

BLACKS IN GOVERNMENT®

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



**NATIONAL BOARD OF DIRECTORS
(NBoD)**

**COMMITTEES' PROCESS MANUAL
(CPM) Revision 2**

December 9, 2021

NBoD COMMITTEES' PROCESS MANUAL (CPM)

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PURPOSE OF NBoD CPM

The purpose of this document is to provide descriptions, and written processes required to execute the BIG National Board of Directors (NBoD) Committees' task steps. Continuous process improvement will enable the NBoD to provide the most cost effective and efficient service/products to our membership. All NBoD members should be very familiar with the CPM's description of the steps and flow processes for the NBoD Standing Committees'. These processes create the products/services provided to/for the BIG membership and descriptions of the duties of the only two BIG positions elected to lead the NBoD (the NBoD Chair and the Vice-Chair) and added the National Secretary duties.

NBoD COMMITTEE'S PROCESS MANUAL MAINTENANCE

The NBoD Policy and Procedures Committee (P&PC) regularly assesses and updates the NBoD Committee's Process Manual (CPM) for currency as approved by the NBoD, inclusive of listing all NBoD approved documents with current dates. The current CPM will be maintained by each member of the National Board of Directors and National Office Staff. All new and/or updated processes shall be added to this manual after the approval of the BIG NBoD. The CPM shall be passed to the replacing elected/appointed Regional Directors, National Presidents, National Secretaries and National Treasurers at the change of office. NBoD approved Amendments to this document shall be maintained on the CPM Amendment List(s), Appendix G. The manual shall be revised after accumulated amendments to the manual are so extensive and general that they are scattered throughout the manual.

This maintenance of this document is identified in the NBoD Policy and Procedure Manual (P&PM) as Policy #3:24.

BIG NATIONAL BOARD OF DIRECTORS COMMITTEES' DUTIES

The NBoD Committees conduct preliminary work in preparation of matters that require NBoD action. The Committees conduct their meetings in accordance with Roberts Rules of Order, Newly Revised. Each committee will submit a written report at all NBoD meetings. All Committee actions and recommendations must be approved by a simple majority of the NBoD. All Committees' successes for BIG membership support are totally dependent on members' active participation during meetings, attendance and completion of assigned tasks.

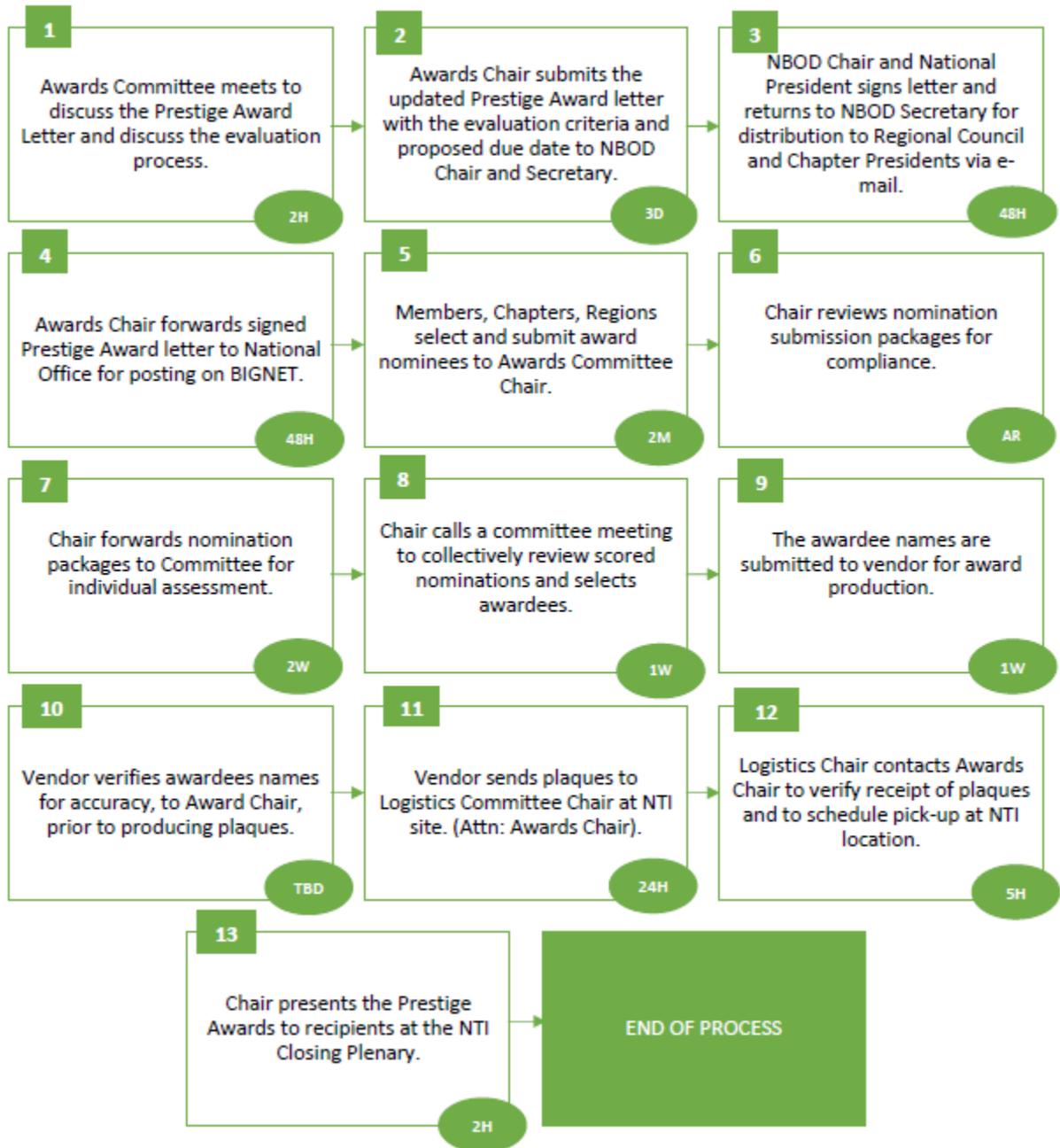
The following are the Committee names, their functions and task steps/action process flows:

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

A. PRESTIGE AWARD PROCESS FLOW

1. Awards Committee meets to discuss the Prestige Award Letter and discuss the evaluation process.
2. Awards Chair submits the updated Prestige Award letter with the evaluation criteria and proposed due date to NBoD Chair and Secretary.
3. NBoD Chair and National President signs letter and returns to NBoD Secretary for distribution to Regional Council and Chapter Presidents via e-mail. (Prestige Award Letter and Nomination Package included in Appendix A).
4. Awards Chair forwards signed Prestige Award letter to National Office for posting on BIGNET.
5. Members, Chapters, Regions select and submit award nominees to Awards Committee Chair.
6. Chair reviews nomination submission packages for compliance.
7. Chair forwards nomination packages to Committee for individual assessment.
8. Chair calls a committee meeting to collectively review scored nominations and selects awardees.
9. The awardee names are submitted to vendor for award production.
10. Vendor verifies awardees names for accuracy, with Award Chair, prior to producing plaques.
11. Vendor sends plaques to Logistics Committee Chair at NTI site. (Attn: Awards Chair).
12. Logistics Chair contacts Awards Chair to verify receipt of plaques and to schedule pick-up at NTI location.
13. Chair presents the Prestige Awards to recipients at the NTI Closing Plenary.

PRESTIGE AWARD COMMITTEE PROCESS FLOW



Legend: D-Days - H-Hours - M-Months - W-Weeks – AR-As Received

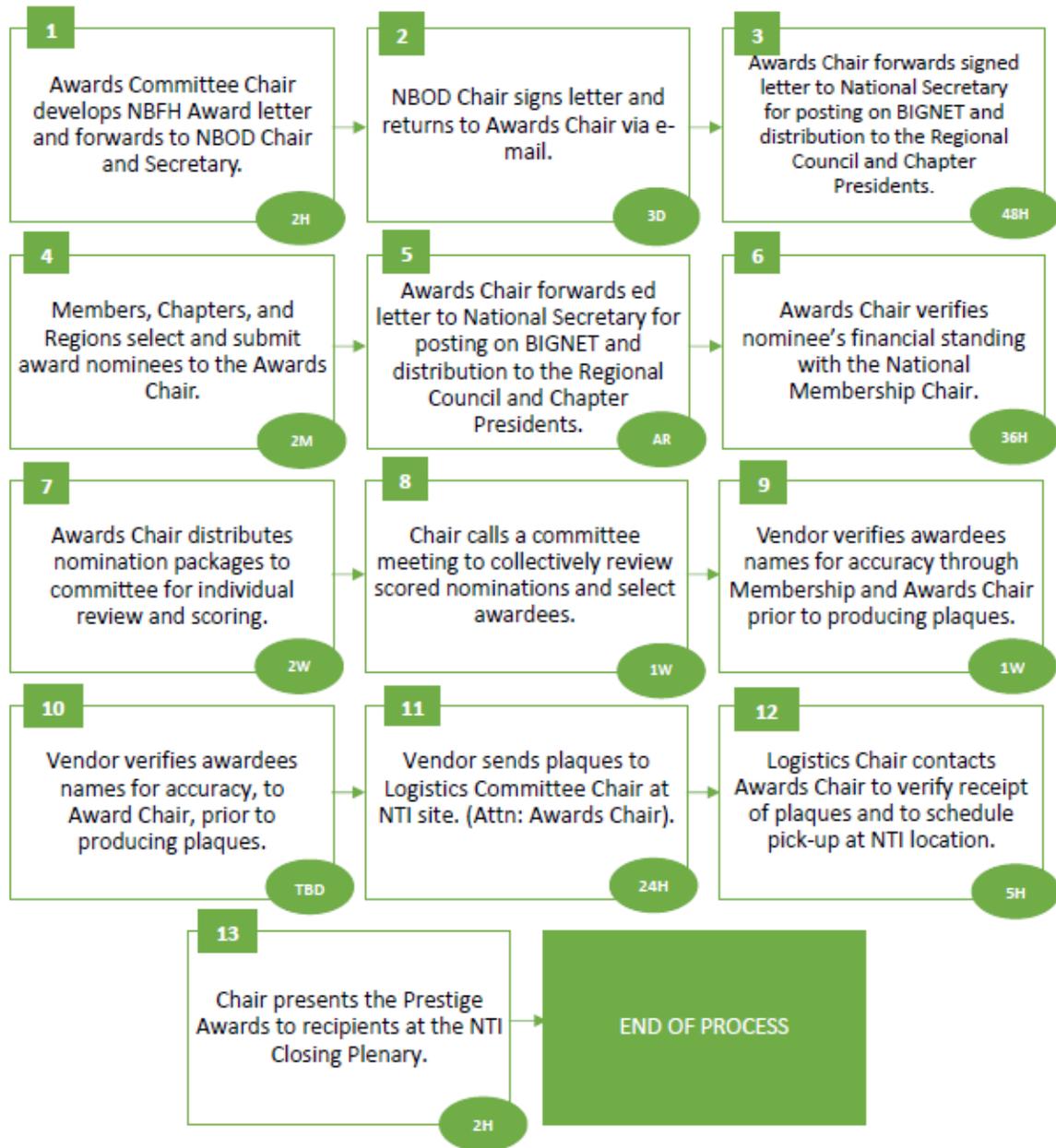
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B. NATIONAL BRAXTON FAMILY HUMANITARIAN AWARD PROCESS FLOW

1. Awards Committee Chair develops NBFH Award letter and forwards to NBoD Chair and Secretary.
2. NBoD Chair signs letter and returns to Awards Chair via e-mail.
3. Awards Chair forwards signed letter to National Secretary for posting on BIGNET and distribution to the Regional Council and Chapter Presidents. (NBFH Award letter and Nomination Package included in Appendix B).
4. Members, Chapters, and Regions select and submit award nominees to the Awards Chair.
5. Awards Chair reviews nomination packages to confirm that the package is complete. If not, nomination package should be returned as incomplete.
6. Awards Chair verifies nominee's financial standing with the National Membership Chair.
7. Awards Chair distributes nomination packages to committee for individual review and scoring.
8. Chair calls a committee meeting to collectively review scored nominations and select awardees.
9. The awardee names are submitted to vendor for award production.
10. Vendor verifies awardees names for accuracy, with Award Chair, prior to producing plaques.
11. Vendor sends plaques to Logistics Committee Chair at NTI site. (Attn: Awards Chair).
12. Logistics Chair contacts Awards Chair to verify receipt of plaques and to schedule pick-up at NTI location.
13. Chair presents the Prestige Awards to recipients at the NTI Closing Plenary.

NATIONAL BRAXTON FAMILY HUMANITARIAN AWARD PROCESS FLOW



Legend: D-Days - H-Hours - M-Months - W-Weeks – AR-As Received

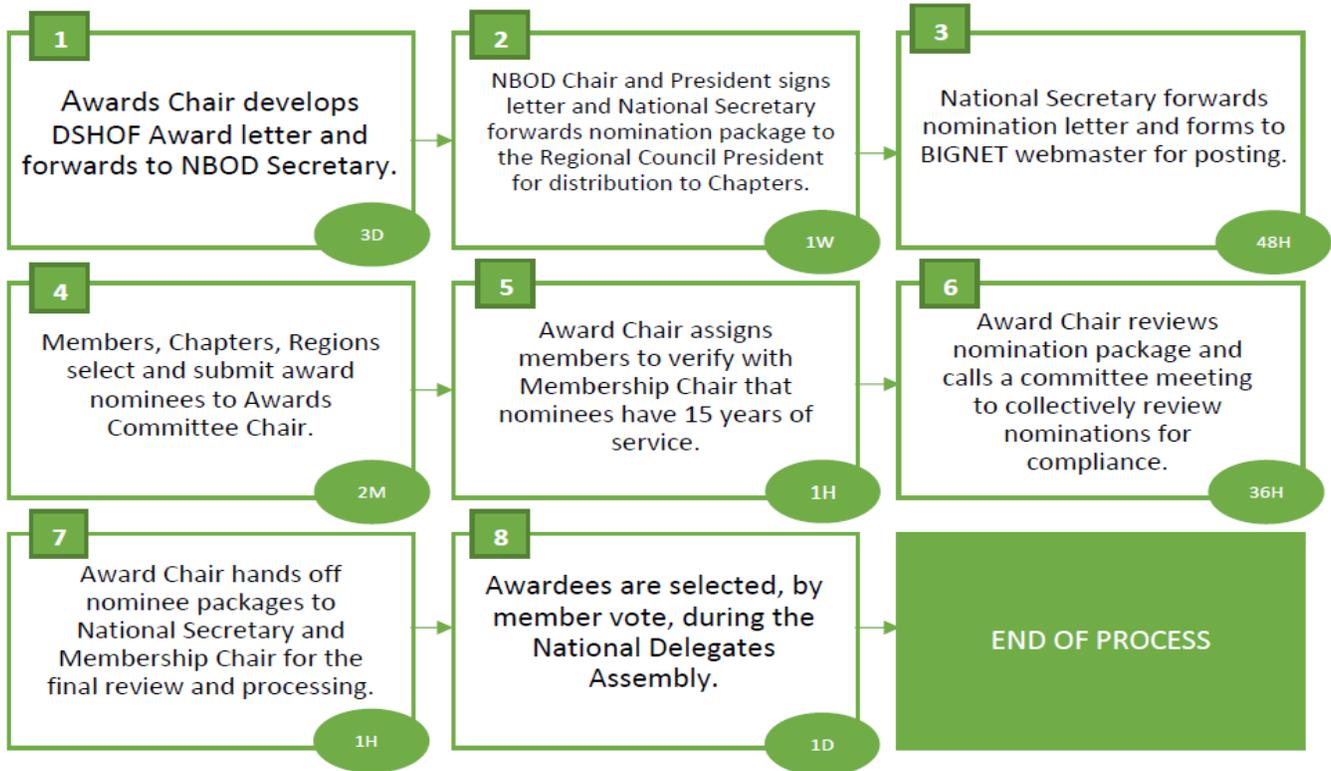
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C. DISTINGUISHED SERVICE HALL OF FAME AWARD PROCESS FLOW

1. Awards Chair develops DSHOF Award letter and forwards to NBoD Secretary.
2. NBoD Chair and President signs letter and National Secretary forwards nomination package to the Regional Council President for distribution to Chapters. (DSHOF Award Letter and Nomination Package provided in Appendix C).
3. National Secretary forwards nomination letter and forms to BIGNET webmaster for posting.
4. Members, Chapters, Regions select and submit award nominees to Awards Committee Chair.
5. Award Chair assigns members to verify with Membership Chair that nominees have 15 years of service.
6. Award Chair reviews nomination package and calls a committee meeting to collectively review nominations for compliance.
7. Award Chair hands off nominee packages to National Secretary and Membership Chair for the final review and processing.
8. Awardees are selected, by member vote, during the National Delegates Assembly.

DISTINGUISHED SERVICE HALL OF FAME (DSHOF) AWARD PROCESS FLOWCHART



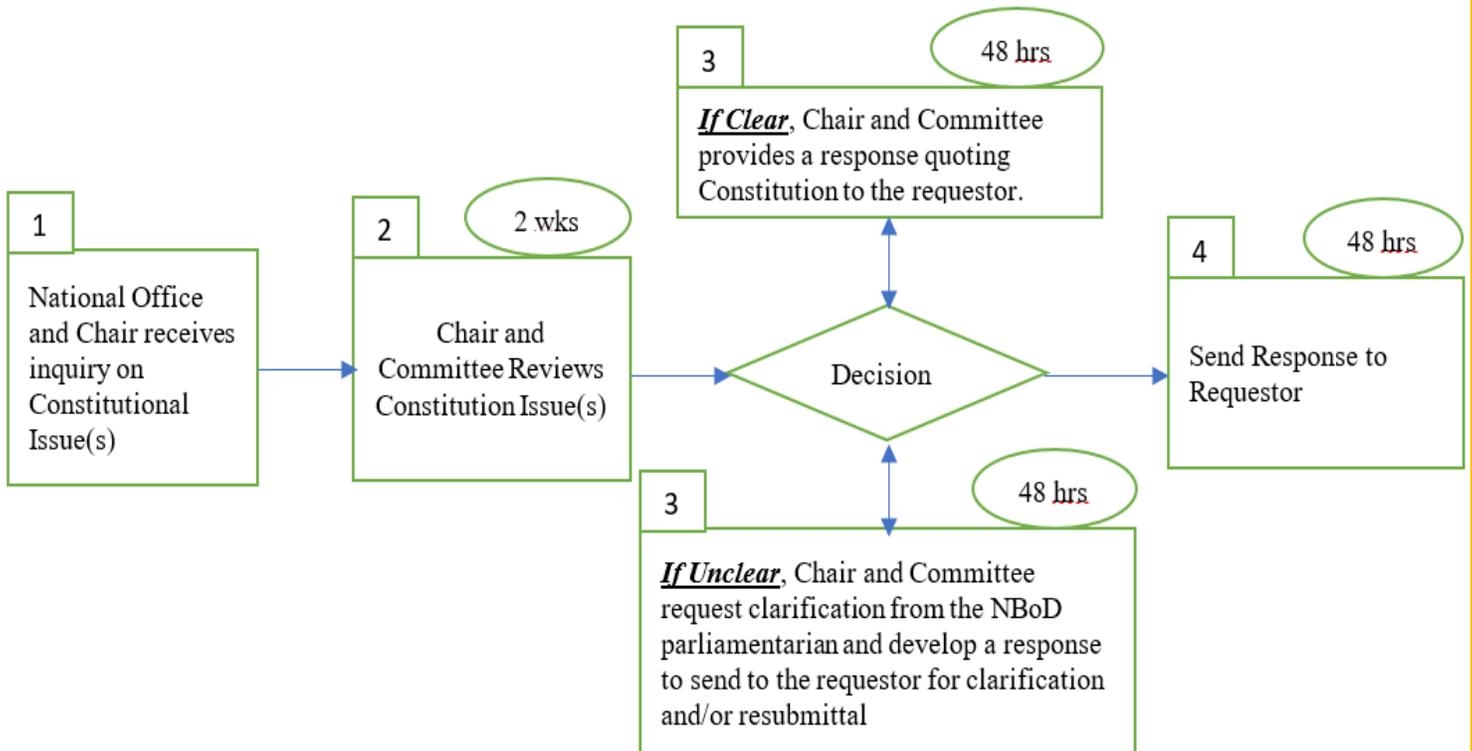
Legend: D-Days - H-Hours - M-Months - W-Weeks – AR-As Received

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

A. PROCESS FLOW FOR PROPOSED CONSTITUTIONAL INQUIRY

1. National Office and Chair receives inquiry on Constitutional Issue(s).
2. Chair and Committee Reviews Constitution Issue(s) submitted (2 weeks)
3. ***If Clear***, Chair and Committee provides a response quoting Constitution to the requestor. (48 hours)
OR
If Unclear, Chair and Committee request clarification from the NBoD parliamentarian and develop a response to send to the requestor for clarification and/or resubmittal. (48 hours)
4. Send Response to Requestor. (48 hours)

PROCESS FLOW FOR PROPOSED CONSTITUTIONAL INQUIRY
FLOW CHART



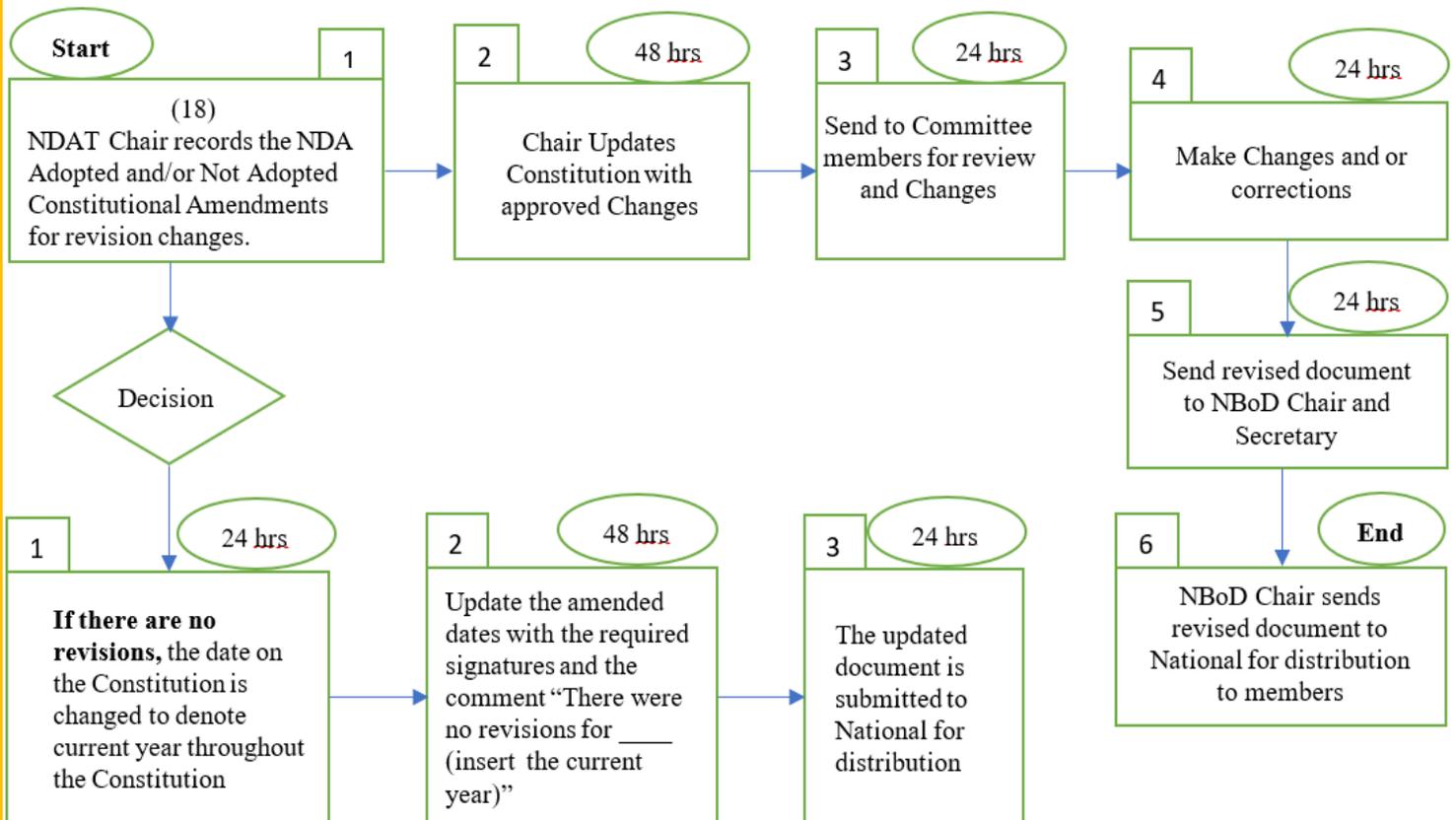
B. PROCESS FLOW FOR UPDATING THE NATIONAL CONSTITUTION

1. NDAAT Chair records NDA Adopted and/or Not Adopted Constitutional Amendments for revision changes.
2. Chair Updates Constitution with approved Changes. (48 hours)
3. Send to Committee members for review and Changes. (24 hours)
4. Make Changes and or corrections. (24 hours)
5. Send revised document to NBoD Chair and Secretary. (24 hours)
6. NBoD Chair sends revised document to National for distribution to members. (.25 hour)

OR

7. **If there are no revisions**, the date on the Constitution is changed to denote current year throughout the Constitution. (24 hours)
8. Update the amended dates with the required signatures and the comment “There were no revisions for ____ (insert the current year)”. (48 hours)
9. The updated document is submitted to National for distribution. (24 hours)

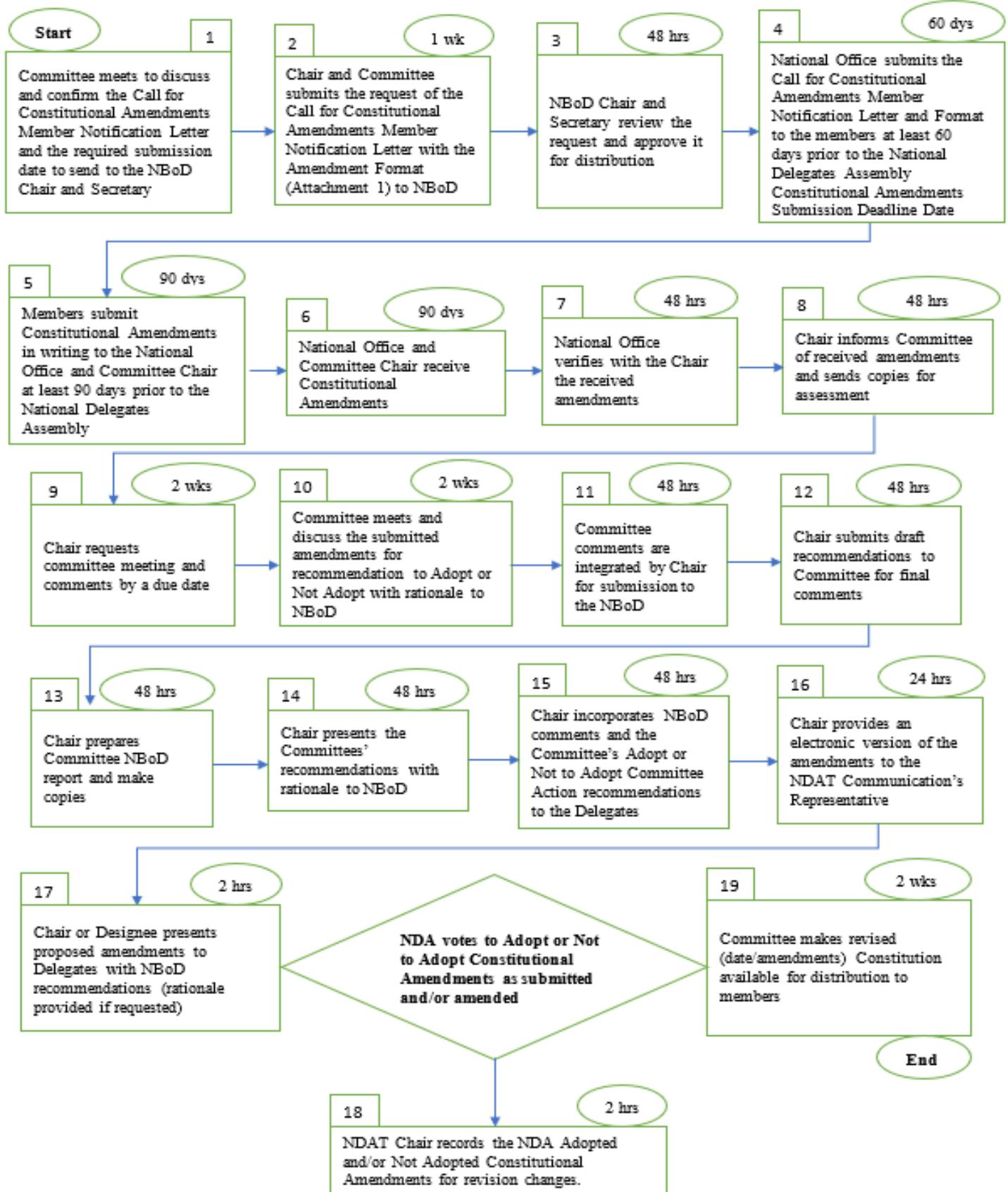
PROCESS FLOW FOR UPDATING THE NATIONAL CONSTITUTION FLOW CHART



C. PROCESS FLOW FOR CONSTITUTIONAL AMENDMENT ASSESSMENT AND RECOMMENDATION PROCESS

1. Committee meets to discuss and confirm the Call for Constitutional Amendments Member Notification Letter and the required submission date to send to the NBoD Chair and Secretary.
2. Chair and Committee submits the request of the Call for Constitutional Amendments Member Notification Letter with the Amendment Format (Appendix D) to NBoD Chair and Secretary. (1 week)
3. NBoD Chair and Secretary review the request and approve it for distribution. (48 hours)
4. National Office submits the Call for Constitutional Amendments Member Notification Letter and Format to the members at least 60 days prior to the National Delegates Assembly Constitutional Amendments Submission Deadline Date. (60 days)
5. Members submit Constitutional Amendments in writing to the National Office and Committee Chair at least 90 days prior to the National Delegates Assembly. (90 days)
6. National Office and Committee Chair receive Constitutional Amendments. (90 days)
7. National Office verifies with the Chair the received amendments. (48 hours)
8. Chair informs Committee of received amendments and sends copies for assessment. (48 hours)
9. Chair requests committee meeting and comments by a due date. (2 weeks)
10. Committee meets and discuss the submitted amendments for recommendation to Adopt or Not Adopt with rationale to NBoD. (2 weeks)
11. Committee comments are integrated by Chair for submission to the NBoD. (48 hours)
12. Chair submits draft recommendations to Committee for final comments. (48 hours)
13. Chair prepares Committee NBoD report and make copies. (48 hours)
14. Chair presents the Committee's recommendations with rationale to NBoD. (48 hours)
15. Chair incorporates NBoD comments and the Committee's Adopt or Not Adopt Committee Action recommendations to the Delegates. (48 hours)
16. Chair provides an electronic version of the amendments to the NDAT Communication's Representative. (24 hours)
17. Chair or Designee presents proposed amendments to Delegates with NBoD recommendations (rationale provided if requested). (2 hours)
18. **NDA votes to Adopt or Not Adopt Constitutional Amendments as submitted or and/or amended**, NDAT Chair records NDA Adopted and/or Not Adopted Constitutional Amendments for revision changes. (2 hours)
19. Committee makes revised (date and/or amendments) Constitution available for distribution to members. (2 weeks)

PROCESS FLOW FOR CONSTITUTIONAL AMENDMENT ASSESSMENT AND RECOMMENDATION PROCESS FLOW CHART



BYLAWS COMMITTEE: Reviews all requests for new or revised Chapter and Regional Council Bylaws and makes recommendations to the National Board of Directors (NBoD). Ensure the Chapter Start-Up Kit contains current information for the Bylaws' templates and the Bylaws approval process. Model Chapter Bylaws and Model Regional Council Bylaws are included in Appendix E and Appendix F respectively.

BYLAWS REVIEW PROCESS

Action	Responsible Party
Make committee assignments. Each committee member will be assigned sections of the Bylaws to review (members may decide to review the entire Chapter/Regional Bylaws).	Chair
Notify Regional Directors of the date all new/revised Bylaws should be submitted to the Bylaws Committee at least 3 weeks prior to the upcoming NBoD meeting.	Chair
Upon receipt of the Bylaws, forward a copy to the committee members, along with a copy of a blank comment review matrix/sheet.	Chair
Establish a date for the committee members to complete the review.	Chair
Review Bylaws and forward review comments to Chair.	Committee Member
The comments will be compiled on a comment matrix sheet.	Chair
Schedule committee conference call to review new or amended Chapter or Regional Bylaws.	Chair
Forward comment matrix to Regional Director, Chapter or Regional Council to correct or incorporate comment resolutions.	Chair
Receive corrected Bylaws and review to ensure comment resolutions were corrected or incorporated.	Chair
a. If comments were incorporated as recommended and Bylaws are in accordance with model, prepare Bylaws for approval at the next NBoD meeting (three copies of signature page for NBoD Chair signature). b. If review comments were not incorporated/corrected or the Bylaws not in accordance with the model, forward Bylaws back to Regional Director, Regional Council or Chapter. See Policy #1:20 for further guidance.	Chair
Present Bylaws to the NBoD for approval.	Chair
Once approved, the Chair of the Board of Directors signs all three copies of the signature pages.	NBoD Chair
After approval, follow Policy # 1:20 for notification and disposition of the Bylaws. Upon approval of the Bylaws by the NBoD, they will be sent to the Regional Director and National office within 2 weeks following that NBoD meeting.	Chair
If Bylaws are submitted during the NBoD meeting will be reviewed <u>only</u> if time allows but will be reflected in the Committee report as received with the receipt date. This procedure will allow for a more productive meeting of the Bylaws Committee during the NBoD meeting.	

Other tasks:

1. Keep a list of all received new and revised Bylaws and the status of each submission.

Prior to the January NBoD meeting, prepare an end of the year report. This report should include any outstanding Bylaws, the status of each, a copy of the committee internal operating procedure, and any recommendations on the committee's operating procedure.

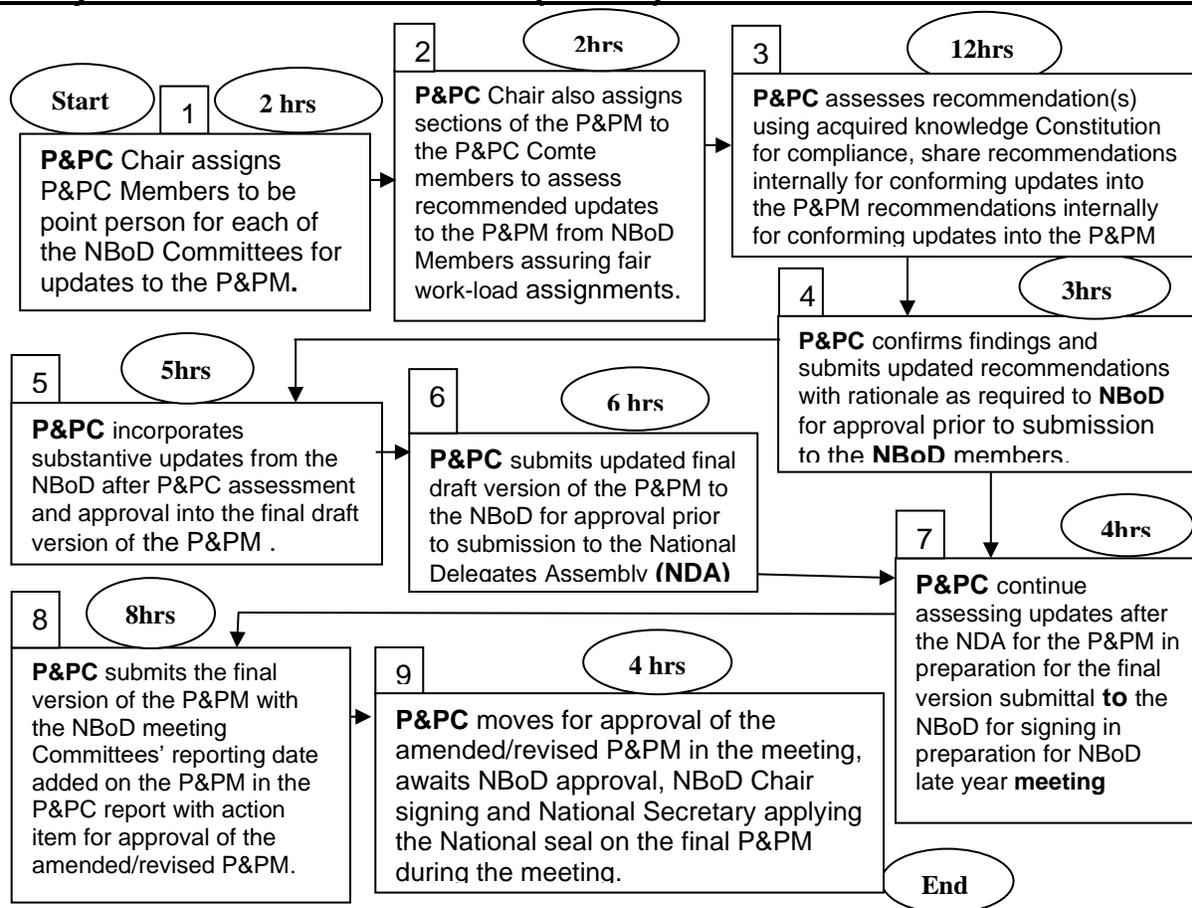
POLICY AND PROCEDURES COMMITTEE (P&PC): Assess the NBoD Policy and Procedures Manual (P&PM) for errors and updates. Receives recommended changes from NBoD members and recommends policy and procedure changes to the NBoD. Updates the Policy and Procedures Manual for currency as approved by the NBoD, inclusive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

Policy and Procedures Manual (P&PM) Process Flow and Maintenance

1. Policy and Procedures Committee (**P&PC**) **Chair** assigns **P&PC Members** to be point person for each of the **NBoD** Committees for updates to the P&PM (2.0 hrs.)
2. **P&PC** Chair assigns sections of the P&PM to the P&PC Committee members to assess recommended updates to the P&PM from **NBoD** Members assuring work-load fairness in the assignments. (2.0 hrs.)
3. **P&PC** assesses recommendation(s) using acquired knowledge and the Constitution for compliance, share recommendations internally for conforming updates into the P&PM. (12.0 hrs.)
4. **P&PC** confirms findings and submits updated recommendations with rationale as required to **NBoD** for approval prior to submission to the **NBoD** members (3.0 hrs.)
5. **P&PC** incorporates substantive updates from the NBoD after P&PC assessment and approval into the final draft version of the P&PM (8.0 hrs.)
6. **P&PC** submits updated final draft version of the P&PM to the NBoD for approval prior to submission to the National Delegates Assembly (NDA) (6 hrs.)
7. **P&PC** continues assessing any updates after the NDA for the P&PM in preparation for the final version submittal to the **NBoD** for signing in preparation for NBoD late year meeting. (4.0 hrs.)
8. **P&PC** submits the final version of the P&PM with the NBoD meeting Committees' reporting date added on the P&PM in the P&PC report with action item for approval of the amended/revised P&PM (8 hrs.)
9. **P&PC** moves for approval of the amended/revised P&PM in the meeting, awaits NBoD approval, NBoD Chair signing and National Secretary applying the National seal on the final P&PM during the meeting. (4 hrs.)

NOTE: **P&PC Chair** maintains a P&PM Action Log for status of pending updates (8 hrs.)

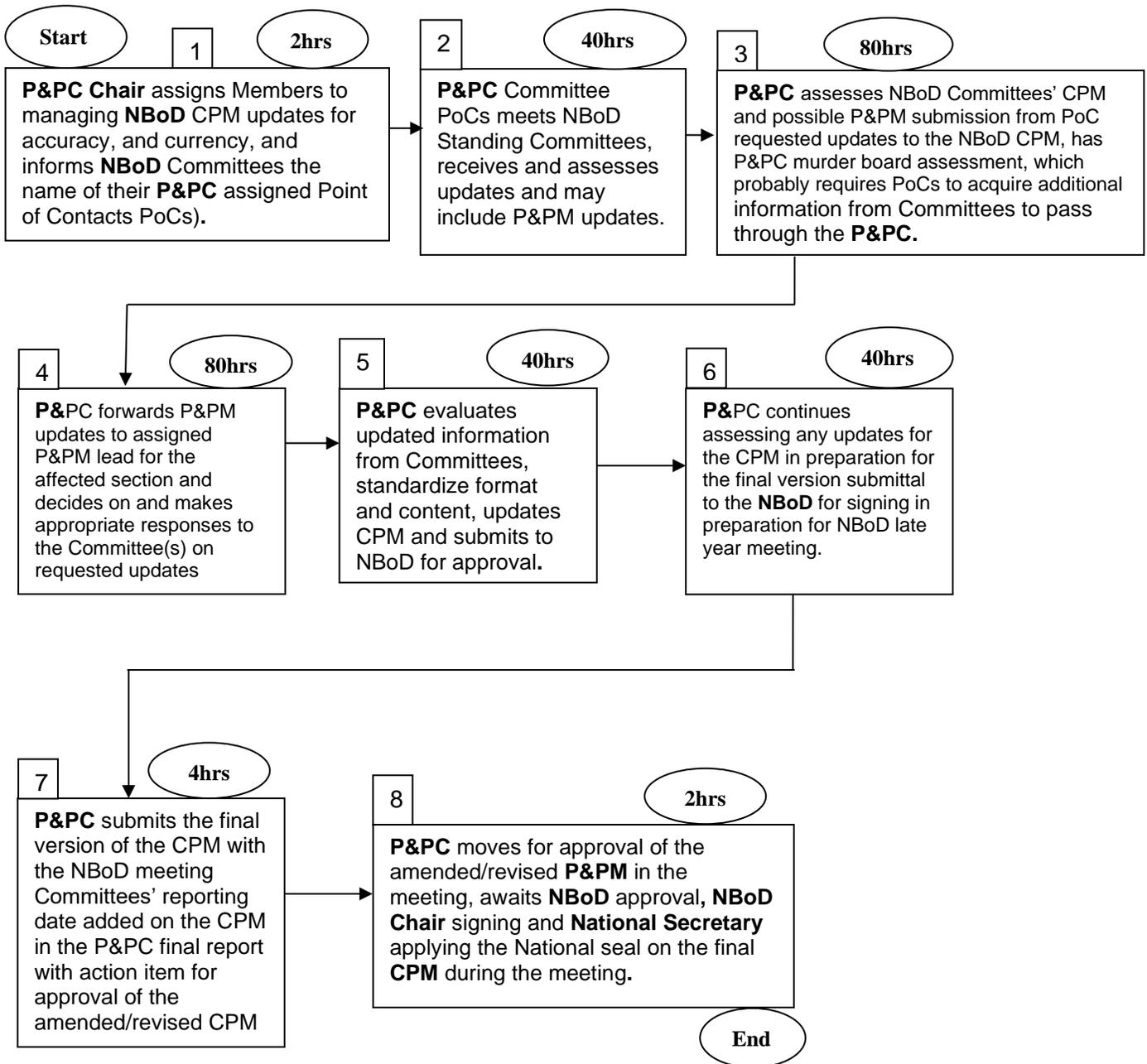
Policy and Procedures Manual (P&PM) Process Flow and Maintenance



NBoD COMMITTEES' PROCESS MANUAL (CPM) PROCESS FLOW AND MAINTENANCE

1. **P&PC** Chair assigns Members to managing **NBoD** CPM updates for accuracy, and currency, and informs **NBoD** Committees the name of their **P&PC** assigned Point of Contacts (PoCs). **(2.0 hrs.)**
2. **P&PC** Committee PoCs meets NBoD Standing Committees, receives and assesses updates and may include P&PM updates. **(40 hrs.)**
3. **P&PC** assesses **NBoD Committees'** CPM and possible P&PM submission from PoC requested updates to the **NBoD** CPM, has P&PC murder board assessment, which probably requires PoCs to acquire additional information from Committees to pass through the P&PC. **(80.0 hrs.)**
4. **P&PC** forwards P&PM updates to assigned P&PM lead for the affected section and decides on and makes appropriate responses to the Committee(s) on requested updates **(80.0 hrs.)**
5. **P&PC** evaluates updated information from Committees, standardize format and content, updates CPM and submits to **NBoD** for approval. **(40.0 hrs.)**
6. **P&PC** continues assessing any updates for the CPM in preparation for the final version submittal to the **NBoD** for signing in preparation for NBoD late year meeting. **(40.0 hrs.)**
7. **P&PC** submits the final version of the **CPM** with the **NBoD** meeting **Committees'** reporting date added on the **CPM** in the **P&PC** final report with action item for approval of the amended/revise **CPM**. **(4 hrs.)**
8. **P&PC** moves for approval of the amended/revise **P&PM** in the meeting, awaits **NBoD** approval, **NBoD** Chair signing and **National Secretary** applying the National seal on the final **CPM** during the meeting. **(2 hrs.)**

NBoD COMMITTEES' PROCESS MANUAL (CPM) PROCESS FLOW AND MAINTENANCE



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. Reviews all contracts with values of \$25,000 or more, and all multiyear contracts regardless of amount that have not been approved in the BIG Operating Budget. Conducts feasibility studies for the NBoD for fundraising projects and programs.

FINANCIAL ADVISORY AND OVERSIGHT COMMITTEE:

ANNUAL AUDIT INFORMATION/REPORTING (BIG POLICY #3:18)

Subject: Audit Information/Reporting

1. Auditor Solicitation Letter/Auditor Selection

- a. The length of the contract for the auditor shall be 3 years with options to extend 1 year up to a total of 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 BIG's National Office, and all proposals forwarded to the FAOC Chair. The FAOC shall make a recommendation to the National Board of Directors (NBoD) of the Auditor selection by November 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.

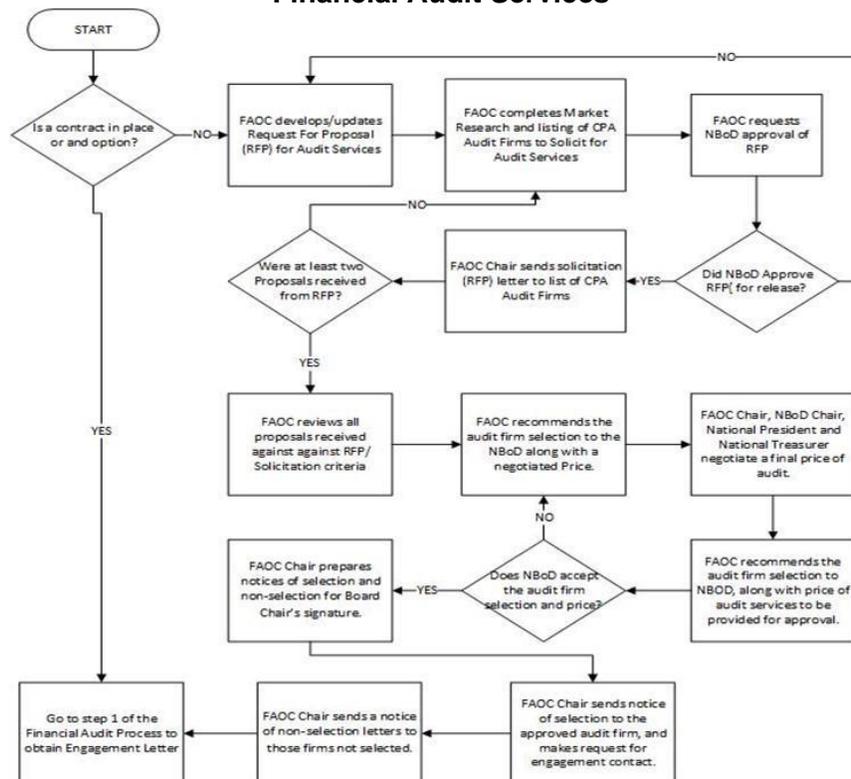
2. Entrance/Exit Interview and Independent Auditor's Report

- a. The FAOC Chair or at least one member of the FAOC, the NBoD Chair, National President, and the National Treasurer shall be present for the Auditor's entrance and exit briefs. All parties invited shall receive at least a five-day advance notice of such meetings and their locations.
- b. The annual Independent Auditor Report shall be addressed to the NBoD Chair. The auditor shall send an electronic copy of the report to the NBoD Chair, National President, National Treasurer, and the FAOC Chair.
- c. The auditor will mail hard copies of the report or send by email to the National Office.

THE REQUEST FOR PROPOSAL (RFP) TO OBTAIN FINANCIAL AUDIT SERVICES PROCESS

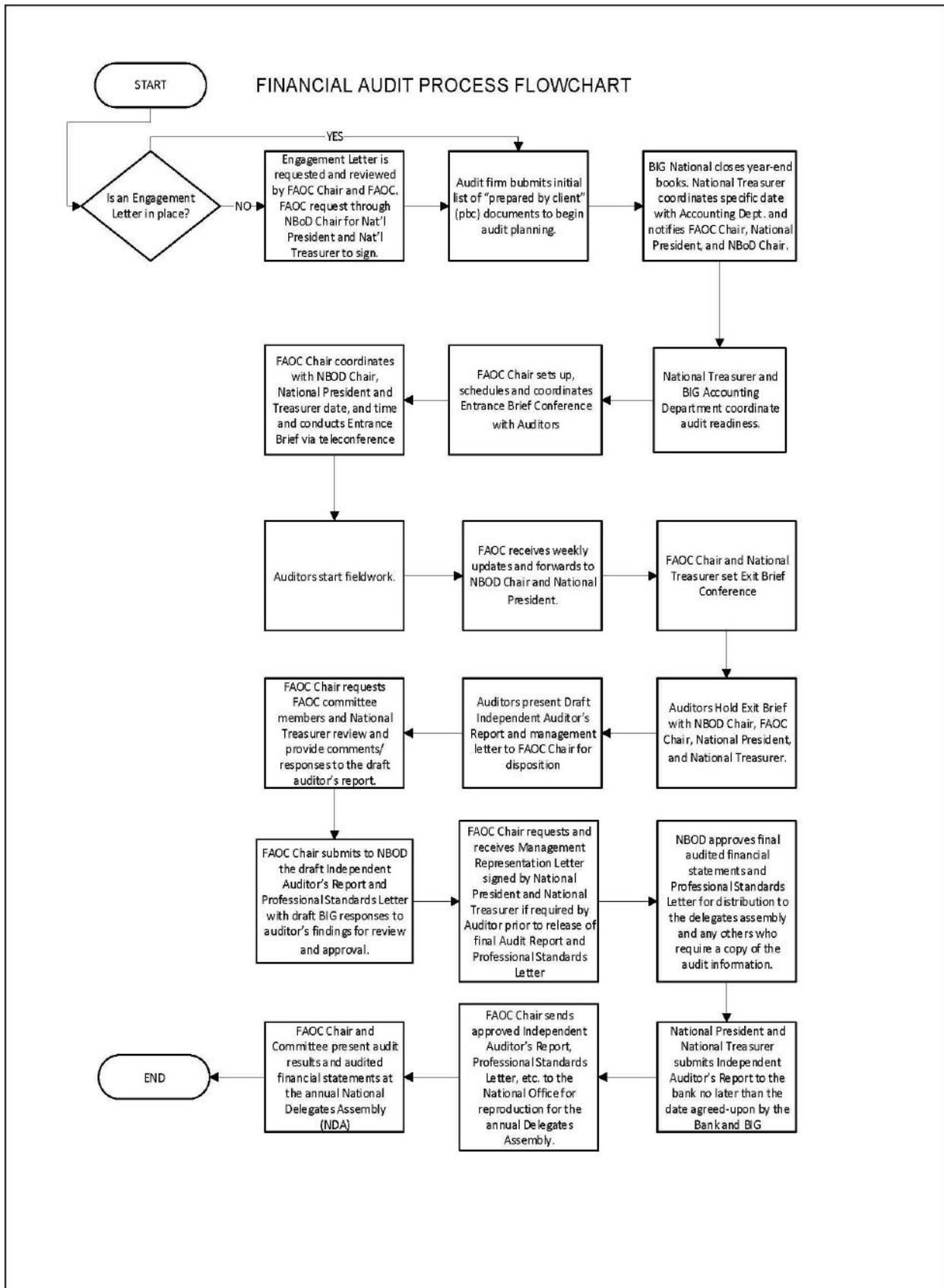
DATE	ACTION
Aug	FAOC develops/updates Request for Proposal (RFP) for audit services.
Aug	FAOC compiles listing of audit firms to send out solicitation.
Aug	FAOC requests NBoD to approve the RFP. (NBoD meeting)
Sep	FAOC Chair sends solicitation letter, signed by NBoD Chair, to firms with a suspense date for submission back to BIG. Ref Policy 3:18. (3 days)
Oct	Suspense date for firms to submit proposals to FAOC Chair. (15 – 30 days)
Oct	FAOC reviews all proposals received against stated criteria listed in the RFP solicitation.
Oct — Nov	FAOC Chair, NBoD Chair, National President and National Treasurer negotiate final price of audit. (3 – 5 days)
Nov	FAOC recommends the audit firm selection to NBoD, along with price of audit services to be provided for approval. (3 days) No later than Nov 20 th .
Nov	FAOC Chair prepares notices of selection and non-selection for Board Chair's signature. (2 days)
Nov	FAOC Chair sends notice of selection to the approved audit firm and makes request for engagement contact. (2 days)
Nov	The FAOC Chair sends a notice of non-selection letters to those firms not selected. (2 days)

RFP Process Flow for Obtaining Financial Audit Services



THE FINANCIAL AUDIT PROCESS

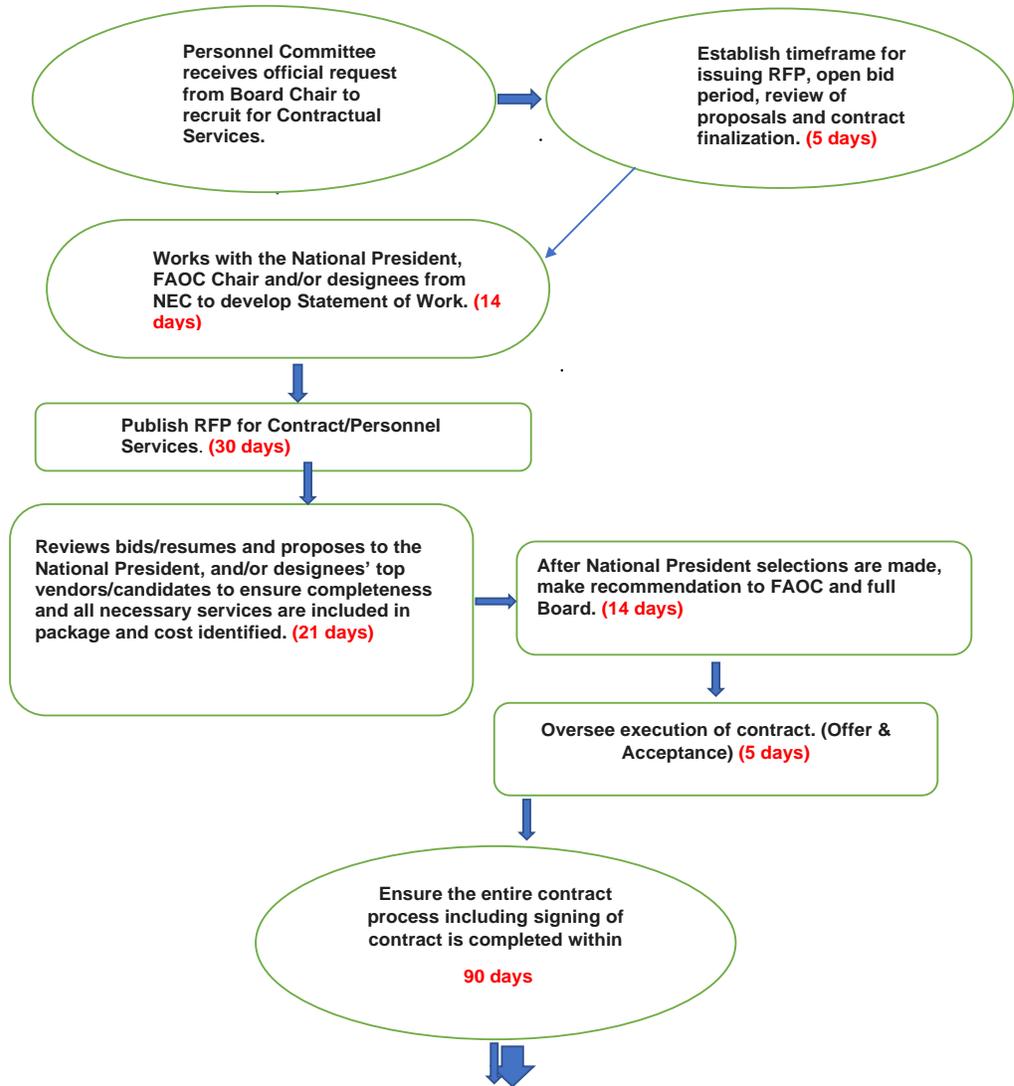
Nov	Engagement Letter is requested by FAOC Chair, reviewed by the FAOC and request is made through NBoD Chair for National President and National Treasurer to sign Engagement Letter
Jan 1 st	Audit firm submits initial list of prepared by client (pbc) documents needed to begin audit planning.
Jan 31 st	BIG National closes year-end books. National Treasurer coordinates specific date with Accounting Dept. and notifies FAOC Chair, National President, and NBoD Chair.
Feb	National Treasurer / BIG Accounting Dept coordinate audit readiness.
Feb	FAOC Chair sets up, schedules and coordinates Entrance Brief Conference with Auditors (1 day)
Feb	FAOC Chair coordinates with NBoD Chair, National President and Treasurer entrance brief date, and time via teleconference.
Feb	Auditors start fieldwork. 20(20 approx. 1 month for field work)
Mar	FAOC receives weekly updates and forwards to NBoD Chair and National President.
Apr	FAOC Chair/Treasurer sets Exit Brief Conference (depending on completion of field work, and agreement by the audit partners).
Apr	Auditors Hold Exit Brief with NBoD Chair, FAOC Chair, National President, and National Treasurer. (1 day).
Apr	Auditors present Draft Independent Auditor's Report and management letter to FAOC Chair for disposition (1 day depending on completion of audit).
Apr	FAOC Chair requests FAOC committee members and National Treasurer review and provide comments/responses to the draft auditor's report. (no more than 7 days if needed).
Apr	FAOC Chair submits to NBoD the draft Independent Auditor's Report and Professional Standards Letter with draft BIG responses to auditor's findings for review and approval. This is sometimes done at a special call meeting of the NBoD via teleconference call.
Apr	FAOC Chair requests and receives Management Representation Letter signed by National President and National Treasurer if required by Auditor prior to release of final Audit Report and Professional Standards Letter
Apr	NBoD approves final audited financial statements and Professional Standards Letter for distribution to the delegates assembly and any others who require a copy of the audit information.
Apr	National President/National Treasurer submits Independent Auditor's Report to the bank no later than the date agreed-upon by the Bank and BIG.
45 days prior to NDA	FAOC Chair sends approved Independent Auditor's Report, Professional Standards Letter, etc. to the National Office for reproduction for the annual Delegates Assembly. (2 – 4 days)
NDA as scheduled	FAOC Chair and Committee present audit results and audited financial statements at the annual National Delegates Assembly (NDA).



PERSONNEL COMMITTEE: Manages the RFP and Contract Execution process for securing Contract/Personnel Services:

- (a.) Personnel Committee receives official request from Board Chair to recruit for Contractual Services.
- (b.) Establish timeframe for issuing RFP, open bid period, review of proposals and contract finalization.
- (c.) Works with the National President, FAOC Chair and/or designees from NEC to develop Statement of Work.
- (d.) Issue RFP for Contract/Personnel Services.
- (e.) Reviews bids/resumes and proposes to the National President, FAOC Chair and/or designees from NEC top vendors/candidates to ensure completeness and all necessary services are included in package and cost identified.
- (f.) After National President selections are made, make recommendation to full Board.
- (g.) Oversee execution of contract.
- (h.) Ensure the entire contract process including signing of contract is completed within 90 days preceding the initiation of the contract period.
- (i.) Obtain feedback from the National President or designee semi-annually to determine any issues that require NBoD review/assessment. This feedback will allow the NBoD to be informed of contractor successful performance of service.

Request For Proposal (RFP) Process Personnel Committee National Board of Directors Blacks in Government



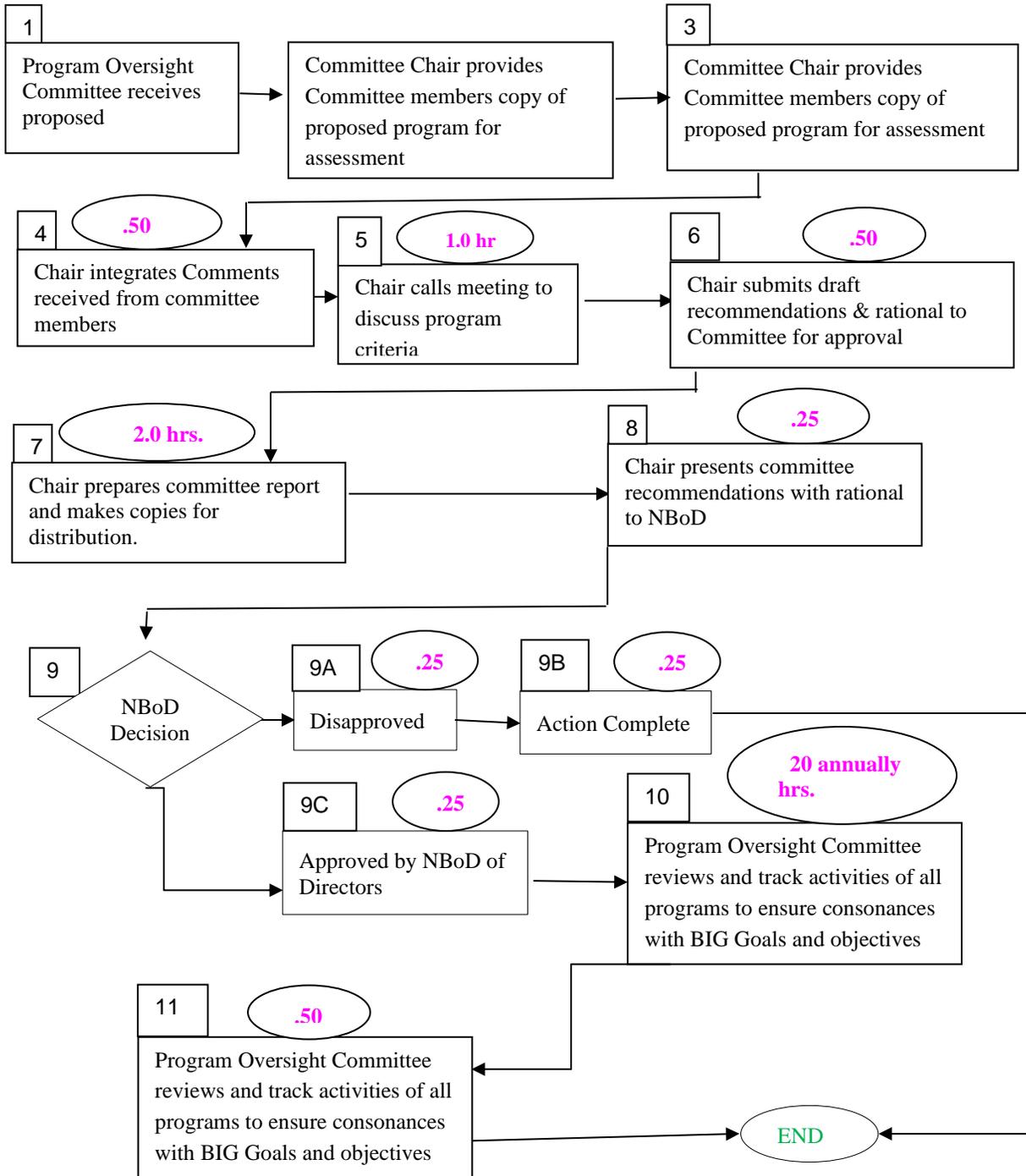
The Personnel Committee will request feedback from the National President regarding contractor service provided to determine if there are issues that may require NBOD assessment/review.
Semi-annually

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

PROCESS FLOW FOR PROPOSED NEW PROGRAM (POLICY #2:04)

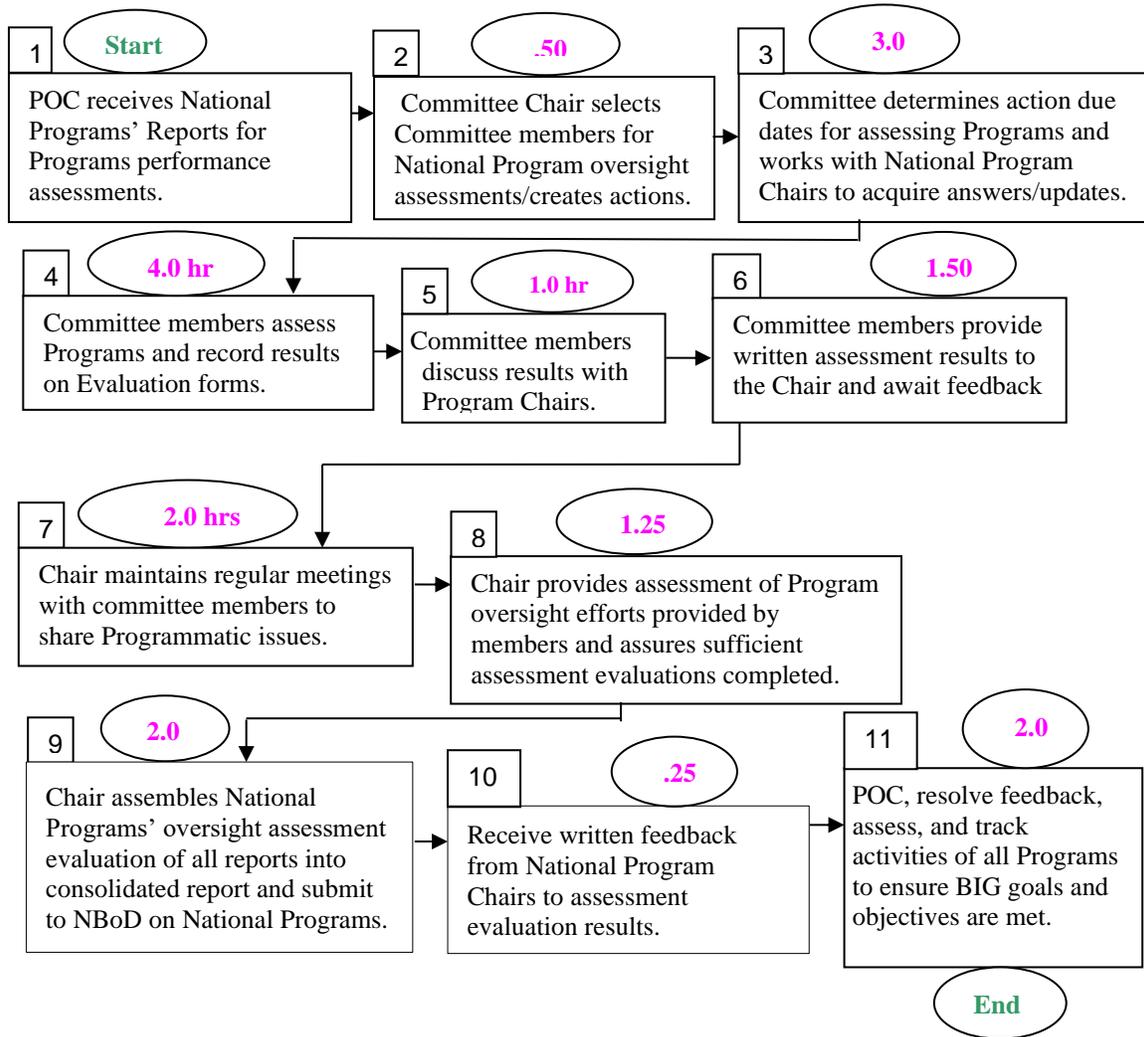
1. Program Oversight Committee (POC) receives proposed program
2. Committee Chair provides Committee members with copy of proposed program for assessment (.50 hrs.)
3. Committee Chair requests comments by a due date (.25 hrs.)
4. Chair integrates Comments received from committee members (.50 hrs.)
5. Chair calls meeting to discuss program criteria (1.00 hrs.)
6. Chair submits draft recommendations & rational to Committee for approval (.50 hrs.)
7. Chair prepares committee report and makes copies for distribution (2.00 hrs.)
8. Chair presents committee recommendations with rational to Board of Directors (.25 hrs.)
9. Decision — (.25 hrs.)
 - 9a. NBoD disapproves program (.25 hrs.)
 - 9b. Action Complete. (.25 hrs.)
 - 9c. NBoD approves program (.25 hrs.)
10. Program Oversight Committee reviews and track activities of all programs to ensure consonances with BIG Goals and objectives (20 hrs. annually).
11. Program Oversight Committee present committee findings to the Board of Directors with recommendations (.50 hrs.).

PROGRAM OVERSIGHT COMMITTEE PROCESS FLOW DIAGRAM FOR PROPOSED NEW PROGRAM (POLICY #2:04)



PROCESS FLOW FOR EVALUATION ASSESSMENT OF EXISTING NATIONAL PROGRAM

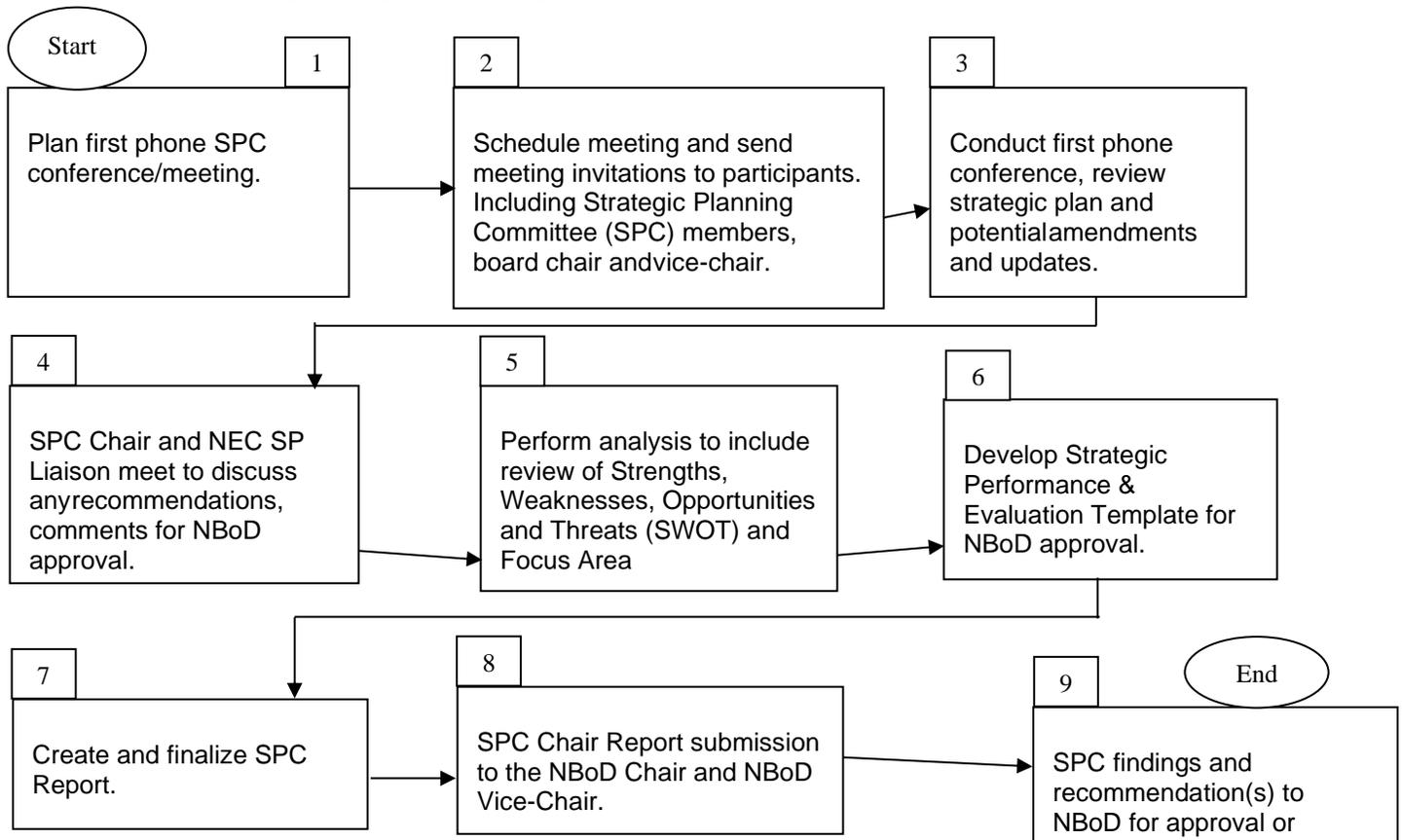
1. Program Oversight Committee (POC) POC receives National Programs' Reports for Programs performance evaluation assessments. (.50 hrs.)
2. Committee Chair selects Committee members for National Program oversight assessments/creates actions. (.50 hrs.)
3. Committee determines action due dates for assessing Programs and works with National Program Chairs to acquire answers/updates. (3.0 hrs.)
4. Committee members assess Programs and record results on Evaluation forms. (4.0 hrs.)
5. Committee members discuss results with Program Chairs. (1.0 hrs.)
6. Committee members provide written assessment results to the Chair and await feedback (1.50 hrs.)
7. Chair maintains regular meetings with committee members to share Programmatic issues. (7.0 hrs.)
8. Chair provides assessment of Program oversight efforts provided by members and assures sufficient assessment evaluations completed. (1.25 hrs.)
9. Chair assembles National Programs' oversight assessment evaluation of all reports into consolidated report and submit to NBoD on National Programs. (2.0 hrs.)
10. Receive written feedback from National Program Chairs to assessment evaluation results. (.25 hrs.)
11. POC, resolve feedback, assess, and track activities of all Programs to ensure BIG goals and objectivities are met. (20 hrs. annually).



STRATEGIC PLANNING COMMITTEE (SPC): Develops the National Strategic Plan and oversees implementation; responsible for updating the plan as goals are met and new goals are established. (Policy #3:13).

STRATEGIC PLANNING COMMITTEE PROCESS FLOW:

1. PLAN FIRST PHONE CONFERENCE/MEETING AND PREPARE AGENDA
2. SEND OUT MEETING NOTICE TO THE STRATEGIC PLANNING COMMITTEE (SPC) MEMBERS, COPY BOARD CHAIR AND VICE-CHAIR
3. CONDUCT FIRST PHONE CONFERENCE WITH (SPC) TO REVIEW EXISTING STRATEGIC PLAN TO DISCUSS POTENTIAL AMENDMENTS/UPDATES
4. SPC CHAIR TO MEET WITH NATIONAL EXECUTIVE COMMITTEE’S STRATEGIC PLANNING LIAISON, TO DISCUSS ANY RECOMMENDATIONS/COMMENTS FOR BOARD APPROVAL
5. PERFORM ADDITIONAL ANALYSIS TO INCLUDE REVIEW OF THE STRENGTHS, WEAKNESSES, OPPORTUNITIES, THREATS (SWOT) AND FOCUS AREAS
6. SPC COMMITTEE MEMBERS, NEC’S SPC LIAISON, AND NEC’S EVALUATION CHAIR TO MEET AND DISCUSS THE STRATEGIC PLAN AND THE STRATEGIC PERFORMANCE AND EVALUATION TEMPLATE
7. SPC COMMITTEE MEETS TO FINALIZE COMMITTEE REPORTS
8. SPC CHAIR SUBMITS COMMITTEE REPORT TO THE NATIONAL SECRETARY WITH COPIES TO THE NATIONAL BOARD CHAIR AND NATIONAL BOARD VICE-CHAIR
9. SPC PROVIDES FINDINGS AND RECOMMENDATIONS TO THE NBoD FOR APPROVAL OR RATIFICATION



NBoD TIME & PLACE/DELEGATES ASSEMBLY COMMITTEE (TD/DAC):

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

NTI/NDA RFP Site Selection Process

Step	Action	Responsible Person
1	Receives action from the NBoD to start the Request for Proposal process to identify a site to be recommend for an NTI.	Committee
2	Establishes conference calls with members to discuss the RFP and selection process.	Committee Chair
3 R1	Reviews the RFP and evaluation process.	Committee
4	Develops a schedule for the RFP and evaluation process.	Committee
5 R2	Send RFP to all Regional Council Presidents and identified Convention and Visitors Bureaus with the evaluation criteria and proposal due date. Note: Completed proposal packages should be delivered via return receipt mail (registered/certified) to the Committee Chair. An electronic copy must also be sent to the TP/DAC Chair.	Committee Chair
6	Receives and disseminates proposals to the committee members for their review. Members may not score proposals submitted from their Regions' geographical area.	Committee Chair
7 R3	Use the bid proposal criteria established in the RFP to fairly and objectively to evaluate each individual proposal. Complete a scoring sheet for each proposal using the Individual Bid Proposal Evaluation/Rating Factors Sheet. Note: Do not compare one Offer's proposal to another. All proposals must be reviewed prior to the group discussion. Evaluators sign and date the individual scoring sheets, verifying that the scores are accurate and final, e-mail to TP/DAC Chair.	Committee
8 R3(a)	Schedules conference call with the committee members to discuss the strengths and weaknesses; and any variances in the individual scoring, (i.e., 3 of 5 evaluators scored in a range between 90%-100%, and 2 evaluators scored in a range between 0%-59%). Narrow the proposals down to the top three (3).	Committee Chair & Committee
9 R4	Notifies top three (3) finalist of their selection and request a site visit to view their proposed locations. Usually three (3) committee members per site.	Committee Chair

Step	Action	Responsible Person
10 R5	Send Letters of Regret to non-selected Sites.	Committee Chair
11	Select members to participate in the site visits based on their availability, usually three (3) committee members per site plus one Director from that Region.	Committee Chair
12 R6	Evaluators complete, sign and date their individual Site Visit Evaluation/Rating scoring sheets for each location visited, verifying that their scores are accurate and final. Note: All Evaluation/Rating scoring sheets must be e-mailed to TP/DAC Chair prior to the group discussion.	Committee
13 R7	Schedule a conference call to discuss and combine the Site Visit's Evaluation/Rating scoring sheets to determine the Top Site to recommend to the NBoD. Prepare Letter of Congratulations	Committee Chair & Committee
14	Presents the committee's recommendation to the NBoD for approval.	Committee Chair
15	After site is approved by NBoD, the Negotiation Team completes NTI contract process in accordance with Article VI, Section 2 of the National Constitution; and Board Policy #1:32.	NBoD

R1 — NTI RFP Evaluation Review Guidelines

R2 — Call for Bid Solicitation NTI RFP

R3 — NTI RFP Initial Bid Proposal Evaluation

R3a—Selection of Top 3 Finalist

R4 – Notify Finalist and Request NTI Site Visit

R5 – Send Regret Letters

R6 – Site Visit Evaluation Sheets Compiled to Identify Top Site

R7 – NTI Site Selection Letter of Congratulations

ANNUAL TRAINING OF NEWLY ELECTED BOARD MEMBERS

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

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

The requirements and expectation for NBoD Committee meetings' attendance, participation duties and responsibilities as a NBoD member. The risk of not attending and participation is provided.

1. Procedures for Chartering a New Chapter
2. Expand the discussion of the Director's role and use of the Model Chapter and Regional Council Bylaws, and the amendment and revision processes for those documents.
Other areas as needed.

NBoD CHAIR DUTIES

Chair of the National Board of Directors (NBoD) officially transmits the policies which have been approved by the NBoD;

- ensures that NBoD receive annual NBoD training;
- should calendar the NBoD Standing Committees reports or actions that are time driven and required by NBoD external requirements;
- recommends to the NBoD changes in policies and procedures;
- presents the organization's annual report at the Annual Delegates Assembly;
- appoints NBoD Standing Committee chairs in collaboration with the Vice Chair and with the consent of the NBoD and is an ex-officio member of all NBoD committees;
- requires reports on the activities of the Regional Councils and the Chapters through NBoD and NBoD Standing committees;
- performs such functions and exercise such other authorities as may be prescribed by the NBoD.
- Additionally, the NBoD Chair provides reports to the National Delegates Assembly to ratify all actions made by the NBoD throughout the year, to include all new chapters.
- Report all revoked or suspended chapter charters.
- Ensure that a tracking log is maintained and the NBoD members adhere to it throughout the year.

- The Chair is responsible calling all full NBoD regular meetings no earlier than ten days and in a timely manner.
- If the Chair is requested by three NBoD members to call a special meeting for any purpose, the chair must respond no earlier than after seven days but no less than ten.
- The Chair is responsible for approving all expenditure request to include travel.
- The Chair can excuse members from any NBoD meeting upon a timely request or if received from the Vice Chair or the Secretary.
- The Chair can admonish NBoD members for absences and non-participation in NBoD meetings and Committee meetings as stated in the NBoD P&PM.

NBoD VICE CHAIR DUTIES

The Vice-Chair of the NBoD shall assume and perform all the duties and functions of the Chair in the latter's absence or disability.

- Accepting the gavel, allowing the NBoD Chair to comment on critical issues during meetings.
- Provides order for timely recognition by members requesting to be heard to the NBoD Chair during meetings.
- Assisting committee chairs and members as an additional resource for questions and information.
- Liaisons with the NBoD Standing Committees' actions and issues with the NBoD, and with the National Executive Vice President or National President.
- Assisting the Chair in selecting the chairs and members of NBoD committees.

NATIONAL SECRETARY DUTIES

NATIONAL SECRETARY: The Secretary shall maintain a record of the proceedings of the organization; shall produce such records upon request of any member in good standing; shall read the minutes of the previous meeting at each National Board of Directors (NBoD) and National Executive Committee (NEC) meeting; shall maintain in safe custody the Seal of the Organization and be empowered to affix such Seal to all contracts and instruments to be executed by the Organization; and countersign with the National President requisitions for distribution of funds.

- Coordinate annually with NBoD Chair and National President to obtain names of the newly elected directors/officers and appointed and standing committee chairs.
- Update the Blacks In Government (BIG) letterhead annually. NOTE: All outgoing correspondence should be sent to National Secretary for review and placing on the official BIG letterhead for the NBoD Chair/National President signature.
- Send a welcome email (December) to the newly elected Directors/Elected Officers along with BIG governing documents and report templates (i.e., National Constitution, NBoD Policy & Procedure Manual and NBoD Committees' Process Manual, and Quarterly/Monthly Directors/Elected Officers, Committee Chairs Reports).
- Update NBoD and NEC rosters, tracking log, and attendance and voting roster annually. Disseminate the rosters and tracking log to the NBoD/NEC/Protocol Administrators and Parliamentarian(s).
- Create NBoD Chair and National President annual calendar for quarterly NBoD meetings and monthly NEC meetings along with conference call number and/or zoom meeting information.

- Coordinate with NBoD and National Protocol Administrators to ensure the name plates are available for all the NBoD and NEC members for scheduled face-to-face meetings.
- Send notification of scheduled NBoD /NEC meetings to include agenda, meeting minutes, reports, etc. Also, notify the NBoD Chair and Madam President of any action items prior to the meeting.
- Transcribe NBoD /NEC meeting minutes and send out draft meeting minutes for review and comments. Annotate a deadline for comments to be returned.
- Transcribe the National Delegate Assembly meetings minutes and motions log 60 days prior to Delegates Assembly. Prior to dissemination to the BIG membership, the transcript and draft meeting minutes must be sent to the National Delegates Assembly (NDA) Chair, NBoD Chair and National President for review and comments. Once approved by the Delegates in August, the final approved meeting minutes along with transcript must be forward to the National Office and NDA Chair for record.
- Request the NBoD Chair and National President to provide greetings and executive summary for the Annual NBoD/NEC Report to the NDA, Souvenir Journal, and others as requested by the established deadline.
- Coordinate with NDA Chair to ensure the transcriber have been notified of the National Delegate Assembly date to include travel and hotel arrangements are made.
- Request NBoD/NEC submit their annual report prior to July 1. Prepare consolidated report to the NBoD Chair/National President for review/comments on their report.
- Prepare and send the final NBoD/NEC Annual Report to the NDA no later than July 15.
- Prepare a list of Chartered/Revoked Chapter(s) to NBoD Chair prior to NDA and Chapter Certificate with seal affixed to the Board Chair, National President, National Secretary for signature. Also, send a signed copy of the Charter to the National Office. In addition, notify the National Assistant Treasurer of the chartered/revoke chapter(s).
- Ensure the seal is affixed on all BIG governing documents (i.e., National Constitution, etc.).
- Prepare and distribute correspondence to the NBoD/NEC as requested.
- Maintain records of all outgoing correspondence signed by the NBoD Chair and National President.
- REMEMBER, be flexible and establish realistic deadlines for yourself.



Appendix A BLACKS IN GOVERNMENT®

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BOARD OF DIRECTORS

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Atricia L. Irons

Region II

Joanne M. Palmer
Esther Seabrook

Region III

Dale Scott
Johnita "Jackie" Pitts

Region IV

James C. Clausell Sr.
Famous Johnson

Region V

Patricia A. Thompson
Shirron A. Brown-Mills

Region VI

Gwendia J. Lowe
Honorable Katherine Cage

Region VII

Christine Wilder
Robin W. McDaniel-Beck

Region VIII

Michael Smith
Honorable Gary Blackmon

Region IX

Edward L. Wilson
Kenneth Pearson

Region X

Patricia B. Ly
Erin Small

Region XI

Marion V. Allen
Glynis M. Hill

EXECUTIVE COMMITTEE

National President

Honorable Shirley A. Jones

National Executive Vice-President

Dr. Lynwood Townsend

National 1st Vice-President

Deena Shepherd

National 2nd Vice-President

Faye Rashid

National 3rd Vice-President

Mazella Thomas

National Secretary

Paula E. Davis

National Corresponding Secretary

Tracy Clements

National Treasurer

Honorable B. Faye Stewart

National Assistant Treasurer

Duane Hill

National Immediate Past President

Honorable Dr. Doris Sartor

MEMORANDUM

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

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

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

Complete nomination and justification forms must contain the required signatures. **Your completed nomination packages must be emailed not later than May 18, 2021.** Please note, the Awards Committee is only accepting electronic submissions. Facsimile and/or postal submissions are not accepted. Nominations are to be emailed to:

Email: BIGAwards2021@gmail.com

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

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

Attach(s): Listed Above (6)

cc: National Board of Directors
National Executive Committee

Appendix A
Page 2
BLACKS IN GOVERNMENT
2021 National Prestige Awards Program
Description & Categories

Description

The Blacks In Government (BIG) National Prestige Awards Program is designed to recognize those Members, Chapters, and Regions whose deeds and contributions have been so exemplary or significant in the furtherance of the organizations goals and objectives that they deserve special honor and praise. Similarly, the awards program will recognize individuals and organizations outside of BIG for their outstanding accomplishments.

The National Prestige Awards are given on an annual basis, upon approval of the National Board of Directors. The award is based on deeds and contributions achieved during the previous calendar year (**January 1, 2020 through December 31, 2020**). Awards will be presented during the Closing Plenary during the National Training Institute.

Award Categories

Meritorious Service Award

This honorary award recognizes a **BIG Member** for exemplary/outstanding contributions in the furtherance of BIG's goals and objectives.

Distinguished Service Award

This honorary award recognizes a **BIG Chapter or Region** for exemplary/outstanding contributions in the furtherance of BIG's goals and objectives.

Special Achievement Award

This honorary award recognizes **an individual or organization outside of BIG** whose efforts and accomplishments have advanced African Americans progress in vital areas such as employment, education, civil rights, community and economic development and/or citizen participation.

BLACKS IN GOVERNMENT

2021 National Prestige Awards Program Criteria

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

Meritorious Service Award

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

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

Distinguished Service Award

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

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

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

Special Achievement Award

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

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

BLACKS IN GOVERNMENT

2021 National Prestige Awards Program Nomination Procedures

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

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

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

EMAIL: BIGAwards2021@gmail.com

Helpful Tips:

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

Attachment 3

Appendix A
Page 5

BLACKS IN GOVERNMENT

2021 National Prestige Awards Program Nomination Form

(All five sections of this form must be completed)

1. Nominating Organization:

- a. Chapter or Region (Incl. Reg. No.): _____
- b. Complete address (Incl. zip code): _____

- c. Contact Information:
 - Daytime Phone: (_____) _____
 - Evening Phone: (_____) _____
 - E-Mail Address: _____

2. Award Category (check one only):

- _____ Meritorious Service Award (**Member Only**)
- _____ Distinguished Service Award (**Chapter or Region Only**)
- _____ Special Achievement Award (**Non-Member/Organization Only**)

3. Date(s) of Contribution: _____

4. Award Nominee Information (Complete only one):

- a. Member Name: _____
- b. Chapter Name: (Incl. Reg. No.) _____
- c. Region Number: _____
- d. Non-Member/Organization Only: _____
- e. Complete Address (Incl. zip code): _____

- f. E-Mail Address: _____
- g. Daytime Phone: (_____) _____
- h. Evening Phone: (_____) _____

5. Required Signatures:

- a. Chapter/Regional Council President's

Signature: _____ Date signed: _____

E-Mail Address: _____

- b. Regional Director's

Signature: _____ Date signed: _____

Attachment 4

Appendix A
Page 6

BLACKS IN GOVERNMENT

2021 National Prestige Awards Program

JUSTIFICATION FORM FOR MERITORIOUS OR DISTINGUISHED SERVICE AWARD

Attach justification and brief biographical sketch (**not to exceed two, Times New Roman 12-point font size, typed pages**). In your submission, please respond to each award criteria in paragraphs 1 through 5 below.

Nominating Organization:

Chapter or Region _____

Name of Individual/Organization _____

Award Category (Check One Only):

_____ Meritorious Service Award (**Member Only**)

_____ Distinguished Service Award (**Chapter or Region Only**)

1. Member/Chapter/Region must be in good financial standing with the National Organization.
2. Outstanding results in membership recruitment and retention activities.
3. Exceptional accomplishments in the development, implementation and promotion of BIG National, Regional and local programs.
4. Exemplary participation with tangible results in working with National, Regional and local organizations whose goals are congruent with the mission and goals of BIG.
5. Significant and innovative ideas, which promote the goals and objectives of BIG and African American issues and concerns.

BLACKS IN GOVERNMENT
2021 National Prestige Awards Program

JUSTIFICATION FORM FOR SPECIAL ACHIEVEMENT AWARD

Attach justification and brief biographical sketch (**not to exceed two, Times New Roman 12-point font size, typed pages**). In your submission, please respond to each award criteria in paragraphs 1 through 3 below.

Nominating Organization:

Chapter or Region _____

Name of Individual/Organization _____

Award Category

_____ Special Achievement Award (**Non-Member Only**)

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





Appendix B BLACKS IN GOVERNMENT®

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National 3rd Vice-President

Mazella Thomas

National Secretary

Paula E. Davis

National Corresponding Secretary

Tracy Clements

National Treasurer

Honorable B. Faye Stewart

National Assistant Treasurer

Duane Hill

National Immediate Past President

Honorable Dr. Doris Sartor

MEMORANDUM

DATE: May 7, 2021
TO: Regional Council and Chapter Presidents
FROM: Honorable Gary Blackmon
National Board of Directors
RE: 2021 National Braxton Family Humanitarian Award

The National Board of Directors of Blacks In Government, Inc. solicits nominations for the 2021 National Braxton Family Humanitarian Award. This award is designed to recognize a Blacks In Government member that is working in their community or region to change lives outside of their respective chapter and employment through volunteerism.

For your use, attached are the NBFH:

1. Award Description
2. Award Criteria
3. Nomination Procedures
4. 2021 Nomination Form

No more than one nomination, signed and dated by the Chapter President and Regional Officers, can be submitted per region. **Your completed nomination packages must be emailed no later than June 7, 2021.** Please note the committee is only accepting electronic submissions. Facsimile and/or postal submissions will not be accepted. Nominations are to be submitted via email to:

EMAIL: BIGAwards2021@gmail.com

For any questions, please contact Director Patricia B. Ly, 2021 Awards Committee Chair, at (206) 822.8317 or via email at BIGAwards2021@gmail.com.

Attach(s): Listed Above (4)

cc: National Board of Directors
National Executive Committee



National Braxton Family Humanitarian Award

Award Description:

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

(ONLY SCHOOL SUPPLIES CAN BE PURCHASED WITH THIS AWARD)

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

Nominations must be submitted by email...BIGAwards2021@gmail.com

Attachment 1



National Braxton Family Humanitarian Award

Award Criteria:

- A. The BIG Member and Chapter must be in good financial standing with the National Organization.
- B. The BIG Member must demonstrate achievements in one or more of the following endeavors during the previous calendar year:
 1. Mentoring
 2. Working with seniors
 3. Assisting the disabled
 4. Assisting with educational and youth programs
 5. Philanthropy
 6. Religious
 7. Environmental Advocacy
 8. Community Services
- C. The Big Member must identify in their award nomination package a **public elementary or high school** in their Chapter's State to receive \$500.00 in school supplies. The school must have demonstrated achievements in one or more of the following endeavors during the previous calendar year:
 1. Community outreach activities by teachers and/or students, including after-school activities.
 2. Willingness to fight to make a difference, accomplish their goals with persistence and has performed self-less acts of kindness.
 3. Significant and innovative ideas, which promote the goals and objectives of African American issues and concerns.

Annual Winner:

The winner will receive an award plaque and the identified **public elementary or high school** will receive \$500.00 in school supplies.

The following are further details of the process and requirements:

1. BIG National Treasury will provide a check to the Regional Council President to be presented to the winner's chapter.
2. Individuals from the winner's chapter will purchase school supplies and deliver them to the winning public school.
3. Pictures of the presentation to the school are **Mandatory**.



National Braxton Family Humanitarian Award

Nomination Procedures:

Chapters should form a committee to select the nominee, if more than one submission is received. ***Only one nomination, signed by the chapter president can be submitted to the region for consideration.*** A similar process and committee will be held at the regional level to select the best nomination. ***Only one nomination can be submitted per region to the BIG Awards Committee.*** The nomination submitted by the region must have the signature of the Regional Council President and one of their BIG National Board of Directors.

Nominations must be submitted on the appropriate National Braxton Family Humanitarian Award Nomination Form containing a recent write up (not to exceed two (2) pages, single-spaced, typed in Times New Roman, 12 font). The write-up should include what the nominee did, the affects and results. The nomination should also include the name of the school you are recommending for the monetary award and the rationale.

Nominations should include on a separate page, a picture of the nominee and a picture of the school.

Failure to comply with all requirements shall render the submission null and void. Nominations must be submitted by email, no later than **June 7, 2021**. **Late submittals will not be considered. Please note the National Office is not accepting faxed or postal nominations.**

EMAIL: BIGAwards2021@GMAIL.com

Helpful Tips:

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



**Blacks In Government
National Braxton Family Humanitarian Award
2021 NOMINATION FORM**



Due: June 7, 2021

Region

Chapter Name

Chapter Street Address

City

State/Zip

Chapter President Signature/Date

Email Address

() _____
Telephone Number

Regional Council President Signature/Date

Email Address

Regional Council Secretary Signature/Date

Email Address

Regional Director Signature/Date

Email Address

Date Submitted to National Headquarters

Your completed nomination package must be emailed no later than **June 7, 2021** to the following:

Email Address:

Requirements:

The nomination package **must** include:

1. A completed Nomination Form.
2. Nominee Write-up (*not to exceed two typed pages, single-spaced in Times New Roman 12-point font*)
3. One Recent Photograph (*.jpeg, .pdf, .png format only*)

National Supporting Documents:

- Write-Up (*not to exceed two typed pages, single-spaced in Times New Roman 12-point font*)
- Photograph with school name
- Regional Council President Signature
- Regional Director Signature

National Verification

Date Nomination Package was Received

Regional Council President will be notified within seven (7) days of receipt of nomination package.



Appendix C BLACKS IN GOVERNMENT®

3005 Georgia Avenue, NW
Washington, DC 20001-3807
(202) 667-3280 — FAX (202) 667-3705

www.bignet.org

BOARD OF DIRECTORS

Region I

Jacquelyn D. Allen
Atricia L. Irons

Region II

Joanne M. Palmer
Esther Seabrook

Region III

Dale Scott
Johnita "Jackie" Pitts

Region IV

James C. Clausell Sr.
Famous Johnson

Region V

Patricia A. Thompson
Shirron A. Brown-Mills

Region VI

Gwenda J. Lowe
Honorable Katherine Cage

Region VII

Christine Wilder
Robin W. McDaniel-Beck

Region VIII

Michael Smith
Honorable Gary Blackmon

Region IX

Edward L. Wilson
Kenneth Pearson

Region X

Patricia B. Ly
Erin Small

Region XI

Marion V. Allen
Glynis M. Hill

EXECUTIVE COMMITTEE

National President

Honorable Shirley A. Jones

National Executive Vice-President

Dr. Lynwood Townsend

National 1st Vice-President

Deena Shepherd

National 2nd Vice-President

Faye Rashid

National 3rd Vice-President

Mazella Thomas

National Secretary

Paula E. Davis

National Corresponding Secretary

Tracy Clements

National Treasurer

Honorable B. Faye Stewart

National Assistant Treasurer

Duane Hill

National Immediate Past President

Honorable Dr. Doris Sartor

MEMORANDUM

DATE: March 16, 2021
TO: Regional Council and Chapter Presidents
FROM: Honorable Gary Blackmon
National Board of Directors
RE: 2021 Distinguished Service Hall of Fame (DSHOF) Award

The National Board of Directors of Blacks In Government, Inc. solicits nominations for the 2021 Distinguished Service Hall of Fame (DSHOF) Award. This award is the highest honor of recognition within BIG and is a great opportunity to recognize exceptional BIG members in your chapter and region.

For your use, attached are the DSHOF:

1. Award Description
2. Award Criteria
3. Nomination Procedures
4. 2021 Nomination Form

No more than one nomination can be submitted by each region and must contain the required Chapter and Regional officer's signature and date. **Your completed nomination packages must be emailed no later than May 18, 2021.** Please note the committee is only accepting electronic submissions. Facsimile and/or postal submissions will not be accepted. Nominations are to be submitted via email to:

EMAIL: BIGAwards2021@gmail.com

For any questions, please contact Director Patricia B. Ly, 2021 Awards Committee Chair, at (206) 822.8317 or via email at BIGAwards2021@gmail.com.

Attach(s): Listed Above (4)

cc: National Board of Directors
National Executive Committee

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DISTINGUISHED SERVICE HALL OF FAME AWARD

The **Distinguished Service Hall of Fame (DSHOF)** award shall be the highest honor which can be bestowed upon any single member of **Blacks In Government (BIG)** and shall be reserved for active and financial members who have been active in BIG for a minimum of **fifteen (15)** consecutive years. These individuals shall have distinguished themselves as making exceptional contributions at the National, Regional and/or Chapter levels of BIG and their respective communities. Members receiving this high honor must be recommended by their Chapter, their Regional Council and verified for eligibility by the National Board of Directors respectively.

The National Board of Directors (NBOD) will not make recommendations but serve only as a screening entity for membership eligibility criteria. No more than **five (5)** persons during any given year and no more than **one (1)** person from the same region may be submitted for approval, as voted by the delegates, during any given year. Each Region is entitled to annually nominate no more than **one (1)** candidate for enshrinement into the **DSHOF**.

The National Delegates Assembly is the sole forum during which elections to the **DSHOF** are conducted. Each nominating Chapter must submit recommendations to their respective Regional Council and Regional recommendations must be received by the National Board of Directors no less than **sixty (60)** days prior to the National Delegates Assembly.

There shall hereby be established a **DSHOF** lapel pin which shall be reserved only for persons inducted into the **DSHOF** of Blacks In Government. The NBOD, through Board 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 an official induction /recognition ceremony held during the National Training Institute.

Members of the **DSHOF** shall be referred to at public events as “**The Honorable**” preceding their names in recognition of this highest of BIG honors. Names of all persons inducted shall be listed in the BIG archives by name, designated number and year of induction. The BIG National archives will be maintained by both the National Office and the National Historian/Librarian. In the event that more than **one (1)** person is inducted into the **DSHOF** during any given year, the numbers assigned to the inductees shall be determined alphabetically by their last names.

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DISTINGUISHED SERVICE HALL OF FAME AWARD

QUALIFICATIONS:

1. Active regular or life member of Blacks In Government, consistently financial within the National organization for a minimum of **fifteen (15)** consecutive years.
2. Have distinguished themselves in BIG at the National, Regional and /or local Chapter level, making substantial contributions to BIG and/or their community far beyond normal expectations. Must have demonstrated that their work is unique and exceptional beyond normal qualifications of the general membership. Examples might include leading a segment of the national organization for a variety of years; rising to the highest level of the organization (i.e. National President or National Board Chair), being noted for successful leadership, contribution to the success of a program or project within BIG over an extended period of time, successful contribution or heading of a youth program, revamping a BIG or community service program for effectiveness and efficiency, or being recognized by an elected official (i.e. Governor, Mayor, Congressman, etc.).
3. Must have served as an elected officer of BIG for at least **four (4)** years at the National, regional or local levels, and/or as a National Presidential appointee or Committee Chair by at least **one (1)** National President for a combined total of **six (6)** years or more.
4. Candidate's membership status must be verified by the National Office of BIG.
5. Candidate's application upon submission to the National Board Chair must be signed by the Chapter President and/or Secretary and the Regional Council President and/or Secretary.

REQUIREMENTS:

1. Candidates are recommended by their local Chapter.
2. Final recommendations from each Region require approval by the respective Regional Council.
3. No more than **one (1)** name will be eligible for submission by any Regional Council during any single year.
4. Finalists from each Region are sent to the National Board of Directors for final review to ensure that all candidates meet nomination criteria before being presented to the National Delegates Assembly for election.
5. Candidate shall submit an application form, recent write-up (not to exceed **two (2)** pages, single-spaced, typed in Times New Roman, 12 fonts only) and a recent photograph to be included in a published document presented to the delegates at the National Delegates Assembly. Failure to comply with all requirements shall render the application null and void.

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DISTINGUISHED SERVICE HALL OF FAME (DSHOF) SELECTION CRITERIA

Persons selected will become a part of the permanent history of BIG and be recognized as part of a special body of individuals within the organization. The minimum requirements are:

1. Persons must be nominated by their local Chapter.
2. Final recommendations from each region must be approved by the Regional Council.
3. No more than **one (1)** name is eligible for submission by any region during a single year.
4. Final nominations from each region are to be sent to the National Board of Directors for final review to ensure nominees meet criteria for election at the National Delegates Assembly.
5. Delegates may vote for any of the candidates, however no more than **five (5)** candidates can be approved annually. Each candidate selected must receive a minimum quota (50% of the total votes, divided by the number of candidates).
6. Run-off elections are only required when more than **five (5)** candidates receive the minimum quota and there is an exact tie for 5th place.
7. If less than **five (5)** candidates receive the minimum quota, less than **five (5)** candidates will be inducted.
8. If more than **five (5)** candidates receive the minimum quota, then the top **five (5)** vote recipients will be selected.
9. The DSHOF shall serve as the highest honor of recognition within BIG.

Appendix D

BLACKS IN GOVERNMENT 2021 CONSTITUTIONAL AMENDMENT FORMAT

CURRENT CONSTITUTION WORDING	PROPOSED CHANGES	PROPOSED WORDING AFTER CHANGE	RATIONALE
<i>Reference the Article, Section, and paragraph as it reads in the current Constitution.</i>	<i>Indicate what wording is to be revised, deleted, renumbered, or changed in some way.</i>	<i>Include the new wording to show the way the proposed change will read.</i>	<i>Provide rationale as to why you feel this change will improve the organization.</i>
Tip #1: Do not put more than one proposed amendment on a page.	Tip #2: If it is long, try not to have a proposed amendment drag over to a second page.	Tip #3: Use table format in MS Word or WordPerfect.	Tip #4: Continue typing, the boxes will remain even and expand automatically.
	<u>NAME</u>	<u>REGION</u>	<u>CHAPTER</u>
Submitted by:			
POC:			
Submission Date:			
NOTE: Be sure to address all sections of the Constitution that are affected by the amendment. This may require more than one amendment.			

Appendix E



MODEL CHAPTER BYLAWS

CHAPTER NAME AND REGION _____

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

(DO NOT INCLUDE THIS PAGE)

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



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

**ARTICLE I
NAME**

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

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

**ARTICLE II
GOALS AND OBJECTIVES**

- Section 1. To be an advocate of equal opportunity for Blacks In government members.
- Section 2. To eliminate practices of racism and racial discrimination against Blacks in government.
- Section 3. To promote professionalism among Blacks in government.
- Section 4. To develop and promote programs which will enhance ethnic pride and educational opportunities for Blacks in government.
- Section 5. To establish a mechanism for gathering and disseminating information for Blacks in government.
- Section 6. To provide a nonpartisan platform on major issues of local, regional and national significance that affect Blacks in government.

**ARTICLE III
ORGANIZATIONAL STRUCTURE**

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

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

Section 3. OFFICERS

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

B. The elected officers shall include **(but not limited to)** the President, **(1st, 2nd or 3rd as appropriate)** Vice President, Secretary, and Treasurer, Assistant Treasurer/Financial Secretary, **(Financial Secretary and Assistant Treasurer are interchangeable).** **(IDENTIFY ALL ELECTED OFFICERS OF THE CHAPTER and define in Article V section 2).**

C. The Executive Committee shall consist of the elected officers. **(LIST ALL ELECTED OFFICERS INCLUDING THE IMMEDIATE PAST PRESIDENT (OPTIONAL: AND/OR COMMITTEE CHAIRS AS APPROPRIATE).** The Immediate Past President who leaves office without prejudice may serve as a nonvoting member of the Executive Committee for a period not to exceed two (2) years. The Immediate Past President shall be entitled to all rights of Executive Committee members with the exception of voting.) **(remove parentheticals if using text)**

Section 4. REGIONAL COUNCIL

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

B. The representatives to the Regional Council shall consist of three (3) regular financial members elected from the Chapter.

C. Chapters may elect alternates to substitute for regional representatives in the event the elected regional representative cannot serve due to circumstances beyond their control.

Section 5. NATIONAL

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

B. This Chapter shall file periodic reports to the National Office in accordance with the National Constitution.

ARTICLE IV MEMBERSHIP

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

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

A. Regular Membership.

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

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

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

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

B. Associate Membership.

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

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

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

C. Life Membership.

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

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

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

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

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

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

(OR IDENTIFY INDIVIDUAL VICE PRESIDENTS AS INDICATED BELOW)

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

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

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

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

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

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

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

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

- (1) **Finance**. The Finance committee shall be responsible for the financial accountability of the Chapter. This committee will be responsible for, but not be limited to, determining the cost of the Chapter's programs

and reporting to the general membership the feasibility of implementing these programs. This committee shall develop annual budgets for the Chapter.

- (2) **Program and Planning Committee.** The Program and Planning Committee shall be responsible for development and implementation of the necessary programs and requirements to fulfill the purpose and objectives of the Chapter. This committee shall be responsible for training and assistance in those areas critical to the well-being of black government employees. All programs pursued by this committee must be approved by the Executive Committee and/or General Membership and certified feasible by the Finance Committee.
 - (3) **Communication and Public Relations.** The Communication and Public Relations Committee shall be responsible for the development and printing of all published documents of the Chapter; shall be responsible for all contacts with the media (TV, newspapers, etc.). The primary purpose of this committee is to assure public exposure of the chapter as approved by the Executive Committee and/or Membership. All public statements shall be in accordance with National policies and shall have the approval of the Executive Committee or the chapter.
 - (4) **Legislative Review.** The Legislative Review Committee shall review and analyze all proposed and existing legislation and major employment program policy changes to determine possible unidirectional impacts on black government employees.
 - (5) **Membership Committee.** The Membership Committee shall be responsible for developing and implementing programs for membership drives, receiving and screening applications, maintaining chapter membership rosters with the Secretary, Treasurer and any other functions deemed necessary by the Executive Committee or Chapter.
 - (6) **Evaluation.** The Evaluation Committee shall develop evaluation criteria and conduct evaluations of the management of the organization and effectiveness of all operating programs to determine the impact of BIG in the government work environment, on the national sensitivity to the needs and circumstances of Black government employees and national programs impacting black government employees.
 - (7) **Legal Review.** The Legal Review Committee shall review all legal decisions involving policy interpretations affecting black government employees and develop strategies to define the organization's legal disposition and direction.
 - (8) **Training.** The Training Institute shall develop and implement plans for annual training to include action subcommittees for: finance and budgeting; training and education; speakers; banquet; the annual business meeting; communications and public relations; and exhibitions.
 - (9) **Affirmative Employment/Equal Employment Opportunity Committee (AE/EEO).** The AE/EEO committee shall monitor and develop programs to address areas of concern of black government employees including rates of hiring and firing; promotions; training; details; distribution of authority and responsibility; adverse actions; awards; merit pay; disciplinary actions; monitor all issues/matters referring to affirmative action and work for our targeted membership; assist in developing BIG's position on any legislation or regulation impacting advancement and employment opportunities of blacks in government.
 - (10) **Health and Wellness.** The Health and Wellness Committee shall develop and coordinate comprehensive on-going activities that educate the general membership on health care access, prevention, treatment, insurance, finding opportunities and health risk factors that affect the African American community; increase the level of awareness and understanding of initiatives on the elimination of race and ethnic health disparities nationwide; exchange information on healthy lifestyles that lead to reducing the risk of HIV/AIDS, diabetes, cardiovascular diseases, cancer, homicide, mental disorder, lupus, obesity, and infant mortality; help to foster partnerships within the African American communities, including survivors.
- C. **Special Committees:** Special committees may be established to at the discretion of the President with the approval of the Executive Committee and the Chapter to perform specific functions as required. All special committee members shall be elected from the general membership. The special committees shall include but not be limited to **(additional committees not listed as standing should be placed here)**:

Audit
Nominating
Elections

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

D. Appointments

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

ARTICLE VI MEETINGS AND QUORUMS

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

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

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

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

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

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

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

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

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

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

- A. Any regular members in good financial status with the National and Chapter shall be eligible to vote and hold any office.
- B. Election of officers shall be by secret ballot.
- C. Any candidate receiving a majority of votes, shall be declared the winner of said office.
- D. The Elections Committee will ensure that only regular members in good financial standing are provided a ballot, will collect and tally all votes, and report the election results to the general membership.
- E. The Election Committee will ensure that only regular members in good financial standing are provided a ballot, will collect and tally all votes, and report the election results to the general membership.
- F. Members eligible to vote may cast their vote either in person or by electronic virtual means if the chapter is holding a virtual election.

Section 4. **TERM OF OFFICE.** All officers shall take office on January 1 of the year following their election. The term of office for all elected officers shall be two (2) years or until their successors are elected. **(Terms of officers shall be staggered for continuity)** The office of President and Secretary shall be elected for terms beginning in the even year and the office of Vice President and Treasurer shall be elected for terms beginning in the odd year. **(Note: If additional/optional chapter positions are to be filled in your particular chapter, these positions must be included also.)** Officers appointed initially off cycle shall serve for one year and are eligible to serve two (2) two-year terms or four (4) consecutive years, or until their successors are elected. Officers elected during the regular cycle shall serve two (2) two-year terms or four (4) consecutive years in the same office, or until their successors are elected. However, they shall be eligible for election to all other offices. **(Note: You have the option of electing one-year terms for all officers, in which case the procedures for staggering the elections (2nd, 3rd and 4th sentence) would not be included.)**

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

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

ARTICLE VIII DUES AND ASSESSMENTS

- Section 1.** The fiscal year shall be from 1 January to 31 December inclusive.
- Section 2.** The Chapter dues shall be as set by the membership.
- Section 3.** The Regional dues shall be as set by the Regional Council.
- Section 4.** Finances of this Chapter are to be used solely for expenses involved in pursuing the goals and objectives of the organization.
- Section 5.** The Chapter accounts shall have the name of the President, Vice President **(if you have a 1st, 2nd, or 3rd Vice President, identify which one will sign with the president)**, and Treasurer as authorizers, with the requirements that at least two (2) signatures shall be necessary for all disbursement activities. The Chapter may make electronic transactions as necessary to facilitate chapter business. These transactions will be made with the advice and consent of two of the above-named individuals and will be reported on at the general body meeting of the chapter during the treasurer's report.
- Section 6.** All financial liabilities incurred by this Chapter shall remain the responsibility of this Chapter. To insure this, the Finance Committee shall have the responsibility of determining when additional assessments are necessary to cover the cost of Chapter business that exceeds the treasury.
- Section 7.** All financial reports shall be in writing and submitted to the Chapter membership for acceptance.
- Section 8.** The Chapter shall keep current, accurate, complete books and records of accounts, and minutes of the proceedings of its members. An annual audit will be performed to ascertain the accuracy and integrity of the books and records.

ARTICLE IX EXPULSIONS, TERMINATIONS, OR REMOVALS

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

ARTICLE X RULES OF PROCEDURE

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

ARTICLE XI INCORPORATION

- Section 1.** The National Organization of Blacks In Government (BIG) is incorporated as a nonprofit, tax-exempt corporation under the appropriate laws of the District of Columbia.
- Section 2.** This Chapter is covered under the umbrella of the National Organization.

ARTICLE XII LIMITATION OF LIABILITY

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

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

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

ARTICLE XIII AMENDMENTS

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

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

**ARTICLE XIV
RATIFICATION**

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

RATIFIED AT _____

(location and address of chapter meeting) _____ ON **(date)** _____

(*TYPED NAME*) PRESIDENT Date

(*SIGNED NAME*) PRESIDENT Date

(*TYPED NAME*) SECRETARY Date

(*SIGNED NAME*) SECRETARY Date
Reviewed (*At least One Regional Director*)

(*TYPED NAME*) REGIONAL DIRECTOR Date

(*SIGNED NAME*) REGIONAL DIRECTOR Date

Approved

(*TYPED NAME*) Date

Chair, National Board of Directors, BIG Date

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

MODEL REGIONAL COUNCIL BYLAWS



Region _____

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

(DO NOT INCLUDE THIS PAGE)



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

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

“OPTIONAL” MEANS IF APPLICABLE)

BLACKS IN GOVERNMENT

REGION *(Insert Region)*

REGIONAL COUNCIL BYLAWS

ARTICLE I

NAME

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

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

ARTICLE II

GOALS AND OBJECTIVES

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

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

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

SECTION 3. To promote professionalism among Blacks in government.

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

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

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

ARTICLE III

REGIONAL COUNCIL STRUCTURE, COMPOSITION AND AUTHORITY

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

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- F. Convene periodic meetings of the Council as determined by the representatives.

SECTION 3. The Regional Directors shall serve as members of the Board of Directors and shall be non-voting members of the Regional Council.

ARTICLE VI

EXECUTIVE COMMITTEE

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

ARTICLE VII

DUTIES OF OFFICERS

(Only include the duties of the officers of the Regional Council as described in Article VI above).

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

Regional Council.

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

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

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

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

presidents, and regional representatives. Additionally, shall perform other duties as assigned by the Executive Committee or the Regional Council.

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

SECTION 4. **TREASURER**. The Treasurer shall serve as Chief Financial Officer of the Regional Council; shall maintain the bank account established in the name of the Regional Council, and bank all moneys received; countersign, with the President, or **(identify who)**, all checks for disbursement of Regional Council funds; pay expenses, as budgeted, upon receipt of itemized bills and vouchers. The Treasurer shall prepare an itemized statement of receipts and disbursements for each regular Regional Council meeting; maintain a ledger of receipts and disbursements, reflecting an accurate daily balance, and submit all records for audit at the close of the calendar year and/or at the request of the Regional Council; shall prepare and submit such financial reports as required by the national guidelines. The Treasurer shall prepare a financial statement for presentation at the end of calendar year; shall submit for audit, all books and copies of financial transactions for current year by **(Identify when)**; and shall perform other duties as assigned by the Executive Committee or the Regional Council.

(Optional: If no Financial Secretary on the Regional Council, combine these duties with the Treasurer's duties)

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

- SECTION 6. **REGIONAL DIRECTORS**. The Regional Directors shall serve as members of the National Board of Directors; shall be non-voting members of the Regional Council; shall present written reports on the activities of the Regional Council to the National Board of Directors; and shall review and approve Chapter and Regional Council Bylaws Amendments (**refer to National Board of Directors Policy and Procedures Manual, Section #3:05**); shall prepare reports consisting of meetings and activities of the National Board of Directors to the Regional Council. Additionally, perform other duties as prescribed by the National Board of Directors and Regional Council.
- SECTION 7. **PARLIAMENTARIAN**. The Parliamentarian shall be appointed by the Regional Council President and shall furnish parliamentary information to the presiding officer of the meeting upon request; and shall perform such other duties as may be required by the Executive Committee or the Regional Council. **(Optional)**
- SECTION 8. **HISTORIAN/LIBRARIAN**. The Historian/Librarian shall be appointed by the Regional Council President and shall retain custody of any collections of books, printed matter or any other documentation related to the Region and Blacks In Government; and shall compile a narrative and pictorial account of the Regional Council's activities for the year, which will become a permanent part of the Regional Council's history.

ARTICLE VIII

MEETINGS AND QUORUMS

- SECTION 1. The Regional Council shall hold *(insert number)* regular business meetings annually. A quorum for conducting the business of the Regional Council meeting shall be a simple majority of the financial chapters.
- SECTION 2. The Regional Council shall hold an annual Regional Training Conference at a date, time and site as determined by the Regional Council.
- SECTION 3. Special meetings of Regional Council may be called at any time by the President or by *(insert number)* members of the Regional Executive Committee.
- SECTION 4. The purpose of the regular business meetings shall be to conduct the business of the Region; receive reports from the Regional Directors, Regional Council Officers, and Chapters of their activities.
- SECTION 5. The purpose of the annual regional training conference will be to provide training and education in areas of concern in the Region.
- SECTION 6. **Regional Council Executive Committee.** Regular meetings shall be held *(insert when)*. At least *(insert number)* members of the Regional Council Executive Committee, including *(insert number)* elected officer, shall constitute a quorum to conduct business.
- SECTION 7. Special meetings of the Regional Council Executive Committee may be called at any time by the President or by *(insert number)* or more elected members of the Regional Executive Committee.
- SECTION 8. **Standing Committees.** Scheduled meetings of the Standing Committees shall be held at *(insert when)*. Committee activities shall be reported to the Regional Council President. Special meetings may be called by the Chair or by *(insert number)* members of any committee on *(insert number)* days/hours' notice. At least *(insert number)* members of the committee and shall constitute a quorum to conduct business.

ARTICLE IX

STANDING COMMITTEES AND DUTIES

(List as appropriate)

- SECTION 1. **STANDING COMMITTEES.** The Standing Committees may include but not limited to the following:
- a. Finance
 - b. Program and Planning
 - c. Communication and Public Relations
 - d. Legislative Review
 - e. Membership
 - f. Evaluation
 - g. Legal Review
 - h. Training
 - i. Affirmative Employment/Equal Employment Opportunity (AE/EEO)
 - j. Health and Wellness
- SECTION 2. Each committee shall be composed of a Chair and shall have an adequate number of members for effective functioning as determined by the Chair.
- SECTION 3. The Chair of each committee shall be appointed by the Regional Council President with the approval of the Executive Committee.
- SECTION 4. Members of each committee shall be selected by the Chair of the respective committee. Members may also volunteer to serve on committees.
- SECTION 5. Each Standing Committee must submit to the Executive Committee, a written report detailing their activities including a financial statement (income and expenditures).
- SECTION 6. Chairs of Standing Committees shall submit an annual activity plan and budget to the Finance Committee to be presented to Regional Council for approval at the beginning of the calendar year.
- SECTION 7. The President may recall or be directed to recall any Chair, by a two-thirds (2/3) majority of the Executive Committee.
- SECTION 8. **Duties of the Standing Committees are:**
- A. **Finance.** The Finance committee shall be responsible for the financial accountability of the Regional Council. This committee will be responsible for, but not be limited to, determining the cost of the Regional Council programs and reports to the general membership the feasibility of implementing these programs.
 - B. **Program and Planning Committee.** The Program and Planning Committee shall be responsible for development and implementation of the necessary programs and requirements to fulfill the purpose and objectives of the Region. This committee shall be responsible for training and assistance in those areas critical to the well-being of Black government employees. All programs pursued by this committee must be approved by the Executive Committee and/or General Membership and certified feasible by the Finance Committee.

- C. **Communication and Public Relations.** The Communication and Public Relations Committee shall be responsible for the development and printing of all published documents of the Regional Council; shall be responsible for all contacts with the media (TV, newspapers, etc.). The primary purpose of this committee is to assure public exposure of the Regional Council as approved by the Executive Committee and/or Membership. All public statements shall be in accordance with National policies.
- D. **Legislative Review.** The Legislative Review Committee shall review and analyze all proposed and existing legislation and major employment program policy changes to determine possible unidirectional impacts on Black government employees.
- E. **Membership.** The Membership Committee shall be responsible for developing and implementing programs for membership activities, receiving and screening applications, and any other functions deemed necessary by the Executive Committee or Regional Council.
- F. **Evaluation.** The Evaluation Committee shall develop evaluation criteria and conduct evaluations of the management of the organization and effectiveness of all operating programs to determine the impact of Blacks In Government (BIG) in the government work environment.
- G. **Legal Review.** The Legal Review Committee shall review all legal decisions involving policy interpretations affecting Black government employees and develop strategies to define the organization's legal disposition and direction.
- H. **Training.** The Training Committee shall develop and implement plans for annual training to include for finance and budgeting, training and education, speakers, banquet, the annual business meeting, communications and public relations, and exhibitions.
- I. **Affirmative Employment/Equal Employment Opportunity (AE/EEO).** The AE/EEO committee shall monitor and develop programs to address areas of concern of Black government employees including rates of hiring and firing, promotions, training, details, distribution of authority and responsibility, adverse actions, awards, merit pay, and disciplinary actions. Additionally, shall monitor all issues/matters referring to affirmative action and work/assist in developing BIG's position on any legislation or regulation impacting advancement and employment opportunities of Blacks in government.
- J. **Health and Wellness.** The Health and Wellness Committee shall develop and coordinate comprehensive on-going activities that educate the general membership on health care access, prevention, treatment, insurance, sharing opportunities and health risk factors that affect the African American community. Additionally, shall increase the level of awareness and understanding of initiatives on the elimination of race and ethnic health disparities nationwide; shall exchange information on healthy lifestyles that lead to reducing the risk of HIV/AIDS, diabetes, cardiovascular diseases, cancer, homicide, mental disorder,

lupus, obesity, infant mortality; and shall help to foster partnerships within the African-American communities, including survivors.

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

ARTICLE X **NOMINATING AND ELECTIONS COMMITTEE**

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

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

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

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

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

ARTICLE XI
DUES AND ASSESSMENTS

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

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

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

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

ARTICLE XII
EXPULSION, SUSPENSION, REMOVAL, OR VACANCIES

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

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

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

- A. Any officer or member may be temporarily expelled/suspended/removed after due process in accordance with the provisions of these Bylaws, the National Constitution, and Roberts Rules of Order (Newly Revised), by an affirmative vote of not less than two-thirds (2/3) majority of the Regional Council at a special meeting held for that purpose.
- B. Notice of such intended action, as provided in Paragraph A. above, shall be given to the officer and/or member concerned in writing by registered mail, at least twenty (20) days prior to the conduct of such a meeting for that purpose. The officer/member shall be permitted to make a presentation verbally or in writing on their behalf and/or select an advocate and witnesses but may not vote on the matter being considered.
- C. All complaints filed at the inappropriate organizational level as described in the National Constitution of Blacks In Government, shall be forwarded to the

appropriate body for consideration and resolution. If either party is dissatisfied with the decision rendered, they may appeal within ten (10) calendar days to the next higher level.

- D. Any officer desiring to resign from office shall submit his/her resignation in writing to the Regional Council President, who shall present it to the Executive Committee.
- E. The Regional Council President, subject to the approval of the Executive Committee, may appoint any member of the Regional Council to fill any vacant Executive Committee position until the next general election.

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

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

ARTICLE XIII **RULES OF PROCEDURES**

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

ARTICLE XIV **INCORPORATION**

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

ARTICLE XV
LIMITATIONS OF LIABILITY

- SECTION 1. **REGIONAL FISCAL RESPONSIBILITY.** No chapter or member of the Regional Council shall have authority or power to impose or incur financial liability on the part of the Regional Council without the expressed authorization of the Regional Council, in writing and obtained in advance.
- SECTION 2. **REGIONAL LEGAL CORPORATE RESPONSIBILITY.** No chapter, officer, or member of the Regional Council shall have authority or power to legally obligate the Regional Council except as specified in these bylaws or authorized by the Regional Council. The Regional Council shall indemnify any officer or member of this Regional Council for actions taken during the performance of duties on behalf of the Regional Council so long as said actions are consistent with the integrity, goals, and objectives of the Regional Council.
- SECTION 3. **INDEBTEDNESS.** The Regional Council will not be responsible for indebtedness or obligation of any Chapter or by any of their officers or agents except as specified in these bylaws or authorized by the Regional Council. The Regional Council President shall be authorized to make expenditures or obligations not to exceed **(\$xxx.00)** annually without prior approval of the Executive Committee. All other expenditures shall be made with the approval of the Executive Committee, in session, for review by the Regional Council.
- SECTION 4. **DISTRIBUTION OF ASSETS AND PROPERTIES.** In the event of voluntary dissolution of any Chapter, its property shall be forwarded to the Regional Council. The assets of the Chapters shall in no event be distributed to any of its members or officers, or other organizations.

ARTICLE XVI
AMENDMENTS

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

**ARTICLE XVII
RATIFICATION**

(This page shall always remain separate)

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

RATIFIED AT _____

____ (location and address of chapter meeting) ____ on _____ (date) _____

(TYPED NAME) REGIONAL COUNCIL PRESIDENT Date

(SIGNED NAME) REGIONAL COUNCIL PRESIDENT Date

(TYPED NAME) REGIONAL COUNCIL SECRETARY Date

(SIGNED NAME) REGIONAL COUNCIL SECRETARY Date

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

(TYPED NAME) REGIONAL DIRECTOR Date

(SIGNED NAME) REGIONAL DIRECTOR Date

Approved

(TYPED NAME) Date

Chair, National Board of Directors, Blacks In Government Date

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

NATIONAL BOARD OF DIRECTORS COMMITTEES' PROCESS MANUAL (CPM)

National Board of Directors Chair Signature Page

This NBoD Committees' Process Manual approved by the National Board of Directors originally on November 6, 2010. The National Board of Directors approved updates on:

Revision No. (01)



National Board of Directors Chair

11/5/2021
Date

Revision No. (02)

National Board of Directors Chair

Date

NOV 29 2021

