YEAR (20XX) PLANNED ACTIVITIES AND ASSOCIATED COSTS:</u>	
<u>ACTIVITY:</u>	
<u>DESCRIPTION:</u>	
<u>COST:</u>	
<u>ASSUMPTIONS:</u>	
<u>OUTPUT MEASURES:</u>	
<u>EXPECTED OUTCOMES:</u>	
Submitted by: _____	
Date: _____	

**Policy #2:07**

**Subject: Investment Policy**

**BLACKS IN GOVERNMENT - INVESTMENT POLICY STATEMENT**

**SECTION I. Introduction**

- A. This statement of Investment Policy has been adopted by the National Board of Directors of Blacks In Government (BIG) to provide guidance for the investment of funds held by the organization.
- B. The purpose of managing investment risk and to optimize investment returns within acceptable risk parameters, the funds held will be divided into two separate investment pools. The process for determining the dollar amount in each pool is set forth in the "Procedures" section of this document.

## **SECTION II. Procedures**

- A. The following procedures will be followed to ensure the investment policy statement is consistent with the current mission of Blacks In Government and accurately reflects the current financial condition:
  - 1. This investment policy shall be reviewed annually by the Financial Advisory and Oversight Committee for any necessary revisions.
  - 2. The Financial Advisory and Oversight Committee will make recommendations for any revisions or modifications to the NBoD for approval.
  - 3. The Treasurer, in conjunction with the Financial Advisory and Oversight Committee shall manage, invest, and oversee the investment activity of Blacks In Government on behalf of the NBoD when it is not in session. All investment activities must be reported at the next Board meeting.
- B. The following procedures will be used to determine the dollar amounts to be placed in the investment portfolio.
  - 1. The Financial Advisory and Oversight Committee will recommend the dollar amounts to be invested.
  - 2. The National Board of Directors will approve the dollar amounts to be placed in specific funds and the amounts to be placed in specific funds and the amount to be placed in or withdrawn from preferred and common stock when investment strategies are referred to it during its meeting session.
- 3. Stocks
  - a. Preferred and common stocks shall not exceed twenty percent (20%) of the reserve accounts designated for investments as of December 31, of each year.
  - b. Earnings derived from stock investments shall be placed in the approved deposits of investments (as listed above in paragraph 2.A and 2.B) if those earnings cause the number of investments in preferred and common stocks to exceed the 20% level.
  - c. Stock investments shall be listed on the New York, American or principal regional exchanges or traded on the over-the-counter market with the requirement that such markets have adequate market liquidity.

## **SECTION III. Reporting**

The National Treasurer shall provide the following reports monthly to the Financial Advisory and Oversight Committee:

- 1. Schedule of all investments
- 2. Interest income year-to-date
- 3. Current Year Yield
- 4. Recommendations

## **SECTION IV. Prohibited Investments**

The following investments and investment activities are prohibited:

1. Private Placement
2. Letter Stock
3. Derivatives
4. Security whose issuers have filed a petition for bankruptcy
5. Commodities or Commodity Contracts
6. Short Sales
7. Margin Transactions
8. Any Speculative Investment Activities
9. Foreign Stock
10. Foreign Bonds

Effective: April 1998                      National Board of Directors Meeting

Revised: November 2002                National Board of Directors Meeting

Revised: June 2016                      National Board of Directors Meeting

### **Policy #2:08**

**Subject:    Fiduciary Responsibility of the National Executive Committee Chair**

The Budget Line Item titled the “Office of the President is to be used to carry out the goals and objectives of Blacks In Government. It shall be used to support activities that are not clearly covered by an appropriate budgeted line item. Examples of its use are participation in partnership, coalition or like functions, administrative support functions and activities deemed appropriate as specified by the National president to be in the best interest of Blacks In Government. Documentation and Justification of the expenses shall be submitted in accordance with Policies #1:16, #1:17, #1:18, #1:25 and #1:25A. The National Treasurer and the FAOC Chair are empowered to bring any concerns of noncompliance with this policy to the National Board of Directors for resolution.

Effective: January 1999                      National Board of Directors Meeting

Revised: January 2000                      National Board of Directors Meeting

Revised: August 2004                      National Board of Directors Meeting (Proviso Deleted)

Revised: November 2005                  National Board of Directors Meeting

Revised: November 2012                  National Board of Directors Meeting

### **Policy #2:09**

**Subject:    Charitable Donations**

Blacks In Government shall make donations to a worthy cause, charitable organization or individual in accordance with the DC Code\* and as approved by the Executive Committee. Donations to anyone cause, organization or individual are limited to a maximum of \$1,000.00.

Effective: April 1999                      National Board of Directors Meeting

**\*DC Code, Section 29-505, subparagraph (13): “Unless otherwise provided in the articles of incorporation, to make donations for the public welfare or for religious, charitable, scientific research, or educational purposes, or for other purposes for which the corporation is organized.”**

**Policy #2:10****Subject: Protocol for BIG Meetings, Annual National Training, and other Events**

1. BIG officers shall ensure the proper environment exists for visiting dignitaries and guests. A Protocol Administrator shall be appointed by the National President. The duties of the Protocol Administrator are as follows:
  - a. Advise the National President and Chair of the National Board of Directors on proper procedures for greeting, seating, and escorting visiting dignitaries.
  - b. Coordinate the protocol requirements for BIG national functions, meetings, and the Annual National Training Institute. Responsibilities at the Annual National Training Institute include, coordinating with the Opening Plenary and Closing Plenary Chairpersons, as well as other BIG NTI functions to ensure proper seating is implemented for the head table/dais and seating is reserved for National Officers and Gold Plus Members. The Protocol Administrator is encouraged to recruit volunteers at the NTI and other functions to assist with implementation of this policy.
2. This Administrator is responsible for supporting any function where BIG, at the National level, has visiting dignitaries and guests, as directed by the National President and/or Chair, Board of Directors. Distinguished guests are defined as General Officers of the Military Service, guest speakers, Congressional leaders, high-ranking guests, and program participants.

Effective: August 1999                      National Board of Directors Meeting  
Revised: November 2005                National Board of Directors Meeting

**Policy #2:11****Subject: Liability Insurance for National Elected Officers**

1. Liability insurance in the amount of \$1,000,000.00 shall be secured for National elected officers, i.e., National Board of Directors and National Executive Committee by the National organization of Blacks In Government (BIG). Liability insurance shall cover possible loss of or damage to property owned by the National Organization of BIG, in the care, custody, or control of National elected officers.
2. Additional Liability insurance required for National Elected Officers shall include Errors and Omissions, Advertising Injury and Personal Injury insurances. The additional types of insurance coverage would be applicable to suits claiming discrimination, slander, negligence, inadequate level of professional service coverage and coverage for other than employment related activities.

**Definitions: Slander or damage to reputation falls under personal injury. Advertising injury protects from charges of negligence that result from the promotion of services. Claims regarding failure to provide an adequate level of professional service are handled by errors and omissions insurance. Liability insurance fixes mistakes, providing coverage for claims related to negligent business activities or failure to use reasonable care.**

Effective: November 1999                National Board of Directors Meeting

**Policy #2:12****Subject: District of Columbia Code Required Annual Reporting and Filing**

1. In accordance with the District of Columbia Code, Chapter 3, Nonprofit Corporation, Section 29-584, Annual report of domestic and foreign corporations - Contents, and Section 29-585, Same - Procedure for filing, the National President shall file the required reports and pay all applicable fees.
2. The National President shall insure the Articles of Incorporation are kept current.

Effective: November 1999                      National Board of Directors Meeting

Revised: April 2018                          National Board of Directors Meeting

**Policy #2:13****Subject: Annual National Training Institute (NTI) Cash Flow Controls**

The National Treasurer shall develop procedures to control NTI cash flow and submit to the NBoD for approval by the second meeting of each year. As a minimum, the procedures must include a method for handling cash, creating reports for special events and onsite registration, end of day reconciliation and the report totals of the cash received.

Effective: August 2000                      National Board of Directors Meeting

Revised: January 2002                      National Board of Directors Meeting

Revised: January 2007                      National Board of Directors Meeting

**Policy #2:14****Subject: National Strategic Plan Reporting Requirements**

The National Board of Directors, Strategic Planning Committee is responsible for the development, maintenance and overseeing the implementation of an annual report addressing the key strategic performance activities of Blacks In Government.

The National Executive Committee includes the National Strategic Liaison Chair responsible for providing and collecting input data to support the implementation.

The National Strategic Plan shall become the blueprint for Regions and Chapters leadership to support.

The National Strategic Plan is a four- year reoccurring plan.

**The components of the Strategic Plan:**

1. BIG Vision/Mission
2. BIG Goals/Objectives
3. Strengths, Weaknesses, Opportunities and Threats (SWOT)
4. Focus Area (Communication Flow, Financial Accountability, Advocacy, and Membership)
5. Measurements/Performance Indicators
6. Timelines
7. Marketing Plan
8. Membership Forecast and Trends

## **The reporting documents are:**

Blacks In Government Strategic Plan (Annual four-year plan)

1. Strategic Performance Evaluation Template (Annual Report)
2. Strategic Performance Evaluation Final Report (Completed Yearly)
3. BIG Strategic Performance Evaluation Dashboard Report (Completed Yearly)
4. BIG Yearly Progress Report (Completed Yearly)
5. Strategic Plan Performance Evaluation Executive Summary Report (Completed Yearly)

Effective: November 2000                      National Board of Directors Meeting

Revised: December 2018                      National Board of Directors Meeting

### **Policy #2:15**

**Subject: Annual Corporate Report**

1. BIG will publish an Annual Corporate Report to ensure compliance with the duties of the National President under Article VI, Section 2A (in part) of the National Constitution. The report will cover the period of 1 January – 31 December of the previous year.
2. The contents of the report should include, at a minimum, the following sub-categories:
  - a. Introduction
  - b. National Board of Director's Chairman's letter
  - c. National President's Letter
  - d. National Programmatic Activities
  - e. Regional Activities
  - f. Financial Statement(s) (and/or activities)
  - g. A listing of all Elected and Appointed National Officers
3. The suspense date identified on the standard format will be adhered to by all parties required to provide input into the report. The final draft will be presented to the National Board of Directors (NBoD) for review and approval at the second NBoD Meeting of the calendar year.

The report will be finalized and published for presentation to the delegates at the annual Delegates Assembly.

Effective November 2001                      National Board of Directors Meeting

### **Policy #2:16**

**Subject: Outgoing National Officers**

A National Officer shall not make commitments or member support obligations beyond his or her term of office.

Effective: August 2003                      National Board of Directors Meeting



**Policy #2:17****Subject: Management of Salaried Staff****President**

- a. The President will staff the National Office with approved RFP Contracts and/or salaried positions identified in the approved Personnel Manual. If additional staff support is required, it must be approved by the NBoD prior to hiring. The salary offered to potential employees must be in accordance with those described in the Personnel Policy Manual. Filling any new position or vacant position must be approved by the NBoD prior to hiring (approval may be obtained via teleconference or email, if an urgency exists).
- b. The President will ensure that all salaried staff are advised of the requirement to be customer-focused and responsive to the membership.
- c. The President must ensure that all salaried staff are provided a copy of this Policy and Procedures Manual, the Personnel Manual, and any other documents or manuals approved by the NBoD, that impact or relate the performance of their duties.
- d. Repeated infractions or blatant disregard of this policy shall be grounds for disciplinary action in accordance with Article VI of the National Constitution.

**National Board of Directors**

The NBoD Personnel Committee, responsible for the aforementioned documents, will ensure they are kept current.

**Salaried Staff**

Repeated documented infractions or blatant disregard of this policy shall be grounds for immediate termination.

Effective: August 2004

National Board of Directors Meeting

Revised: June 2015

National Board of Directors Meeting

**SECTION 3**  
**NATIONAL BOARD OF DIRECTORS**  
**INDEX**

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Conducting BIG Electronic Communications Meetings	3:01A	11/21	
National Board of Directors Report to Delegates Assembly	3:02	09/86	
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Residence Requirement for Regional Directors	3:04	04/90	03/10
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Blacks In Government, Inc. Conflict of Interest Policy	3:23	12/16	

### **Policy #3:00**

#### **Subject: National Board of Directors (NBoD) Meeting Standing Rules**

1. Rule 1 - The general authority controlling the NBoD meeting shall be the National Constitution, Policies of the NBoD, these standing rules, and Robert's Rules of Order, as newly revised.
2. Rule 2 - The Chair, with the assistance of the Parliamentarian, shall be responsible for maintaining order and decorum at all times to assure that the business of the organization is transacted fairly and judiciously.
3. Rule 3 - NBoD members representing a simple majority of the NBoD shall constitute a quorum. If at any time after the meeting has been called to order and is in session with less than a simple majority of members present, the Parliamentarian and/or the Secretary shall notify the Chair that the body fails to have a quorum and any and all actions of the body are unofficial and nonbinding.
4. Rule 4 - All business shall be brought before the Board by a motion of a member or presentation of a communication to the NBoD.
5. Rule 5 - Members must be recognized by the Chair before addressing the body. Members addressing the NBoD after being recognized by the Chair shall first state his/her name and region.
6. Rule 6 - Before any subject is open to debate it shall be put in the form of a motion, properly seconded, and restated by the Chair.
7. Rule 7 - Upon request of the Chair, a motion shall be submitted in writing, signed by the maker of the motion, and presented to the Secretary of the meeting.
8. Rule 8 - Discussions shall be limited to two (2) minutes for each speaker and no NBoD member shall speak more than twice on any one issue. This rule shall be suspended when the National President and the National Treasurer or their designee presents their reports to the Board.
9. Rule 9 - All actions brought before the NBoD that involves financial information or the disbursement of funds must be decided by roll call vote. In accordance with Roberts Rules of Order, Newly Revised, the roll call vote must be conducted by the Presiding Official or Secretary.
10. Rule 10 - These rules shall require a simple majority vote by the NBoD members for adoption. These rules may also be suspended by a (2/3) two-third majority vote of the NBoD members.

Effective:	December 1989	National Board of Directors Meeting
Revised:	August 2004	National Board of Directors Meeting
Revised:	April 2006	National Board of Directors Meeting
Revised:	June 2016	National Board of Directors Meeting

### **Policy #3:01**

#### **Subject: National Board of Directors (NBoD) Meeting**

1. Meeting Agenda. A draft meeting agenda is required for all NBoD meetings (Committee, Special Call Meetings) to assure participants know the objectives of the meeting and can discern whether the purpose has been fulfilled. The draft agenda must be approved by the attendees.
  - a. The NBoD electronic voting process meetings is provided in Appendix N.
2. Minutes of the National Board of Directors. Minutes of the previous NBoD meeting are to be transmitted by the National Secretary to the NBoD no later than 30 (thirty) days before the next NBoD meeting.

- a. The NBoD Chair shall provide written monthly reports on the status of motions made for his/her actions at the previous NBoD meeting. The status reports should be submitted to the NBoD on the 5th of the following month.
3. A transcript of the minutes of the Delegates Assembly is to be completed within forty-five (45) days of the last day of the Delegates Assembly. Transcriptionist disseminates the transcript to the following persons:
  - a. Electronic copy sent to National President, NBoD Chair and National Secretary.
  - b. Paper copy mailed to: National President, NBoD, and National Secretary.
  - c. Delegates Assembly Committee Chair, Chair of Delegates Assembly, and National Office.
4. A Motions list is to be completed within forty-five (45) days of the last day of the NBoD meeting. The transcriptionist disseminates the Motions list electronically to the following persons:
  - a. Electronic copy sent to: National President, NBoD Chair and National Secretary.
5. Delegates Assembly: A Motions list is to be completed within forty-five (45) days of the last day of the Delegates Assembly. The transcriptionist disseminates the Motions list electronically to the following person:
  - a. Electronic copy sent to: National Secretary
6. Attendance at the NBoD Meeting.
  - a. Every NBoD member shall attend all sessions of the meeting and remain until the meeting is adjourned. If a member is unable to attend or must leave prior to adjournment, he/she must notify the NBoD Chair or Vice Chair and advise him/her of the need to be excused. The presiding official will advise the members of the status of absent members during roll call or when queried by the members.
  - b. The Chair of the NBoD will write a letter to the Regional Council President reporting the attendance of any member Director that misses more than two consecutive NBoD meetings without sufficient excuse. (Adopted 30 January 1988). The member may be suspended/removed from the NBoD after due process.
  - c. If not corrected, the NBoD Chair must timely inform the Director's respective Regional Council President to request a replacement Director to fulfill the duties and responsibilities required and expected of all NBoD members. The member may be removed from the NBoD after due process.
7. Attendance at NBoD Committee Meetings.
  - a. Every NBoD member shall attend and participate in all assigned Committee meetings. The Committee Chair is required to notify the NBoD Chair and Vice Chair upon a Director's absence and lack of participation in two (2) consecutive Committee meetings and requiring the member in writing to justify his/her lack of attendance or participation. The members are to notify the Committee Chair using the same notification required to the NBoD Chair for NBoD meetings for his/her need to be absent during NBoD meetings. The member may be suspended/removed from the NBoD after due process. (See Appendix R – Disciplinary Actions and Descriptions.)

- b. If not corrected, the Committee Chair must timely inform the NBoD Chair who shall notify the Director's respective Regional Council President to request a replacement Director to fulfill the duties and responsibilities required and expected of all NBoD members. The member may be removed from the NBoD after due process.
  - c. Assignments to members missing meetings must be completed and/or a plan must be provided by the member to assure the assigned tasks are completed in a timely manner. This assures the Committee work products/services are completed and/or the tasks are timely and fairly distributed to other Committee members for completion.
8. Appointment of Vacancies to the NBoD. The NBoD Chair and National President can fill any vacancy on the NBoD or Executive Committee, respectively, on an interim basis, until the next NBoD meeting. The NBoD will only entertain a recommendation from the NBoD Chair that has been recommended by the Regional Council. The interim appointee is entitled to transportation and lodging to the NBoD or Executive Committee meetings.

(Adopted 20 April 1991)

Revised: November 2021      National Board of Directors Meeting

**Policy #3:01-A      Conducting BIG Electronic Communications Meetings**

**Subject:**      The purpose of this electronic communications policy for meetings is to accommodate conducting hybrid types of our BIG meetings.

Robert's Rules of Order Newly Revised 12<sup>th</sup> edition identified 4 types of electronic communications to conduct meetings. The 4 types are:

Full-featured Internet, or combination Internet/telephone, meeting services that integrate audio (and optionally video), text, and voting capabilities.

- A. This rule requires that anonymous voting be supported (in other words, that a member who is properly logged in to a meeting can cast an "electronic ballot" that does not identify that member's vote as belonging to him or her), and they also assume that non-anonymous votes can be taken, as well. Additionally, these electronic meetings of the Board shall be subject to all rules adopted by the Board, or by the Society, to govern them, which may include any reasonable limitations on, and requirements for, Board members' participation. Any such rules adopted by the NBoD shall supersede any conflicting rules in the parliamentary authority but may not otherwise conflict with or alter any rule or decision of the Society. An anonymous vote conducted through the designated Internet meeting service shall be deemed a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot. BIG Standing Rules invoke the ballot voting rule, not the BIG Constitution and can be amended accordingly by the meetings organizers/administrator influence with the majority of the participants.

- B. Voting. Votes shall be taken by the anonymous voting feature of the Internet meeting service unless a different method is ordered by the Board or required by the rules. When required or ordered, other permissible methods of voting are by electronic roll call or by audible roll call. The chair's announcement of the voting result shall include the number of members voting on each side of the question and the number, if any, who explicitly respond to acknowledge their presence without casting a vote. Business may also be conducted by unanimous consent.
- C. Telephone meetings, with Internet services for conducting secret votes and sharing documents.
- D. Meetings Held Electronically. Meetings of the Board shall be conducted by telephone, except that some particular meeting or meetings shall be held in person either (a) when the President or First Vice-President has obtained written consent for this from every Board member, or (b) when ordered by the Board, by a two-thirds vote with previous notice of a motion to do so having been given. Telephone meetings of the Board shall be subject to all rules adopted by the Board, or by the Society, to govern such meetings, which may include any reasonable limitations on, and requirements for, Board members' participation, and which shall specify how motions may be submitted in writing via the Internet. Any such rules adopted by the Board shall supersede any conflicting rules in the parliamentary authority but may not otherwise conflict with or alter any rule or decision of the Society. At telephone meetings, any ballot votes required under the rules or ordered by the Board shall be conducted electronically, using an Internet service that supports anonymous voting.
- E. Voting. All votes shall be taken by roll call, unless required under the rules or ordered by the Board to be taken by ballot. When a vote is taken by roll call, only the number of votes on each side and the number of members present but not voting shall be entered in the minutes, unless the Board orders a fully recorded roll-call vote. Ballot votes shall be taken electronically, as follows: The Recording Secretary shall post the question using the online survey tool, and the chair shall then alert the members that the polls are open, providing any additional information that members need to cast their votes online. The polls shall be closed not less than two minutes after they have been opened by the chair. Business may also be conducted by unanimous consent.
- i. A speakerphone in the meeting room to allow members who are not physically present to participate by telephone.
- F. An organization may wish to permit its board to hold meetings in which some members are physically present while others participate by telephone.
- G. Board meetings shall be held at a central location, but Board members who are not present in person shall have the right to participate by telephone, subject to any limitations established in rules adopted by the Board to govern such participation. The board may then find it helpful to adopt rules such as the following:
- H. Voting methods. All votes shall be taken by roll call. Unless the Board orders a fully recorded roll-call vote, only the number of votes on each side and the number of members present but not voting (including members participating by phone) shall be entered in the minutes. Business may also be conducted by unanimous consent.
- i. Telephone meetings without Internet support (and without any central meeting room).

- I. Meetings Held Electronically. Meetings of the Board may be conducted by telephone (a) when the President or First Vice-President has obtained written consent for this from a majority of the Board members; (b) when so directed by the Board; or (c) in the case of special meetings, when so directed by those calling the special meeting. Telephone meetings of the Board shall be subject to all rules adopted by the Board, or by the Society, to govern such meetings, which may include any reasonable limitations on, and requirements for, Board members' participation. Any such rules adopted by the Board shall supersede any conflicting rules in the parliamentary authority but may not otherwise conflict with or alter any rule or decision of the Society. The board may then find it helpful to adopt rules such as the following to govern the conduct of telephone meetings:
- J. Voting methods. All votes shall be taken by roll call. Unless the Board orders a fully recorded roll-call vote, only the number of votes on each side and the number of members present but not voting shall be entered in the minutes. Business may also be conducted by unanimous consent.

Many if not most of BIG's meetings (NBoD, Assemblies and Committees) are a hybrid of the 4 electronic communications, plus in-person (Face to Face) with combinations of the 4 electronic communications applicable. Our hybrid adaptation is dependent on the meeting organizers/administrator's ability to identify the additional rules that must be prepared to include that may be helpful in governing the conduct of our hybrid meetings. This would especially be necessary to assure the integrity of the voting to the participants.

The standard Standing Rules do not and should not always be utilized in total if not necessary. Those are added by the Group having the meeting.

Revised:	January 1995	National Board of Directors Meeting
Revised:	April 1999	National Board of Directors Meeting
Revised:	November 2021	National Board of Directors Meeting
		(This revision combined #3:01 dated January 1995 and #3:10 (Board Meeting Attendance) dated August 1997.)
Revised:	April 2006	National Board of Directors Meeting
Revised:	November 2021	National Board of Directors Meeting

### **Policy #3:02**

**Subject: National Board of Directors' Report to Delegates Assembly**

The annual NBoD Report to the Delegates Assembly will be transmitted to all Board members in draft form at least three (3) weeks prior to its presentation.

Effective:	September 1986	National Board of Directors Meeting
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### **Policy #3:03**

**Subject: Legal Suit by Board Members**

No member of the NBoD shall bring a legal suit against any member or officer of Blacks In Government until all administrative due process, as provided by the Constitution and Bylaws are exhausted. To do so will result in automatic suspension from the organization.

Effective:	April 1982	National Board of Director Meeting
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### **Policy #3:04**

#### **Subject: Residence Requirement of Regional Directors**

Regional Directors must have legal residence, at the time of the election, in a state within the region they represent.

Effective: April 1990

National Board of Directors Meeting

### **Policy #3:05**

#### **Subject: Amended and Revised Chapter and Regional Council Bylaws**

1. Amendments to Chapter or Regional Council Bylaws: An amendment to a set of Bylaws is defined as any change, whether a word or paragraph is to be added, struck out, or replaced. *(NOTE: This definition is based on Roberts' Rule of order, Newly Revised 12<sup>th</sup> Edition)*. Regional Directors are required to assess Bylaw amendments submitted from their Chapters and Regional Council to assure there are no conflicts and conforms with the BIG National Constitution. The assessment includes utilizing the current Model Chapter Bylaws provided in Appendix G, and Model Regional Council Bylaws provided in Appendix H for a guide to assure compliance with the structure and ARTICLE content in the amended section(s) of the Bylaws. If the amendment(s) is not in compliance, return the Bylaws to the originator for correction(s), and provide guidance on the compliance deficiency and requisite correction(s) for compliance. The Director is to utilize the Bylaws Amendments List provided in Appendix F to completely record and document the amendment(s) page number(s), the purpose of the amendment, the date the Chapter/Regional Council approves the amendment(s), the date approved by the Director with a signature. The List will be permanently attached under the cover page and the approved amendment noted appropriately where the amendment(s) occurred. The amendment and annotations must be entered into Bylaws for all members subject to those Bylaws. This process does not require submission to the National Board of Directors (NBoD) Bylaws Committee.

2. Revisions to Chapter and Regional Council Bylaws: Revision is defined as changes to the Bylaws that are so extensive and general that they are scattered throughout the Bylaws. These changes may be affected through the substitution of an entirely new set of Bylaws. *(Note: This definition is based on Roberts' Rule of Order, Newly Revised 12<sup>th</sup> Edition)*. Regional Directors are required to assess all revised Chapter and Regional Council Bylaws prior to submittal to the Bylaws Committee, to assure there are no conflicts and conforms with the BIG National Constitution. The assessment includes utilizing the current Model Chapter Bylaws provided in Appendix G/Model Regional Council Bylaws provided in Appendix H for a guide to assure compliance with the structure and ARTICLE content in the section(s) of the Bylaws. The completed Regional Director's Checklist for Chapters Revised Bylaws in Appendix C (original checklist submitted by Director with the revised Bylaws to the NBoD Bylaws Committee for approval)/the completed Regional Director's Checklist for Regional Councils Revised Bylaws provided in Appendix B (original checklist submitted by Director with the revised Bylaws to the NBoD Bylaws Committee for approval). The complete Bylaws revision package shall be submitted to the NBoD Bylaws Committee process for final approval by the full NBoD and signed by the NBoD Chair.

Effective: August 1998

National Board of Directors Meeting

Revised: August 2000

National Board of Directors Meeting

Revised: April 2008

National Board of Directors Meeting

Revised: November 2008

National Board of Directors Meeting



Revised: November 2010	National Board of Directors Meeting
Revised: August 2012	National Board of Directors Meeting
Revised: November 2021	National Board of Directors Meeting

### **Policy #3:06 (Amended)**

#### **Subject: BIG Awards Program**

Blacks In Government shall annually recognize BIG members, chapters, regions, groups and community leaders and organizations through the Prestige Awards, Distinguished Service Hall of Fame Award (DSHOF) and National Braxton Family Humanitarian Award.

#### **BIG Prestige Awards Program:**

The National Board of Directors (NBoD) Awards Committee shall implement the BIG Prestige Awards in accordance with the criteria and procedures established and approved by the National Board of Directors.

There shall be three categories of recognition as follows:

- a. (1) The Meritorious Service Award shall recognize a BIG member for exemplary/outstanding contributions in the furtherance of BIG's goals and objectives.  
(2) The Distinguished Service Award shall recognize a BIG Chapter, Region or Group for exemplary/outstanding contributions in the furtherance of BIG's goals and objectives.  
(3) The Special Achievement Award shall recognize an individual or organization outside of BIG whose efforts and accomplishments have advanced African Americans progress in vital areas such as employment, education, civil rights, community, and economic development and/or citizen participation.
- b. The National Board of Directors shall solicit nominees annually.
- c. The NBoD Awards Committee shall evaluate the nominations and submit their recommendations for recipients to the Board in Executive Session at the August meeting.
- d. The NBoD Awards Committee will recognize recipients of the Prestige Awards at the Closing Plenary Session of the Annual National Training Institute (NTI) along with Presidential Recognition Awards as determined by the National President.

#### **The Prestige Awards Solicitation Memo and Nomination Package templates are provided in Appendix J Pages 1-8.**

2. NBoD Members Recognition: At the August National Board of Director's meeting each year, outgoing members of the NBoD, who leave in good standing, will be recognized for their contributions. The recognition shall be non-monetary (i.e., plaque, certificate, etc.)
3. Distinguished Service Hall of Fame (DSHOF) Award:  
The Distinguished Service Hall of Fame (DSHOF) the award shall be the highest honor which can be bestowed upon any single member of Blacks In Government (BIG) and shall be reserved for active and financial members who shall have been active in BIG for a minimum of fifteen (15) consecutive years These individuals shall have distinguished themselves as making exceptional contributions at the National, Regional *and/or* Chapter levels of BIG or their respective communities. Members receiving this high honor must be recommended by their Chapter, their Regional Council and verified for eligibility by the National Board of Directors, respectively.

The National Board of Directors will not make recommendations but serve only as a screening entity for membership eligibility criteria. **No more than three (3) candidates during any given year and no more than one (1) candidate from the same region may be submitted for approval of the delegates during any given year.** Regions may submit only ONE candidate for membership in the DSHOF awards program.

The National Delegate Assembly alone shall have the power and authority to elect members to the **DSHOF**. Each Chapter must submit recommendations to the Regional Council and Regional recommendations must be received by the National Board of Directors at a prescribed time but no less than 60 days prior to the National Delegates Assembly.

There shall hereby be established a DSHOF lapel pin which shall be reserved only for persons inducted into the **DSHOF** of Blacks In Government. The lapel pin shall be designed of high-quality materials and shall be provided to members inducted into the **DSHOF** at no charge at an official induction/recognition ceremony held at the National Training Institute. New members inducted into DSHOF will also receive a high-quality award plaque. The Awards Committee will present the award plaque during the annual National Training Institute Closing Plenary session. The NBoD may determine any additional benefits it may deem appropriate in recognition of persons holding this highest honor within BIG. The lapel pin shall be designed of high-quality materials and shall be provided to members inducted into the DSHOF at no charge at an official induction/recognition ceremony held at the National Training Institute.

Members of the **DSHOF** shall be referred to at public events as "**The Honorable**" preceding their names in recognition of this highest of BIG honors. Names of all persons inducted shall be listed in the BIG archives by name and number and maintained in the national archives by both the National Office and the National Historian/Librarian by year of induction. In the event more than one person is inducted into the **DSHOF** during any given year, the number assigned to the inductee shall be determined alphabetically by the person's last name.

**The DSHOF Award Solicitation Memo and Nomination Package templates are provided in Appendix K Pages 1-5.**

4. National Braxton Family Humanitarian (NBFH) Award.

a. The National Braxton Humanitarian Award is designed to recognize a Blacks In Government member that is working in their community or region to change lives outside of their respective chapter and employment through volunteerism. Areas of service may include, but not limited to mentoring, working with seniors, assisting the disabled, educational programs, youth programs, philanthropic, religious, environmental advocacy, or other community services. The recipient of this award will receive an award plaque and \$500.00 for school supplies for a public elementary or high school (No charter/private schools) in the urban community. (ONLY SCHOOL SUPPLIES CAN BE PURCHASED WITH THIS AWARD).

b. The National Braxton Family Humanitarian Award is given on an annual basis, upon approval of the National Board of Directors. The award is based on deeds and contributions achieved during the previous calendar year (January 1 through December 31). Award will be presented during the Closing Plenary at the National Training Institute.

c. Chapter should form a committee to select the nominee, if more than one submission is received. Only one nomination can be submitted per region to the BIG Awards Committee. The nomination submitted by the region must have the signature of the Chapter President, Regional Council President and one of their BIG National Board of Directors.

**The NBFH Award Solicitation Memo and Nomination Package templates are provided in Appendix L Pages 1-5.**

Effective:	January 1997	National Board of Directors Meeting
Revised:	January 1999	National Board of Directors Meeting (formerly #2:01)
Revised:	November 1999	National Board of Directors Meeting
Revised:	January 2001	National Board of Directors Meeting
Revised:	November 2001	National Board of Directors Meeting
Revised:	March 2010	National Board of Directors Meeting
Revised:	June 2016	National Board of Directors Meeting
Revised:	December 2019	National Board of Directors Meeting
Revised:	December 2020	National Board of Directors Meeting
Revised:	November 2021	National Board of Directors Meeting
Revised:	March 2022	National Board of Directors Meeting
Revised:	August 2022	National Board of Directors Meeting
Revised:	March 2023	National Board of Directors Meeting

### **Policy #3:07**

#### **Subject: Election of NBoD Chair and Vice Chair**

The election for the Chair and Vice Chair of the National Board of Directors shall be by secret ballot, with a majority vote for the election, unless there is but one nomination for the Chair or Vice Chair, in which case, the election shall be by acclamation. If there is not one elected on the first ballot, then the two candidates with the highest number of votes for the Chair or Vice Chair will participate in a run-off election for their respective positions. Nominations shall be from the floor.

If not expired, the Chair or Vice Chair will maintain their position in office until a successor is elected or unless he/she has been removed. If the NBoD Chair's position expires, the Vice-Chair will fulfill the duties of the Chair until a successor is elected or removed for cause.

If there is no current NBoD Chair or Vice Chair, the meeting shall be opened by the National Secretary. After a quorum is established. The 1<sup>st</sup> order of business shall be appointment of the NBoD approved BIG member to run the election and selection of the voting process. (i.e., face-to-face, Zoom or Hybrid meeting voting process)

After the election, the National Secretary then turns the meeting over to the newly elected NBoD Chair."

The term of office for the Chair and Vice Chair shall be for one year or until their successors are elected. The term of office shall begin immediately following the election.

“The terms of office for the NBoD Chair and Vice Chair shall be for approximately one year or until their removal or their successor(s) are elected. The terms of offices shall begin immediately following the election.”

Effective: January 1993      National Board of Directors Meeting  
Effective: May 2022      National Board of Directors Meeting

**Policy #3:08 (DELETED)**

**Subject: Life Membership for Elected Members**

Effective: Unknown  
Effective: June 2016      National Board of Directors Meeting

**Policy #3:09**

**Subject: Official BIG Documents**

All official Blacks In Government (BIG) documents shall be secured in the National Office of BIG. Authorized copies of official documents can be made; however, under no circumstances can original office documents be removed from the National Office. Documents are to be maintained in accordance with a file maintenance plan approved by the National Board of Directors.  
(The BIG Filing System document serves as a File Maintenance Plan provided in Appendix D)

Effective: April 1994      National Board of Directors Meeting  
Revised: November 2000      National Board of Directors Meeting  
Revised: August 2013      National Board of Directors Meeting

**Policy #3:10**

**Subject: Fiduciary Responsibilities of Regional Directors**

The fiduciary responsibilities of all board members are the duty of care, the duty of loyalty, and the duty of obedience, as mandated by state and common law. It is vitally important that all board members understand how their duties fall into each category of fiduciary duties. NBoD members are called fiduciaries because they are legally responsible for managing BIG’s assets. Fundraising is one of the primary activities of a charitable nonprofit organization. NBoD members are responsible for overseeing funds from philanthropists, donors, and grant-makers, and ensuring the funds are being used for their intended purpose in financially supporting the organization. NBoD members who diligently perform their fiduciary duties responsibly protect the organization’s reputation, which also falls into the category of fiduciary duty.

1. **DUTY OF CARE:** NBoD members must actively participate in board meetings and on committees working with other board directors to advance the organization’s mission and goals. To fulfill their responsibilities by overseeing and monitoring BIG’s activities, NBoD members should be able to read and understand financial reports and be willing to question expenditures and examine variances. They are also responsible for strategic planning and achieving BIG’s short- and long-term goals.

2. DUTY OF LOYALTY: NBoD members must always place the interests of the organization ahead of their own interests. NBoD members must disclose any conflicts of interests and not use board service as a means for personal or commercial gain.
3. DUTY OF OBEDIENCE: NBoD members must make sure that BIG is abiding by all applicable laws and regulations and does not engage in illegal or unauthorized activities. NBoD members must carry out the organization's mission in accordance with the purpose stated in getting qualified as a nonprofit organization.

Effective: April 1999                      National Board of Directors Meeting  
 Effective: August 2020                  National Board of Directors Meeting

**Policy #3:11 (DELETED)**

**Subject: National Parliamentary Attendance at National Board Meetings**

Effective: May 1997                      National Board of Directors Meeting  
 Deleted: April 2005                      National Board of Directors Meeting  
 Effective: June 2016                      National Board of Directors Meeting

**Policy #3:12**

**Subject: National Board of Directors Reports**

1. The National Board of Directors reports include but is not limited to Regional Directors/Chapter Programs and Activities reports, Standing Committee reports and Ad Hoc Committee reports. As identified throughout this policy, reports may be presented verbally, or written reports may be required.
2. Regional Directors Reports:
  - a. Regional Directors' reports are not required for teleconferences unless there are Regional Action Items or urgent Items of Concern that require the NBoD attention. In that case, a written, Abbreviated Regional Directors report is required. The Abbreviated Regional Directors Report need only show the Region's number, the date of the report with only the Action Items or urgent Items of Concern listed and signed by the Regional Directors. The Abbreviated report must be presented to each NBoD Member five (5) days in advance of the meeting for advance review. Directors that do not provide their reports as required run the risk of not having action taken on their Action Items or Items of Concern.
  - b. All Regional Directors must provide a complete written report for Virtual and Face-to-Face meetings. The Regional Directors Report should only include activities, etc. that occurred since the last written report. Written reports for Face-to-Face meetings must be presented to the National Secretary two (2) weeks in advance of the meeting. Directors that do not provide their report in advance run the risk of Board members not having their report in time for advance review and copying if needed. Directors that fail to present their report as required must have sufficient hard copies twenty-seven (27) of their report for on-site distribution prior to the beginning of the meeting.

- c. All Regional Directors Reports must include a section for:
  - Actions Items
  - Regional Activities
  - Outstanding/Deferred Action Items
  - Each Director’s Activities
  - Your Region’s Concerns

**For standardized reporting and uniformity, an instructional sample report format is provided as Appendix E/Pg. 1 and 2.**

- d. To ensure that chapters are conducting programs and activities as required in Article III Section 4.a. of the National Constitution, Regional Directors shall request Chapter Programs and Activities Reports (CPAR) from all chapters within their region. The CPAR will be provided as a separate part of the Regional Directors written report presented at Face-to-Face meetings. The CPAR should only include Programs and Activities conducted, sponsored by, and/or participated in by the chapter that is in accord with the Goals and Objectives of Blacks In Government. NOTE: Chapter meetings, attendance at Regional Council meetings, the National Delegates Assembly and the National Training Institute are not programs or activities conducted or sponsored by chapters and should not be included in the CPAR. For standardized reporting and uniformity, an instructional sample report format is provided as Appendix E/Pg.3. Additionally, a blank report form is provided as Appendix E/Pg.4. Directors should request CPAR far enough in advance for chapter’s completion and submission.

**The request should include instructions for completion, as well as a copy of Appendix E/pages 3 and 4.**

- 3. Standing Committee Reports:
  - a. All Committees must provide a report during all NBoD Meetings except for Special Call teleconferences and virtual meetings unless requested. A verbal report will be accepted during regularly scheduled teleconferences and virtual meetings if there are no Action Items, and no urgent Items of Concern that require the NBoD attention. The committee’s report must be in writing if there are Action Items or urgent Items of Concern. The report must be presented to each NBoD member three (3) days in advance of the meeting. Committees that fail to provide their reports as required for advance review run the risk of not having action taken on their Action Items or Items of Concern.
  - b. All Committee Reports must be in writing for Face-to-Face meetings. Written reports for Face-to-Face meetings must be presented to the National Secretary two (2) weeks prior to the meeting. Committees that fail to present their reports to the National Secretary as required run the risk of NBoD members not having their report in time for advance review and copying if needed. Committees that do not provide timely reports must have at least twenty-seven (27) hard copies of the report on-site for distribution prior to the beginning of the meeting.
  - c. All Committee Reports must include a section for:
 

Committee Responsibilities	Problems and/or Items of Concern
Members	Assignments
Meetings	Accomplishments
Action Items	Upcoming/On-going Initiatives

**For standardized reporting and uniformity, an instructional sample report format is provided as Appendix E/Pg.5.**

#### 4. Ad Hoc/Special Committee Reports:

All Ad Hoc/Special Committees are required to make a report at all NBoD Meetings except for Special Call teleconferences and virtual meetings unless requested. A written Initial Report is due at the first meeting of the NBoD after the establishment of the committee. A final written report including findings and/or recommendations is due once the identified task has been completed or otherwise satisfied by the NBoD. Verbal reports may be accepted between the Initial and Final reports unless a written report is requested. All written reports for teleconferences and virtual meetings must be presented to each NBoD Member three (3) days prior to the meeting.

Ad Hoc/Special Committees are required to provide written reports at Face-to-Face meetings. The reports must be presented to the National Secretary two (2) weeks prior to the meeting. Committee Chairs that do not provide their reports in advance as required, run the risk of Board members not having their report in time for advance review and copying if needed. Committee Chairs that fail to present their report as required must have at least twenty-seven (27) hard copies of the report on-site for distribution prior to the beginning of the meeting.

Ad Hoc/Special Committee Reports must include a section for:

Date Committee was Established	Status Update and Completion Timeline
Name of Committee Chair & Members	Problems and/or Items of Concern
Committee's Task/Assignment	Findings/Recommendations
Meetings	Other

**For standardized reporting and uniformity, an instructional sample report format is provided as Appendix E, Pg.6.**

Effective:	April 1999	National Board of Directors Meeting
Revised:	October 2004	National Board of Directors Meeting
Revised:	May 2012	National Board of Directors Meeting
Revised:	July 2014	National Board of Directors Meeting
Revised:	November 2021	National Board of Directors Meeting

#### **Policy #3:13**

**Subject: National Board of Directors Committees**

The National Board of Directors will have committees to conduct preliminary work in preparation of matters that require NBoD action. Each Director will work on at least one committee. The committee will conduct its meetings in accordance with Roberts Rules of Order, Newly Revised, and refer to the NBoD Committees' Procedures Manual for guidance. Each committee will submit a written report at all NBoD meetings. All committee actions and recommendations must be approved by the full NBoD. The following are the committee names and their functions:

**Awards Committee:** The Awards Committee evaluates the nominations and recommends recipients for the Prestige and National Braxton Family Humanitarian Awards; and implements the recognition ceremony for both Award Programs. The Awards Committee serves as a screening entity for membership criteria for the Distinguished Service Hall of Fame (DSHOF) award; and assists the membership chair with the implementation of DSHOF recognition ceremonies. The Awards Committee shall review, evaluate, and implement any new awards received from the NBoD for approval.

**Bylaws Committee:** Reviews all requests for new or revised Chapter and Regional Council Bylaws and makes recommendations to the National Board of Directors (NBoD). Ensure the Chapter Start-Up Kit contains current information for the Bylaws' templates and the Bylaws approval process.

**Constitution Committee:** Reviews all proposed amendments to the National Constitution, present amendment recommendation and rationale to the NBoD, and presents the Board's recommendation with rationale to the Delegates Assembly to "Adopt" or "Not Adopt". Incorporates all amendments ratified by the Delegates Assembly into the National Constitution, prepares a final document, and submits it to the President and Secretary for signature and to be stamped with the National Seal. Submits the final revision of the National Constitution, stamped with the National Seal, to the Secretary to be kept on file at the National Headquarters. Reviews all proposed Resolutions, present Resolution recommendation and rationale to the NBoD and presents the NBoD's recommendation to the Delegates Assembly Resolution Committee. Reviews all requests for interpretation of the National Constitution and makes recommendations to the NBoD.

**Financial Advisory and Oversight Committee:** Develops policy for the management of the organization's funds, reviews all National budget requests and presents recommendations to the NBoD during the budget approval process. Performs reviews of all financial documents related to the national finances. Coordinates with the National Standing Finance Committee and the Independent Auditor to ensure timely and accurate reporting of BIG's financial activities. May make recommendations to the NBoD based upon the Standing Finance Committee and/or Auditor's findings. Reviews all contracts with values of \$25,000 or more and all multiyear contracts regardless of amount that have not been approved in the BIG Operating Budget. Conducts feasibility studies for the NBoD for fundraising projects and programs.

**Personnel Committee:** Manages the RFP and Contract Execution process for securing Contract/Personnel Services:

- a. Establish timeframe for issuing RFP, open bid period, review of proposals and contract finalization.
- b. Works with the National President, FAOC Chair and/or designees from NEC to develop Statement of Work.
- c. Issue RFP for Contract/Personnel Services.
- d. Reviews bids/resumes and proposes to the National President, FAOC Chair and/or designees from NEC top vendors/candidates to ensure completeness and all necessary services are included in package and cost identified.
- e. After National President selections are made, make recommendation to full Board.
- f. Oversee execution of contract.
- g. Ensure the entire contract process including signing of contract is completed within 60 days preceding the initiation of the contract period.



**Policy and Procedures Committee:** Assess the NBoD Policy and Procedures Manual (P&PM) for errors and updates. Receives recommended changes from NBoD members and recommends policy and procedure changes to the NBoD. Updates the Policy and Procedures Manual for currency as approved by the NBoD, inclusive of listing all NBoD approved documents with current dates. Maintains the NBoD Committees' Process Manual (CPM). Updates the CPM based on inputs from the NBoD Standing Committees and the approval of the NBoD. Develops the NBoD approved P&PM updates to the BIG Delegates Assembly data package and provides the approved updated P&PM and CPM configuration to the NBoD Chair for signature and date.

**Program Oversight Committee:** Develops criteria for all national programs IAW Policy #3:13 and makes recommendation to the Board. Reviews and track activities of the programs annually and present findings to the Board with recommendation for corrective action, as needed. Reviews proposed national programs to ensure consonance with BIG goals and objectives and make recommendations to the Board as needed.

**Strategic Planning Committee:** Develops the National Strategic Plan and oversees the implementation; responsible for updating the plan as goals are met and new goals are established.

**Time & Place/Delegates Assembly Committee:** Develops the policy and criteria for the National Training Institute (NTI) and Delegates Assembly's (NDA) Request for Proposal (RFP). Serves as a liaison between the National Board of Directors (NBoD) and the National Assembly Team (NDAT). Performs other duties as described in Policies #1:33 and #1:33-A.

Effective:	April 1999	National Board of Directors Meeting
Revised:	May 2002	National Board of Directors Meeting
Revised:	January 2004	National Board of Directors Meeting
Revised:	August 2004	National Board of Directors Meeting
Revised:	March 2010	National Board of Directors Meeting
Revised:	November 2010	National Board of Directors' Meeting
Revised:	June 2015	National Board of Director Meeting
Revised:	June 2016	National Board of Director Meeting
Revised:	August 2017	National Board of Director Meeting
Revised:	December 2018	National Board of Director Meeting
Revised:	December 2019	National Board of Director Meeting
Revised:	November 2021	National Board of Directors Meeting

### **Policy #3:14**

**Subject: Regional Directors in Non-Financial Chapters**

In the event a Regional Director, in good financial standing with the National Organization of BIG and/or a lifetime member, is in a Chapter that is not financial, shall be allowed to transfer to another financial chapter within their respective Region. Their Regional Council President and the Chair of the National Board of Directors shall approve the transfer in writing.

Effective:	August 1999	National Board of Directors Meeting
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**Policy: 3:15****Subject: Annual Training of Newly Elected Board Members**

The National Board of Directors will provide training to newly elected NBoD Members on their roles, duties, and responsibilities. The P&PC shall lead the annual training team with the appropriate trainers jointly appointed with the NBoD Chair. Available funding shall be provided for this action in the budget. The training shall consist of, but not limited to:

1. Overview of Blacks In Government
2. Parliamentary Procedures
3. NBoD Committee Roles and Responsibilities
4. A clear description of the NBoD Committee Process Manual (CPM) usage and purpose with examples.
5. A clear description of the NBoD Policy and Procedures Manual (P&PM) usage, purpose, and identification critical policies.
6. The BIG National Constitution
7. The Code of Conduct

The requirements and expectations for NBoD and Committee meetings attendance and participation duties and responsibilities of a NBoD member.

1. Procedures for Chartering a New Chapter
2. Expand the discussion of the Director's role and use of the Model Chapter Bylaws.
3. Other areas as needed.

Reinstated Date: Effective: January 2012      National Board of Directors Meeting  
Effective: August 13, 2022

**Policy #3:16****Subject: Blacks In Government General Ledger Accounts**

The BIG National Office Accountant shall provide a copy of the General Ledger Accounts to the National Treasurer by the 20th of each month. The National Treasurer shall make necessary adjustments to the General Ledger Accounts and provide a finalized copy to the National Board of Directors Financial Advisory and Oversight Committee Chairperson by the end of each month. The Treasurer shall ensure that the General ledger is closed monthly.

Effective: August 2000	National Board of Directors Meeting
Revised: April 2008	National Board of Directors Meeting
Revised: June 2015	National Board of Directors Meeting

**Policy #3:17****Subject: Financial Information Requests**

Any member of the National Board of Directors has the authority to request and receive financial information. All requests shall be sent to the NBoD Chair. The NBoD Chair will ensure the information is provided to the requesting NBoD member within ten (10) working days after being advised of the request.

Effective:	August 2000	National Board of Directors Meeting
Revised:	April 2005	National Board of Directors Meeting
Revised:	June 2015	National Board of Directors Meeting

**Policy #3:18****Subject: Annual Audit Information/Reporting**

1. Auditor Solicitation Letter/Auditor Selection
  - a. The length of the contract for the auditor shall be three (3) years with options to extend one (1) up to a total of five (5) years.
  - b. The Auditor solicitation shall be executed via a Request for Proposal (RFP) drafted by the Financial Advisory and Oversight Committee (FAOC) by September 1<sup>st</sup>. The FAOC Chair shall mail the RFP by September 20<sup>th</sup> of the solicitation year. The Auditor's proposal including background information and references shall be sent to BIG's National Office, and all proposals forwarded to the FAOC Chair. The FAOC shall make a recommendation to the National Board of Directors (NBoD) of the Auditor selection by November 20<sup>th</sup> of each year.
  - c. Prior to the signing of any engagement letter/contract with the selected Auditor, the NBoD Chair and the FAOC Chair shall review the contract. The National President shall be responsible for the execution of the contract once the review has been completed. The annual Audit shall be completed by April 30<sup>th</sup> of each year.
2. Entrance/Exit Interview and Auditor's Report
  - a. The FAOC Chair or at least one member of the FAOC, the NBoD Chair, National President, and the National Treasurer shall be present for the Auditor's entrance and exit briefs. All parties shall receive at least five days in advance notice of such meetings and their locations.
  - b. The annual Independent Auditor Report shall be addressed to the NBoD Chair. The auditor shall send an electronic copy of the report to the NBoD Chair, National President, National Treasurer, and the FAOC Chair.
  - c. The auditor will mail hard copies of the report or send them by email to the National Office.

Effective:	November 2000	National Board of Directors Meeting
Effective:	September 2006	National Board of Directors Meeting
Effective:	December 2015	National Board of Directors Meeting
Effective:	June 2016	National Board of Directors Meeting
Revised:	November 2021	National Board of Directors Meeting

**Policy #3:19****Subject: Blacks In Government Legal Matters**

1. All correspondence regarding legal matters that comes into the organization is to be provided to the NBoD Chair within five working days of receipt. The NBoD Chair will ensure NBoD members are provided a copy as soon as possible, but no later than ten working days of receipt.
2. All decisions related to the legal matters shall be approved by the National Board of Directors before any type of action is taken.

Effective: January 2004

National Board of Directors Meeting

**Policy #3:20****Subject: Parliamentary Assistance**

The National Board of Directors may have a Parliamentarian present at each business meeting. The National Board Chair shall appoint the person selected to serve at the business meeting. The NBoD must approve any fee required in connection with the appointment.

Effective: November 2005

National Board of Directors Meeting

Revised: June 2016

National Board of Directors Meeting

**Policy #3:21****Subject: Regional Directors Budget Line Item**

1. The National Board of Directors shall establish a budget line item and approve sufficient funds for the Directors from each Region to conduct business related to their position within their respective regions and attendance at NBoD meetings.
2. Expenses incurred in the official conduct of business with the Regions are reimbursable as defined in Policy 1:18. The National Board Chair must approve all projected expenditures in advance.
3. The Line-Item amount is to cover the expenses of both Directors and they are expected to coordinate their travel and associated expenses to ensure they do not exceed their budget.

Effective: November 2005

National Board of Directors Meeting

Revised August 2013

National Board of Directors Meeting

Revised August 2023

National Board of Directors Meeting

**Policy #3:22****Subject: National Board of Directors Chairperson and Vice Chair Budget Line Item**

1. The National Board of Directors shall establish a budget line item and approve sufficient funds for the National Board Chair and Vice Chair to conduct business and make appearances in their capacity as the elected officers of the NBoD. All expenses are to be documented in accordance with Policy 1:18, Policy 1:25 and Policy 1:25A

Effective: November 2005                      National Board of Directors Meeting

Revised: August 2013                      National Board of Directors Meeting

Revised: August 2023                      National Board of Directors Meeting

**Policy #3:23****Subject: Blacks In Government, Inc. Conflict of Interest Policy**

Members of the National Board of Directors (NBoD) and National Executive Committee (NEC) are prohibited from activities that might present conflicts of interest. The powers of Directors and NEC Officers and Committee Chairs shall not be used to personally benefit the Director, Officer or Committee Chair at the expense of Blacks In Government. If a Director, NEC Officer, or Committee Chair has a financial interest in a corporate transaction, the Director, NEC Officer, or Committee Chair must fully disclose the interest and abstain from decision recommendation and voting in such transaction. Loans to Directors, NEC Officers and Committee Chairs are prohibited.

Disclosure in Blacks In Government should be made to the National President /Chief Executive Officer (or if she or he is the one with the conflict, then to the National Board Chair), who shall bring the matter to the attention of the NBoD. Disclosure involving Directors should be made to the Board Chair, (or if she or he is the one with the conflict, then to the Board Vice-Chair) who shall bring these matters to the NBoD. The NBoD shall determine whether a conflict exists and in the case of an existing conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable. Individuals who have a conflict of interest will be excused from voting on such matters.

If the NBoD or NEC has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the NBoD or NEC determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

The decision of the NBoD on these matters will rest in their sole discretion, and their concern must be the welfare of Blacks In Government and the advancement of its mission and purpose.

To ensure that Blacks In Government operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The Board of Directors is responsible for ensuring periodic reviews are conducted.

The periodic reviews shall, at a minimum, include the following subjects: (a) whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining; and (b) whether partnerships, joint ventures, and arrangements with management organizations conform to the Blacks In Government's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in private benefit.

## ARTICLE I

### Purpose

The purpose of the conflict-of-interest policy is to protect Blacks In Government's tax-exempt interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

## ARTICLE II

### Definitions

#### 1. Interested Person

Any National Board of Director, National elected Executive Committee Officer, National Executive appointed Committee Chair, or member of a NBoD or NEC committee with governing delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

#### 2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which Blacks In Government, Inc. has a transaction or arrangement,
- b. A compensation arrangement with Blacks In Government, Inc. or with any entity or individual with which Blacks In Government, Inc. has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which Blacks In Government, Inc. is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

## Article III – Procedures

### 1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

### 2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

### 3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether Blacks In Government can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in Blacks In Government's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

### 4. Violations of the Conflicts of Interest Policy

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

#### Article IV - Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing boards or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

#### Article V – Compensation

- a. A voting member of the governing board who receives compensation, directly or indirectly, from Blacks In Government for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from Blacks In Government for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from Blacks In Government, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

#### Article VI - Annual Statements

Each Board Director, NEC elected Officer, NEC appointed Committee Chair and other principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands Blacks In Government, Inc. is charitable and to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

#### Article VII - Periodic Reviews

To ensure Blacks In Government, Inc. operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:



- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

#### Article VIII - Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, Blacks In Government may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

What is the purpose of the conflict-of-interest policy? Ref IRS Form 1023

Charitable organizations are frequently subject to intense public scrutiny, especially where they appear to have inappropriately benefited their officers, directors, or trustees. The IRS also has an oversight role with respect to charitable organizations. An important part of this oversight is providing organizations with strategies that will help avoid the appearance or actuality of private benefit to individuals who are in a position of substantial authority. The recommended conflict of interest policy is a strategy we encourage organizations to adopt to establish procedures that will offer protection against charges of impropriety involving officers, directors, or trustees. A conflict of interest occurs where individuals' obligation to further the organization's charitable purposes is at odds with their own financial interests. For example, a conflict of interest would occur where an officer, director, or trustee vote on a contract between the organization and a business that is owned by the officer, director or trustee. Conflicts of interest frequently arise when setting compensation or benefits for officers, directors, or trustees. A conflict-of-interest policy is intended to help ensure that when actual or potential conflicts of interest arise, the organization has a process in place under which the affected individual will advise the governing body about all the relevant facts concerning the situation. A conflict-of-interest policy is also intended to establish procedures under which individuals who have a conflict of interest will be excused from voting on such matters.

Apart from any appearance of impropriety, organizations will lose their tax-exempt status unless they operate in a manner consistent with their charitable purposes. Serving private interests more than insubstantially is inconsistent with accomplishing charitable purposes. For example, paying an individual who is in a position of substantial authority excessive compensation serves a private interest. Providing facilities, goods or services to an individual who is in a position of substantial authority also serves a private interest unless the benefits are part of a reasonable compensation arrangement, or they are available to the public on equal terms and conditions.

Conflict of Interest form for signature provided in Appendix O.

Effective: December 2016

National Board of Directors Meeting

**Policy #3:24****Subject: NBoD Committee's Process Manual Maintenance**

The NBoD Policy and Procedures Committee (P&PC) regularly assesses and updates the NBoD Committee's Process Manual (CPM) for currency as approved by the NBoD, inclusive of listing all NBoD approved documents with current dates. The current CPM will be maintained by each member of the National Board of Directors and National Office Staff. All new and/or updated processes shall be added to this manual subsequent to the approval of the BIG NBoD. The CPM shall be passed to the succeeding Regional Director, National President, National Treasurer and National Secretary at the change of office. NBoD approved Amendments to this document shall be maintained on a CPM Amendment List(s) form (See Appendix Q), attached to this document consisting of the page(s) of the update, purpose of the amendment, approval date by the NBoD, and NBoD Chair signature. The manual shall be revised after changes to the manual are so extensive and general that they are scattered throughout the manual.

Effective: December 2021

National Board of Directors Meeting

**Policy #3:25 – (New Policy)****Subject: Director Replacement Amendment**

If a Director for any Region must be replaced, the following is the process for identifying, voting for, and installing a new Director.

1. The Regional Council convenes to select a person to complete the term of a replaced Director and submits that recommendation to the Chair of the NBoD.
  - A. The Regional Council should consider:
    - i. the leadership position(s) the person has served in BIG;
    - ii. the person meets the eligibility requirements to be appointed to the NBoD;
    - iii. the person's knowledge of the BIG National Constitution.
    - iv. the skill sets the person brings to the NBoD to serve the Region and the NBoD.
2. The NBoD shall convene to vote to approve or not approve the recommended person onto the NBoD to complete the term of the Director that is being replaced.
  - A. The NBoD voting result provides authority for the Chair of the NBoD to appoint that person onto the NBoD to complete the term of the replaced Director as required in ARTICLE X Section 3. E. of the BIG National Constitution.
  - B. Once the replacement Director is installed, the NBoD P&PC shall be responsible for NBoD Training.

Effective August 3, 2022

National Board of Directors Meeting

**Policy #3:26 (New Policy)****Subject: Disciplinary Actions and Descriptions - (See Appendix R)**

Effective: December 5, 2022

National Board of Directors Meeting

Original signature sheet and all previous transmittal  
memos are on file and available upon request.

## APPENDIX A

### Regional Director's Checklist for New Chapters

In accordance with NBoD Policy #1:20, the Regional Director must certify that all required documents for new bylaws have been completed by initialing and signing the below checklist. This checklist will be included with the presentation of new chapter(s) for chartering.

#### Responsibility of Regional Director:

Name of Interest Group: \_\_\_\_\_

Region: \_\_\_\_\_

	Yes	No
1. Letter of Intent	[ ]	[ ]
2. Complete IRS SS-4 Form with EIN Received	[ ]	[ ]
3. Application of 10 regular members	[ ]	[ ]
4. Evidence of membership dues	[ ]	[ ]
5. Forward bylaws to Bylaws Chair	[ ]	[ ]

I certify that the above documents have been received and submitted in accordance with Policy #1:20

\_\_\_\_\_  
Regional Director

\_\_\_\_\_  
Date

#### Responsibility of Bylaws Committee:

- |                                  |         |        |
|----------------------------------|---------|--------|
| 1. Reviewed bylaws               | [ ] Yes | [ ] No |
| 2. Recommendation for chartering | [ ] Yes | [ ] No |

Date \_\_\_\_\_

If no, provide reasons.

3. Upon approval for chartering, send the original & copy to National Office:

Date sent \_\_\_\_\_

## APPENDIX B

### Page 1

#### Regional Director's Checklist for Revised Regional Council Bylaws

In accordance with NBoD Policy #3:05, the Regional Director shall certify that all revised Regional Council Bylaws have been reviewed and are in compliance with the NBoD approved Regional Council Model Bylaws by checking the appropriate box and signing the below checklist. This checklist shall be included with the submission of revised bylaws to the NBoD Bylaws Committee.

#### **Responsibility of Regional Director:**

Region: \_\_\_\_\_

	Yes	No
1. Article I – Name	[ ]	[ ]
2. Article II – Goals & Objectives	[ ]	[ ]
3. Article III – Region Council Structure, Composition, and Authority	[ ]	[ ]
4. Article IV – Chapter Formation and Reporting Requirements	[ ]	[ ]
5. Article V – Elected Officers and Appointments,	[ ]	[ ]
6. Article VI – Executive Committee	[ ]	[ ]
7. Article VII – Duties of Officers	[ ]	[ ]
8. Article VIII –Meetings and Quorum	[ ]	[ ]
9. Article IX – Standing Committee Duties	[ ]	[ ]
10. Article X – Nominations and Elections	[ ]	[ ]
11. Article XI – Dues and Assessments	[ ]	[ ]
12. Article XII – Expulsions, Suspensions, Removal or Vacancies	[ ]	[ ]
13. Article XIII –Rules of Procedure	[ ]	[ ]
14. Article XIV –Incorporation	[ ]	[ ]
15. Article XV – Limitation of Liability	[ ]	[ ]
16. Article XVI –Amendments	[ ]	[ ]
17. Article XVII – Ratification	[ ]	[ ]

## APPENDIX B

### Page 2

I certify that the above documents have been reviewed and hereby submitted in accordance with Policy #3:05

---

Regional Director

Date

---

#### Responsibility of Bylaws Committee:

1. Reviewed Bylaws Date \_\_\_\_\_

2. Recommendation for Approval [ ☐ ] Yes [ ☐ ] No

---

Bylaws Committee Chair

Date

If not, provide reasons.

3. On approval by the National Board of Directors, send the original to Regional  
i. Council President and copy to Regional Directors & National Office:

Date sent \_\_\_\_\_

## APPENDIX C

### Page 1

#### Regional Director's Checklist for Revised Chapter Bylaws

In accordance with NBoD Policy #3:05, the Regional Director shall certify that all revised Chapter Bylaws have been reviewed and follow the NBoD approved Chapter Model Bylaws by checking the appropriate box and signing the below checklist. This checklist shall be included with the submission of revised bylaws to the NBoD Bylaws Committee.

#### **Responsibility of Regional Director:**

Name of Chapter: \_\_\_\_\_

Name Change (If Applicable) \_\_\_\_\_

Region: \_\_\_\_\_

	<b>Yes</b>	<b>No</b>
1. Article I – Name	<input type="checkbox"/>	<input type="checkbox"/>
2. Article II – Goals & Objectives	<input type="checkbox"/>	<input type="checkbox"/>
3. Article III – Organizational Structure	<input type="checkbox"/>	<input type="checkbox"/>
4. Article IV – Membership	<input type="checkbox"/>	<input type="checkbox"/>
5. Article V – Duties of Officers, Standing and Special Committees and Appointments	<input type="checkbox"/>	<input type="checkbox"/>
6. Article VI – Meetings and Quorum	<input type="checkbox"/>	<input type="checkbox"/>
7. Article VII – Nomination, Elections, Terms of Offices, and Vacancies	<input type="checkbox"/>	<input type="checkbox"/>
8. Article VIII – Dues and Assessments	<input type="checkbox"/>	<input type="checkbox"/>
9. Article IX – Expulsions, Terminations, or Removals	<input type="checkbox"/>	<input type="checkbox"/>
10. Article X – Rules of Procedure	<input type="checkbox"/>	<input type="checkbox"/>
11. Article XI – Incorporation	<input type="checkbox"/>	<input type="checkbox"/>
12. Article XII – Limitation of Liability	<input type="checkbox"/>	<input type="checkbox"/>
13. Article XIII – Amendments	<input type="checkbox"/>	<input type="checkbox"/>
14. Article XIV – Ratification	<input type="checkbox"/>	<input type="checkbox"/>

## APPENDIX C

### Page 2

I certify that the above documents have been reviewed and hereby submitted in accordance with Policy #3:05

---

Regional Director

Date

#### Responsibility of Bylaws Committee:

1. Reviewed Bylaws Date \_\_\_\_\_

2. Recommendation for Approval [ ☐ ] Yes [ ☐ ] No

---

Bylaws Committee Chair

Date

If no, provide reasons.

3. Upon approval by the National Board of Directors, send the original to Chapter President and copy to Regional Directors & National Office:

Date sent \_\_\_\_\_

## **APPENDIX D**

### **BLACKS IN GOVERNMENT Filing System Documents**

#### **Page 1**

#### **A. AT ITEMS NEED TO BE FILED?**

- ii. 5 CATEGORIES: 1) NBoD; 2) NEC; 3) NTI; 4) NATIONAL OFFICE, and 5) TRANSCRIPTS

#### **1. NBoD**

##### **a. Minutes**

##### **1. General Session**

##### **2. Executive Session (need discussion/decision on this)**

##### **b. Reports**

##### **1. Committee (Each committee has a file. Some have sub-files.)**

##### **2. Directors (By Regions)**

##### **3. Board Chair**

##### **4. President**

##### **5. Treasurer**

##### **c. Correspondence (Correspondence Log lists all correspondence and discharge of each).**

##### **1. Incoming**

##### **2. Outgoing**

##### **d. Election Results/Ballots**

#### **2. NEC**

##### **a. Minutes**

##### **1. General Session**



## **APPENDIX D**

### **Page 2**

#### **BLACKS IN GOVERNMENT Filing System Documents**

- 2. Executive Session (need discussion/decision on this)
- b. Reports
  - 1. Officers
  - 2. Committees
- 3. NTI
  - a. Planning
  - b. Contracts
  - c. NDA
- 4. NO
  - a. Charters
  - b. Bylaws
  - c. Photos
- 5. TRANSCRIPTS
  - a. NBoD
    - 1. General Session
    - 2. Executive Session
  - b. NEC
    - 1. General Session
    - 2. Executive Session
  - c. NDA
    - 1. Delegates Assembly
    - 2. Election Results

## APPENDIX D

### Page 3

#### **BLACKS IN GOVERNMENT Filing System Documents**

##### B. HOW SHOULD THE ITEMS BE FILED?

The items should be stored on an electronic storage unit: CD, DVD, or San Disk (discussion/decision) \*Some items should be stored as hard copies.

1. By year
2. By alpha name

With “Document List” - Each storage unit (CD, DVD, and/or San Disk) must have a “Document List”. The document list tells what is on each storage unit.

File Name - standard nomenclature is used for the file name, i.e.:

Officer or Committee Name Item Name Date (Month year)

##### Examples:

Secretary Report March 2012

FAOC Acct Policy Procedure Manual December 2011

If versions of the document are needed, then add the day to the date. (Month/day/year)

##### Example:

Historian Filing Work Plan March 19, 2012

Historian Filing Work Plan March 21, 2012

##### C. WHO IS RESPONSIBLE FOR FILING THE ITEMS?

1. NBoD Items – National Secretary
2. NEC Items – National Secretary
3. NTI
  - a. Planning – CZAR
  - b. \*NTI Souvenir Books – CZAR
  - c. NDA-NDAT Communications Chair
  - d. NDA – NDAT Communications Chair

## APPENDIX D

### Page 4

#### **BLACKS IN GOVERNMENT Filing System Documents**

4. National Office
  - a. Photos – National Communications/PR Chair
  - b. \*BIG Reporter – National Communications/PR Chair
  - c. Charters – National Secretary
  - d. National Constitution – National Secretary
  - e. Policy and Procedures Manual - –Historian
  - f. Chapter/Regional Bylaws – Historian
5. \*Transcripts – National Secretary
- D. WHEN SHOULD THE ITEMS BE FILED?
  1. Throughout the year – the National Secretary maintains the records throughout the year in accordance with the National Constitution Article VI, Section 2. D. (Pertains to NBoD, NEC and Transcript files.)
  2. Annually - the Historian ensures that all records are filed at the National Office for each calendar year by December 31<sup>st</sup> of that same year. (Pertains to all files, including NTI and NDA.)
  3. At the end of the Term – In accordance with Policy numbers #1:44 and #2:05 each Officer, Committee Chair, and NBoD Member shall surrender their storage unit (CD, DVD, San Disk) to their successor by December 31<sup>st</sup> of the outgoing Officer's concluding term or separation of office. (Policy #2:05 needs to be updated to include the electronic storage units.) (Pertains to Officer, Committee, and NBoD Members' reports or documents.)

## **APPENDIX D**

**Page 5**

### **BLACKS IN GOVERNMENT**

#### **Filing System Documents**

**E. HOW LONG SHOULD WE KEEP THE HARD COPY?**

1. Books – Souvenir books, BIG Reporter, other historical documents at least 1 copy but no more than 3 should be kept indefinitely.

Dated materials such as National Programs and Pocket Directory should be kept until a newer version is produced.

**F. BUDGET LINE ITEM**

Any maintenance needed which is not done in accordance with this policy to organize, shred, or trash items will be charged to the NEC committee chairs' budget.

## APPENDIX E

### Page 1

#### **BIG Reports Document (Forms, Guides)**

#### **Regional Director's Report to the NBoD Guide**

The report should be submitted in Calibri font 11 or 12.  
If more than one page, pages should be numbered.



**Region \_\_\_\_ Director's Report**

**National Board of Directors Meeting**

**Face-to-Face Meeting \_city\_, \_state\_ or Conference Call Meeting**

**Date**

*This report should reflect a summary of the Regional Directors activities since the last written report. Do not include pictures, bios, programs, excerpts from speakers, news articles etc. Bulleted input should be summarized and should not exceed three sentences. The report should only include those things that you've done in your position as a Regional Director and should not include anything that was presented in your last written report unless it is an on-going activity.*

#### **Action Item(s)**

Regional, not individual concerns that require action from the NBoD.

- Must be presented in the form of a motion.
- Each action must be numbered separately.

#### **Outstanding/Deferred Action Item(s)**

This is an action item or action items that were previously presented, and no action or response has been received from the Board. You're requesting a response or the status of this/these action items.

**Region's Concerns** – Regional, not individual concerns to be brought to the NBoD attention that does not require action by the Board.

- Each concern must be numbered separately.

## **APPENDIX E**

### **Page 2**

#### **Regional Activities**

All activities conducted or sponsored by the region.

- Bulletize each activity.

#### **Director's Activities**

Both Directors

Bulletize all chapters, regional and national activities, meetings etc. attended and/or participated in by both directors including community events and activities.

Example:

- Participated in the NBoD Face-to-Face meeting March 3-4, 2014, in Las Vegas, NV.
- Attended Region \_Executive Committee, Council Meeting and Training Conference April 5 – 8, 2014.

Bulletize all activities, each Director individually attended and/or participated in. This includes providing information and assistance, representing the organization in an official capacity, and participating in community events and activities etc. This also does not include attending your chapter meetings etc.

#### **Director (name)**

Example:

- Reviewed and signed a chapter's Bylaws for submission to the National Bylaws Committee.
- Participated in your regions Executive Committee Conference Call meeting on February 10, 2014.
- Provided guidance and assistance to chapters within your region on completing their BIG annual Financial Report.
- Participated on the Board's Cake Committee teleconference call meeting on June 1, 2014.

#### **Director (name)**

Chapter Programs and Activities Report (attached or provided as a separate document).

Respectfully Submitted,

\_\_\_Director's Name \_\_\_, Region \_\_\_ Director ( Chapter Name )

\_\_\_Director's Name \_\_\_, Region \_\_\_ Director ( Chapter Name )

## APPENDIX E

### Page 3

#### **Chapter's Reports to the NBoD Format Guide**

##### **Region XIII Chapter Programs & Activities Report (SAMPLE PAGE)**

Reporting Period August 16, 2022, to January 20, 2022

The Goals/Purpose Relationship to Mission & Objectives of BIG and Benefits should be summarized and not exceed three sentences. Additional pages reflecting more than three programs for a chapter can be added. Programs and Activities for all chapters should flow together from page to page. All reports exceeding one page must be numbered. No need to repeat the titles.

Atlantic Pacific - Chapter Name

Ms. Mary Greene - Chapter President Name

Email - [marymary.greene@yahaa.com](mailto:marymary.greene@yahaa.com) Phone – (101) 232-4444

**I. Program/Activity Title:** Hosted Two Professional Development Lunch & Learn Sessions

**Goals/Purpose:** To enhance the knowledge and professional careers development of our members as well as agency employees.

**Relationship to Mission and Objectives of BIG:** To further the goals and objectives of BIG by providing knowledge and education to our members and potential members.

**Benefits:** These sessions provided a professional learning environment for BIG members, employees and colleagues to advance in their professional careers and personal lives.

**II. Program/Activity Title:** Developed an EEO Workgroup Program

**Goals/Purpose:** To survey and investigate identified discriminatory obstacles/barriers within the workplace and recommend solutions to minimize the issues within the agency.

**Relationship to Mission and Objectives of BIG:** To further the goals and objectives of BIG by being advocates for Equal Opportunity.

**Benefits:** To know that our voice is being heard and that our recommendations are being considered as we work with management in eliminating these obstacles and barriers.

Outstanding All Around Chapter - Chapter Name

Mr. Johnnie Postmaster - Chapter President Name

Email - [jpostmaster@bellnorth.net](mailto:jpostmaster@bellnorth.net) Phone (399) 878-2377

**I. Program/Activity Title:** Estate Planning Workshops

**Goals/Purpose:** To educate and inform members and the community of the importance of estate planning. To educate and inform members and the community how to protect their assets.

**Relationship to Mission and Objectives of BIG:** To educate, train and inform.

**Benefits:** Attendees and others who could not be in attendance were able to review and modify their personal plans to protect their assets. BIG received a lot of exposure throughout the community. The chapter was successful in reclaiming previous members and new members.

**Chapter's Report Regional Council Data and Membership Metrics**

**SAMPLE PAGE**

**RIX C Chapter Reporting Information**

Chapter President

Email

1. Action Items:

2. Issues/Concerns:

3. Initiatives/Accomplishments:

4. Invitations/Upcoming Events:

5. Membership Information

Regular: Federal: State: County:

Local Government:

Life Regular:

L. Associate:

Gold Plus Regular:

G+ Associate:

Associate:

Student:



## APPENDIX E

### Page 4

#### Chapter's Report to The NBoD Template

Region \_\_\_\_ Chapter Programs & Activities Report Form  
Reporting Period \_\_\_\_\_ to \_\_\_\_\_

Chapter Name

Chapter President

Email:

Phone:

I. Program/Activity Title:

Goals/Purpose:

Relationship to Mission and Objectives of BIG:

Benefits:

II. Program/Activity Title:

Goals/Purpose:

Relationship to Mission and Objectives of BIG:

Benefits:

III. Program/Activity Title:

Goals/Purpose:

Relationship to Mission and Objectives of BIG:

Benefits:

## APPENDIX E

Page 5

### **NBoD Standing Committees Reports Format**

Calibri Use 11 or 12 Font. Number pages if more than one page.



#### **Committee Name**

#### **National Board of Directors**

**Face-to-Face (Identify location city & state) or Conference Call Meeting**

**Meeting Date**

**COMMITTEE RESPONSIBILITIES** As defined in the National Constitution

**MEMBERS** Include any non-directors that may be members of the committee.

**MEETINGS** List meetings held since the last committee report. Identify any guest.  
If there have been no meetings since the last committee report indicate none.

**ASSIGNMENT(S) (IF ANY)** Identify committee assignments from the Board and provide the status of those assignments. If there have been no assignments indicate none

#### **ACCOMPLISHMENTS**

Identify committee actions and initiatives if any, with short bulletized statements.

**UPCOMING / ON-GOING INITIATIVES** Bulletize any upcoming and on-going initiatives.

**PROBLEMS AND/OR ITEMS OF CONCERN** Identify any problems and/or concerns that may be hindering the committee from performing the duties and responsibilities identified in the National Constitution and/or the Policies and Procedures Manual.

#### **ACTION ITEMS**

Number all action items that will be brought to the Board for approval.

Example:

1. Recommend that the NBoD approve ABC Co. to perform the annual audit and pay them \$500.00 at the conclusion of the audit. By committee action, I so move.
2. Having met the requirements and submitting the best bid recommend that the NBoD approve Omar, GA. as the city for the 1999 NTI. By committee action, I so move.

Respectfully Submitted,

\_\_\_\_\_, Chair

## APPENDIX E

### Page 6

#### **NBoD Ad Hoc/Special Committees Reports Format**

Use Calibri 11 or 12 Font. Number pages if more than one page.



**Ad Hoc/Special Committee Name**

**National Board of Directors**

**Face-to-Face (Identify location city & state) or Teleconference Meeting  
Meeting Date**

The \_\_\_\_\_ name of committee \_\_\_\_\_ was established \_\_\_\_\_ date \_\_\_\_\_ by the National Board of Directors, and the Board Chair appointed \_\_\_\_\_ Dir. Name \_\_\_\_\_ as chair of this committee. committee's task and suspense date (if one was given). List any additional task that may have been assigned after the committee was established.

#### **Committee's Task / Assignment**

Identify the

**Members** Include any non-directors that may also be members of the committee.

**Meetings** List meetings held since the last committee report to the Board and identify any guest at the meeting(s). If you had no meetings since the last report indicates none.

**Status Update and Completion Timeline** Identify what's been done, what needs to be done, and the estimated timeline for completion.

**Problems and/or Items of Concern** Identify any problems and/or concerns that may hinder the committee from completing the assigned task.

**Findings / Recommendations Complete** this section on the committee's Final Report. Restate the task and provide a narrative of the committee's findings and recommendations. If this space is not sufficient, indicate "See Attached" and provide the committee's findings and recommendations on attached sheet(s).

**Other** Use this section for anything else you feel should be included.

Respectfully Submitted,

\_\_\_\_\_, Chair

## **2022 COMMITTEE PROCESS MANUAL (P&PM)**

## RECOMMENDED UPDATES FORM

CURRENT P&PM WORDING	PROPOSED UPDATES	PROPOSED WORDING AFTER UPDATES	RATIONALE
<i>Reference the Policy, Section, and paragraph as it reads in the current P&amp;PM</i>	<i>Indicate what wording is to be revised, deleted, renumbered, or changed in some way.</i>	<i>Include the new wording to show the way the proposed change will read.</i>	<i>Provide rationale as to why you feel this change will improve the process.</i>
<b>Tip #1: Do not put more than one proposed update on a page.</b>	<b>Tip #2: Keep it to one page.</b>	<b>Tip #3: Use table format in MS Word.</b>	<b>Tip #4: Continue typing, the boxes will remain even and expand automatically.</b>
	<u>NAME</u>		<u>NBoD COMMITTEE CHAIR</u>
Submitted by:			
POC:			
Submission Date:			

**BLACKS IN GOVERNMENT 2022 POLICY & PROCEDURES MANUAL (P&PM) UPDATE**

**Effective May 2022**

## National Board of Directors

## **2022 COMMITTEE PROCESS MANUAL (CPM)**

### **RECOMMENDED UPDATES FORM**

CURRENT P&PM & CPM WORDING	PROPOSED CHANGES	PROPOSED WORDING AFTER CHANGE	RATIONALE
<i>Reference the Policy # and Subject as it reads in the current (P&amp;PM) November 6, 2021 or the (CPM) Revision 2</i>	<i>Indicate what wording is to be updated, deleted, renumbered, or changed in some way.</i>	<i>Include the new wording to show the way the proposed update will read.</i>	<i>Provide rationale as to why this update will improve the process.</i>
<b>Tip #1: Do not put more than one recommended update per page.</b>	<b>Tip #2: Please use Font Arial Size 11</b>	<b>Tip #3: Use table format in MS Word.</b>	<b>Tip #4: Continue typing, the boxes will remain even and expand automatically.</b>
	<u>NAME</u>		<u>NBoD COMMITTEE CHAIR</u>
Submitted by:			
POC:			
Submission Date:			

**Effective May 4, 2022**

## National Board of Directors

**BLACKS IN GOVERNMENT 2022 POLICY & PROCEDURES MANUAL (CPM) UPDATE**

## APPENDIX F

## BYLAWS AMENDMENT LIST

[illegible]

## APPENDIX G



### MODEL CHAPTER BYLAWS

CHAPTER NAME AND REGION \_\_\_\_\_

Legend: This model is to be used when developing, amending, or revising Chapter Bylaws. It includes format, and language. It is not restricted as long as it does not conflict with Blacks In Government's governing documents (National Constitution, Articles of Incorporation, National Board of Directors' Policy and Procedures Manual, Organizational Minutes, etc.) or your Regional Council Bylaws. In addition, an appropriate cover is encouraged including our approved logo.

**(DO NOT INCLUDE THIS PAGE)**

**NOTE:** The information in ***bold italics*** and highlighted print is guidance only and is not to be included in the final document. Before final submission, change all ***bold, italics, and/or highlighted*** text to normal font.



BYLAWS  
of  
***(Insert Name of Chapter and Region)***  
of  
Blacks In Government (BIG)

**ARTICLE I  
NAME**

Section 1. The name of this organization shall be the ***(Name of Chapter as shown on IRS Forms)*** Chapter of Blacks In Government (BIG). It shall be referred to in these Bylaws as ***(Names and alias of Chapter)*** or the Chapter.

Section 2. The seal of the National Organization shall be in the form of two concentric circles and shall bear the words "Blacks In Government"" described in the space between the inner and outer circle and/or the letters BIG inscribed in the space inside the inner circle.

**ARTICLE II  
GOALS AND OBJECTIVES**

Section 1. To be an advocate of equal opportunity for Blacks In government members.

Section 2. To eliminate practices of racism and racial discrimination against Blacks in government.

Section 3. To promote professionalism among Blacks in government.

Section 4. To develop and promote programs which will enhance ethnic pride and educational opportunities for Blacks in government.

Section 5. To establish a mechanism for gathering and disseminating information for Blacks in government.

Section 6. To provide a nonpartisan platform on major issues of local, regional and national significance that affect Blacks in government.



## ARTICLE III ORGANIZATIONAL STRUCTURE

**Section 1.** The Chapter shall consist of individuals *(INSERT: from or employed or retired by and identify geographical location; or other unique characteristics to determine membership, i.e., employees of the city of ANYTOWN, or county employees of the Department of ABC, state employees of the Department of XYZ, federal employees working in Building X at XYZ Agency). All Chapters whether federal, state, county or local government shall belong to the Regional Council of its geographical location.*

**Section 2.** The Chapter shall consist of persons, regardless of race, creed, color, national origin, religion, age, sex, political affiliation, marital status, or disability who have met the membership requirements prescribed herein.

### **Section 3. OFFICERS**

A.e Chapter's 'officers shall be elected by the regular members in good financial standing at a regular meeting. *(DESCRIBE ALL OFFICERS' DUTIES UNDER ARTICLE 5, SECTION 2).*

- iii. Be elected officers shall include *(but not limited to)* the President, *(1st 2nd or 3rd as appropriate)* Vice President, Secretary, and Treasurer, Assistant Treasurer/Financial Secretary, *(Financial Secretary and Assistant Treasurer are interchangeable). (IDENTIFY ALL ELECTED OFFICERS OF THE CHAPTER and define in Article V section 2).*
- iv. C.e Executive Committee shall consist of the elected officers. *(LIST ALL ELECTED OFFICERS INCLUDING THE IMMEDIATE PAST PRESIDENT (OPTIONAL: AND/OR COMMITTEE CHAIRS AS APPROPRIATE)).* The Immediate Past President who leaves office without prejudice may serve as a nonvoting member of the Executive Committee for a period not to exceed two (2) years. The Immediate Past President shall be entitled to all rights of Executive Committee members with the exception of voting.) *(remove parentheticals if using text)*

### **v. Section 4. REGIONAL COUNCIL**

A.is Chapter shall belong to the Region *(Insert Region Number)* Council of Blacks In Government in accordance with the National Constitution.

- vi. Be representatives to the Regional Council shall consist of three (3) regular financial members elected from the Chapter.
- vii. Chapters may elect alternates to substitute for regional representatives in the event the elected regional representative cannot serve due to circumstances beyond their control.

### **viii. Section 5. NATIONAL**

A.is Chapter shall be a part of the National Organization and participate in national assemblies in accordance with the National Constitution.

- ix. B.is Chapter shall file periodic reports to the National Office in accordance with the National Constitution.

## ARTICLE IV MEMBERSHIP

**Section 1. INDIVIDUAL MEMBERSHIP.** Any person who is in accord with the philosophy, principles, policies, and objectives of this organization, and agrees to adhere to the same, may become a member of this organization by paying the Annual National, Regional and/or Chapter membership dues, provided they are qualified as stated herein.

**Section 2. MEMBERSHIP CATEGORIES.** There shall be three (3) categories of individual membership: Regular, Associate, and Life. Other categories of membership may be established by the National Board of Directors. Individual membership in the organization at the national level is a requirement for Chapter membership.

A. Regular Membership.

(1) Any employee or retiree of the **(agency or department's name) the federal, state, or local government** who is in accord with the principles, policies, and objectives of the organization and who agrees to adhere to the same, may become a regular member of this organization by paying the applicable annual chapter membership dues.

(2) Regular members shall be accorded all privileges of membership.

(3) Any person who, at the time of being separated without prejudice from employment by the federal, state, or local government, was a regular member in good standing is eligible for regular membership in this organization.

(4) Any person who, at the time of being separated with prejudice from employment by the federal, state, or local government and such separation is grieved, and that person is a regular member in good standing, is eligible for continued regular membership in this organization until such grievance is resolved.

B. Associate Membership.

(1) any person who is not eligible for regular membership and is in accord with the principles, policies, and objectives of the organization and who agrees to adhere to the same may, become an associate member of this organization by paying the applicable annual chapter membership dues.

(2) Such members shall be accorded all rights and privileges of membership except those of voting and holding elected offices.

(3) Student – Any person who is in accordance with the principles, policies, and objectives of the organization and who agrees to adhere to the same. Such members shall be accorded all rights and privileges of membership, except that only those who also qualify as regular members should be eligible to vote or hold elected office and may become an associate student member of this organization by paying the applicable annual REGIONAL AND chapter membership dues.

C. Life Membership.

Any person who is in accord with the principles, policies, and objectives of the organization and who agrees to adhere to the same, may become a life member of this organization at the national level by paying the life membership dues. Annual chapter and regional membership dues must be paid to retain chapter membership and be financial with the national organization.

**ARTICLE V**  
**DUTIES OF OFFICERS, STANDING AND SPECIAL COMMITTEES**  
**AND APPOINTMENTS**

**Section 1. EXECUTIVE COMMITTEE.** The elected officers and *immediate past president* **(OPTIONAL: AND/OR COMMITTEE CHAIRS AS APPROPRIATE-)** shall constitute the Executive Committee. The Executive Committee shall implement the programs of the Chapter. The Executive Committee shall also transact routine business between meetings of the Chapter and act in emergency situations. All actions of the Executive Committee shall be ratified by the Chapter at the meeting following the action taken. (The Immediate Past President who leaves office without prejudice may serve as a nonvoting member of the Executive Committee for a period not to exceed two (2) years. The Immediate Past President shall be entitled to all rights of Executive Committee members, with the exception of voting.)

**Section 2. OFFICERS.** **(The officers' duties described here must mirror the officers identified in Article III, Section 3. Please note "Optional" means use as appropriate and if it does not apply, do not use).**

**President.** The President shall serve as Chair of the Executive Committee and shall be an ex-officio member of all committees except the nominating and election committee. In addition, the President shall guide the implementation of programs which have been approved by the membership; shall recommend to the membership changes in programs and procedures; shall present the Chapter's 'annual report; shall countersign with the Treasurer or Assistant Treasurer (in the absence of the Treasurer) checks drawn on the chapter's treasury; shall receive reports on activities of the various committees; and shall make appointments as necessary. Additionally, shall perform other duties as assigned by the Executive Committee or the Chapter.

**Vice President.** In the absence of the President or in the event of disability of the President, the Vice President shall perform all the duties and functions of the President. During such a period, the Vice President shall have all the powers of and be subject to all the restrictions placed upon the President; and shall perform other duties as assigned by the Executive Committee or the Chapter. **This position may become the Executive Vice President when either the 1st 2nd and/or 3rd Vice Presidents positions are filled.**

**(OR IDENTIFY INDIVIDUAL VICE PRESIDENTS AS INDICATED BELOW)**

**1st 2nd 3rd Vice Presidents** **(optional and must also be identified in Article III, Section 3).** The 1st 2nd 3rd Vice Presidents, in order of rank, shall perform all the duties and functions of the President in the event the President and 1<sup>st</sup> Vice President are absent or incapacitated. During such a period, the Vice President shall have all the powers of and be subject to all the restrictions of that office.

**Secretary.** The Secretary shall maintain a record of the proceedings of the organization; shall produce such records upon request of any member in good standing; and shall read and maintain the minutes of the previous meeting at each Executive Committee and Chapter meeting; maintain the member rosters. Shall perform other duties as assigned by the Executive Committee or the Chapter.

**Corresponding Secretary** *(optional and must also be identified in Article III, Section 3)*. The Corresponding Secretary shall be responsible for the correspondence of the organization, notification of meetings; and performing the duties and functions of the Secretary during absence or incapacitation of the secretary. Additionally, shall perform other duties as assigned by the Executive Committee or the Chapter.

**Treasurer.** The Treasurer shall be the chief financial officer of the organization; shall countersign with the President or Vice President all checks and requisitions for the disbursement of organization funds; shall provide financial statements as often as required, but at least quarterly, to the Executive Committee and Chapter members. Maintains Chapter membership roster financial status with the Secretary and Membership Committee Chair. The Treasurer's 'books shall be subjected to audit annually. Additionally, shall perform other duties as assigned by the Executive Committee or the Chapter.

**Assistant Treasurer/Financial Secretary** *(choose appropriate – either but not both) (optional and must also be identified in Article III, Section 3)*. The Assistant Treasurer/Financial Secretary shall maintain a record of all dues-paying members and submit notification of renewals when due; shall provide for collection of dues and shall report on the status of paid-up memberships. In case of absence or disability of the Treasurer, the Assistant Treasurer/Financial Secretary shall perform all the duties of the Treasurer and shall perform other duties as assigned by the Executive Committee or the Chapter.

**Section 3. STANDING COMMITTEES, SPECIAL COMMITTEES AND APPOINTMENTS:** The President may appoint all standing committee chairs, special positions, and special committees. The term of office for all appointed positions and committees shall be concurrent with that of the appointing authorities, unless otherwise specified at the time of appointment. In no case will the term of an appointment extend beyond the term of the appointing authority.

- A. Chairpersons of Standing Committees shall have the authority, with the approval of the President, to establish subcommittees and make special appointments within their committee for the purpose of conducting committee business.
- B. All standing committee members shall be selected from the general membership. The standing committees shall include: *(select only those best for your organization and remove unused committee(s). All other non-standing committees should appear as "special committees".)*

- Finance
- Program and Planning
- Communication and Public Relations
- Legislative Review
- Membership
- Evaluation
- Legal Review
- Training
- Affirmative Employment/Equal Employment Opportunity (AE/EEO)
- Health and Wellness

- (1) **Finance.** The Finance committee shall be responsible for the financial accountability of the Chapter. This committee will be responsible for, but not be limited to, determining the cost of the Chapter's 'programs and reporting to the general membership the feasibility of implementing these programs. This committee shall develop annual budgets for the Chapter.
- (2) **Program and Planning Committee.** The Program and Planning Committee shall be responsible for development and implementation of the necessary programs and requirements to fulfill the purpose and objectives of the Chapter. This committee shall be responsible for training and assistance in those areas critical to the well-being of black government employees. All programs pursued by this committee must be approved by the Executive Committee and/or General Membership and certified feasible by the Finance Committee.

**Communication and Public Relations.** The Communication and Public Relations Committee shall be responsible for the development and printing of all published documents of the Chapter: shall be responsible for all contacts with the media (TV, newspapers, etc.). The primary purpose of this committee is to assure public exposure of the chapter as approved by the Executive Committee and/or Membership. All public statements shall be in accordance with National policies and shall have the approval of the Executive Committee or the chapter.

**Communication and Public Relations.** The Communication and Public Relations Committee shall be responsible for the development and printing of all published documents of the Chapter; shall be responsible for all contacts with the media (TV, newspapers, etc.). The primary purpose of this committee is to assure public exposure of the chapter as approved by the Executive Committee and/or Membership. All public statements shall be in accordance with National policies and shall have the approval of the Executive Committee or the chapter.

**Legislative Review.** The Legislative Review Committee shall review and analyze all proposed and existing legislation and major employment program policy changes to determine possible unidirectional impacts on black government employees.

**Membership Committee.** The Membership Committee shall be responsible for developing and implementing programs for membership drives, receiving, and screening applications, maintaining chapter membership rosters with the Secretary, Treasurer and any other functions deemed necessary by the Executive Committee or Chapter.

**Evaluation.** The Evaluation Committee shall develop evaluation criteria and conduct evaluations of the management of the organization and effectiveness of all operating programs to determine the impact of BIG in the government work environment, on the national sensitivity to the needs and circumstances of Black government employees and national programs impacting black government employees.

**Legal Review.** The Legal Review Committee shall review all legal decisions involving policy interpretations affecting black government employees and develop strategies to define the organization's legal disposition and direction.

**Training.** The Training Institute shall develop and implement plans for annual training to include action subcommittees for: finance and budgeting; training and education; speakers; banquet; the annual business meeting; communications and public relations; and exhibitions.

**Affirmative Employment/Equal Employment Opportunity Committee (AE/EEO).** The AE/EEO committee shall monitor and develop programs to address areas of concern of black government employees including rates of hiring and firing; promotions; training; details; distribution of authority and responsibility; adverse actions; awards; merit pay; disciplinary actions; monitor all issues/matters referring to affirmative action and work for our targeted membership; assist in developing BIG's position on any legislation or regulation impacting advancement and employment opportunities of blacks in government.

**Health and Wellness.** The Health and Wellness Committee shall develop and coordinate comprehensive on-going activities that educate the general membership on health care access, prevention, treatment, insurance, finding opportunities and health risk factors that affect the African American community; increase the level of awareness and understanding of initiatives on the elimination of race and ethnic health disparities nationwide; exchange information on healthy lifestyles that lead to reducing the risk of HIV/AIDS, diabetes, cardiovascular diseases, cancer, homicide, mental disorder, lupus, obesity, and infant mortality; help to foster partnerships within the African American communities, including survivors.

- C. **Special Committees:** Special committees may be established to at the discretion of the President with the approval of the Executive Committee and the Chapter to perform specific functions as required. All special committee members shall be elected from the general membership. The special committees shall include but not be limited to **(additional committees not listed as standing should be placed here)**:

Audit  
Nominating  
Elections

- (1) **Audit Committee.** The audit committee will perform audits required by law, or any other reason. An audit must be conducted, and results reported at the first Chapter meeting of each calendar year. This committee will have access to all the financial records necessary to complete the audit. In the function of the Audit Committee, the size of the committee will be determined by the Chapter membership. No officers can be members of this committee when performing the audit functions.
- (2) **Nominating Committee.** The Nominating Committee shall be composed of **(insert number)** members from the general membership and elected by the general membership for the purpose of conducting annual chapter elections. Prepare a slate of eligible candidates for presentation to the Chapter at the **(identify when)** meeting.
- (3) **Elections Committee.** The Elections Committee shall be composed of **(insert number)** members from the general membership and elected by the general membership for the purpose of conducting annual chapter elections; prepare an official ballot of eligible candidates for each office; conduct the actual election of officers in conjunction with the slate of officers presented by the Nominating Committee. The Elections Committee shall present the election results to the membership and provide certification in writing of the results to the Chapter Secretary.

#### **D. Appointments**

- (1) **Parliamentarian **(optional)**.** The Parliamentarian shall be appointed by the President and shall give parliamentary opinions upon request.
- (2) **Historian **(optional)**.** The Historian shall be appointed by the President and shall keep a history of Chapter activities, events, and functions.
- (3) **Chaplain **(optional)**.** The Chaplain shall be appointed by the President and shall give invocation and/or benediction at chapter meetings, events and functions as requested by the President.

### **ARTICLE VI MEETINGS AND QUORUMS**

Section 1. In order to conduct Chapter business, the following will be necessary:

- A. Regular meetings shall be held at a time and place determined by the Executive Committee or the membership. **(Option: the time and place can be filled in.)**
- B. Special meetings may be called by the President, a majority of the Executive Committee, or any **(insert number)** regular members by request to the President, by request to a majority of the Executive Committee or notification of all financial members, at least five (5) days prior to meeting date.

Section 2. A quorum of the regular assembly shall consist of **(identify number of members required and should include at least one officer)** financial regular members. A quorum must be present or participating by teleconference or videoconference before any issue is voted upon.

Section 3. The Executive Committee meetings shall be held at least quarterly. The date, time and place of the meetings shall be determined by the Executive Committee.

Section 4. A quorum of the Executive Committee shall be a simple majority of its members.

## **ARTICLE VII NOMINATIONS, ELECTIONS, TERMS OF OFFICES, AND VACANCIES**

Section 1. **NOMINATING AND ELECTION COMMITTEES.** The Nominating Committee, consisting of **(define number)** members, and the Elections Committee, consisting of **(define number)** members, shall be elected by the general membership at least sixty (60) days prior to the election.

Section 2. **NOMINATIONS.** Nominations for Chapter officers may be submitted to the Nominating Committee at least **(define number)** prior to the election or may be made from the floor at the general membership meeting held for the election of officers.

- A. The Nominating Committee shall distribute a list of all known candidates for office(s) at least **(define number)** prior to the election and will accept nominations from the floor.
- B. The Nominating Committee shall present the slate of nominees for all positions to the general membership prior to the election.

Section 3. **ELECTIONS.** The election of officers shall be at the **(usually September through November)** meeting of each year.

- A. Any regular members in good financial status with the National and Chapter shall be eligible to vote and hold any office.
- B. Election of officers shall be by secret ballot.
- C. Any candidate receiving a majority of votes shall be declared the winner of said office.

The Elections Committee will ensure that only regular members in good financial standing are provided a ballot, will collect, and tally all votes, and report the election results to the general membership.

- C. The Election Committee will ensure that only regular members in good financial standing are provided a ballot, will collect, and tally all votes, and report the election results to the general membership.



- D. Members eligible to vote may cast their vote either in person or by electronic virtual means if the chapter is holding a virtual election.

Section 4. **TERM OF OFFICE.** All officers shall take office on January 1 of the year following their election. The term of office for all elected officers shall be two (2) years or until their successors are elected.

***(Terms of officers shall be staggered for continuity)*** The office of President and Secretary shall be elected for terms beginning in the even year and the office of Vice President and Treasurer shall be elected for terms beginning in the odd year. ***(Note: If additional/optional chapter positions are to be filled in your particular chapter, these positions must be included also.)*** Officers appointed initially off cycle shall serve for one year and are eligible to serve two (2) two-year terms or four (4) consecutive years, or until their successors are elected. Officers elected during the regular cycle shall serve two (2) two-year terms or four (4) consecutive years in the same office, or until their successors are elected. However, they shall be eligible for election to all other offices. ***(Note: You have the option of electing one-year terms for all officers, in which case the procedures for staggering the elections (2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> sentence) would not be included.)***

Section 5. **VACANCIES:** Any office may be declared vacant, for cause, upon recommendation of the Executive Committee and/or a two-thirds (2/3) vote of the general membership at any legally held meeting. Vacancies shall be filled by a Special Election at a general membership meeting following the announcement of the vacancy and notification to the membership. Nominations may be made from the floor and the election process will be conducted in accordance with Section 3, paragraph A, B, C, D, E and F above.

Section 6. **Officer Transition:** Each elected officer shall maintain files and records and shall deliver them to his/her successor upon vacating his/her office within ***(define number)***.

## ARTICLE VIII DUES AND ASSESSMENTS

**Section 1.** The fiscal year shall be from 1 January to 31 December inclusive.

**Section 2.** The Chapter dues shall be as set by the membership.

**Section 3.** The Regional dues shall be as set by the Regional Council.

**Section 4.** The finances of this Chapter are to be used solely for expenses involved in pursuing the goals and objectives of the organization.

**Section 5.** The Chapter accounts shall have the name of the President, Vice President ***(if you have a 1st 2nd or 3rd Vice President, identify which one will sign with the president)***, and Treasurer as authorizers, with the requirements that at least two (2) signatures shall be necessary for all disbursement activities. The Chapter may make electronic transactions as necessary to facilitate chapter business. These transactions will be made with the advice and consent of two of the above-named individuals and will be reported on at the general body meeting of the chapter during the treasurer's report.

**Section 6.** All financial liabilities incurred by this Chapter shall remain the responsibility of this Chapter. To insure this, the Finance Committee shall have the responsibility of determining when additional assessments are necessary to cover the cost of Chapter business that exceeds the treasury.

**Section 7.** All financial reports shall be in writing and submitted to the Chapter membership for acceptance.

**Section 8.** The Chapter shall keep current, accurate, complete books and records of accounts, and minutes of the proceedings of its members. An annual audit will be performed to ascertain the accuracy and integrity of the books and records.

## **ARTICLE IX EXPULSIONS, TERMINATIONS, OR REMOVALS**

Shall be in accordance with Article X of the National Constitution.

## **ARTICLE X RULES OF PROCEDURE**

Rules of procedure as stated in Robert's' Rules of Order, Newly Revised, shall govern the Chapter except as otherwise provided herein.

## **ARTICLE XI INCORPORATION**

**Section 1.** The National Organization of Blacks In Government (BIG) is incorporated as a nonprofit, tax-exempt corporation under the appropriate laws of the District of Columbia.

**Section 2.** This Chapter is covered under the umbrella of the National Organization.

## **ARTICLE XII LIMITATION OF LIABILITY**

**Section 1. FISCAL RESPONSIBILITY.** No member of this Chapter shall have authority or power to impose or incur financial liability on the part of the Chapter without the express authority of the membership.

**Section 2. DISTRIBUTION OF ASSETS AND PROPERTIES.** There shall be no general distribution of monetary property assets to members or officers of the Chapter, and all gains realized shall be devoted solely to the implementation of the objectives of the Chapter. No member or officer shall be personally liable to the creditors of the Chapter for an indebtedness of liability incurred pursuant to Article VIII, Section 6 of the Bylaws; all creditors shall look only to the assets of the Chapter for payment.

**Section 3. DISSOLUTION OF THE CHAPTER.** When, and/or if, this Chapter is voluntarily dissolved or if the charter is revoked, all funds remaining after the settlement of all liabilities shall become the property of the Regional Council. If no Regional Council exists, the funds become the property of the National Organization. If there is no National Organization, all funds and property shall be distributed to such tax-exempt nonprofit organizations as may be selected by the members. The assets of the Chapter shall in no event be distributed to any of its members or officers.

### **ARTICLE XIII AMENDMENTS**

These Bylaws may be amended or altered by two-thirds (2/3) majority vote of the regular members present at any regular or special meetings of the Chapter.

The proposed amendments must be presented to the membership or to all members in writing Thirty (30) days in advance of any vote. Any amendment acted upon shall become effective immediately provided the quorum requirements of Article VI, Section 2 are adhered to and after the approval of the National Board of Directors.

## ARTICLE XIV RATIFICATION

These Bylaws become effective upon ratification by a two-thirds (2/3) majority of the regular members at a regular meeting provided the quorum requirements of Article VI, Section 2 are adhered to and are approved by the National Board of Directors.

RATIFIED AT \_\_\_\_\_

\_\_\_\_\_  
(location and address of chapter meeting) ON \_\_\_\_\_ (date)

\_\_\_\_\_  
(TYPED NAME) PRESIDENT Date

\_\_\_\_\_  
(SIGNED NAME) PRESIDENT Date

\_\_\_\_\_  
(TYPED NAME) SECRETARY Date

\_\_\_\_\_  
(SIGNED NAME) SECRETARY Date

Reviewed (*At least One Regional Director*)

\_\_\_\_\_  
(TYPED NAME) REGIONAL DIRECTOR Date

\_\_\_\_\_  
(SIGNED NAME) REGIONAL DIRECTOR Date

Approved

\_\_\_\_\_  
(TYPED NAME) Date

\_\_\_\_\_  
Chair, National Board of Directors, BIG Date

**(NOTE: THIS SHOULD BE THE LAST PAGE OF YOUR BYLAWS WITHOUT ANY ADJUSTMENTS TO AVOID MULTIPLE REQUESTS FOR ORIGINAL SIGNATURES, ELECTRONICALLY DATED SIGNATURES AND HANDWRITTEN SIGNATURES ARE THE ONLY ACCEPTABLE FORMS ALLOWED)**

## APPENDIX H

### MODEL

#### REGIONAL COUNCIL BYLAWS



Region \_\_\_\_\_

Legend: This model is to be used when developing, amending, or revising **Regional Council** Bylaws. It includes format, and language. It is not restricted as long as it does not conflict with Blacks In Government's governing documents (National Constitution, Articles of Incorporation, National Board of Directors' Policy and Procedures Manual, Organizational Minutes, etc.). In addition, an appropriate cover is encouraged including our approved logo.

**(DO NOT INCLUDE THIS PAGE)**

**NOTE:** The information in ***bold, italics*** and **highlighted** print is guidance only and is not to be included in the final document. Before final submission, change all ***bold, italics, and/or highlighted*** text to normal font.



**BLACKS IN GOVERNMENT**  
**REGION (INSERT REGION NUMBER)**  
**REGIONAL COUNCIL BYLAWS**  
**INDEX**

- I. NAME
- II. GOALS AND OBJECTIVES
- III. REGIONAL COUNCIL STRUCTURE, COMPOSITION AND AUTHORITY
- IV. CHAPTER FORMATION AND REPORTING REQUIREMENTS
- V. ELECTED OFFICERS AND APPOINTMENTS
- VI. EXECUTIVE COMMITTEE
- VII. DUTIES OF OFFICERS
- VIII. MEETINGS AND QUORUMS
- IX. STANDING COMMITTEES AND DUTIES
- X. NOMINATIONS AND ELECTIONS
- XI. DUES AND ASSESSMENTS
- XII. EXPULSION, SUSPENSION, REMOVAL, OR VACANCIES
- XIII. RULES OF PROCEDURE
- XIV. INCORPORATION
- XV. LIMITATION OF LIABILITY
- XVI. AMENDMENTS
- XVII. RATIFICATION

**(“OPTIONAL” MEANS IF APPLICABLE)**

## **BLACKS IN GOVERNMENT**

**REGION (Insert Region)**

### **REGIONAL COUNCIL BYLAWS**

#### **ARTICLE I**

##### **NAME**

SECTION 1. The name of this organization shall be known as the Region (insert Region number) Council of Blacks In Government, hereinafter referred to as the "Regional Council."

SECTION 2. The registered seal of the national organization shall be in the form of two concentric circles and shall bear the words Blacks In Government (BIG) inscribed in the space between the inner and outer circle and/or letters BIG inscribed in the space inside the inner circle.

#### **ARTICLE II**

##### **GOALS AND OBJECTIVES**

The purpose of this Council shall be to implement the goals, objectives, and policies of Blacks In Government (BIG) as set forth in the National Constitution:

SECTION 1. To be an advocate of equal opportunity for Blacks in government.

SECTION 2. To eliminate practices of racism and racial discrimination against Blacks in government.

SECTION 3. To promote professionalism among Blacks in government.

SECTION 4. To develop and promote programs which will enhance ethnic pride and educational opportunities for Blacks in government.

SECTION 5. To establish a mechanism for the gathering and dissemination of information to Blacks in government.

SECTION 6. To provide a nonpartisan platform on major issues of local region, and national significance that affect Blacks in government.

## ARTICLE III

### **REGIONAL COUNCIL STRUCTURE, COMPOSITION AND AUTHORITY**

- SECTION 1. The Regional Council shall consist of Chartered Chapters located within the geographical jurisdiction ***(define areas where chapters are located)*** or as stated in the National Constitution of Blacks In Government. All Chapters located in this area, shall belong to this Region. Regional boundaries may be changed only by an amendment to the National Constitution as set forth in Article XV.
- SECTION 2. All chapters with at least 10 regular members, unless exempted by the National Board of Directors in accordance with the National Constitution, shall have representation on the Regional Council.
- SECTION 3. Each chapter is authorized three (3) representatives on the Regional Council. ***(Chapters may elect alternates to substitute regional representatives in the event the elected regional representative cannot serve due to circumstances beyond their control.)***
- SECTION 4. The Regional Council shall determine the policy of this Region and has authority to undertake all appropriate actions requiring regional attention and may exercise all power specifically conferred or implied herein. The Regional Council shall:
- A. Assist in the development of, and act as advisors to new and existing Chapters in the Region.
  - B. Act as local advisors to the National Board of Directors and the National Organization through the Regional Directors.
  - C. Identify regional problems and develop common strategies for chapters to resolve those problems.
  - D. Develop mechanisms to share ideas, concerns, problems, information, and innovations among Chapters in the Region, and with the National Organization.
  - E. Present written concerns, resolutions, recommendations, and proposals to the Board of Directors through the Regional Directors.
  - F. Convene periodic meetings of the Council as determined by the representatives.



## ARTICLE IV

### **CHAPTER FORMATION AND REPORTING REQUIREMENTS**

- SECTION 1. The Regional Directors shall be required to assist in the formation of any new chapter in this Region with the assistance of the Regional Council.
- SECTION 2. Any group of persons meeting the requirements of regular membership may petition for a chapter in accordance with Article V of the National Constitution. The documentation to form a chapter must be submitted through the Regional Director(s) to the National Board of Directors in accordance with prescribed policies.
- SECTION 3. The National President shall be responsible for issuance of a Chapter Charter of Authority as prescribed by the National Board of Directors.
- A. Only the National Board of Directors may suspend or terminate a Chapter or affiliation. The Board's recommendation for termination or suspension must be confirmed by vote of the Delegates at the next annual National Delegates Assembly.
- B. A Chapter may be suspended when found to be in violation of the National Constitution or Bylaws.
- SECTION 4. Chapter Reporting Requirements.
- A. Chapters shall file written reports at the Regional Council meeting as requested by the Regional Council. All reports shall be submitted to the Regional Council President and/or Secretary.
- Chapters shall file periodic written reports as prescribed by the National Board of Directors. All reports shall be submitted through the Regional Director(s) to the National Board of Directors.

## ARTICLE V

### **ELECTED OFFICERS AND APPOINTMENTS**

- SECTION 1. The elected officers of the Council shall be the ***(identify the officers in the Region)***. The appointed officials shall be the ***Parliamentarian and Historian/Librarian.***
- SECTION 2. Elected Officers must be a voting member of the Regional Council.
- SECTION 3. The Regional Directors shall serve as members of the Board of Directors and shall be non-voting members of the Regional Council.

## ARTICLE VI

### EXECUTIVE COMMITTEE

- SECTION 1. The Executive Committee shall consist of the elected officers, the Parliamentarian, and the Regional Directors. *(May include immediate past president, standing committee chairs and/or appointees).*
- SECTION 2. The Regional Directors and the Parliamentarian shall be non-voting members of the Executive Committee.
- SECTION 3. The Regional Executive Committee shall implement the policies established by the Regional Council through programs developed expressly for such purpose. The Executive Committee shall transact routine business between meetings of the Regional Council and act in emergency situations. All actions of the Executive Committee shall be ratified by the Regional Council at the meeting following the action taken.

## ARTICLE VII

### DUTIES OF OFFICERS

*(Only include the duties of the officers of the Regional Council as described in*

*Article VI above).*

- SECTION 1. **PRESIDENT.** The President shall preside at all meetings of the Regional Council and the Regional Executive Committee; shall be an ex officio member of all committees except the Nominating and Elections committees; shall appoint the Parliamentarian and standing/special committee chairs subject to the approval of the Executive Committee; shall guide the implementation of policies which have been approved by the Regional Council; shall recommend to the National Board of Directors, through the Regional Directors, changes in policies and procedures. The Regional Council President shall present the region's annual report at the final meeting of the year; shall countersign with the Treasurer or Vice President (in the absence of the Treasurer) checks drawn on the Regional Council Treasury; shall receive reports on activities from the Chapters; shall ensure notification to Chapters of Regional meetings; shall have general supervision over the affairs of the Regional Council; shall preside at the annual Regional Training Conference; and shall perform such other functions and exercise such other authorities as may be prescribed by the Executive Committee or Regional Council.

SECTION 2. VICE PRESIDENT(S): ***(If only one, duties may be combined)***

- A. **EXECUTIVE VICE PRESIDENT**. The Executive Vice President in the absence of the President or in the event of disability of the President, the Vice President shall perform all the duties and functions of the President. During such a period, the Vice President shall have all the powers of and be subject to all the restrictions placed upon the President; and shall perform other duties as assigned by the Executive Committee or the Chapter. ***This position shall become the Executive Vice President when either the 1st 2nd and/or 3rd Vice Presidents positions are filled.***
- B. **FIRST VICE PRESIDENT**. The First Vice President shall perform all the functions and duties in the absence of the President and shall have all powers and authorities stipulated under that office. ***(The First Vice President (may) serve as Chairperson of the Program Committee.)*** In the absence of the President, countersign with the Treasurer checks drawn on the Council Treasury. Shall perform other duties as assigned by the Executive Committee or the Regional Council.
- C. **SECOND VICE PRESIDENT**. The Second Vice President shall perform the duties of the President in the absence of both the President and the First Vice President. ***(The Second Vice President (may) serve as Chairperson of the Membership Committee)***. Shall perform other duties as assigned by the Executive Committee or the Regional Council.

SECTION 3. **SECRETARIES** ***(If only one, combine the duties of both positions)***

- A. **RECORDING SECRETARY**. The Recording Secretary shall attend all Council meetings and record and maintain minutes of all meetings of the Regional Council and Executive Committee; shall prepare minutes for approval at all Executive Committee and Regional Council meetings; shall maintain on file all Council Committee reports and Treasurer's financial statements. The Recording Secretary shall maintain attendance records of both the Executive Committee and Regional Council meetings; shall maintain record book(s) in which bylaws, special rules of order, standing rules, and minutes are entered, with any amendments to these documents properly recorded, and prepare and maintain an up-to-date roster of all officers, committee chairpersons, chapter presidents, and regional representatives. Additionally, shall perform other duties as assigned by the Executive Committee or the Regional Council.

**B. CORRESPONDING SECRETARY.** The Corresponding Secretary shall receive and report all correspondence, with the exception of bank correspondence which shall be delivered promptly to the Treasurer; maintain a log of all incoming and outgoing correspondence; transmit to the Recording Secretary all authorized Correspondence to be kept for the official records; and serve in the absence of the Recording Secretary at regular or special meetings. Where applicable, be responsible for the rental of the post office box and retrieve the mail on a weekly basis; prepare correspondence; and shall perform other duties as assigned as directed by the President and the Regional Council Executive Committee.

SECTION 4. **TREASURER.** The Treasurer shall serve as Chief Financial Officer of the Regional Council: shall maintain the bank account established in the name of the Regional Council, and bank all moneys received; countersign, with the President, or **(identify who)**, all checks for disbursement of Regional Council funds; pay expenses, as budgeted, upon receipt of itemized bills and vouchers. The Treasurer shall prepare an itemized statement of Receipts and disbursements for each regular Regional Council meeting; maintain a ledger of receipts and disbursements, reflecting an Accurate daily balance, and submit all records for audit at the close of the calendar year and/or at the request of the Regional Council; shall prepare and submit such financial reports as required by the national guidelines. The Treasurer shall prepare a financial statement for presentation at the end of calendar year; shall submit for audit, all books and copies of financial transactions for current year by **(identify when)**; and shall perform other duties as assigned by the Executive Committee or the Regional Council. **(Optional: If no Financial Secretary on the Regional Council, combine these duties with the Treasurer's duties)**

SECTION 5. **FINANCIAL SECRETARY (may also be titled Assistant Treasurer).** The Financial Secretary shall serve in the absence of the Treasurer; shall prepare and submit a report of the Chapters' financial status at each Regional Council meeting. The Financial Secretary shall collect all dues from the Chapters, collect and receipt all funds, and transfer such funds to the Treasurer within **(insert number)** working days of receipt of funds. Additionally, shall perform other duties as assigned by the Executive Committee or the Regional Council.

SECTION 6. **REGIONAL DIRECTORS.** The Regional Directors shall serve as members of the National Board of Directors; shall be non-voting members of the Regional Council; shall present written reports on the activities of the Regional Council to the National Board of Directors; and shall review and approve Chapter and Regional Council Bylaws Amendments **(refer to National Board of Directors Policy and Procedures Manual, Section #3:05)**; shall prepare reports consisting of meetings and activities of the National Board of Directors to the Regional Council. Additionally, perform other duties as prescribed by the National Board of Directors and Regional Council.

- SECTION 7. **PARLIAMENTARIAN**. The Parliamentarian shall be appointed by the Regional Council President and shall furnish parliamentary information to the presiding officer of the meeting upon request; and shall perform such other duties as may be required by the Executive Committee or the Regional Council. **(Optional)**
- SECTION 8. **HISTORIAN/LIBRARIAN**. The Historian/Librarian shall be appointed by the Regional Council President and shall retain custody of any collections of books, printed matter or any other documentation related to the Region and Blacks In Government; and shall compile a narrative and pictorial account of the Regional Council's activities for the year, which will become a permanent part of the Regional Council's history.

## ARTICLE VIII

### **MEETINGS AND QUORUMS**

- SECTION 1. The Regional Council shall hold **(insert number)** regular business meetings annually. A quorum for conducting the business of the Regional Council meeting shall be a simple majority of the financial chapters.
- SECTION 2. The Regional Council shall hold an annual Regional Training Conference at a date, time and site as determined by the Regional Council.
- SECTION 3. Special meetings of Regional Council may be called at any time by the President or by **(insert number)** members of the Regional Executive Committee.
- SECTION 4. The purpose of the regular business meetings shall be to conduct the business of the Region; receive reports from the Regional Directors, Regional Council Officers, and Chapters of their activities.
- SECTION 5. The purpose of the annual regional training conference will be to provide training and education in areas of concern in the Region.
- SECTION 6. **Regional Council Executive Committee**. Regular meetings shall be held **(insert when)**. At least **(insert number)** members of the Regional Council Executive Committee, including **(insert number)** elected officer, shall constitute a quorum to conduct business.
- SECTION 7. Special meetings of the Regional Council Executive Committee may be called at any time by the President or by **(insert number)** or more elected members of the Regional Executive Committee.

SECTION 8. **Standing Committees.** Scheduled meetings of the Standing Committees shall be held at **(insert when)**. Committee activities shall be reported to the Regional Council President. Special meetings may be called by the Chair or by **(insert number)** members of any committee on **(insert number)** days/hours' notice. At least **(insert number)** members of the committee and shall constitute a quorum to conduct business.

## ARTICLE IX

### **STANDING COMMITTEES AND DUTIES**

**(List as appropriate)**

SECTION 1. **STANDING COMMITTEES.** The Standing Committees may include but not limited to the following:

- a. Finance
- b. Program and Planning
- c. Communication and Public Relations
- d. Legislative Review
- e. Membership
- f. Evaluation
- g. Legal Review
- h. Training
- i. Affirmative Employment/Equal Employment Opportunity (AE/EEO)
- j. Health and Wellness

SECTION 2. Each committee shall be composed of a Chair and shall have an adequate number of members for effective functioning as determined by the Chair.

SECTION 3. The Chair of each committee shall be appointed by the Regional Council President with the approval of the Executive Committee.

SECTION 4. Members of each committee shall be selected by the Chair of the respective committee. Members may also volunteer to serve on committees.

SECTION 5. Each Standing Committee must submit to the Executive Committee a written report detailing their activities including a financial statement (income and expenditures).

SECTION 6. Chairs of Standing Committees shall submit an annual activity plan and budget to the Finance Committee to be presented to Regional Council for approval at the beginning of the calendar year.

SECTION 7. The President may recall or be directed to recall any Chair, by a two-thirds (2/3) majority of the Executive Committee.

SECTION 8. **Duties of the Standing Committees are:**

- A. **Finance.** The Finance committee shall be responsible for the financial accountability of the Regional Council. This committee will be responsible for, but not be limited to, determining the cost of the Regional Council programs and reports to the general membership the feasibility of implementing these programs.
- B. **Program and Planning Committee.** The Program and Planning Committee shall be responsible for development and implementation of the necessary programs and requirements to fulfill the purpose and objectives of the Region. This committee shall be responsible for training and assistance in those areas critical to the well-being of Black government employees. All programs pursued by this committee must be approved by the Executive Committee and/or General Membership and certified feasible by the Finance Committee.
- C. **Communication and Public Relations.** The Communication and Public Relations Committee shall be responsible for the development and printing of all published documents of the Regional Council; shall be responsible for all contacts with the media (TV, newspapers, etc.). The primary purpose of this committee is to assure public exposure of the Regional Council as approved by the Executive Committee and/or Membership. All public statements shall be in accordance with National policies.
- D. **Legislative Review.** The Legislative Review Committee shall review and analyze all proposed and existing legislation and major employment program policy changes to determine possible unidirectional impacts on Black government employees.
- E. **Membership.** The Membership Committee shall be responsible for developing and implementing programs for membership activities, receiving and screening applications, and any other functions deemed necessary by the Executive Committee or Regional Council.
- F. **Evaluation.** The Evaluation Committee shall develop evaluation criteria and conduct evaluations of the management of the organization and effectiveness of all operating programs to determine the impact of Blacks In Government (BIG) in the government work environment.
- G. **Legal Review.** The Legal Review Committee shall review all legal decisions involving policy interpretations affecting Black government employees and develop strategies to define the organization's legal disposition and direction.
- H. **Training.** The Training Committee shall develop and implement plans for annual training to include finance and budgeting, training and education, speakers, banquet, the annual business meeting, communications and public relations, and exhibitions.

I. **Affirmative Employment/Equal Employment Opportunity (AE/EEO).** The AE/EEO committee shall monitor and develop programs to address areas of concern of Black government employees including rates of hiring and firing, promotions, training, details, distribution of authority and responsibility, adverse actions, awards, merit pay, and disciplinary actions. Additionally, shall monitor all issues/matters referring to affirmative action and work/assist in developing BIG's position on any legislation or regulation impacting advancement and employment opportunities of Blacks in government.

J. **Health and Wellness.** The Health and Wellness Committee shall develop and coordinate comprehensive on-going activities that educate the general membership on health care access, prevention, treatment, insurance, sharing opportunities and health risk factors that affect the African American community. Additionally, shall increase the level of awareness and understanding of initiatives on the elimination of race and ethnic health disparities nationwide; shall exchange information on healthy lifestyles that lead to reducing the risk of HIV/AIDS, diabetes, cardiovascular diseases, cancer, homicide, mental disorder, lupus, obesity, infant mortality; and shall help to foster partnerships within the African American communities, including survivors.

SECTION 9. **SPECIAL COMMITTEES.** The Regional Council President with approval of the Executive Committee, may establish special committees as required and develop duties according to the needs of the Regional Council. These committees shall serve at the discretion of the President as to the composition, duties and length of service.

## ARTICLE X

### **NOMINATING AND ELECTIONS COMMITTEE**

SECTION 1. **NOMINATIONS:** Nominations for Regional Council offices shall be made to the Nomination Committee elected at the Regional Council meeting prior to the meeting for the election. Nominations may also be submitted by chapters provided that such names are transmitted to the Nominating Committee at least thirty (30) days prior to the date set for the Regional Council meeting. Nominations may also be made by representatives from the floor during the Regional Council meeting.

SECTION 2. **ELECTIONS/TERM OF OFFICE.** Regional Council elections shall be held annually during the month of **(insert when)**. The term of office for each elected officer shall be two (2) years and shall be staggered.

A. Elected Officers. The **(insert the officers: , )** shall be elected the even number years. The **(insert the officers: , )** shall be elected in the odd number years.



- B. Elections shall be held by secret ballot.
- C. All nominees shall receive a simple majority of the votes cast by the Regional Council membership. In the event of a tie, a run-off vote shall continue until one nominee receives a majority of the votes cast.
- D. Regional Council Officers shall begin their term of office on January 1 following their election.
- E. No elected/appointed officer shall serve more than two consecutive terms in the same office. After serving two (2) consecutive terms in an office, an officer may be eligible to serve in that office after sitting out at least one term. Officers filling an unexpired office are eligible to serve for two (2) consecutive terms in that office.

SECTION 3. **ELIGIBILITY FOR OFFICE.** At the time of nominations, all nominees shall be a member of the Regional Council and be in good financial standing at the Chapter, Regional Council and National level.

SECTION 4. **VACANCIES.** In the event of a vacancy in the Office of the President, the First Vice President shall become President. All other offices shall be appointed by the President and ratified by the Regional Council, until the next election.

## **ARTICLE XI**

### **DUES AND ASSESSMENTS**

SECTION 1. The Regional Council shall be self-sustaining.

SECTION 2. The fiscal year shall be from January 1 to December 31, inclusive.

SECTION 3. **DUES.** The annual dues of the Regional Council shall be **(determined by budget needs), or (\$xx.00 amount) per Chapter/member (identify which) payable (insert when), or (an amount may be determined by Regional Council Representatives [this will avoid constant update to bylaws].**

SECTION 4. **GOOD FINANCIAL STANDING.** A Chapter is considered in “good financial standing” with the regional council upon paying annual Regional Council dues.

## **ARTICLE XII**

### **EXPULSION, SUSPENSION, REMOVAL, OR VACANCIES**

SECTION 1. **Chapters Failing to Report.** If a Chapter fails to report to the Regional Council for a period of six (6) months, the Regional Council through the Regional Director(s) shall notify the National Board of Directors.

SECTION 2. **Suspension and Revocation of Chapter Charter.** The Executive Committee shall make recommendations to the Regional Council for submission to the National Board of Directors through the Regional Director, the suspension or revocation of any Chapter in the Region for cause. Such cause is defined as any conduct by a Chapter that is detrimental to the National Organization. Such suspension may invalidate the individual memberships in the organization. Upon notification of the action of the National Board of Directors of Charter suspension, the Chapter shall cease immediately to function, and its officers shall transmit all records and monies to the National Board of Directors through the Regional Director, within **(identify time period).**

SECTION 3. **Grounds for Removal from Office or Membership.**

- A. Any officer or member may be temporarily expelled/suspended/removed after due process in accordance with the provisions of these Bylaws, the National Constitution, and Roberts Rules of Order (Newly Revised), by an affirmative vote of not less than two-thirds (2/3) majority of the Regional Council at a special meeting held for that purpose.
- B. Notice of such intended action, as provided in Paragraph A. above, shall be given to the officer and/or member concerned in writing by registered mail, at least twenty (20) days prior to the conduct of such a meeting for that purpose. The officer/member shall be permitted to make a presentation verbally or in writing on their behalf and/or select an advocate and witnesses but may not vote on the matter being considered.
- C. All complaints filed at the inappropriate organizational level as described in the National Constitution of Blacks In Government, shall be forwarded to the appropriate body for consideration and resolution. If either party is dissatisfied with the decision rendered, they may appeal within ten (10) calendar days to the next higher level.
- D. Any officer desiring to resign from office shall submit his/her resignation in writing to the Regional Council President, who shall present it to the Executive Committee.
- E. The Regional Council President, subject to the approval of the Executive Committee, may appoint any member of the Regional Council to fill any vacant Executive Committee position until the next general election.

SECTION 4. **Grounds for Disciplinary Action.** Disciplinary actions may be brought against a Regional Council Officer or member who is guilty of conduct not in accord with the principles, aims, and purposes of this Region as set forth in these Bylaws and the National Constitution or is guilty of conduct that is not in the best interest of the National Organization.

- A. A complaint against a Regional Council Officer may be initiated by any three (3) members of the Regional Council and must be in writing and signed by such members and transmitted to the Regional Council President. Upon receipt thereof, the Regional Council President shall forward a copy of the complaint by registered mail to the Regional Council Officer involved at the last address on file. Such Regional Council Officer shall have fifteen (15) calendar days from date of receipt of charges to answer in writing.
- B. The Regional Council reserves the right to hear and act upon the charges and the Regional Council Officer is entitled to a hearing before the Regional Council if desired. The Regional Council Officer may elect to have the decision made ex-parte based on the complaint and the response. The Regional Council may appoint a special committee to hear the matter.
- C. Regional Council shall be the first level of appeal by either party for all complaints for which there has been final action at the Chapter level.

### **ARTICLE XIII**

#### **RULES OF PROCEDURES**

Roberts Rules of Order, Newly Revised, shall govern the Regional Council in all cases that apply relating to all questions of procedures and parliamentary law not specified in these Bylaws or the National Constitution of Blacks In Government.

### **ARTICLE XIV**

#### **INCORPORATION**

This Regional Council is a part of the National Organization of Blacks In Government and is incorporated as a non-profit, tax-exempt corporation under the appropriate laws of the District of Columbia.

### **ARTICLE XV**

#### **LIMITATIONS OF LIABILITY**

SECTION 1. **REGIONAL FISCAL RESPONSIBILITY**. No chapter or member of the Regional Council shall have authority or power to impose or incur financial liability on the part of the Regional Council without the expressed authorization of the Regional Council, in writing and obtained in advance.

- SECTION 2. **REGIONAL LEGAL CORPORATE RESPONSIBILITY.** No chapter, officer, or member of the Regional Council shall have authority or power to legally obligate the Regional Council except as specified in these bylaws or authorized by the Regional Council. The Regional Council shall indemnify any officer or member of this Regional Council for actions taken during the performance of duties on behalf of the Regional Council so long as said actions are consistent with the integrity, goals, and objectives of the Regional Council.
- SECTION 3. **INDEBTEDNESS.** The Regional Council will not be responsible for indebtedness or obligation of any Chapter or by any of their officers or agents except as specified in these bylaws or authorized by the Regional Council. The Regional Council President shall be authorized to make expenditures or obligations not to exceed **(\$xxx.00)** annually without prior approval of the Executive Committee. All other expenditures shall be made with the approval of the Executive Committee, in session, for review by the Regional Council.
- SECTION 4. **DISTRIBUTION OF ASSETS AND PROPERTIES.** In the event of voluntary dissolution of any Chapter, its property shall be forwarded to the Regional Council. The assets of the Chapters shall in no event be distributed to any of its members or officers, or other organizations.

## **ARTICLE XVI**

### **AMENDMENTS**

- SECTION 1. The Bylaws may be amended by two-thirds (2/3) vote of those present and voting at any meeting of the Regional Council, provided the notification of proposal to amend the Bylaws is included in the notice of the meeting.
- SECTION 2. No article or section of these Bylaws shall conflict with those of the National Constitution of Blacks In Government.

## ARTICLE XVII

### **RATIFICATION** ***(This page shall always remain separate)***

These Bylaws become effective upon ratification by a two-thirds (2/3) majority of the regular members at a regular meeting provided the quorum requirements of Article VI, Section 2 are adhered to and are approved by the National Board of Directors.

RATIFIED AT \_\_\_\_\_

\_\_\_\_\_  
***(location and address of chapter meeting)*** on \_\_\_\_\_  
***(date)***

---

(***TYPED NAME***) ***REGIONAL*** COUNCIL PRESIDENT Date

---

(***SIGNED NAME***) ***REGIONAL*** COUNCIL PRESIDENT Date

---

(***TYPED NAME***) ***REGIONAL*** COUNCIL SECRETARY Date

---

(***SIGNED NAME***) ***REGIONAL*** COUNCIL SECRETARY Date

Reviewed (***At least One Regional Director***)

---

(***TYPED NAME***) ***REGIONAL*** DIRECTOR Date

---

(***SIGNED NAME***) ***REGIONAL*** DIRECTOR Date

---

Approved

---

(***TYPED NAME***) Date

---

Chair, National Board of Directors, Blacks In Government Date

(NOTE: THIS SHOULD BE THE LAST PAGE OF YOUR BYLAWS WITHOUT ANY ADJUSTMENTS TO AVOID MULTIPLE REQUESTS FOR ORIGINAL SIGNATURES, ELECTRONICALLY DATED SIGNATURES AND HANDWRITTEN SIGNATURES ARE THE ONLY ACCEPTABLE FORMS ALLOWED)

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# Index I

## Membership - Impexium Database

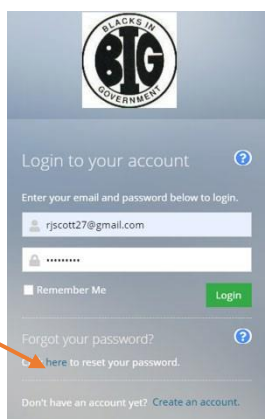
### Page 1

#### Policy 1.1 Subject: Membership - –Impexium Database

##### Getting Logged In & Update Membership Status

Navigate to <https://members.bignet.site/> and log in using your email address and password. Your password is case sensitive. This new system will not recognize your old password so you will need to reset it if you don't remember it.

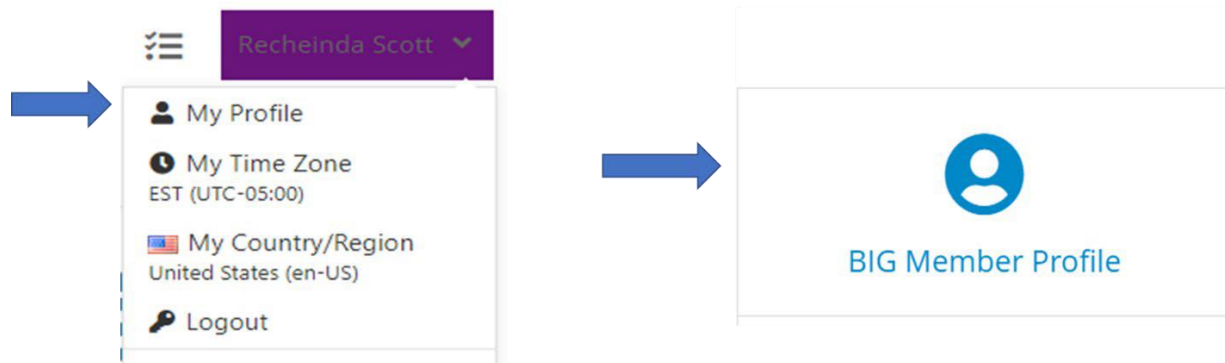
If you have forgotten your password, click reset password, and a link will be sent to your email address to renew it



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## Membership - Impexium Database

### Page 3

★ Overview Account Purchases Requests Tasks Documents

add

#110414

No Primary Organization

428 Trimblefields Dr  
Edgewood, Maryland 21040-3110  
United States Edit

(302) 465-0682 Edit

rjscott27@gmail.com Edit

MEMBER SINCE 3/29/2019

OPTED-IN TO SHOW IN MEMBER DIRECTORY

Pay Open Balances  
No Open Balances

Memberships

NEW CUMBERLAND-SUSQUEHANNA  
EXPIRES: 5/26/2021

ASSOCIATE MEMBER  
EXPIRES: 3/28/2021

#### BIG Member's National

- **Overview Tab** – Displays overview of BIG Member's membership information, primary contact, membership status, email, phone number, etc...

★ Overview Account Purchases Requests Tasks Documents

From here all members can update address, phone number, email address, photo image, etc...

Personal Info

Contact Info

Committees

Chapters

Speaker Info

Department & Agency Info

Education Credits

Awards

Change Password

Privacy

Prefix: Prefix

First Name: \* Recheinda

Middle Name: Jo

Last Name: \* Scott

Suffix: Suffix

Gender: Gender

Preferred Communication Method: Unknown

Show In Directory: ☒

Are you a Student FLAG Participant?: \*

Account Tab – Manages members contact information, preferred method of communication, FLAG information, employment, dietary needs, and disability needs.











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## Membership - –Impexium Database

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All fields with a \* are required

 Current School Year:	<input type="text"/>
 Level of Education:	<input type="text"/>
Employment Information	
 Retired Status: *	<input type="text"/>
 Employment Sector: *	<input type="text"/>
 Military Status: *	<input type="text"/>
 Military Branch:	<input type="text"/>
Event Needs: If not applicable, please enter "None" in the fields below	
 Special Dietary Requests: *	<input type="text"/>
 Americans with Disability Act Special Needs: *	<input type="text"/>
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

You may also select privacy options on your personal information displayed about you...

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## Membership - Impexium Database

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★ Overview

✍ Account

🛒 Purchases

🔍 Requests

☰ Tasks

📄 Documents

📁 Custom

🛒 Buy

👤

Personal Info

✉

Contact Info

🏢

Committees

📅

Chapters

🎤

Speaker Info

🏠

Department & Agency Inf

🎓

Education Credits

🏆

Awards

🔒

Change Password

🔒

Privacy

📅

Opportunities

Below you can see the personal and contact information we have about you on file. You can use the options below to control if any of this information can be made available to others on the online directory or other areas of our web site.

👤 Personal Info

☒ Show my personal info (like name, title, etc) in online directory

🏠 Address

☐ Home: 5008 Trent Rd Harrisburg, Pennsylvania 17109-3121 United States

☒ Do not show any of my addresses in the online directory

📞 Phone

☐ Mobile: +1 (302) 465-0682

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## Membership - Impexium Database

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#### Membership Renewal Impexium Database

**Purchases Tab** - This shows a member's current, or active, national and chapter membership. It lists the membership expiration date, inactive membership(s), purchase history; invoice information, and etc...

The screenshot displays the Impexium Database interface. On the left, a sidebar menu includes 'Overview', 'Account', 'Purchases', and 'Request'. The 'Purchases' tab is active. Below the sidebar, a list of recent orders, invoices, and payments is shown. The 'Memberships' section is highlighted. A table lists active memberships, showing details for 'NEW CUMBERLAND-SUSQUEHANNA' and 'REGULAR MEMBER'. Both entries have an expiration date and a 'Renew' button. The 'NEW CUMBERLAND-SUSQUEHANNA' entry shows an expiration date of 5/26/2020, and the 'REGULAR MEMBER' entry shows an expiration date of 4/17/2020.

Type	Expiration Date	Action
NEW CUMBERLAND-SUSQUEHANNA	EXPIRED: 5/26/2020	Renew >
REGULAR MEMBER	EXPIRED: 4/17/2020	Renew >

#### Membership Renewal

You can renew your membership from the Overview Tab and click on regular member "Renew."

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## **Membership - Impexium Database**

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- Membership issues contact:
  - Current National Membership Chair
    - Contact information on the BIG National Website
  - To Join or Renew via check or money order, please use the Big Membership Application made payable to Blacks In Government at:
    - Blacks In Government
    - 3005 Georgia Avenue, NW
    - Attn: BIG National Membership Chair
    - Washington, D.C. 20001-5015

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## Membership - –Impexium Database

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Apps > Memberships App > Membership Purchase Wizard

1 Information 2 Membership 3 Review 4 Submit

Purchasing for "Donnie Clark"

Chapter Selection

To complete your order, you must select a Chapter. If you are not certain which Chapter to select; please visit the Chapters list on <http://www.bignet.org/index.php/regions>

Your chapter selection will reflect as "Free" during checkout however please contact your local chapter for dues payment

Chapter Preference: PA - NEW CUMBERLAND-SUSQUEHANNA

From here you are required to select the chapter you wish to join or if not selecting a chapter, choose "Undecided" when renewing your membership.

Purchasing for "Kecneinda Jo Scott"

Chapter Selection

To complete your order, you must select a Chapter. If you are not certain which Chapter to select; please visit the Chapters list on <http://www.bignet.org/index.php/regions>

Your chapter selection will reflect as "Free" during checkout however please contact your local chapter for dues payments.

Chapter Preference:

- AL - Muscle Shoals
- AL - General Chappie James
- AL - Huntsville Madison County
- AL - Mississippi Gulf Coast
- AL - Muscle Shoals
- AL - Port City
- AL - West Alabama
- AR - Central Arkansas
- AR - USDA Arkansas
- AZ - Greater Phoenix
- CA - Central Valley Fresno

Chapters are listed by state, select the chapter you want to join, and click next.

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## Membership - Impexium Database

### Page 9

As a new member or someone renewing, you will only be allowed to purchase a Regular/Associate membership, if already a Regular/Associate member, you will be allowed to purchase a Life Membership, and if already a Life Member, then you can purchase Gold Plus.

Purchasing for "Recheinda Jo Scott"

All Categories ▾

Search 🔍

#### Regular Membership

Membership

\$35<sup>00</sup>

Comes with the following items:

✓ Muscle Shoals

Free

Remove from Cart

Review & Checkout >

Item	Quantity	Item Price	Item Total	Remove
 <p>Regular Membership</p> <p>Membership</p>	1	\$ 35.00	\$35.00	
 <p><small>† This membership is required to be purchased together with Regular Membership</small></p> <p>Muscle Shoals</p> <p>Membership</p>	1	\$ 0.00	Free	

Promo Code

Promo Code

Apply

Subtotal \$35.00

Subtotal does not include applicable taxes or shipping costs.

Show all



## Appendix J BLACKS IN GOVERNMENT®

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Abdole L. Irons

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Johnita "Jackie" Pitts

#### Region IV

James C. Clauwell Sr.  
Famous Johnson

#### Region V

Patricia A. Thompson  
Shirley A. Brown-Mills

#### Region VI

Gwendolyn Lowe  
Honorable Katherine Cage

#### Region VII

Christine Wilder  
Robin W. McDaniels-Beck

#### Region VIII

Michael Smith  
Honorable Gary Blackmon

#### Region IX

Edward L. Wilson  
Kenneth Pearson

#### Region X

Patricia B. Ly  
Erin Small

#### Region XI

Merton V. Allen  
Glynis M. Hill

### EXECUTIVE COMMITTEE

#### National President

Honorable Shirley A. Jones

#### National Executive Vice-President

Dr. Lynwood Townsend

#### National 1<sup>st</sup> Vice-President

Deena Shapheard

#### National 2<sup>nd</sup> Vice-President

Faye Rashid

#### National 3<sup>rd</sup> Vice-President

Musella Thomas

#### National Secretary

Paula E. Davis

#### National Corresponding Secretary

Tracy Clements

#### National Treasurer

Honorable B. Faye Stewart

#### National Assistant Treasurer

Duane Hill

#### National Immediate Past President

Honorable Dr. Doris Senter

### MEMORANDUM

**DATE:** March 10, 2021  
**TO:** Regional Council and Chapter Presidents  
**FROM:** Honorable Gary Blackmon  
National Board of Directors  
**RE:** 2021 National Prestige Award Program

The National Board of Directors of Blacks In Government, Inc. solicits nominations for the 2021 Prestige Awards Program. This is a great opportunity to recognize an outstanding member, chapter, or region for their exceptional work performed in calendar year 2020 (January 1, 2020 thru December 31, 2020). For your use, attached is information on the Prestige Awards Program to include:

1. Descriptions and Categories
2. Criteria
3. Nomination Procedures
4. Nomination Forms
5. Meritorious or Distinguished Service Justification Form
6. Special Achievement Justification Form

Complete nomination and justification forms must contain the required signatures.

**Your completed nomination packages must be emailed not later than May 18, 2021.**

Please note, the Awards Committee is only accepting electronic submissions. Facsimile and/or postal submissions are not accepted. Nominations are to be emailed to:

**Email:** [BIGAwards2021@gmail.com](mailto:BIGAwards2021@gmail.com)

For any questions, please contact Director Patricia B. Ly, 2021 Awards Committee Chair, at (206) 822-8317 or via email at [BIGAwards2021@gmail.com](mailto:BIGAwards2021@gmail.com).

We look forward to receiving your nominations and best wishes to each of you. Thank you for making a significant difference in your community and in BIG.

Attach(s): Listed Above (6)

cc: National Board of Directors  
National Executive Committee

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## **BLACKS IN GOVERNMENT**

### **2021 National Prestige Awards Program Criteria**

For the Meritorious Service and Distinguished Service Award, the Chapter, Region and Member must be in good financial standing with the National Organization.

#### **Meritorious Service Award**

Selection for this award is based upon demonstrated achievements by a **Blacks In Government (BIG) Member** in one or more of the following endeavors during the 2020 calendar year:

- A. Outstanding results in membership recruitment and retention activities.
- B. Exceptional accomplishments in the development, implementation and promotion of BIG National, Regional, and local Chapter programs.
- C. Exemplary participation with tangible results in working with National, Regional and local organizations whose goals are congruent with the mission and goals of BIG.
- D. Significant and innovative ideas, which promote the goals and objectives of BIG and African American issues and concerns.

#### **Distinguished Service Award**

Selection for this award is based upon demonstrated achievements by a Chapter or Region in one or more of the following endeavors during the 2020 calendar year:

- A. Outstanding results in membership recruitment and retention activities.
- B. Exceptional accomplishments in the development, implementation and promotion of BIG National, Regional and local programs.
- C. Exemplary participation with tangible results in working with National, Regional and local organizations whose goals are congruent with the mission and goals of BIG.
- D. Significant and innovative ideas, which promote the goals and objectives of BIG and African American issues and concerns.

For the Special Achievement Award, the Chapter and Region must be in good financial standing with the National Organization.

#### **Special Achievement Award**

Selection for this award is based upon demonstrated achievements by an **individual or organization outside of BIG** in one or more of the following endeavors during the 2020 calendar year:

- A. Outstanding accomplishment in the promotion and support of BIG National, Regional and/or Chapter programs.
- B. Notable support and participation in activities or organizations that are congruent with the goals and objectives of BIG.
- C. Exemplary efforts and accomplishments that advanced African American progress in such areas as employment, education housing and health services, and economic development.

Attachment 2



## BLACKS IN GOVERNMENT

### 2021 National Prestige Awards Program Nomination Procedures

1. Nominations **must** be submitted, signed and dated by the Chapter President or Regional Council President as appropriate, and one Regional Director.
2. Nominations **must** be submitted on the appropriate Prestige Awards Nomination and Justification Forms containing no more than two type written pages.

Please note, there are two (2) justification forms:

- a) Use Justification Form Attachment 5 for the Meritorious Service or Distinguished Service Award; and
  - b) Use Justification Form Attachment 6 for the Special Achievement Award.
3. Nomination packages **must** be submitted by email, no later than **May 18, 2021**. **Late submittals will not be accepted. Please note, we are not accepting faxed or postal nominations at the National Office.**

EMAIL: [BIGAwards2021@gmail.com](mailto:BIGAwards2021@gmail.com)

#### **Helpful Tips:**

1. Include a brief biographical sketch of the nominee.
2. Address each criterion for the category.
3. Cite specific examples, including dates, activities and results that illustrate the praise-worthy efforts of the nominee.

Attachment 3

**BLACKS IN GOVERNMENT**

**2021 National Prestige Awards Program Nomination Form**

*(All five sections of this form must be completed)*

**1. Nominating Organization:**

- a. Chapter or Region (Incl. Reg. No.): \_\_\_\_\_
- b. Complete address (Incl. zip code): \_\_\_\_\_
- c. Contact Information:
- Daytime Phone: (\_\_\_\_\_) \_\_\_\_\_
- Evening Phone: (\_\_\_\_\_) \_\_\_\_\_
- E-Mail Address: \_\_\_\_\_

**2. Award Category (check one only):**

- \_\_\_\_\_ Meritorious Service Award (**Member Only**)
- \_\_\_\_\_ Distinguished Service Award (**Chapter or Region Only**)
- \_\_\_\_\_ Special Achievement Award (**Non-Member/Organization Only**)

**3. Date(s) of Contribution:** \_\_\_\_\_

**4. Award Nominee Information (Complete only one):**

- a. Member Name: \_\_\_\_\_
- b. Chapter Name: (Incl. Reg. No.) \_\_\_\_\_
- c. Region Number: \_\_\_\_\_
- d. Non-Member/Organization Only: \_\_\_\_\_
- e. Complete Address (Incl. zip code): \_\_\_\_\_
- f. E-Mail Address: \_\_\_\_\_
- g. Daytime Phone: (\_\_\_\_\_) \_\_\_\_\_
- h. Evening Phone: (\_\_\_\_\_) \_\_\_\_\_

**5. Required Signatures:**

- a. Chapter/Regional Council President's

Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

- b. Regional Director's

Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

Attachment 4

**BLACKS IN GOVERNMENT**  
2021 National Prestige Awards Program

**JUSTIFICATION FORM FOR MERITORIOUS OR DISTINGUISHED SERVICE AWARD**

Attach justification and brief biographical sketch (**not to exceed two, Times New Roman 12-point font size, typed pages**). In your submission, please respond to each award criteria in paragraphs 1 through 5 below.

**Nominating Organization:**

Chapter or Region \_\_\_\_\_

Name of Individual/Organization \_\_\_\_\_

**Award Category (Check One Only):**

\_\_\_\_\_ Meritorious Service Award (**Member Only**)

\_\_\_\_\_ Distinguished Service Award (**Chapter or Region Only**)

1. Member/Chapter/Region must be in good financial standing with the National Organization.
2. Outstanding results in membership recruitment and retention activities.
3. Exceptional accomplishments in the development, implementation and promotion of BIG National, Regional and local programs.
4. Exemplary participation with tangible results in working with National, Regional and local organizations whose goals are congruent with the mission and goals of BIG.
5. Significant and innovative ideas, which promote the goals and objectives of BIG and African American issues and concerns.

Attachment 5



## Appendix K

### BLACKS IN GOVERNMENT®

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#### MEMORANDUM FOR REGIONAL COUNCIL PRESIDENTS AND CHAPTER

##### PRESIDENTS

**DATE:** March 16, 2021  
**TO:** Regional Council and Chapter Presidents  
**FROM:** Honorable Gary Blackmon  
National Board of Directors  
  
Shirley A. Jones  
National President

**RE:** 2021 Distinguished Service Hall of Fame (DSHOF) Award

The National Board of Directors of Blacks In Government, Inc. solicits nominations for the 2021 Distinguished Service Hall of Fame (DSHOF) Award. This award is the highest honor of recognition within BIG and is a great opportunity to recognize exceptional BIG members in your chapter and region.

For your use, attached are the DSHOF:

1. Award Description
2. Award Criteria
3. Nomination Procedures
4. 2021 Nomination Form

No more than two nominations can be submitted by each region and must contain the required Chapter and Regional officer's signature and date. **Your completed nomination packages must be emailed no later than May 18, 2021.** Please note the committee is only accepting electronic submissions. Facsimile and/or postal submissions will not be accepted. Nominations are to be submitted via email to:

**EMAIL:** [BIGAwards2021@gmail.com](mailto:BIGAwards2021@gmail.com)

For any questions, please contact Director Patricia B. Ly 2021, Awards Committee Chair, at (206) 822-8317 or via email at [BIGAwards2021@gmail.com](mailto:BIGAwards2021@gmail.com).

Attach(s): Listed Above (4)

cc: National Board of Directors  
National Executive Committee

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##### BOARD OF DIRECTORS

###### Region I

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Eather Seabrook

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Johnita "Jackie" Pitts

###### Region IV

James C. Claussell Sr.  
Famous Johnson

###### Region V

Patricia A. Thompson  
Sharon A. Brown-Mills

###### Region VI

Gwendia J. Lowe  
Honorable Katherine Cage

###### Region VII

Christine Wilder  
Robin W. McDaniels-Beck

###### Region VIII

Audrey McCoy  
Honorable Gary Blackmon

###### Region IX

Edward L. Wilson  
Kenneth Pearson

###### Region X

Patricia B. Ly  
Edro Small

###### Region XI

Marion V. Allen  
Glyris M. Hill

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Honorable Shirley A. Jones

###### National Executive Vice-President

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###### National 1<sup>st</sup> Vice-President

Deena Shephard

###### National 2<sup>nd</sup> Vice-President

Faye Rashid

###### National 3<sup>rd</sup> Vice-President

Marcella Thomas

###### National Secretary

Paula E. Davis

###### National Corresponding Secretary

Tracy Clements

###### National Treasurer

Honorable B. Faye Stewart

###### National Assistant Treasurer

Rochelle Bryant

###### National Immediate Past President

Honorable Dr. Doris Senter

## APPENDIX K REVISED

### Page 1.

#### **DISTINGUISHED SERVICE HALL OF FAME AWARD**

The **Distinguished Service Hall of Fame (DSHOF)** award shall be the highest honor which can be bestowed upon any single member of **Blacks In Government (BIG)** and shall be reserved for active and financial members who have been active in BIG for a minimum of **fifteen (15)** consecutive years. These individuals shall have distinguished themselves as making exceptional contributions at the National, Regional and/or Chapter levels of BIG and their respective communities. Members receiving this high honor must be recommended by their Chapter, their Regional Council and verified for eligibility by the National Board of Directors respectively.

The National Board of Directors (NBoD) will not make recommendations but serve only as a screening entity for membership eligibility criteria. No more than **three (3)** candidates during any given year and no more than **one (1)** candidate from the same region may be submitted for approval of the delegates during any given year. Regions may submit only **one (1)** candidate annually for membership in the **DSHOF** awards program.

The National Delegates Assembly alone shall have the power and authority to elect members to the **DSHOF**. Each Chapter must submit recommendations to the Regional Council and Regional recommendations must be received by the National Board of Directors at a prescribed time but no less than **sixty (60)** days prior to the National Delegates Assembly.

There shall hereby be established a **DSHOF** lapel pin which shall be reserved only for persons inducted into the **DSHOF** of Blacks In Government. The lapel pin shall be designed of high-quality materials and shall be provided to members inducted into the **DSHOF** at no charge at an official induction /recognition ceremony held at the National Training Institute.

New members inducted into **DSHOF** will also receive a high-quality award plaque. The Awards Committee will present the award plaque during the annual National Training Institute Closing Plenary session. The NBoD may determine any additional benefits it may deem appropriate in recognition of persons holding this highest honor within BIG.

Members of the **DSHOF** shall be referred to at public events as “**The Honorable**” preceding their names in recognition of this highest of BIG honors. Names of all persons inducted shall be listed in the BIG archives by name and number and maintained in the national archives by both the National Office and the National Historian/Librarian. In the event more than **one** person is inducted into the **DSHOF** during any given year, the number assigned to the inductee shall be determined alphabetically by the person’s last name.

## APPENDIX K

### Page 2

#### **DISTINGUISHED SERVICE HALL OF FAME AWARD**

##### **QUALIFICATIONS:**

1. Active regular or life member of Blacks In Government, consistently financial within the National organization for a minimum of **fifteen (15)** consecutive years.
2. Have distinguished themselves in BIG at the National, Regional and/or local Chapter level, making significant and lasting contributions and accomplishments which have earned the respect and admiration of BIG membership and colleagues.

##### **Significant Outstanding Contributions and Accomplishments must:**

- Reflect BIG's core values.
- Exemplify outstanding commitment towards meeting BIG's mission of Equity, Excellence AND Opportunity for all.
- Special efforts or contributions resulting in significant benefits to the membership, BIG programs and fulfillment of BIG's mission towards overall membership growth to improve the financial viability of the organization.

Must have demonstrated that their work is unique and exceptional beyond normal qualifications of the general membership. Examples might include leading a segment of the national organization for a variety of years; rising to the highest level of the organization (i.e., National President, National Board Chair and other leadership positions); Regional Council and Chapter Officers, Committee Chairs and some that work on any committee and contribute substantially to the success of programs or projects within BIG for many, many years; revamping a BIG or community service program for effectiveness and efficiency.

**Collaboration with community, church and other organizations may be considered but shall not be the deciding factor. Community service must align with BIG's National, Regional or Chapter community service and outreach efforts.**

3. Must have served as an elected officer of BIG for at least **four (4)** years at the National, regional or local levels, and/or as a National Presidential appointee or Committee Chair by at least **one (1)** National President for a combined total of **six (6)** years or more.
4. Candidate's membership status must be verified by the National Office of BIG.
5. Candidate's application upon submission to the National Board Chair must be signed by the Chapter President and/or Secretary, Regional Council President and/or Secretary and a Regional Director.

## APPENDIX K

### Page 3

Persons selected will become a part of the permanent history of BIG and be recognized as part of a special body of individuals within the organization. The minimum requirements are:

#### **REQUIREMENTS:**

1. Candidates are recommended by their local Chapter.
2. Final recommendations from each Region require approval by the respective Regional Council.
3. No more than **one (1)** name will be eligible for submission by any Regional Council during any single year.
4. Finalists from each Region must be sent to the National Board of Directors for final review to ensure all candidates meet nomination criteria before being presented to the National Delegates Assembly for election.
5. Nomination packages shall include:
  - Nomination Form - “wet”/ink or digital signatures required.
  - Nominee Certification Form - “wet”/ink or digital signatures required.
  - Nomination Statement - a recent write-up (500 word maximum, not to exceed two (2) pages, single-spaced, typed in Times New Roman, 12 font only).
  - Letter(s) of Recommendation.
  - Recent Photograph to be included in a published document presented to the delegates at the National Delegates Assembly – Separate page required.
  - Community Service (if any) - Letter(s) of Verification and Optional Photos.
6. Nomination packages shall only be forwarded to the National Awards Committee by the Regional Council President and/or Secretary after all signatures have been obtained. Routing of the nominating package is not the responsibility of the National Awards Committee and if received without all required signatures, package will be returned. No exceptions.
7. Failure to comply with all requirements shall render the nomination package null and void.

#### **Important Details to Remember**

- Absolutely no typos or grammatical errors.

Effective March 14, 2023

## APPENDIX K

### Page 4

#### **DISTINGUISHED SERVICE HALL OF FAME (DSHOF) SELECTION CRITERIA**

1. Delegates may vote for any of the candidates; however, no more than **three (3)** candidates can be approved annually. Each candidate selected must receive a minimum quota (50% of the total votes, divided by the number of candidates).
2. Run-off elections are only required when more than **three (3)** candidates receive the minimum quota and there is an exact tie for 3<sup>rd</sup> place.
3. If less than **three (3)** candidates receive the minimum quota, less than **three (3)** candidates will be inducted.
4. If more than **three (3)** candidates receive the minimum quota, then the top **three (3)** vote recipients will be selected.
5. The DSHOF shall serve as the highest honor of recognition within BIG.

Effective May 14, 2023

2023\_Qual\_Req

D.S.H.O.F.

Page 4





**Appendix K - Page 5**  
**BLACKS IN GOVERNMENT**  
2021 Distinguished Service Hall of Fame (DSHOF) Award

**NOMINATION FORM**

**Deadline for Completed Application:** \_\_\_\_\_

Is Nominee a current member of BIG? Yes ☐ No ☐

Number of Consecutive Years (    )

Membership Status: Regular ☐ Life ☐ Gold Plus ☐

Nominee: (Last, First, Middle Initial)

Street Address

City/State/Zip

(    ) -  
Telephone Number

Email Address

NOMINATED BY:

Name of Chapter

Chapter President or Secretary Signature/Date

Chapter President or Secretary/Email Address

Chapter President or Secretary/Telephone Number

Regional Council Number (Ex: I, II, III, IV)

Regional Council President or Secretary Signature/Date

Regional Council President or Secretary Email Address

Regional Council President or Secretary Telephone #

National Board Chair Signature/Date

Your completed nomination package must be emailed no later than May 18, 2021 to:

[BIGAwards2021@gmail.com](mailto:BIGAwards2021@gmail.com)

**REQUIREMENTS:**

The nomination package must include:

1. A completed **typed/printed** Nomination Form
2. A copy of the Nominee Statement (Maximum 2 Typed Pages, Times New Roman 12 font size)
3. A Recent Photograph (jpeg, png, gif format only)

**NATIONAL VERIFICATION CHECKLIST**

Date nomination package was received: 00/00/0000

☐ Active member for **minimum of 15 consecutive years.**

**SUPPORTING DOCUMENTS:**

☐ Nominee Statement

☐ Nominee Photograph

☐ Chapter President Signature

☐ Regional Council President Signature

**Regional Council President will be notified within seven (7) days of receipt of nomination package.**

**Distinguished Service Hall of Fame Award**

**ATTACHMENT 4**



## Appendix L

### BLACKS IN GOVERNMENT®

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#### MEMORANDUM

##### BOARD OF DIRECTORS

###### Region I

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Alicia L. Irons

###### Region II

Juanne M. Palmer  
Cather Seabrook

###### Region III

Dale Scott  
Johnita "Jackie" Pitts

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James C. Clausell Sr.  
Famous Johnson

###### Region V

Patricia A. Thompson  
Sharon A. Brown-Mills

###### Region VI

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Honorable Katherine Cage

###### Region VII

Christine Wilder  
Robin W. McDaniels-Beck

###### Region VIII

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###### National Secretary

Paula E. Davis

###### National Corresponding Secretary

Tracy Clements

###### National Treasurer

Honorable S. Faye Stewart

###### National Assistant Treasurer

Duane Hill

###### National Immediate Past President

Honorable Dr. Doris Sator

DATE: May 7, 2021

TO: Regional Council and Chapter Presidents

FROM: Honorable Gary Blackmon  
National Board of Directors

Shirley A. Jones  
National President

RE: 2021 National Braxton Family Humanitarian Award

The National Board of Directors of Blacks In Government, Inc. solicits nominations for the 2021 National Braxton Family Humanitarian Award. This award is designed to recognize a Blacks In Government member that is working in their community or region to change lives outside of their respective chapter and employment through volunteerism.

For your use, attached are the NBFH:

1. Award Description
2. Award Criteria
3. Nomination Procedures
4. 2021 Nomination Form

No more than one nomination, signed and dated by the Chapter President and Regional Officers, can be submitted per region. **Your completed nomination packages must be emailed no later than June 7, 2021.** Please note the committee is only accepting electronic submissions. Facsimile and/or postal submissions will not be accepted. Nominations are to be submitted via email to:

EMAIL: [BIGAwards2021@gmail.com](mailto:BIGAwards2021@gmail.com)

For any questions, please contact Director Patricia B. Ly, 2021 Awards Committee Chair, at (206) 822.8317 or via email at [BIGAwards2021@gmail.com](mailto:BIGAwards2021@gmail.com).

Attach(s): Listed Above (4)

cc: National Board of Directors  
National Executive Committee

One of America's Most Influential Organizations  
"Thank You for Thinking BIG"



### **National Braxton Family Humanitarian Award**

#### **Award Description:**

The National Braxton Family Humanitarian Award is designed to recognize a Blacks In Government member that is working in their community or region to change lives outside of their respective chapter and employment through volunteerism. Areas of service may include, but not limited to mentoring, working with seniors, assisting the disabled, educational programs, youth programs, philanthropic, religious, environmental advocacy, or other community services. The recipient of this award will receive an award plaque and \$500.00 for school supplies for a **public elementary or high school** (No charter/private schools) in the urban community.

(ONLY SCHOOL SUPPLIES CAN BE PURCHASED WITH THIS AWARD)

The National Braxton Family Humanitarian Award is given on an annual basis, upon approval of the National Board of Directors. The award is based on deeds and contributions achieved during the previous calendar year (January 1 through December 31). Award will be presented during the Closing Plenary at the National Training Institute.

***Nominations must be submitted by email... [BIGAwards2021@gmail.com](mailto:BIGAwards2021@gmail.com)***



### National Braxton Family Humanitarian Award

#### Award Criteria:

- A. The BIG Member and Chapter must be in good financial standing with the National Organization.
- B. The BIG Member must demonstrate achievements in one or more of the following endeavors during the previous calendar year:
  - 1. Mentoring
  - 2. Working with seniors
  - 3. Assisting the disabled
  - 4. Assisting with educational and youth programs
  - 5. Philanthropy
  - 6. Religious
  - 7. Environmental Advocacy
  - 8. Community Services
- C. The Big Member must identify in their award nomination package a **public elementary or high school** in their Chapter's State to receive \$500.00 in school supplies. The school must have demonstrated achievements in one or more of the following endeavors during the previous calendar year:
  - 1. Community outreach activities by teachers and/or students, including after-school activities.
  - 2. Willingness to fight to make a difference, accomplish their goals with persistence and has performed self-less acts of kindness.
  - 3. Significant and innovative ideas, which promote the goals and objectives of African American issues and concerns.

#### Annual Winner:

The winner will receive an award plaque and the identified **public elementary or high school** will receive \$500.00 in school supplies.

#### The following are further details of the process and requirements:

- 1. BIG National Treasury will provide a check to the Regional Council President to be presented to the winner's chapter.
- 2. Individuals from the winner's chapter will purchase school supplies and deliver them to the winning public school.
- 3. Pictures of the presentation to the school are **Mandatory**.



## National Braxton Family Humanitarian Award

### Nomination Procedures:

Chapters should form a committee to select the nominee, if more than one submission is received. ***Only one nomination, signed by the chapter president can be submitted to the region for consideration.*** A similar process and committee will be held at the regional level to select the best nomination. ***Only one nomination can be submitted per region to the BIG Awards Committee.*** The nomination submitted by the region must have the signature of the Regional Council President and one of their BIG National Board of Directors.

Nominations must be submitted on the appropriate National Braxton Family Humanitarian Award Nomination Form containing a recent write up (not to exceed two (2) pages, single-spaced, typed in Times New Roman, 12 font). The write-up should include what the nominee did, the affects and results. The nomination should also include the name of the school you are recommending for the monetary award and the rationale.

Nominations should include on a separate page, a picture of the nominee and a picture of the school.

Failure to comply with all requirements shall render the submission null and void. Nominations must be submitted by email, no later than **June 7, 2021**. **Late submittals will not be considered. Please note the National Office is not accepting faxed or postal nominations.**

EMAIL: [BIGAwards2021@GMAIL.com](mailto:BIGAwards2021@GMAIL.com)

### Helpful Tips:

- Include a brief biographical sketch of the nominee.
- Address each category criterion.
- Cite specific examples, dates, activities, and results that illustrate the praise-worthy efforts of the nominee.





**Blacks In Government  
National Braxton Family Humanitarian Award  
2021 NOMINATION FORM**



**Due: June 7, 2021**

Region

Chapter Name

Chapter Street Address

City

State/Zip

Chapter President Signature/Date

Email Address

( )  
Telephone Number

Regional Council President Signature/Date

Email Address

Regional Council Secretary Signature/Date

Email Address

Regional Director Signature/Date

Email Address

Date Submitted to National Headquarters

Your completed nomination package must be emailed no later than **June 7, 2021** to the following:

Email Address:

**Requirements:**

The nomination package **must** include:

1. A completed Nomination Form.
2. Nominee Write-up (*not to exceed two typed pages, single-spaced in Times New Roman 12-point font*)
3. One Recent Photograph (*.jpeg, .pdf, .png format only*)

**National Supporting Documents:**

- ☐ Write-Up (*not to exceed two typed pages, single-spaced in Times New Roman 12-point font*)
- ☐ Photograph with school name
- ☐ Regional Council President Signature
- ☐ Regional Director Signature

**National Verification**

Date Nomination Package was Received

***Regional Council President will be notified within seven (7) days of receipt of nomination package.***

## Appendix M

CURRENT CONSTITUTION WORDING	PROPOSED CHANGES	PROPOSED WORDING AFTER CHANGE	RATIONALE
<i>Reference the Article, Section, and paragraph as it reads in the current Constitution.</i>	<i>Indicate what wording is to be revised, deleted, renumbered, or changed in some way.</i>	<i>Include the new wording to show the way the proposed change will read.</i>	<i>Provide rationale as to why you feel this change will improve the organization.</i>
<b>Tip #1:</b> Do not put more than one proposed amendment on a page.	<b>Tip #2:</b> If it is long, try not to have a proposed amendment drag over to a second page.	<b>Tip #3:</b> Use table format in MS Word or WordPerfect.	<b>Tip #4:</b> Continue typing, the boxes will remain even and expand automatically.
	<u>NAME</u>	<u>REGION</u>	<u>CHAPTER</u>
Submitted by:			
POC:			
Submission Date:			
<b>NOTE:</b> Be sure to address all sections of the Constitution that are affected by the amendment. This may require more than one amendment.			

## **Appendix N**

### **BIG NBoD ELECTRONIC VOTING PROCESS**

BIG National Constitution states that Roberts Rules of Order, Newly Revised (RONR), shall govern the Organization except as otherwise provided herein. This shall apply to all questions of procedures and parliamentary law not specified in our Constitution.

1. RONR (12<sup>th</sup> Edition) requires “deliberative assemblies like our BIG NBoD to have a debate to discuss the merits of a pending question/motion.
  - a. Defines deliberative assembly as “a group of people, having or assuming freedom to act in concert, meeting to determine, in full and free discussion, courses of action to be taken in the name of the entire group. The group meets in a single room or area under equivalent conditions of opportunity for simultaneous aural communications among all participants.”
2. RONR (12<sup>th</sup> Edition) states that to accomplish the debate in an electronic meeting requires simultaneous communication with a minimum of an audioconference (teleconference).
  - a. Another simultaneous communication example is videoconference.
3. RONR (12<sup>th</sup> Edition) also identifies that postal mail, email, chat rooms and fax may achieve a consultative character, but it is foreign to the deliberative process as understood under parliamentary law.

Recommend the following procedure consistent with RONR (12<sup>th</sup> Edition) electronic meeting requirements:

1. Provide the Directors a notice and call-in number via email to have a teleconference as well as internet meeting requirements. All notices should be by e-mail.
2. NBoD Chair or officiating officer calls the meeting to order.
3. Elected representatives acknowledge by roll call from National Secretary to establish quorum.
4. Motions and Voting Process
  - a. All votes do not have to be by roll call as stated in updated electronic meeting types, although most electronic meeting types do have roll call voting, however internet meetings are the majority of our meetings currently and some of those votes are by ballot, to determine proportions of members present and voting.  
Abstentions and non-responses would not be included in the vote count.
  - b. To seek recognition from the Chair, all representatives must state their name and region and await chair acknowledgement.
  - c. Motions and seconds are made the same as a regular meeting, except those motions that are required in writing must be submitted to all via email prior to the meeting and either distributed by the Secretary or read back to the representatives by the Secretary, however the chair for Committee meetings to be valid and acted upon by the Directors. (Can delay the voting process and requires all participants to have current email access during the teleconference, but not during the internet meetings or speakerphone meetings).
5. Motions must carry a simple majority vote for approval, unless our National Constitution or RONR (Newly Revised Edition), or Special Rules or Standing Rules requires different.



## **APPENDIX O**

### **BLACKS IN GOVERNMENT**

3005 Georgia Avenue, NW

Washington, DC 20001-3807

(202) 667-3280 (202) 667-3705

[www.bignet.org](http://www.bignet.org)

### **Conflict of Interest Policy Annual Affirmation of Compliance**

I have received and carefully read the Conflict-of-Interest Policy for Board Directors and Executive Committee Officers and Committee Chairs of Blacks In Government Inc. and have considered not only the literal expression of the policy, but also its intent. By signing this affirmation of compliance, I hereby affirm that I understand and agree to comply with the Conflict-of-Interest Policy.

I further understand that Blacks In Government, Inc. is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

I hereby state that I do not, to the best of my knowledge, have any conflict of interest that may be seen as competing with the interests of Blacks In Government, Inc. nor does any relative or business associate have such an actual or potential conflict of interest. If any situation should arise in the future which I think may involve me in a conflict of interest, I will promptly and fully disclose the circumstances to the (1) Chair of the Board of Directors and (2) National President of Blacks In Government, Inc.

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Name (Please Print)

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Position Held

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Signature

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Date

## APPENDIX P

### Policy and Procedures Manual (P&PM) Active Amendment List

PAGE#	PURPOSE	DATE ENTERED	NBOD CHAIR SIGNATURE

## Appendix P.1

### Policy and Procedures Manual (P&PM) Active Amendment List

PAGE#	PURPOSE	DATE ENTERED	NBOD CHAIR SIGNATURE
2	Adding P&PM and CPM Amendment List Forms to TOC	11/23/2021	<i>Gary Blackmon 12/10/2021</i>
4	Added New CPM Maintenance Policy 3:24 listing to Alphabetical Index	11/23/2021	<i>Gary Blackmon 12/10/2021</i>
8	Added rows for adding future Policies in the Numerical Organization Index	11/23/2021	<i>Gary Blackmon 12/10/2021</i>
15	Added guidance to the maintenance process for the P&PM for utilizing the amendments' list	11/23/2021	<i>Gary Blackmon 12/10/2021</i>
73	Added New CPM Maintenance Policy 3:24 Maintenance text	11/23/2021	<i>Gary Blackmon 12/10/2021</i>
150	Added the P&PM Amendment List Form	11/23/2021	<i>Gary Blackmon 12/10/2021</i>
151	Added the CPM Amendment List Form	11/23/2021	<i>Gary Blackmon 12/10/2021</i>
63	Added new Constitution Committee Description Policy #3:13	11/28/2021	<i>Gary Blackmon 12/10/2021</i>
64	Added new Financial Advisory And Oversight Committee (FAOC) Description Policy #3:13 text	11/28/2021	<i>Gary Blackmon 12/10/2021</i>
66	Added new Annual Audit Information/Reporting Policy #3:18 text	11/30/2021	<i>Gary Blackmon 12/10/2021</i>
152	Added active P&PM Amendment List Appendix P.1	12/2/2021	<i>Gary Blackmon 12/10/2021</i>

## APPENDIX P.2

### **Policy and Procedures Manual (P&PM) Amendment List**

PAGE#	PURPOSE	DATE ENTERED Approved by NBoD	NBoD CHAIR SIGNATURE <i>Dr. Edward L Wilson</i>
58	Adding P&PM Awards Committee approved revised language. Nomination package Policy #3:06, #3:13 – (DSHOF)	March 16, 2022	<i>Dr. Edward L Wilson</i>
93, 94	Adding P&PM Forms *New Submitting updates to manual Appendix E	May 4, 2022	<i>Dr. Edward L Wilson</i>
60	Amended #3:07- Election of NBoD Chair & Vice Chair	May 4, 2022	<i>Dr. Edward L Wilson</i>
67	Newly Elected Board Members Training Packet (separate package) refer to Policy #3:15	July 27, 2022	<i>Dr. Edward L Wilson</i>
58	Awards Committee Policy #3:06, #3:13 (DSHOF) update BIG Awards	August 3, 2022	<i>Dr. Edward L Wilson</i>
75	*New Policy 3:25 – Director Replacement Amendment	August 3, 2022	<i>Dr. Edward L Wilson</i>
67	Amended Policy #3:15 Annual Training of Newly Elected Board Members	August 13, 2022	<i>Dr. Edward L Wilson</i>
74	*New Policy #3:26 – Disciplinary Actions and Descriptions	December 5, 2022	<i>Dr. Edward L Wilson</i>
157	Policy #3:01 - 7 (a)  Adding attendance at National Board of Directors Meeting 7. (a) After due process after last sentence. added Adding attendance at National Board of Directors meeting see Policy 3:26 Disciplinary Actions and Descriptions Appendix R	December 5, 2022	<i>Dr. Edward L Wilson</i>

### APPENDIX P.3

#### Policy and Procedures Manual (P&PM) Active Amendment List

PAGE#	PURPOSE	DATE ENTERED Approved by NBoD	NBOD CHAIR SIGNATURE
58	Approved P & PM Awards Committee approved revised language on the PPM & CPM Description Form Update Format #3:06, #3:13 – (DSHOF)	March 14, 2023	Katherine A. Cage
58 139 thru 145	Approved DSHOF Criteria, DSHOF Award 2023 PPM & CPM, DSHOF 2023 Nomination Form, DSHOF Nomee Certification Form 2023 & Appendix K #3:06, #3:13 – (DSHOF)	March 14, 2023	Katherine A. Cage
	Approved for the CPM the Program & Evaluation Form for the Program and Oversight Committee	June 7, 2023	
19	Approved P&PM Policy #1:17, Subject: Lodging Expenses, d. National Training Institute Meetings and National Delegates Assembly	August 25 & 26, 2023	Katherine A. Cage
19	Approved P&PM Policy #1:17 Subject: Lodging Expenses, e. Complimentary Room Assignments/Usage.	August 25 & 26, 2023	Katherine A. Cage
19	Approved P&PM Policy #1:17, Subject Lodging Expenses, d. National Training Institute Meetings and National Delegates Assembly (2)	August 25 & 26, 2023	Katherine A. Cage
68	Approved P&PM Policy #3:21, Regional Directors Budget Line Item	August 25 & 26, 2023	Katherine A. Cage
69	Approved amendment to Policy #3:22 National Board of Directors Chairperson and Vice Chair Budget Line Item	August 25 & 26, 2023	Katherine A. Cage
155	Approved Policy & Procedure Manual Revision 1.1	August 25 & 26, 2023	Katherine A. Cage
157	Approval of Appendix P.3	December 27, 2023	Katherine A. Cage
161	Approval of Appendix S	December 27, 2023	Katherine A. Cage
162	Approval of P & PM Revision 2	December 27, 2023	Katherine A. Cage

## APPENDIX Q

## Committees' Process Manual (CPM) Amendment List

[illegible]

## APPENDIX R

### **First Step – Written Reprimand**

If a BIG Member violates any of the following governing documents and listed offenses, they are subject to the listed disciplinary actions (BIG Constitution, Bylaws, Policy & Procedures Manual, Articles of Incorporation & DC Code (ACT 9-353) (i.e., Chapter, Region and National).  
All Offenses and Penalties must go through the due process listed below.

		<b>Written Reprimand</b>
<b>First Step = Written Reprimand</b>	<b>W1 Conduct not in accord with the principles, mission, and purpose of BIG or is guilty of conduct that is not in the best interest of the organization</b>	<ol style="list-style-type: none"> <li>1. A complaint against a member may be initiated by a witness to the offense that is willing to testify and make a written statement to the offense to the appropriate level of authority.</li> <li>2. The appropriate authority notifies member of complaint received.</li> <li>3. Member has fifteen (15) calendar days to respond in writing. If no response received, move to next level of consequences (suspension).</li> <li>4. If Member provides written response: <ol style="list-style-type: none"> <li>a. Member acknowledges written reprimand - file document with Chapter and Region.</li> <li>b. Member disagrees with written reprimand - have Chapter or Regional Executive Officer witness sign and date that the reprimand was provided to the member, but it was not received by the member. File document with Chapter and Region.</li> </ol> </li> </ol> <p>Note: If a National Officer, the consequence goes straight to a minimum suspension.</p>
	<b>W2 Interfering with, obstructing, or otherwise hindering BIG business or Committee work</b>	
	<b>W3 Improperly disclosing or personally using confidential information obtained through your position.</b>	
	<b>W4 Soliciting and/or accepting gifts in your capacity from BIG Affiliates. This would include acting in a manner that would make a reasonable person think you can be improperly influenced.</b>	

## **Second Step – Suspension**

If a BIG Member violates any of the following governing documents and listed offenses, they are subject to the listed disciplinary actions (BIG Constitution, Bylaws, Policy & Procedures Manual, Articles of Incorporation & DC Code (ACT 9-353) (i.e., Chapter, Region and National). All Offenses and Penalties must go through the due process listed below.

		<b>Suspension</b>
<b>First Step - Suspension</b>	<b>S1 Signs of intoxication during meetings and/or any BIG event.</b>	<p>1. A complaint against a member may be initiated by a witness to the offense that is willing to testify and make a written statement to the offense to the appropriate level of authority.</p> <p>2. The appropriate authority notifies member of complaint received.</p> <p>3. Members have fifteen (15) calendar days to respond in writing. If no response received, move to consequence steps below.</p> <p>4. If written reprimand is disregarded and behavior continues (statement doesn't apply if first step is Suspension), by an affirmative vote with no less than 2/3 majority of the National Board of Directors at a special meeting, Member will be given a 30-day suspension and placed on probation following suspension for an additional 30 days (total time 60 days). The Board Chair will send a notification that includes details of the alleged behavior, the policy or policies that were violated, and terms of suspension/probation. There will be a courtesy copy to the Chapter and Regional Council President of the respective region.</p> <p style="padding-left: 20px;">a. Member has fifteen (15) calendar days to respond in writing. Member may request a special meeting to address the NBoD regarding complaint. The special meeting should be conducted within two weeks.</p> <p>5. If 1st suspension does not resolve Member behavior or if any additional infractions occur, Member will be given a 45-day suspension and placed on probation following suspension for an additional 45 days (total time 90 days). The Board Chair will send a notification that includes details of the alleged behavior, the policy or policies that were violated, and terms of suspension/probation. There will be a courtesy copy to the Chapter and Regional Council President of the respective region.</p> <p style="padding-left: 20px;">a. Member has fifteen (15) calendar days to respond in writing. Member may request a special meeting to address the NBoD regarding complaint. The special meeting should be conducted within two weeks.</p> <p>6. If Member resolves behavior after 1st or 2nd suspension and does not incur any additional infractions during that time, to include probationary period, the NBoD Chair will notify the Member that their punitive period is complete. Within 7 business days, the Board Chair will submit a final determination via writing to the Board member with a courtesy copy to the Chapter and Regional Council President of the respective region.</p> <p>7. If Member behavior is not resolved, the next step is removal.</p>
	<b>S2 Failure to disclose actual or potential conflicts of interest.</b>	
	<b>S3 Deliberately defacing or destroying BIG property.</b>	
	<b>S4 Any action causing the organization undue reputational, monetary and/or a possible negative impact to our 501(c)(3) status.</b>	
	<b>S5 Violation of BIG's rules and regulations.</b>	
	<b>S6 Misrepresentation of travel expenses or presenting false claims for payment or benefit.</b>	
	<b>S7 Dishonesty or deliberate misrepresentation of facts.</b>	
	<b>S8 Excessive absenteeism, tardiness or non-completion of tasks of any BIG elected officer without a satisfactory reason.</b>	
	<b>S9 Acts of bribery - A bribe is anything of value corruptly received by any BIG elected officer in exchange that officer being influenced in his/her official capacity.</b>	
<b>Right to Appeal</b>		<p>Only the NBoD can hear appeals and make decisions on suspensions, removals, and expulsions.</p> <p>Chapters should submit appeals through the Regional Directors Action Items, which would then be given to the NBoD. Member has fifteen (15) calendar days to respond in writing.</p>



## **Third Step – Removal**

If a BIG Member violates any of the following governing documents and listed offenses, they are subject to the listed disciplinary actions (BIG Constitution, Bylaws, Policy & Procedures Manual, Articles of Incorporation & DC Code (ACT 9-353) (i.e., Chapter, Region and National). All Offenses and Penalties must go through the due process listed below.

		<b>Removal</b>
<b>First Step = Removal</b>	<b>R1 Conduct which constitutes a conflict of interest with BIG and BIG Affiliates (i.e. Divided Loyalties - putting your interest above BIG's interest. )</b>	<ol style="list-style-type: none"> <li>1. A complaint against a member may be initiated by a witness to the offense that is willing to testify and make a written statement to the offense to the appropriate level of authority.</li> <li>2. The appropriate authority notifies member of complaint received.</li> <li>3. Member has fifteen (15) calendar days to respond in writing. If no response received, move to consequence steps below.</li> <li>4. If previous suspensions do not resolve Member behavior or if any additional infractions occur (statement doesn't apply if first step is Removal), the NBoD Chair and/or Vice Chair will recommend to the NBoD that the Member be removed from office and will detail the alleged behavior and the policy or policies that were violated. By an affirmative vote with no less than 2/3 majority of the National Board of Directors at a special meeting, the member is removed.               <ol style="list-style-type: none"> <li>a. Member has fifteen (15) calendar days to respond in writing. Member may request a special meeting to address the NBoD regarding complaint. The special meeting should be conducted within two weeks.</li> </ol> </li> <li>5. Within 7 days, the NBoD Chair will submit a final determination via writing to the Member with a courtesy copy to the Chapter and Regional Council President of the respective region.</li> <li>6. If the member is a Chapter or Regional elected officer, in accordance with Article X, Section 3F of the BIG National Constitution, the Chapter or Region may determine how to fill vacant positions at those levels. If the member is a National Board of Director, follow policy 3:25 in accordance with Article X, Section 3E of the BIG National Constitution. If the member is an elected National Officer, follow guidance in accordance with Article X, Section 3E of the BIG National Constitution. If the member is an appointed National Officer, follow guidance in accordance with Article X, Section 3E of the BIG National Constitution. Consideration must be given to timing of the removal in relation to upcoming elections, appointments, and terms of service.</li> </ol>
	<b>R2 Conduct outside the organization that may be detrimental to the best interest of BIG.</b>	
	<b>Right to Appeal</b>	<p>Only the NBoD can hear appeals and make decisions on suspensions, removals, and expulsions.</p> <p>Chapters should submit appeals through the Regional Directors Action Items, which would then be given to the NBoD. Members have fifteen (15) calendar days to respond in writing.</p>

## **Fourth Step – Expulsion**

If a BIG Member violates any of the following governing documents and listed offenses, they are subject to the listed disciplinary actions (BIG Constitution, Bylaws, Policy & Procedures Manual, Articles of Incorporation & DC Code (ACT 9-353) (i.e., Chapter, Region and National). All Offenses and Penalties must go through the due process listed below.

		<b>Expulsion</b>
First Step = Expulsion	<b>E1 Filing frivolous lawsuit against BIG.</b>	<p>1. A complaint against a member may be initiated by a witness to the offense that is willing to testify and make a written statement to the offense to the appropriate level of authority.</p> <p>2. The appropriate authority notifies member of complaint received.</p> <p>3. Members have fifteen (15) calendar days to respond in writing. If no response received, move to consequence steps below.</p> <p>4. If all previous corrective actions fail to resolve the Member's behavior (statement doesn't apply if first step is Expulsion), any three Members may bring forward a Notice of Complaint that details the alleged behavior and the policy or policies that were violated. By an affirmative vote with no less than 2/3 majority of the National Board of Directors at a special meeting, the member is removed.</p> <p style="padding-left: 20px;">a. Member has fifteen (15) calendar days to respond in writing. Member may request a special meeting to address the NBoD regarding complaint. The special meeting should be conducted within two weeks.</p> <p>5. Within 7 days, the NBoD Chair will submit a final determination via writing to the Member with a courtesy copy to the Chapter and Regional Council President of the respective region.</p> <p>6. If the member is a Chapter or Regional elected officer, in accordance with Article X, Section 3F of the BIG National Constitution, the Chapter or Region may determine how to fill vacant positions at those levels. If the member is a National Board of Director, follow policy 3:25 in accordance with Article X, Section 3E of the BIG National Constitution. If the member is an elected National Officer, follow guidance in accordance with Article X, Section 3E of the BIG National Constitution. If the member is an appointed National Officer, follow guidance in accordance with Article X, Section 3E of the BIG National Constitution. Consideration must be given to timing of the removal in relation to upcoming elections, appointments, and terms of service.</p>
	<b>E2 Conviction for violation of any law constituting a felony involving dishonesty or moral turpitude, including but not limited to, theft, assault and drug related offenses.</b>	
	<b>E3 Destroys, embezzles, or converts to his/her own use, any funds or property of BIG or any BIG Affiliate.</b>	
	<b>E4 Assaulting, striking, harassing, or bullying a BIG member or someone doing business with BIG.</b>	
	<b>E5 Stealing property of another member.</b>	
	<b>Right to Appeal</b>	The final vote to expel a member is final. Member will not have appeal rights.

## APPENDIX S

### NATIONAL BOARD OF DIRECTORS



#### National Board of Director's Resource Guide and Checklist

		Yes	No	Source
1	BIG National Constitution			BIG Website
2	BIG National Constitution Amendment Form			NBoD
3	BIG Strategic Plan			BIG Website
4	Chapter Activity Report			NBoD
5	Chapter Focus Area Report			NBoD
6	Chapter Start-Up Kit			BIG Website
7	Committee Action Plan			NBoD
8	Committee Activity Report			NBoD
9	Committee Interest Form			NBoD
10	Committees Process Manual			NBoD
11	Committees Process Manual Update Form			NBoD
12	Conflict of Interest Policy Form			NEC Finance Chair
13	Expenditure Request Form			NBoD/Treasurer
14	Form 990 Tax Reporting			BIG Website
15	Leadership Training			NBoD
16	Model Chapter Bylaws			BIG Website
17	Model Regional Bylaws			BIG Website
18	National Membership Governance Form - Impexium			NEC
19	NBoD Meeting Motion Form			NBoD
20	NBoD Meeting Standing Rules			National Secretary
21	NBoD Member Business Cards			Board Member
22	NBoD Member Contact List			National Secretary
23	NBoD Member Profile Bio for Website			Board Member
24	NBoD Member Profile Picture for Website			Board Member
25	NBoD Name Badge / Desk Plate Form			NBoD
26	NBoD Office 365 Calendar			NBoD
27	NBoD Office 365 Teams Committee Channel			NBoD
28	NBoD Office 365 Training and BIGnet Login Credentials			NEC
29	Policy and Procedures Manual			NBoD
30	Policy and Procedures Manual Update Form			NBoD
31	Regional Directors Activity Report			NBoD
32	Regional Directors Checklist for Chapter ByLaws			NBoD
33	Regional Directors Checklist for Regional ByLaws			NBoD
34	Request For Reimbursement of Expenses Form			NBoD/Treasurer
35	Roberts Rules of Order (newly revised)			NBoD



## NATIONAL BOARD OF DIRECTORS POLICY AND PROCEDURES MANUAL (P&PM)

### National Board of Directors Chair Signature Page

The National Board of Directors approved updates on:

Revision No. (01)

National Board of Directors Chair

Date

Revision No (1.1)

National Board of Directors Chair

Date

Dr. Edward L. Wilson

Revision No. (2)

National Board of Directors Chair

Date

Honorable Katherine C. Cage

Revision No. (3)

National Board of Directors Chair

Date