PURPOSE

The purpose of these policy documents is to clarify items not defined in the Blacks In Government National Constitution, National Bylaws, Region V Bylaws or the Greater Dayton Chapter Bylaws.
POLICY: **GDC-BIG-001**  
EFFECTIVE: 1 January 2010

**SUBJECT:** Electronic Mail Distribution

All electronic mail information or issues pertaining to the Greater Dayton Chapter, Blacks In Government shall be sent directly to the Chapter Correspondence Secretary and Recording Secretary. Upon receipt the Correspondence Secretary will document receipt of correspondence and forward to the Chapter President for review. After review, items will be distributed throughout the Chapter as appropriate.

Terrence Williams, President  
Greater Dayton Chapter, BIG
SUBJECT: Chapter Regional Council Representatives

1. **Primary Council Representatives:** The primary representatives to the Regional Council meetings shall consist of three (3) regular Greater Dayton Chapter members in good financial standing. The Chapter President, by virtue of office shall automatically be one of the three primary Region V Council representatives, unless a National position held states otherwise.

2. **Term of Office:** All representatives’ terms become effective 1 January of the year following their election. The term of office for all elected Council Representatives shall be two (2) years or until their successors are elected. The office of President, Second Vice President, Corresponding Secretary and primary Regional Council Representatives shall be elected for terms beginning in the even year. All other chapter members in good financial standing who is present at the election meeting may serve as alternate council representatives during this two-year term. Council representatives elected initially off cycle shall serve for one year and are eligible to serve two (2) two-year terms or four (4) consecutive years. Council Representatives shall serve no more than two (2) two-year terms or four (4) consecutive years.

3. **Responsibilities:** *Regional Council Representatives* shall: (1) Serve as a Representative for this chapter at all Regional Council meetings. (2) Be responsible for making their own lodging and meeting registration arrangements to attend the Regional Council meetings. (3) Assist the President as needed and perform other duties as assigned by the President at Regional Council meetings.

4. **Chapter Funding:** *Regional Council representatives shall be reimbursed by the chapter for expenses incurred to attend Region V Council meetings based on the availability of funds in the chapter budget. Reimbursements shall be limited to lodging, meeting registration and meals. Fuel will only be reimbursed to one driver. Council representatives must submit a request for reimbursement along with all receipts no later than 30 days after the conclusion of the meeting in order to receive payment.*
POLICY: GDC-BIG-003  
EFFECTIVE: 1 January 2019

SUBJECT: Processing of Membership Dues

The following guidance is used in processing of chapter member’s dues.

1. Membership Chair receives all money and membership applications
   a. Membership Chair documents all transactions
   b. Membership Chair send a receipt of payment to members for all transactions
   c. Membership Chair send a temporary membership card to NEW members within a month from the date they join

2. Membership Chair sends to Chapter Treasurer:
   a. All money received
   b. A copy of the membership application

3. Membership Chair receives a receipt from Treasure for all transactions

4. Membership Chair sends to the National Office:
   a. A check for the appropriate amount for each membership being sent
   b. A copy of membership application, membership list and membership report

5. Membership Chair sends to the Regional Assistant Treasurer and Treasurer:
   a. A check for each new membership or renewal ($10 per member)
   b. A copy of the new member’s application and an updated membership listing

6. Membership Chair sends Quarterly Report to the Regional Assistant Treasurer and Treasurer:
   a. A copy of all checks for that period
   b. A membership report for that period consisting of all transactions for that period.

Hon. Terrence Williams, President
Greater Dayton Chapter, BIG
POLICY: GDC-BIG-004

SUBJECT: Condolences, Charitable Contributions and Donations

The following guidance will be used for disbursements of Chapter funds.

1. Condolences:

   a. The Chapter Executive committee is authorized to send a card to any BIG member whenever knowledge that a member is hospitalized, at home recovering from surgery, or the loss of a significant loved one (spouse, parent or child) without the approval of the Body.

   b. The Chapter is authorized to send flowers or a plant arrangement, not to exceed $80, to any active member in good financial standing with the Chapter for the loss of a significant loved one (spouse, child or parent). This action will be taken based on availability of funds in the chapter budget line item and with the Executive Committee’s approval only.

2. Charitable Contributions:

The Chapter will limit charitable contributions, not to exceed $100, to any request made to the Chapter. This action will be taken based on the availability of funds in the chapter budget line item and with the approval of the Body at a general membership meeting.

3. Donations:

The Chapter will limit donations, not to exceed $50, to any request made to the Chapter. This action will be taken based on the availability of funds in the chapter budget line item and with the approval of the Body at a general membership meeting.

Hon. Terrence Williams, President
Greater Dayton Chapter, BIG
SUBJECT: Chapter Membership Renewals

The following guidance is used in establishing a “due date” for all chapter member’s renewals dues.

1. “ALL” chapter membership renewal dues are due to the Chapter no later than 30 April of each year in order for that member to be in good financial standing with the Chapter, Region and National organization.

2. All renewals must be processed by the Chapter NLT 10 business day after receipt by the Chapter’s Membership Chair, Treasurer or Assistant Treasurer.

3. Renewals information (life members excluded) must be sent to the Region and National Assistant Treasurer and Treasurer NLT 15 business days after dues are received from the Chapter members.
POLICY: GDC-BIG-006  EFFECTIVE: 18 November 2018

SUBJECT: Scholarships

The following guidance describes the timelines, process and disbursements of Scholarship funds.

Timelines:

a. The Scholarship announcements shall be disseminated to the community no later than 30 June of each year.
b. The deadline to receive all applications shall be no later than 30 September of each year.
c. The announcement of recipients shall be no later than 30 calendar days after the completion of the review process.
d. Scholarships disbursements shall be no later than 30 days after the announcements are made providing all school information is received.
e. The scholarship period for each calendar year will be June thru December of each year.

Process:

a. All applications shall be sent to the Committee Chairperson via email.
b. The Scholarship Committee will review and complete a report of their review on all application submissions no later than (30) thirty calendar days after the deadline.
c. The Committee Chairperson shall provide a written report with recommendations and Action Items to the Executive Committee no later than (15) fifteen calendar days after the completion of the review process.
d. The Committee Chairperson shall maintain a record/documentation of all awarded scholarships to include the awardee’s name, cell phone #, email address, the scholarship and amount of the award, the year the award was rewarded and the institution of the student.
e. The Committee Chairperson shall turn this information over to the next appointed Chairperson upon that appointment.

Disbursements:

a. Disbursements to awardees will be immediately after all the information is received from the student to include the school’s name, address, student’s account #, and a POC in the bursar’s office to deposit the funds into.
b. If the student fails to provide this information by 31 December to the scholarship Committee Chairperson, the scholarship will be revoked and be awarded to the student next in line to receive that scholarship.
c. An awardee is not eligible to receive the same scholarship in consecutive years

Hon. Terrence Williams, President
Greater Dayton Chapter, BIG