

Revised December 30, 2015

BLACKS IN GOVERNMENT

3005 Georgia Avenue, N.W.
Washington DC 20001-3807



POLICY AND PROCEDURES MANUAL

COMPLETE SET AS OF: DECEMBER 2015
(ALL REVISIONS INCORPORATED)

Revised December 30, 2015

POLICY AND PROCEDURES MANUAL

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NATIONAL ORGANIZATION
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NATIONAL ORGANIZATION
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(Effective until 31 December 2005) Reissued 1/05

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Policy #1:00

Subject: Membership

- A. Membership Renewal. The expiration date for membership is one year from the date dues are paid. If the membership is paid within 60 days of the expiration date, the member shall retain the initial membership date. Membership dues not received within sixty (60) days from the expiration date shall be given a new membership date, which will be the date dues are received.
- 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 Membership Roster will be annotated to reflect the appropriate category of membership for Life Members as a regular member (RLM) or associate member (ALM). All membership applications shall be screened to ensure the individual meets the criteria for the category for which they are submitted. Applications that are not accurate will be corrected (if possible), the potential member contacted for additional information, or returned.
- C. Membership Cards. Membership cards shall be issued by the National Office to members no later than 30 days after the receipt of the membership application and dues by the National Office. The 30 days will allow the National Office processing time of the membership application and the financial institution processing time of the submitted check or money order.
- D. Deceased Life Members. The names of deceased life members will be removed from chapter rosters in the National Office immediately upon notification by the Chapter.
- 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 members are to be counted. Associate members are not to be counted when determining the number of authorized delegates.
- F. Individual membership in a chapter must be in compliance with the bylaws of the chapter in which the membership is held.

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

Effective: April 1995 Board of Directors Meeting

Revised: August 1997 Board of Directors Meeting

Revised: April 2000 Board of Directors Meeting

Policy #1:01

Subject: Annual National Training Registration Fees

- 1. BIG members will pay a lesser fee than nonmembers to register for the Annual National Training. 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 Annual National Training.
- 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 Board of Directors Meeting

Revised: November 2005 Board of Directors Meeting

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Policy #1:02

Subject: BIG Logo

The BIG logo cannot be altered by chapters or regions. The BIG logo is an approved trademark and any time the logo is used it shall contain the trademark symbol.

Effective: January 1990 Board of Directors Meeting

Revised: November 2000 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 \$5.00 will be assessed to replace/reissue lost charters. (Effective January 1, 2008)

Revised: August 1999 Board of Directors Meeting

Revised: November 2007 Board of Directors Meeting

Revised: January 2008 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 Board of Directors Meeting

Revised: January 1996 Board of Directors Meeting

Policy #1:05

Subject: Individual or Chapter Membership through Corporate Payment

Individual or chapter membership will not be accepted through a corporate membership payment.

Effective: May 1990 Board of Directors Meeting

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Policy #1:06

Subject: Life Membership Installment Payment Plan

Members in good financial standing (dues must be current) are allowed to make minimum payments of \$30 to the National Office towards a Life membership. The total fee, \$300, must be received within one year of the start date of the payment plan. If the member's anniversary date occurs prior to completing the payment plan, the member must either pay the remaining balance for Life membership or renew their annual membership (\$35) and continue making the payments until the \$300 is paid in full. If the total life membership fees of \$300 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 refunded, with the exception of a \$50 processing fee

Effective: January 1992 Board of Directors Meeting

Revised: April 1995 Board of Directors Meeting

Revised: November 1997 Board of Directors Meeting

Revised: November 1999 Board of Directors Meeting

Revised: January 2003 Board of Directors Meeting

Revised: November 2012 Board of Directors Meeting

Policy #1:07

Subject: Proposed Amendments to the BIG Constitution

All proposed changes to the BIG Constitution must be submitted in writing to the National Office at least 120 days 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 Board of Directors Meeting

Policy #1:08

Subject: Resolutions

All resolutions shall be submitted to the National Office by April 1 of each year. The National Office shall distribute resolutions to each Chapter and Region no later than sixty days prior to the National Delegates Assembly. All resolutions acted upon by the Delegates Assembly, along with the action taken, shall be published in the BIG Reporter. All resolutions shall contain the estimated cost to implement the first year and each year thereafter.

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

Revised: August 1996 Board of Directors Meeting

Revised: November 1999 Board of Directors Meeting

Revised: November 2006 Board of Directors Meeting

Policy #1:09

Subject: Mailing restrictions from the National Office

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

Effective: April 1994 Board of Directors Meeting

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Policy #1:10

Subject: Delegates Assembly Minutes

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

Effective: April 1992 Board of Directors Meeting

Revised: August 1999 Board of Directors Meeting

Revised: May 2002 Board of Directors Meeting

Policy #1:11

Subject: Members-at-Large

Every member-at-large will receive, along with their membership card, a letter indicating the name, address, and telephone number of the Regional Council President within their geographical area of residence and/or workplace.

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

Effective: April 1992 Board of Directors Meeting

Revised: August 1998 Board of Directors Meeting

Policy #1:12 (DELETED)

Subject: Corporate Membership

January 2006 National Board of Directors Meeting

Policy #1:13

Subject: Regional/Chapter Corporate Membership

Any chapter or region that obtains a corporate membership for the National Organization in accordance with the Policy 1:12 is entitled to 20 percent (20%) of the fee of that membership.

Effective: April 1995 Board of Directors Meeting

Revised: January 2000 Board of Directors Meeting

Revised: August 2001 Board of Directors Meeting

Policy #1:14

Subject: Delegates Assembly Credentials Committee

To ensure proper representation from the regions, each is to submit the name of one representative and an alternate for the Credentials Committee to the Time and Place Delegates Assembly Committee Chair 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 Board of Directors Meeting

Revised: November 2005 Board of Directors Meeting

Policy #1:15

Subject: Policy and Procedures Manual Maintenance

The current BIG policy and procedures manual 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 revised policies shall be added to the policy and procedures manual. The Policy and Procedures Manual shall be passed to the succeeding Chapter or Regional Council President at the change of office.

Effective: April 1995 Board of Directors Meeting

Revised: January 1999 Board of Directors Meeting

Revised: January 2004 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 in order 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, Protocol).
- National Executive Committee (Elected officers and those in approved appointed positions – Standing Committees, Other appointed officials) Blacks in Government salaried staff as needed, in order to perform official duties of the organization.
- Others authorized to travel that 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 in order 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) Financial Advisory Oversight Committee 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 the purpose of 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.

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- 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. With the exception of the National President or the Chair of the Board, 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 Board of Directors Meeting

Revised: April 1999 Board of Directors Meeting

Revised: August 2001 Board of Directors Meeting

Revised: April 2004 Board of Directors Meeting

Revised: August 2004 Board of Directors Meeting

Revised: November 2006 Board of Directors Meeting

Revised: April 2009 Board of Directors Meeting

Revised: August 2011 Board of Directors Meeting

Policy #1:17

Subject: Lodging Expenses

- a. Lodging. The National Office Staff, taking advantage of reduced rates at sponsoring hotels, will make lodging arrangements for BIG elected officials and other invited guests attending.
- 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 Board meetings shall be assigned in this order:
 - a. National Board Chair
 - b. National Board Vice-Chair
 - c. National President

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- (4) In the instance where there are enough suites available to accommodate the entire corps of National BOD 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. NBOD Committee Chairs
 - e. All other members by BOD 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. Annual National Training Meetings and National Delegates Assembly
 - (1) The National Office Staff upon the direction of the National Board Chair, National President, and the National Training Conference Chair will make room assignments for the National Board of Directors, National Executive Committee elected officers, Annual National Training Committee members and the National Delegate Assembly Team. With the exception of the National Chair of the Board 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. Officers and members who elect to upgrade from room assigned by the National Office 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. National Board Vice Chair
 - b. National Executive Vice President
 - c. National Treasurer
 - d. National Delegate Assembly Chair
 - e. NEC and Board Committee Chairs
 - f. Others based on need of individual and
 - g. All other available rooms shall be assigned in accordance with the BIG Protocol Guidelines and the aforementioned exceptions as applicable.
 - (3) The National Board Chair and National President may make room assignment on case-by-case based on room availability.

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e. Comp Room Assignments/Usage.

The number of comp rooms available for use during the ANT/NDA shall be provided to the Board Chair, National President, and NTC Chair. These individuals shall submit a preferred rooming list of individuals to the National Office Staff for assignment of a comp room. In order to maximize the use of free room space to reduce the cost of lodging for conducting the NTC, the following priority shall be used in assigning use of comp rooms provided by the hotel:

- a. ANT Planning Committee
- b. NDAT Team
- c. VIPs
- d. NEC elected Officers
- e. Standing/Special Committee Chairs

Effective: August 2007 Board of Directors Meeting

Revised: January 2008 Board of Directors Meeting

Revised: August 2013 Board of Directors Meeting

Policy #1:18

Subject: Reimbursement Expenses

- a. Lodging. Lodging cost 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 in order 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. 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. Board 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 Board 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. 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-days of costs incurred. Failure to adhere to this policy will result in non-payment of expenses.

Effective: April 1996 Board of Directors Meeting

Revised: April 2007 Board of Directors Meeting

Revised: August 2007 Board of Directors Meeting

Revised: April 2008 Board of Directors Meeting

Revised: March 2010 Board of Directors Meeting

Revised: November 2012 Board of Directors Meeting

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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.

It is hoped that 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 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 5 business days after the completion of the activity in which it was loaned.

Effective: April 1996 Board of Directors Meeting

Revised: April 2001 Board of Directors Meeting

Policy #1:20

Subject: New Chapter Formation and Chartering

ACTION

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 30 days of receipt of request. If the interest group has access to the internet, they shall be instructed to

RESPONSIBLE PARTY

National Office Staff

ACTION

RESPONSIBLE PARTY

- visit www.bignet.org, to obtain the kit and instructions for submittal.
2. Petitioning Groups are to complete the following information required to form the 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 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 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. Regional Council President
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 Director
 6. Acknowledge receipt of bank draft and membership applications. New members will be placed in the member-at-large category pending Charter approval. National Office
 7. Following the final approval, 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. 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 six (6) months of by the Constitution and Policy 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 placed.
8. Approve the proposed Chapter to receive a charter, if it meets all of the requirements of the National Constitution. The Board Chair will advise the petitioning group of any adverse conditions for the National Board of Directors

ACTION

RESPONSIBLE PARTY

charter, if disapproved and advise the National Office Staff of the action taken.

- | | |
|--|---|
| 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 Annual National Training (ANT). Any new Chapter approved for a charter prior to or during the month of August will receive their charters at the ANT or no later than 60 days following the ANT. | 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 Board of Directors Meeting
Revised: August 1999 Board of Directors Meeting
Revised: April 2001 Board of Directors Meeting
Revised: January 2004 Board of Directors Meeting
Revised: November 2005 Board of Directors Meeting
Revised: September 2006 Board of Directors Meeting
Revised: August 2008
Revised: January 2009
Revised: March 2010 Board of Directors Meeting
Revised November 2010 Board of Directors Meeting
Revised: January 2012 Board of Directors Meeting
Revised: June 2015 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 Board of Directors Meeting

Policy #1:22

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

Persons who request membership with an address outside of the Chapter/Agency/Region must obtain approval in writing for the exception from the Regional Councils concerned. Persons who have an address outside a specific Chapter or regional geographic area must obtain approval in writing for the exception from the Regional Councils concerned. The individual should submit the request to both entities involved in citing the reasons for the request with a copy of the membership form. Approval must be obtained prior to submitting the request to the National Office. Regional Council Presidents should review Chapter rosters for compliance quarterly. Corrections should be noted and returned to the National Office as required.

Revised December 30, 2015

Effective: August 1998 Board of Directors Meeting

Policy #1:23

Subject: Accounting Internal Control Procedure

1. The accounting records of the organization will be reconciled on a monthly basis by the 20th 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 BOD. Monthly communications between the accountant, National Treasurer, and national office volunteers who have responsibility for entering information into the accounting system shall occur before sign off of 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 on a monthly basis. Recurring journal entries shall be reviewed on a quarterly basis.

Effective: August 1997 Board of Directors Meeting

Revised: November 2006 Board of Directors Meeting

Revised: October 2015 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 and forward the report to the national office annually. The Assistant Treasurer will notify chapters and regions to complete the report and establish a compliance date. Chapters, who fail to submit the report by January of the following year in which it was requested, will have the charters suspended at the January board meeting and action will be taken to recommend revocation of their charter at the next Delegates Assembly.

Effective: August 1997 Board of Directors Meeting

Revised: April 2004 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

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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 Board of Directors Meeting

Revised: April 1999 Board of Directors Meeting

Revised: November 2001 Board of Directors Meeting

Revised: January 2002 Board of Directors Meeting

Revised: January 2006 Board of Directors Meeting

Revised: November 2012 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 501c(3) status of the organization.

All expenditures must be in accordance with Board Policies: 1:16, 1:17 and 1:18 not withstanding. 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 Board of Directors Meeting

Policy #1:26

Subject: Annual National Training Assistance Program

Purpose: To provide training registration assistance for one (1) member of Blacks In Government from each chapter as recommended by the chapter officers. Chapter registrations are transferable within their respective region.

- (1) The Chapter Executive Committee shall be the reviewing and recommending officials with the Chapter President's written concurrence on the submissions.
- (2) Applicants must be current, financial members of the National Organization, as evidenced through the National database prior to selection.
- (3) Applicants are not eligible to receive annual training assistance for two (2) consecutive years unless all other eligible applicants have received the assistance.
- (4) National Officers elected or appointed are ineligible to receive assistance.
- (5) Personal financial status or disapproval by employer for funds shall have no bearing upon eligibility.

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- (6) Chapters shall require each applicant to submit a registration form and a statement of how attending the Annual National Training will enhance their professional and/or personal development.
- (7) Chapters shall submit a package containing the registration form and statement for each applicant chosen, and the selection criteria utilized by the chapter. This package must be received in the National headquarters no later than three weeks prior to the start of the annual training.
- (8) When a National Office staff member has verified membership, notification shall be forwarded to the selectee and their Chapter President.

Effective: April 1998 Board of Directors Meeting
Revised: August 2000 Board of Directors Meeting
Revised: April 2003 Board of Directors Meeting
Revised: August 2007 Board of Directors Meeting

Policy #1:26A

Subject: NDAT Assistance Complimentary Annual National Training Registrations

Purpose: To provide complimentary Annual National Training 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 is performed or Annual National Training the following year.

Effective: November 2007 Board of Directors Meeting

Policy #1:27A (Effective until 31 December 2005)

Subject: Annual National Training Regional Revenue Sharing Formula

The Region that hosts the Annual National Training will receive a percentage of the total net annual training revenue with 90 days after the close of the annual training. The remainder will be paid upon final reconciliation of annual training accounts and final written report. The percentage shall be 3.5% for 2,500 attendees or less and 5.0% if attendance exceeds 2,500.

	Total Gross Annual Training Revenue.
Less:	An Allowance of 5% for Doubtful Accounts
Less:	<u>Total Annual Training Expenses</u>
	Net Annual Training Revenue \$\$\$
	(Figure is used to compute the regional revenue)

Example:

	Total Gross Annual Training Revenue
	Total Gross Annual Training Expenses
	5% Doubtful Accounts
	Net Revenue over Expenses

Applicable for ANT 2006 and beyond

Effective: August 1995 Board of Directors Meeting

Revised December 30, 2015

Revised: January 1999 Board of Directors Meeting
Revised: April 2001 Board of Directors Meeting
Revised: January 2004 Board of Directors Meeting
Revised: August 2004 Board of Directors Meeting

Policy #1:27A (Effective until 31 December 2005) (Continued)

This policy becomes obsolete on 1 January 2006

Additional Regional Revenue Sharing

In addition to revenue sharing for the host Region, an additional annual training fee of \$25.00 will be assessed to each training registrant and will be divided in its entirety, equally, amongst all regions.

Approval Date: April 2001 Board of Directors Meeting
Effective: 1 January 2002 (and beyond)

Policy #1:27B (Effective 1 January 2006 and beyond)

Subject: Annual National Training Regional Revenue Sharing Formula

The Region that hosts the Annual National Training will receive 3.5 percent of the “net annual training revenue” as described below. The region will receive 25 percent of their share of the net annual training revenue, as determined by the preliminary report. The remainder will be paid upon final reconciliation of annual training accounts, submission of the final region written report, and acceptance of the audit by the delegates.

	Total Gross Annual Training Revenue.
Less:	Allowance of 5% for Doubtful Accounts
Less:	<u>Total Annual Training Expenses</u>
	Net Annual Training \$\$\$
	(Figure is used to compute the regional revenue)

Example:

Total Gross Annual Training Revenue
Total Gross Annual Training Expenses
5% Doubtful Accounts
Net Revenue over Expenses

Applicable for NTC 2006 and beyond

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

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Additional Regional Revenue Sharing

In addition to revenue sharing for the host Region, an additional annual training fee of \$25.00 will be assessed to each training registrant and will be divided in its entirety, equally, amongst all regions. The \$25.00 will be deposited into a restricted account set up for this revenue as it is received and will be distributed to the Regions by 31 December of each year.

Approval Date: April 2001 Board of Directors Meeting

Effective: 1 January 2002 (and beyond)

Revised: August 2004 Board of Directors Meeting

Effective: 2007 National Training Conference (and beyond)

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 Board of Directors Meeting

Revised: November 1999 Board of Directors Meeting

Revised: April 2008 Board of Directors Meeting

Revised: October 2015 Board of Directors Meeting

Revised December 30, 2015

Policy #1:28 continued Addendum A

PROPOSED CORPORATE DONATIONS/SPONSORSHIP

ACTIVITY _____
CHAPTER, REGION, NATIONAL ORGANIZATION

NAM E OF POC _____

TITLE _____

SPONSOR I DENTI FI ED _____

ADDRESS _____

NATURE OF BUSINESS _____

IN KIND DONATION _____

(Value of donation)

PURPOSE OF DONATION (TARGET AUDIENCE TO INCLUDE NUMBER OF MEMBERS AND/OR ON MEMBERS; ORGANIZATIONAL OBJECTIVE BEING SUPPORTED}

PLAN/BUDGET /EXPENDITURES

<u>ITEM</u>	<u>COST</u>	<u>PROJECTED DATE OF EXPENDITURE</u>
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ADDITIONAL INFORMATION

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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 in particular. 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 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 Board of Directors Meeting

Policy #1:31 (Deleted)

Subject: National Training Conference (NTC) Site Visits

Effective: January 2000 Board of Directors Meeting

Policy # 1:32

Subject: Annual National Training Conference (ANT) Contract Negotiations

1. The Executive Committee shall establish a negotiations team, including the National Treasurer and the *Standing Training Committee Chair* for all contracts to be signed for the ANT.
2. All contracts for the ANT shall be executed in accordance with Article VI, Section 2, paragraphs C and H 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 Board of Directors Meeting

Revised December 30, 2015

Revised: April 2000 Board of Directors Meeting

Revised: January 2004 Board of Directors Meeting

Revised: August 2004 Board of Directors Meeting

Policy #1:33

Site Selections for the Annual National Training (ANT)

1. In compliance with Article VI, Section 1, of the National Constitution, the Board of Directors will solicit bids for the site of the Annual National Training at least two years in advance.
2. Upon receipt and review of proposals received, the Board of Directors Time and Place/Delegates Assembly Committee (TP/DAC) Team will visit no more than the top three (3) sites of the qualifying bidders, for the specific ANT year being considered, prepare a report of the visit(s) and make a recommendation to the Board of Directors for approval.
3. The TP/DAC Team will consist of at least two (2) committee members and one (1) Director from the qualifying region.

Effective: April 2000 Board of Directors Meeting

Deleted: January 2004 Board of Directors Meeting

Reinstated: August 2004 Board of Directors Meeting (per 2004 Delegates)

Revised: June 2015 Board of Directors Meeting

Policy #1:33-A

Subject: Annual National Training Conference Implementation, Roles and Responsibilities

1. The BIG Annual National Training (ANT) is the primary training and development event of the organization. The DC Corporate 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 Annual National Training (ANT) and Annual Business Meeting/Delegates Assembly.
2. The NBOD, based on the recommendations of the Time and Place/Delegates Assembly Committee (TP/DAC), shall develop and approve the five-year plan. The TP/DAC will develop and maintain the ANT Planning Guide and submit to the NBOD for approval. The TP/DAC shall transmit a Request for Proposals (RFP) to all Regions to see if they are interested in hosting the annual ANT. Regions must work with their 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.
3. 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, in accordance with the ANT Planning Guide. The NEC shall approve ANT Subcommittee Chairs for the implementation of the annual ANT. The NEC shall negotiate all contracts for the annual ANT in accordance with Policy #1:32.
4. The National President shall appoint the Standing Training Committee (STC) Chair and Deputy Chair, subject to approval of the NBOD. These appointments shall be made annually based on the Region where the ANTs will be held for each of the respective years. 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

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President shall provide the NBOD an update on current and future ANT/Delegates Assembly planning activities at least at each Board Meeting.

5. The STC Chair shall submit recommendations for ANT subcommittee chairs for implementation of the annual ANT to the National President for approval by the NEC. The STC Chair shall have oversight over all ANT Subcommittee Chairs with the exception of the ANT Finance Subcommittee. The STC shall insure the ANT is executed in accordance with the ANT Planning Guide. The STC shall provide the National President, an update on current year ANT activities, upon request or at a minimum on a monthly basis.
6. The ANT Subcommittee Chairs shall implement the ANT plan in accordance with the ANT Planning Guide and within the approved budget. All ANT Subcommittees, except the ANT Finance Subcommittee, shall report their activities directly to the STC Chair, as requested. The ANT Finance Committee will report their activities to the National Treasurer, as requested, and provide a courtesy copy to the STC.

Effective: August 2004 Board of Directors Meeting

Revised: June 2015 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 Board of Directors Constitution and Policy 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 90 days and prior to the Regional Directors presenting bylaws to the Board of Directors Constitution and Policy Committee (Constitution).
 - c. Interest groups may appeal any dispute decision to the Board of Directors within 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 Board of Directors Meeting

Revised: April 2001 Board of Directors Meeting

Revised: August 2008 Board of Directors Meeting

Policy: # 1:35

Subject: BIG Meeting Requirement

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 Board of Directors Meeting

Revised December 30, 2015

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: XYZ Chapter of BIG; or Region # Council of BIG).

Effective: April 2001 Board of Directors Meeting

Policy #1:37

Subject: American Disabilities Act (ADA) Policy Statement

It is the policy of Blacks In Government that all BIG National Training Conferences, 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 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 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.

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6. Confidentiality shall be carefully observed. Contributors' lists shall not be divulged without formal Board approval.

Subject: Fund Raising

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 Board for approval and provide a report of activities at each Board meeting.

Effective: April 2003 Board of Directors Meeting

Revised: January 2004 Board of Directors Meeting

Policy #1:40 (Deleted)

Subject: National Training Conference Roles and Responsibilities

Effective: November 2003 Board of Directors Meeting

Revised: January 2004 Board of Directors Meeting

Deleted: 15 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 Board of Directors and by paying the Gold Plus fee of \$250.00 (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 ANT (year of recognition).
- (4) Reserved seating at all ANT events.
- (5) Invitation to NBOD and NEC Receptions at that year's ANT (year of recognition).
- (6) 10 percent discount on all merchandise in the BIG Store at all ANT's and on items purchased on-line from the BIG Cyber Store.
- (7) Express registration at ANT.

Effective: August 2003 Board of Directors Meeting

Revised: January 2004 Board of Directors Meeting

Revised December 30, 2015

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 Board of Directors. When the issue is brought to the Board’s attention, the Board Chair will appoint an ad-hoc committee (at least three members) to investigate the charges and make a recommendation to the Board 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 Board of Directors will make a decision 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 Board of Directors Meeting

Policy #1:43

Subject: Transfer Chapter Membership

A chapter member or at-large member who requests to transfer their membership to a different chapter roster must obtain approval, in writing, from the receiving chapter president who shall submit the change in writing to the National Office staff no later than 60 days after the written request is made.

Effective: November 2007 Board of Directors Meeting

Revised: April 2008 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.

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

Effective: Board of Directors Meeting November 2009

Policy: #1:45

Subject: Removal from Suspension

Chapters or Regional Councils that are on suspension must submit documentation demonstrating that they have met all of 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: Board of Directors Meeting November 2010

SECTION 2
NATIONAL EXECUTIVE COMMITTEE
INDEX

<u>Subject</u>	<u>Policy Number</u>	<u>Effective Date</u>	<u>Last Revision Date</u>
National Executive Committee Reporting	2:00	8/81	5/12
Procurement (Contracting) of Goods and Services	2:01	4/92	5/12
Spending Cap on Line Item Expenditure	2:02	1/90	5/97
Establishment of Ad Hoc Committees	2:03	1/97	
Establishment and Funding of National Programs	2:04	11/96	4/07
Computer Equipment Inventory (Formerly Equipment Accountability)	2:05	4/99	4/08
Budget Submission Format for Budget Requests to the National Board of Directors	2:06	4/98	
Investment Policy	2:07	4/98	11/02
Fiduciary Responsibilities of the National Executive Committee Chair	2:08	1/99	11/05
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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 Board 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 Board of Directors Meeting

Revised: March 2010 Board of Directors Meeting

Revised: May 2012 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 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 (Board) establishes this policy for procurement (including purchases during the National Training Conference) 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 Board can convene, the National President, with the concurrence of the National Executive Committee, may take appropriate action to protect the interest of BIG.

Revised December 30, 2015

In such an event, the National President shall inform each member of the Board, 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 need for services; why normal procedures were not followed; and 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 \$500 to \$999 each shall be subject to the following provisions:
 - a. 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 sourced is received, an additional justification shall be made and documented to explain the absence of competition.
 - b. 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 signs 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).
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 NBODs, prior to signing. The request shall be submitted to the FAOC for a recommendation to the NBODs. (b) provided to the FAOC between board meetings that requires NBODs' approval, can be approved by the FAOC for the President to sign and presented at the next Board meeting.
6. Any multi-year contracts must be approved by the NBODs prior to signing. The request shall be submitted to the FA/OC for a recommendation to the NBODs.
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's approval. Any exceptions to the policy shall be presented to the NBODs 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 or. All purchase orders and contracts shall contain a number that is 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)

Revised December 30, 2015

Effective: April 1992 Board of Directors Meeting

Revised: May 1997 Board of Directors Meeting

Revised: January 1999 Board of Directors Meeting (Policy Nr. Changed from #3:06)

Revised: April 2004 Board of Directors Meeting

Revised: April 2005 Board of Directors Meeting

Revised: November 2005 Board of Directors Meeting

Revised: November 2006 Board of Directors Meeting

Revised: April 2009 Board of Directors Meeting

Revised: May 2012 Board of Directors Meeting

Revised: October 2015 Board of Directors Meeting

Policy #2:02

Subject: Spending Cap on Line 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: Jan 1990 Board of Directors Meeting

Revised: May 1997 Board of Director's Meeting

Revised: November 2012 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 Board of Directors Meeting

Policy #2:04

Subject: Establishment and Funding of National Programs

1. Prior to designating a Program or Pilot Program as a national program, it must be approved by the National Board of Directors. All funding requests to establish programs not included in the approved budget must be approved by the Board of Directors prior to implementation.
2. The criteria, guidelines, and implementation of all National Programs must be approved by the NBoDs prior to execution. Regional Directors shall review and coordinate all MAP and STACK application grants prior to the National Executive Committee taking action.
3. The National Program Booklet, which describes all approved national programs, shall include a mission statement for each program.
4. The National Executive Committee Program Chairs shall provide an annual report of activities for the year to the Board's Program Oversight Committee by January 15th of each calendar year. The report shall include how the funds were spent and the benefit of the program to the organization and / or individual.

Effective: November 1996 Board of Directors Meeting

Revised: January 2002 Board of Directors Meeting

Revised: October 2004 Board of Directors Meeting

Revised December 30, 2015

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 on 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 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 Board of Directors Meeting

Revised: April 2007 Board of Directors Meeting

Policy #2:06

Subject: Budget Submission Format for Budget Requests to the NBoDs

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

Effective: April 1998 Board of Directors Meeting

Revised December 30, 2015

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**

PROGRAM ELEMENT:

CHAIRPERSON:

MISSION:

GOALS AND OBJECTIVES:

PRIOR YEAR (20XX) ACCOMPLISHMENTS:

TOTAL BUDGET REQUESTED:

List each activity name

dollar amount
Total Dollar Amount

CURRENT YEAR (20XX) PLANNED ACTIVITIES AND ASSOCIATED COSTS:

ACTIVITY:

DESCRIPTION:

COST:

ASSUMPTIONS:

OUTPUT MEASURES:

EXPECTED OUTCOMES:

Submitted by: _____

Date: _____

Revised December 30, 2015

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 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 NBoDs 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 NBoDs 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 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, 2.B, and 2.C) if those earnings cause the amount 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.

Revised December 30, 2015

SECTION III. Reporting

The National Treasurer shall provide the following reports on a monthly basis to the Financial Advisory 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 Board of Directors Meeting

Revised: November 2002 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 non compliance with this policy to the National Board of Directors for resolution

Effective: January 1999 Board of Directors Meeting

Revised: January 2000 Board of Directors Meeting

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

Revised: November 2005 Board of Directors Meeting

Revised: November 2012 Board of Directors Meeting

Revised December 30, 2015

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 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 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 . Responsibilities at the National Training Conference include, coordinating with the Opening Plenary and Closing Plenary Chairpersons, as well as other BIG NTC 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 ANT and other functions to assist with implementation of this policy.

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 Board of Directors Meeting

Revised: November 2005 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. Board of Directors and 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 insurance's. 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.

Revised December 30, 2015

Liability insurance fixes mistakes, providing coverage for claims related to negligent business activities or the failure to use reasonable care.

Effective: November 1999 Board of Directors Meeting

Policy #2:12

Subject: District of Columbia Code Required Annual Reports

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 an annual report and pay all applicable fees. The annual report with the appropriate fees shall be delivered to the Mayor on or before the 15th day of April of each year with proof of deliverance.
2. The National President shall insure the Articles of Incorporation are kept current.

Effective: November 1999 Board of Directors Meeting

Policy #2:13

Subject: Annual National Training Cash Flow Controls

The National Treasurer shall develop procedures to control ANT 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 Board of Directors Meeting

Revised: January 2002 Board of Directors Meeting

Revised: January 2007 Board of Directors Meeting

Policy #2:14

Subject: Simplified Strategic Plan Reporting Requirements

The National Executive Committee shall provide the National Board of Directors a quarterly report addressing the key strategic performance activities of the Simplified Strategic Plan (SSP). The following is an example of areas to be addressed in the report:

- Strategic Vision/Mission/Current Status
- Strategic Measurement/Performance Indicators
- Targeted Performance Goals/Performance Trend Analysis
- Current Critical Strategic Challenges/Issues
- Marketing Plan
- Membership Forecast and Trends
- Critical Timeframes

The Executive Committee Member responsible for implementing the SSP shall meet periodically with the Board of Directors Strategic Plan Committee.

Effective: November 2000 Board of Directors Meeting

Revised December 30, 2015

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. Board 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 for review and approval at the second Board 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 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 Board of Directors Meeting

Policy #2:17

Subject: Management of Salaried Staff

1. 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 NBoDs prior to hiring. The salary offered to potential employees must be in accordance those described in the Personnel Policy Manual. Filling of any new position or vacant position must be approved by the NBoDs prior to hiring (approval may be obtained via teleconference or email, if an urgency exist).
 - 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 NBoDs, 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.

Revised December 30, 2015

2. Board of Directors: The Board's Personnel Committee, responsible for the aforementioned documents, will ensure they are kept current.
3. Salaried Staff: Repeated documented infractions or blatant disregard of this policy shall be grounds for immediate termination.

Effective: August 2004 Board of Directors Meeting

Revised: June 2015 Board of Directors Meeting

**SECTION 3
NATIONAL BOARD OF DIRECTORS (NBOD)
INDEX**

<u>Subject</u>	<u>Policy Number</u>	<u>Effective Date</u>	<u>Last Revision Date</u>
Board Meeting Standing Rules	3:00	12/89	7/06
National Board of Directors Meeting	3:01	1/95	7/06
Board Report to Delegates Assembly	3:02	9/86	
Legal Suit by Board Members	3:03	4/82	
Residence Requirement for Regional Directors	3:04	4/90	3/10
Revised Chapter and Regional Bylaws	3:05	8/98	5/12
BIG Awards Program	3:06	1/97	3/10
Election of Board Chair	3:07	1/93	
Life Membership for Elected Members	3:08	Undated	
Official BIG Documents	3:09	4/94	8/13
Fiduciary Responsibilities of Regional Directors	3:10	4/99	
National Parliamentarian Attendance at National Board Meetings (DELETED)	3:11	5/97	4/05
Board of Directors Report	3:12	4/99	7/14
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Regional Directors in Non-Financial Chapters	3:14	8/99	
Annual Training of Newly Elected Board Members (Reinstated Effective Date 1/12)	3:15	1/12	
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Parliamentarian Assistance	3:20	11/05	
Regional Directors Budget Line Item	3:21	11/05	8/13
Board of Directors Chairperson and Vice Chair Budget Line Items	3:22	11/05	8/13

Revised December 30, 2015

Policy #3:00

Subject: Board Meeting Standing Rules

Rule 1 - The general authority controlling the National Board meeting shall be the National Constitution, Policies of the Board, these standing rules, and Robert's Rules of Order, as newly revised.

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.

Rule 3 - Board members representing a simple majority of the National Board 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.

Rule 4 - All business shall be brought before the Board by a motion of a member or presentation of a communication to the Board.

Rule 5 - Members must be recognized by the Chair before addressing the body. Members addressing the Board after being recognized by the Chair shall first state his/her name and region.

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.

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.

Rule 8 - Discussions shall be limited to two (2) minutes for each speaker and no Board 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.

Rule 9 - All actions brought before the Board 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.

Rule 10 - These rules shall require a simple majority vote by the Board members for adoption. These rules may also be suspended by a (2/3) two-third majority vote of the Board members.

Effective: December 1989 Board of Directors Meeting

Revised: August 2004 Board of Directors Meeting

Revised: April 2006 Board of Directors Meeting

Policy #3:01

Subject: National Board of Directors Meeting

1. Minutes of the National Board of Directors. Minutes of the previous NBoD meeting are to be transmitted by the National Secretary to the NBoDs no later than 30 (thirty) days before the next NBoD meeting.
 - a. The Chair of the NBoDs shall provide written monthly reports on the status of motions made for his/her actions at the previous NBoDs meeting. The status reports should be submitted to the NBoDs on the 5th of the following month.

Revised December 30, 2015

2. A transcript of the minutes of the National Board of Directors Meeting is to be completed within 45 days of the last day of the NBoDs' meeting. Transcriptionist disseminates the transcript to the following persons:
 - a. Electronic copy sent to: National President, National Board Chair and National Secretary
 - b. Paper copy mailed to: National President, National Board Chair, National Secretary and National Office
3. A transcript of the minutes of the Delegates Assembly is to be completed within 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, National Board Chair and National Secretary
 - b. Paper copy mailed to: National President, National Board Chair, and National Secretary
 - c. Delegates Assembly Committee Chair, Chair of Delegates Assembly, and National Office
4. A Motions list is to be completed within 45 days (in conjunction with the NBoDs' meeting transcript) of the last day of the NBoDs' meeting. The transcriptionist disseminates the Motions list electronically to the following persons:
 - a. Electronic copy sent to: National President, National Board Chair and National Secretary
5. Delegates Assembly: A Motions list is to be completed within 45 days (in conjunction with the NBoDs' meeting transcript) 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 NBoDs' 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 National Board 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 NBoDs will write a letter to the Regional Council President reporting the attendance of any member Director that misses more than two consecutive NBoDs' meetings without sufficient excuse. (Adopted 30 January 1988)
3. Appointment of Vacancies to the NBoDs. The Chair and the President can fill any vacancy on the NBoDs or the Executive Committee, respectively, on an interim basis, until the next NBoDs' meeting. The NBoDs will only entertain a recommendation from the Chair of the NBoDs that has been recommended by chapters of the region or the Regional Council. The interim appointee is entitled to transportation and lodging to the NBoD or Executive Committee meetings. (Adopted 20 April 1991)

Revised at January 1995 Board of Directors Meeting

Revised: April 1999 Board of Directors Meeting

(This revision combined #3:01 dated January 1995 and #3:10 (Board Meeting Attendance) dated August 1997.)

Revised: April 2006 Board of Directors Meeting

Revised December 30, 2015

Policy #3:02

Subject: Board Report to Delegates Assembly

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

Effective: September 1986 Board of Directors Meeting

Policy #3:03

Subject: Legal Suit by Board Member

No member of the NBoDs shall bring 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 Board of Director's Meeting

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: January 1990 Board of Directors Meeting

Policy #3:05

Subject: Revised Chapter and Regional Bylaws

1. Amendments to Chapter or Regional Bylaws: Regional Directors are required to review and approve all amended Chapter and Regional Bylaws to assure compliance with the National Constitution. If the amendment is not in compliance, return the Bylaws to the originator for correction(s). 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***). The amended Bylaws configuration is maintained by utilizing the Bylaws Amendments List provided in Appendix B.
2. Revisions to Chapter and Regional Bylaws: Regional Directors are required to review all revised Chapter and Regional Bylaws prior to submittal to the Bylaws Committee, for approval by the National Board of Directors. The review, by the Regional Directors, of the revisions will insure compliance with the National Constitution. ***Revision is defined as:*** Changes to the Bylaws that are so extensive and general that they are scattered throughout the bylaws. These changes should be effected through the substitution of an entire new set of Bylaws. (***NOTE: This definition is based on Roberts' Rule of Order***). The Regional Director Checklist shall be submitted with all revised Bylaws. (Regional Director's Checklist for Revised Bylaws provided in Appendix C).

Effective: August 1998 Board of Directors Meeting

Revised: August 2000 Board of Directors Meeting

Revised: April 2008 Board of Directors Meeting

Revised: November 2008 Board of Directors Meeting

Revised: November 2010 Board of Directors Meeting

Revised: August 2012 Board of Directors Meeting

Revised December 30, 2015

Policy #3:06

Subject: BIG Awards Program

Blacks In Government shall annually recognize BIG members, chapters, regions, groups and community leaders through the Prestige Awards, New Life Members, Gold Plus members, Charter Chapters, Elite Chapters, Distinguished Service Hall of Fame Award and Memorial Wall Programs.

1. BIG Prestige Awards Program:

- a. 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:
 - (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 accomplishment 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 BOD Awards Committee shall evaluate the nominations and submit their recommendations for recipients to the Board in Executive Session at the August meeting.
- d. The BOD Awards Committee will recognize the recipients of the Prestige Awards at the Closing Plenary Session of the Annual National Training (ANT) along with Presidential Recognition Awards as determined by the National President.

2. Presidential Recognition Award: The Presidential Award will be determined by the National President and presented at the Annual National Training.

3. National Board Member Recognition Award: The award recipients) will be determined by a secret vote of the members of the Board of Directors at the second business meeting of the year, and presented at the Annual National Training.

4. The above awards will be in accordance with the NBoD approved standard design.

5. BIG Life Membership Plaques/Certificates: The Board of Directors Awards Committee will present the Life Membership Plaques during a session of the ANT that honors the member's commitment.

6. Elite Chapters: The Membership Committee is responsible for implementing this activity. Each Chapter that meets the criteria will be recognized at the Annual National Training.

Platinum—75 or more Life members

Gold—25 to 74 Life members

Silver—15 to 24 Life members

Bronze—10 to 14 Life members

7. BIG Memorial Wall Program: The Executive Committee will implement the BIG Memorial Wall Program, which recognizes BIG members who are deceased. They will solicit names from chapters

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and regions and conduct a memorial service for the deceased members at an appropriate time during the ANT.

8. NBoD Members Recognition: At the November 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).
9. Distinguished Service Hall of Fame (DSHOF) 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 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.
10. The National Board of Directors will not make recommendations, but serve only as a screening entity for membership eligibility criteria. No more than five persons during any given year and no more than two persons from the same region may be submitted for approval of the delegates during any given year. No region may submit more than two candidates for membership in the DSHOF during any given year.
11. 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 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 NBoDs, through NBoD Action 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 Annual National Training.

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 that 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.

Effective: January 1997 Board of Directors Meeting

Revised: January 1999 Board of Directors Meeting (formerly #2:01)

Revised: November 1999 Board of Directors Meeting

Revised: January 2001 Board of Directors Meeting

Revised: November 2001 Board of Directors Meeting

Revised: March 2010 Board of Directors Meeting

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Policy #3:07

Subject: Election of Board Chair and Vice Chair

The election for Chair and Vice Chair of the 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 position. Nominations shall be from the floor.

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.

Effective: January 1993 Board of Directors Meeting

Policy #3:08

Subject: Life Membership for Elected Members

All elected members of the National Board of Directors and the Executive Committee will be encouraged to become Life Members of the organization, by paying the required Life membership fee as outlined in Article IV of the National Constitution.

Effective: Unknown

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 Board of Directors Meeting

Revised: August 2013 Board of Directors Meeting

Policy #3:10

Subject: Fiduciary Responsibilities of Regional Directors

1. 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) to attend 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.
2. 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)

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will be reimbursable in accordance with Policy 1: 17 upon completion of a voucher with receipts, but will be charged against the appropriate Board of Directors sub-line item.

Effective: April 1999 Board of Directors Meeting

Policy #3:11 (DELETED)

Subject: National Parliamentarian Attendance at National Board Meetings

~~The National Parliamentarian shall attend meetings of the National Board of Directors.~~

Effective: May 1997 Board of Directors Meeting

Deleted: April 2005 Board of Directors Meeting

Policy #3:12

Subject: Board of Directors Reports

1. 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.
 - a. During Conference Call meetings required reports may be presented verbally unless there are Action Items. Reports that have Action Items shall be in writing and must be presented to all members of the Board not later than five (5) days prior to the meeting, for advance review.
 - b. All reports for Face-to-Face meetings must be in writing. All written reports must be presented to the National Secretary two (2) weeks prior to the meeting. Those that do not provide their reports in advance as required, must have at least twenty-seven (27) hard copies of the report on-site. The report(s) must be provided to each member of the Board prior to the beginning of the meeting to ensure no disruption during the meeting.
2. Regional Directors Reports:
 - a. Regional Directors' reports are not required for Conference Call meetings unless there are Regional Action Items or urgent Items of Concern that require the Board's attention. In that case, a written, Abbreviated Regional Directors report is required. The Abbreviated Regional Directors Report need only show the Region's No., 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 Board 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 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 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 failed to present their report as required must have sufficient hard copies (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:

Action 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's 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 Board Meetings with the exception of Special Conference Call meetings unless requested. A verbal report will be accepted during regularly scheduled Conference Call meetings if there are no Action Items, and no urgent Items of Concern that require the Board's 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 Board Member 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 2 weeks prior to the meeting. Committees that fail to present their reports to the National Secretary as required run the risk of Board 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 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:

- a. All Ad Hoc/Special Committees are required to make a report at all Board Meetings with the exception of Special Conference Call meetings unless requested. A written Initial Report is due at the first meeting of the Board 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 Board. Verbal reports may be accepted between the Initial and Final reports unless a written report is requested. All written reports for Conference Call meetings must be presented to each Board Member 3 days prior to the meeting.
- b. 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 27 hard copies of the report on-site for distribution prior to the beginning of the meeting.
- c. 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 Board of Directors Meeting
Revised: October 2004 Board of Directors Meeting
Revised: May 2012 Board of Directors Meeting
Revised: July 24, 2014 Board of Directors Meeting

Policy #3:13

Subject: National Board of Directors Committees

The Board of Directors will have committees to conduct preliminary work in preparation of matters that require Board action. Each Director will work on at least one committee. The committees 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 Board meetings. All committee actions and recommendations must be approved by the full Board. The following are the committee names and their functions:

Awards Committee: Develops policy for the BIG Prestige Award, BIG Memorial Wall, Life Membership, and Gold Plus Membership recognition programs. Evaluates the nominations for the Prestige Awards; make recommendations on the recipients to be selected. Serve only as a screening entity for membership eligibility criteria for the Distinguished Service Hall of Fame (DSHOF) award. Responsible for implementation of the recognition ceremonies for the Prestige Awards Program, presentation of Chapter Charters, Life Membership, Gold Plus Membership, and Elite Chapters recognition programs.

Constitution Committee: Reviews all proposed amendments to the National Constitution and presents the Board's recommendation to the Delegates Assembly. Incorporates all amendments into the National Constitution, prepares a final document and submits to the President and Secretary for

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signature. Reviews all proposed Resolutions and present the Board's recommendation to the Delegates Assembly Resolution Committee. Reviews all requests for interpretation of the National Constitution and makes recommendation to the Board.

Bylaws Committee: Reviews all new chapter requests for charter, reviews all revised Chapter and Region Bylaws and makes recommendation to the Board. Ensures the Chapter Start-Up Kits contain current information.

Policy and Procedures Committee: Receives recommended Policy and Procedures Manual changes from BIG members, and makes recommended policy and procedure changes to the NBoD, inclusive of listing all NBoD approved documents with current date. Updates the Policy and Procedures Manual for currency as approved by the NBoD. Maintains the NBoD Committees' Procedures Manual.

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 Board 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 Board based upon the Standing Finance Committee and/or Auditor's findings. Conducts feasibility studies for fund raising.

Personnel Committee: Reviews all paid staff position descriptions and generates, updates or revises them as required.

- (a.) Make recommendations to the Board for approval of salaries
- (b.) Develops, publishes and updates, as required, an office staff Personnel Manual
- (c.) Serves as a liaison between the salaried staff and the Board.

1. 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 along with the National President, FAOC Chair and/or designees from NEC to ensure completeness and all necessary services are included in package and cost identified.
- (e.) Make recommendation to full Board.
- (f.) Oversee execution of contract.
- (g.) Ensure the entire contract process including signing of contract is completed by November 30th in the year preceding the initiation of the contract period.

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

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 Annual National Training and Delegates Assembly. Supervises the National Election and serves as a liaison between the Board and Delegates Assembly. Reviews the minutes of the Delegates Assembly and

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ensures the Board addresses the motions passed and concerns/issues of the Delegates. Performs other duties as described in Policies 1:33 and 1:33-A.

Effective: April 1999 Board of Directors Meeting

Revised: May 2002 Board of Directors Meeting

Revised: January 2004 Board of Directors Meeting

Revised: August 2004 Board of Directors Meeting

Revised: March 2010 Board of Directors Meeting

Revised: November 2010 Board of Directors' Meeting

Revised: June 2015 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 life time 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 Board of Directors Meeting

Policy: 3:15

Subject: Annual Training of Newly Elected Board Members

The National Board of Directors will provide training to newly elected Board Members on their roles and responsibilities. The Board Chair will appoint appropriate trainers to his/her discretion. The action is contingent on available funding. The training shall consist but not limited to:

- Overview of Blacks In Government
- Parliamentary Procedures
- NBOD Committee Roles and Responsibilities
- The BIG National Constitution
- The Code of Conduct
- Procedures for Chartering a New Chapter
- Other areas as needed

Reinstated Date: Effective: January 2012 Board of Directors Meeting

Policy #3:16

Subject: BIG 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 Chairperson, National Board of Directors Financial Advisory and Oversight Committee by the end of each month. The treasurer shall ensure that the General ledger is closed out on a monthly basis.

Effective: August 2000 Board of Directors Meeting

Revised: April 2008 Board of Directors Meeting

Revised: June 2015 Board of Directors Meeting

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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 National Board Chair. The Board Chair will ensure the information is provided to the requesting NBoD member within ten working days after being advised of the request.

Effective: August 2000 Board of Directors Meeting

Revised: April 2005 Board of Directors Meeting

Revised: June 2015 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 1st. The FAOC Chair shall mail the RFP by September 20th of the solicitation year. The auditor's proposal including background information and references shall be sent to the organization's accountant who will forward all proposals to the FAOC Chair. The FAOC shall make a recommendation to the National Board of Directors (NBoD) of the auditor selection by November 20th 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 30th of each year.

2. Entrance/Exit Interview and Auditor's Report

- a. At least one member of the FAOC, the National President, and the National Treasurer shall be present for the auditor's entrance and exit interviews. The NBoD Chair and the FAOC Chair shall receive at least a two-week advance notice of such interviews and their location.
- b. The Annual Audit Report shall be addressed to the NBoD Chair with copies of the report sent to the National President, National Treasurer, and the FAOC Chair.
- c. The report shall be mailed to the NBoD Chair and the FAOC Chair at their home addresses

Effective: November 2000 Board of Directors Meeting

Effective: September 2006 Board of Directors Meeting

Effective: December 2015 Board of Directors Meeting

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Policy #3:19

Subject: BIG Legal Matters

1. All correspondence regarding legal matters that comes into the organization is to be provided to the National Board Chair within five working days of receipt. The National Board 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 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 individual appointed may be the National Parliamentarian, another NBOD Member with parliamentarian experience, or anyone the National Board Chair deems appropriate to provide guidance and render opinions when requested. The NBODs must approve any fee required in connection with the appointment.

Effective: November 2005 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.
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 all 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 Board of Directors Meeting

Revised August 2013 Board of Directors Meeting

Policy #3:22

SUBJECT: 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/make appearance in their capacity as the elected officer of the NBODs. All expenses are to be documented in accordance with Policy 1:18, Policy 1:25 and Policy 1:25A

Effective: November 2005 Board of Directors Meeting

Revised: August 2013 Board of Directors Meeting

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

Regional Director's Checklist for New Chapters

In accordance with BOD Policy #1:20, the Regional Director must certify that all required documents for new bylaws have been complete 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	[]	[]
3. Complete IRS SS-4 Form with EIN Received	[]	[]
4. Application of 10 regular members	[]	[]
5. Evidence of membership dues	[]	[]
6. 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 _____

BYLAWS AMENDMENT LIST

PAGE#	PURPOSE	DATE ENTERED	DIRECTOR'S SIGNATURE

Regional Director’s Checklist for Regional Revised Bylaws

In accordance with NBoD Policy #3:05, the Regional Director shall certify that all revised Regional Bylaws have been reviewed and are in compliance with the NBoD approved Model Bylaws for Regional Council 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 –Standing Committee Duties	[]	[]
9. Article IX – Meetings and Quorum	[]	[]
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	[]	[]

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	Yes	No
16. Article XVI – Amendments	[]	[]
17. Article XVII – Ratification	[]	[]

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
If no, provide reasons.

Date

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

Date sent _____

Regional Director’s Checklist for Chapter Revised Bylaws

In accordance with NBoD Policy #3:05, the Regional Director shall certify that all revised Chapter Bylaws have been reviewed and are in compliance with the NBoD approved Model Bylaws for Chapter 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: _____

	Yes	No
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"/>

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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
If no, provide reasons.

Date

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

Date sent _____

A. WHAT ITEMS NEED TO BE FILED?

5 CATEGORIES: 1) NBOD; 2) NEC; 3) NTC; 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

2. Executive Session (need discussion/decision on this)
- b. Reports
 1. Officers
 2. Committees
3. NTC
 - 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

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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
3. 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.
4. File Name - A standard nomenclature is used for the file name, i.e.:

Officer or Committee Name_Item Name_Date (Monthyear)

Examples:

Secretary_Report_March2012

FAOC_Acct Policy Procedure Manual_December2011

If versions of the document are needed then add the day to the date. (Monthday_year)

Example:

Historian_Filing Work Plan_March19_2012

Historian_Filing Work Plan_March21_2012

C. WHO IS RESPONSIBLE FOR FILING THE ITEMS?

1. NBOD Items – National Secretary
2. NEC Items – National Secretary
3. NTC
 - a. Planning – CZAR

- b. *NTC Souvenir Books - CZAR
 - c. *Contracts – National Secretary
 - d. NDA – NDAT Communications Chair
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 Manuel - 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 31st of that same year. (Pertains to all files, including NTC and NDA.)
3. At the end of the Term – In accordance with Policy numbers 1:44 and 2:05 each Officer, Committee Chair, and Board Member shall surrender their storage unit (CD, DVD, San Disk) to their successor by December 31st 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 Board Members' reports or documents.)

Revised December 30, 2015

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.
2. 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 to this policy to organize, shred, or trash items will be charged to the NEC committee chairs' budget.

Regional Director's Report to the NBoD Guide

*The report should be submitted in Arial or Times New Romans 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.

Regional Activities

All

activities conducted or sponsored by the region.

- Bulletize each activity.

- **APPENDIX E**

- **Page 1**

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Director's Activities

Both Directors

Bulletize all chapter, 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)



SAMPLE PAGE
Region XIII Chapter Programs & Activities Report
Reporting Period August 16, 2013 thru January 20, 2013

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.

Atlantic Pacific Chapter

Ms Mary Greene, Chapter President -
Email - marymary.greene@yaha.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 a 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

Mr. Johnnie Postmaster, Chapter President
Email – 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 in 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 in order 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 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:

NBoD Standing Committees Reports Format

Use Arial or Times New Romans 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

NBoD Ad Hoc/Special Committees Reports Format

Use Arial or Times New Romans 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 indicate - 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 be hindering 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