

Greater Dayton Chapter



Blacks In Government

CHAPTER POLICIES

January 2010

PURPOSE

The purpose of these policy documents is to clarify items not defined in the Blacks In Government National Constitution, Region V Council 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. 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.*

Terrence Williams, President
Greater Dayton Chapter, BIG

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 Treasurer:
 - a. A check for each new membership or renewal (\$10 per member)
 - b. A copy of the membership report
6. Membership Chair sends Quarterly Report to the Regional Assistant Treasurer:
 - a. A copy of all checks sent to the Regional Treasurer for that period
 - b. A membership report for that period and a membership list

Terrence Williams, President
Greater Dayton Chapter, BIG