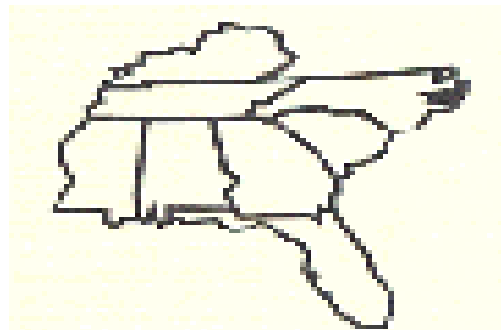


# **BLACKS IN GOVERNMENT**



## **REGION IV**



### Policies and Procedures Manual

(Approved during the 2007 Spring Council Meeting)

APRIL 2007  
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## SECTION I: DATES TO REMEMBER

<b>Winter</b>	Executive Committee Meeting
<b>March 31</b>	Region IV Assessments  Articles for Region IV Newsletter in hand of Chair, Communication and Public Relations Committee
<b>Spring</b>	Executive Committee Meeting  Region IV Training Conference, except when hosting National Training Conference  Region IV Council Meeting Election of Nominating Committee
<b>Summer</b>	Executive Committee Meeting
<b>August</b>	BIG National Training Conference
<b>September</b>	Articles for Region IV Newsletter in hand of Chair, Communication and Public Relations Committee
<b>Fall</b>	Executive Committee Meeting  Region IV Council Meeting  Region IV Elections

## SECTION II: EXECUTIVE COMMITTEE POLICIES

**PREAMBLE:** Rescinding of Previous Policies.  
Effective August 8, 1992, all previously established Executive Committee policies are hereby rescinded.

**EXECUTIVE POLICY 1:** Travel. The policy for travel of the Region IV Executive Committee members is as follows:

Scope. This policy shall apply to members of the Regional Executive Committee and those persons traveling on official business for Region IV.

Responsibilities. Responsibility for implementing reimbursements for travel shall be in accordance with the Regional Bylaws, Article 13, Sections 1 and 2 (Expenses and Reimbursements).

Entitlement. Each traveler shall be authorized individual lodging accommodations in accordance with provisions set forth in Article 13, Sections 1 and 2 (Expenses and Reimbursements) or the Regional bylaws.

**EXECUTIVE POLICY 2:** Petty Cash Fund. It shall be the policy of the Region IV Executive Committee that the Secretary and Assistant Secretary shall have a continuing petty fund of \$100 and \$50, respectively. This fund will be replenished upon proper documentation.

**EXECUTIVE POLICY 3:** Treasurer's Report. It shall be the policy of the Region IV Executive Committee that the Treasurer shall send to the Assistant Treasurer copies of all bank statements within 10 days of receipt.

## **SECTION III: REGIONAL COUNCIL POLICIES**

### **COUNCIL MEETING, MAY 26-27, 1984**

**COUNCIL POLICY 1:** Any funds raised in conjunction with the Council and Host Chapter shall be split 60% and 40%, respectively. *(Revised and approved per minutes of the Region IV Council, 12 April 1997, in Charleston, South Carolina (page 9, paragraph 14a).*

Revised and approved at the 21 October 2006 Council Meeting in Atlanta, GA to reflect:

Any fundraiser by the Host Chapter shall be split 60/40 with 60% going to the Host Chapter and 40% going to the Region.

### **COUNCIL MEETING, MAY 25-26, 1985**

**COUNCIL POLICY 2:** The Regional Council shall set aside not more than 40% of funds for travel purposes. *(Revised and approved per minutes of the Region IV Council, 28 April 2001, in Montgomery, Alabama (page 3, paragraph 2).*

### **COUNCIL MEETING, MAY 30-31, 2003**

**COUNCIL POLICY 3:** The Regional assessment shall be \$5.00 per member of each chapter. This assessment should be payable to Region IV and mailed to the Regional Council Treasurer.

Revised and approved at the 21 October 2006 Council Meeting in Atlanta, GA to reflect:

A \$1.00 increase in the Regional assessment from \$5.00 to \$6.00 to become effective 1 January 2007. T

### **FALL COUNCIL MEETING 2005**

**COUNCIL POLICY 4:** At the 2005 Fall Council Meeting in Huntsville, Alabama the Council voted to have all Fall Council Meetings in Atlanta, GA hosted by the Region IV Executive Committee.

## **SECTION IV: CRITERIA FOR HOSTING THE SPRING COUNCIL AND EXECUTIVE COMMITTEE MEETINGS WHEN THERE'S NO REGIONAL TRAINING CONFERENCE**

*Rewritten – This section has been rewritten and approved at 21 October 2006 Fall Council Meeting in Atlanta, GA.*

1. All financial chapters within the region are eligible to submit a bid for consideration to host Region IV Regional Council and Executive Committee Meetings. A completed written bid proposal signed and dated by the chapter president and a representative of the hotel must be submitted to the Region IV Council President by the established deadline unless otherwise notified. Bids postmarked or received after the deadline will not be considered, and returned as untimely. Bids may be sent via:

- (1.) U.S. mail postmarked by the established deadline
- (2.) Email bearing required scanned in signatures transmitted by the established deadline, or
- (3.) Fax bearing required signatures transmitted by the established deadline.

2. The bid must include the suitability of proposed meeting facility to include lodging rates, no cost amenities offered by proposed facility (i.e., meeting room(s), hospitality suite, etc.).

3. The identification of any projected costs to the region (i.e., meeting room(s), hospitality suite, podium, microphone, etc.).

*(Revised and approved per minutes of the Region IV Council, on 7 October 2000 in Augusta, Georgia (page 2, paragraph 1).)*

### **LOGISTICS**

1. Secure an adequate (safe, clean and handicap accessible) hotel convenient to major streets, highways and eating establishments within walking distance.

2. Hotel should have the following accommodations:

- \_\_\_ Lodging facilities for up to 35 rooms for attendees.
- \_\_\_ Meeting room to accommodate 80 to 90 people, set up in classroom style, with podium or head table.
- \_\_\_ Meeting room for the Executive Committee (EC) to accommodate fourteen (14) EC members setup in conference or horseshoe style with additional seating for five (5) or more guest.

3. In negotiating a contract with hotel, request and address the following:

- a. Free suite to be used for hospitality suite.
  - b. The lowest possible rate, or lowest group rate. Either rate should not exceed the current locality per diem rate.
  - c. Complimentary meeting rooms for the Executive and Regional Council Meetings. The layouts of the rooms should also be provided.
  - d. A reasonable cut-off date for reservations.
  - e. That the EC will make reservations via a rooming list and payment for those room nights are to be billed to the Master Account for the first night. Also, other attendees will make their own room reservations and be responsible for payment.
  - f. Obtain the cost of the commonly used podium and standing microphone, as well as the cost of a mixer if needed for two or more microphones. Check with the region for any additional audiovisual, equipment or supply needs for the Council Meeting.
  - g. Secure map for hotel's location.
  - h. Inquire as to the cost of continental breakfast or midday snacks.
  - i. Inquire about complimentary copy service. If complimentary copy service is not provided, inquire as to the cost of this service.
4. Become familiar with hotel layout and rules.
  5. Prepare a sign-in roster for attendees with following information: Chapter representative or guest, name, chapter, and home and email address.

## **HOSPITALITY**

1. Hosting chapters are responsible for maintaining and providing refreshments in the Hospitality Suite.
2. The cost of refreshments should not exceed \$200.00 as approved by the Regional Council. Anything over the approved amount will be at the chapter's expense.
3. The Chapter President may request funds for the purchase of refreshments not earlier than thirty (30) days prior to the Council Meeting and not later than two weeks prior to the meeting.

## **SPECIAL EVENTS**

1. The host chapter may plan Special Events and/or Fundraiser(s). The proposed Special Events/Fundraisers must be included in the bid package and approved by the Executive Committee.
2. Approved Special Events/Fundraisers must be coordinated with the Regional Finance Committee.
3. Revenue from the Special Events/Fundraiser planned by the host chapter will be split 60/40 (60% to the Chapter and 40% to the Region).
4. The Chapter President must present receipts for all items purchased, and reimburse the Region for any unused funds.
5. The Chapter President must coordinate all financial transactions with the Regional Treasurer and/or Assistant Treasurer.

## **EXECUTIVE COMMITTEE**

1. The Executive Committee is responsible for the overall Council Meeting.
2. The Executive Committee will provide guidance and assistance to the host chapter.
3. The Executive Committee is responsible for providing badges and all governing documents for Chapter Representatives. However, badges and governing documents may be provided by the host chapter.

## **BID PROPOSAL**

Chapter name \_\_\_\_\_

City and State \_\_\_\_\_

Hotel Name/City and State \_\_\_\_\_

Two proposed Dates \_\_\_\_\_ or \_\_\_\_\_

**About the chapter**

1. Has the chapter ever hosted a Regional Council Meeting (RCM)? Yes \_\_\_\_ No \_\_\_\_
2. Has the chapter hosted a RCM or EC Meeting in the last three years? Yes \_\_\_\_ No \_\_\_\_
3. Would the chapter be interested in planning a special event or fundraiser during the RC/EC Meeting weekend? Yes \_\_\_\_ No \_\_\_\_

If yes, please provide:

- a. Type of proposed special event/fundraiser - \_\_\_\_\_  
\_\_\_\_\_
- b. Proposed date, time & location - \_\_\_\_\_
- c. Cost to Regional Council members and others \$ \_\_\_\_\_
- d. Projected revenue - \$ \_\_\_\_\_

**Note:**

(1) All Special Events and Fundraisers must be held in the hotel or in close proximity to the hotel where the meetings are being held.

(2) All Special Events and Fundraisers must be approved, and coordinated with the Regional Council Finance Chair.

(3) Proceeds from Special Events and Fundraisers planned by the host chapter shall be split 60/40, with 60% going to the host chapter and 40% going to the region after expenses.

**About the hotel**

1. What is the daily cost for lodging? \$ \_\_\_\_\_
2. Does the hotel have a restaurant? Yes \_\_\_\_ No \_\_\_\_  
If yes, hours of operation from \_\_\_\_\_ to \_\_\_\_\_.
3. Is the hotel close to major streets and reasonably priced restaurants? Yes \_\_\_\_ No \_\_\_\_
4. What is the proposed cutoff date for making reservations? \_\_\_\_\_
5. Can the hotel provide:
  - a. Lodging facilities for at least 35 to 45 attendees? Yes \_\_\_\_ No \_\_\_\_
  - b. A complimentary meeting room for the RCM to accommodate eighty (80) to eighty-five (85) people set-up in classroom style with a podium and head table at no cost from 8:00 a.m. to midnight?

Yes \_\_\_\_ No \_\_\_\_ If no, how much? \$\_\_\_\_\_

c. A complimentary meeting room for the Executive Committee Meeting to accommodate twenty (20) people set up in conference style or horseshoe seating the day prior to the RCM from 8:00 a.m. to midnight at no cost?

Yes \_\_\_\_ No \_\_\_\_ If no, how much? \$\_\_\_\_\_

d. A complimentary room to conduct the Youth Competition?

Yes \_\_\_\_ No \_\_\_\_ If no, how much? \$\_\_\_\_\_

e. A complimentary Hospitality Suite?

Yes \_\_\_\_ No \_\_\_\_ If no, how much? \$\_\_\_\_\_

f. Audio visual equipment, i.e., microphones (handheld, stand alone, podium and lavalier), mixers, projectors, projector screens?

Yes \_\_\_\_ No \_\_\_\_ If yes, provide the cost per day.

Microphones ----- \$\_\_\_\_\_ (Specify if the price differs for certain types of microphones)

Mixer ----- \$\_\_\_\_\_

Projectors ----- \$\_\_\_\_\_

Projector screens ----- \$\_\_\_\_\_

Other ----- \$\_\_\_\_\_

g. Free airport shuttle service?

Yes \_\_\_\_ No \_\_\_\_ If no, provide estimated taxi/shuttle cost. \$\_\_\_\_\_

g. Complimentary copy service?

Yes \_\_\_\_ No \_\_\_\_ If no, provide cost. \$\_\_\_\_\_

h. Any other no cost amenities, i.e., coffee, soft drinks, continental breakfast etc.

\_\_\_\_\_

Submitted by:

\_\_\_\_\_  
Chapter President                      Date                      Work Phone / Home Phone

Email: \_\_\_\_\_

Hotel Representative

\_\_\_\_\_  
Name/Title                                      Date                                      Phone

**SELECTION CRITERIA AND SCORE SHEETS**

**Note:** Only points can be awarded to No. 3 or 4 as applicable but not both.

<b>CRITERIA</b>	<b>Points</b>
1. Suitability of proposed facilities and low cost lodging rates	1 to 25
2. No cost amenities	1 to 25
3. Chapter never hosted a Regional Council Meeting or*	1 to 15
4. Chapter hasn't hosted a Regional Council Meeting in the last three (3) years*	1 to 10
5. Proposed fundraiser / revenue for the Region	1 to 25
<b>TOTAL MAXIMUM POINTS</b>	<b>85 or 90</b>

**Competing Chapters**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

*Executive Committee Member's Score Sheet*

Chapter 1		Chapter 2		Chapter 3		Chapter 4	
Criteria No.	Points Awarded	Criteria No.	Points Awarded	Criteria No.	Points Awarded	Criteria No.	Points Awarded
1.		1.		1.		1.	
2.		2.		2.		2.	
3.		3.		3.		3.	
4.		4.		4.		4.	
5.		5.		5.		5.	
Total Points		Total Points		Total Points		Total Points	

*Regional Director's or other non-voting members Tally of Score Sheets*

Chapter	Total points awarded from voting members	Chapter	Total points awarded from voting members
1.		3.	
2.		4.	
Chapter # _____ received the highest total points of _____ that was counted and verified by the Regional Directors or other non-voting members.			

**SECTION V: GUIDE FOR HOSTING  
REGION IV COUNCIL MEETING  
IN CONJUNCTION WITH REGIONAL TRAINING CONFERENCE**

**LOGISTICS**

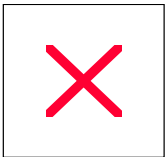
1. Secure hotel convenient to major streets and highways.
2. Hotel should have the following accommodations:
  - a. SLEEPING ROOMS
    - \_\_\_ Lodging for up to 60 sleeping rooms, at conference or government rates, for participants. If possible, negotiate same rate for single or double occupancy.
  - b. COUNCIL MEETING/PLENARY SESSIONS/BANQUET
    - \_\_\_ Large meeting room to accommodate 40 to 60 people, classroom style, with podium and head table.
    - \_\_\_ Large meeting room to accommodate 50 to 80 participants, theater style, with head table to seat at least 10, and podium. Depending upon the size of the hotel, and number and sizes of meeting rooms, the room above may be used for the opening plenary session.
    - \_\_\_ Banquet room to accommodate 100 to 150 people, with head table to seat at least 12, and podium. Usually, the closing plenary session is held in conjunction with a Banquet, although host chapters are not required to schedule them together.
    - \_\_\_ Executive Board Room for Executive Committee meetings and speaker/guests staging area.
3. In negotiating contract with hotel, address the following:
  - a. Free suite to be used as hospitality suite.
  - b. Visible location for participant registration.
  - c. Large, visible location for exhibits.
  - d. Free meeting rooms as addressed above.
  - e. Understanding that meeting participants will make, confirm, and, if necessary, cancel their own room reservations. Ensure that hotel understands that the Region is not responsible for individual room reservations, except those requested (in writing) by the Region.

## **SECTION VI: STANDING RULES OF THE REGIONAL COUNCIL MEETING OF REGION IV**

- Rule 1 The general authority controlling this Regional Council meeting shall be the National Constitution, Policy and Procedures Manual, Regional Bylaws, these Standing Rules, and the current edition Roberts Rules of Order.
- Rule 2 The Regional Council President shall appoint a Sergeant-At-Arms whose responsibility is to assist the Regional Council in maintaining order and decorum at all times to assure that the business of the Council is transacted fairly and judiciously.
- Rule 3 The Parliamentarian shall give parliamentary opinions upon request by the chair or by members of the Regional Council. Shall assist members in presenting motion to the body, if requested, to assure that the business of the Council is transacted fairly and judiciously.
- Rule 4 Only Representatives of Chapters in good financial standing with the Region and National Office shall be seated on the Council. The Regional Treasurer and Assistant Treasurer shall be responsible for the verification of eligibility of Council Representatives to be seated on the Council.
- Rule 5 The quorum of the Regional Council is defined in the Regional Bylaws. If at any time after the Council has been called to order and is in session with less than a quorum, the Parliamentarian shall notify the Regional Council President that the body fails to have a quorum and any and all action of the body taken after notification is unofficial and nonbinding on the Council.
- Rule 6 All business shall be brought before the Council by a motion of a member or by the presentation of a communication to the Council.
- Rule 7 Members must be recognized by the Chair of the Council before addressing the body. Members addressing the Council after being recognized by the Chair shall first state his/her name and chapter.
- Rule 8 Before any subject is open to debate, it shall be put in the form of a motion, properly seconded and stated by the Chair. Debate shall be restricted to voting members of the Council; however, nonvoting members may address any subject if there is no objection from members of the Council.
- Rule 9 After a question has been stated by the Chair, it becomes the property of the body; the maker shall not be allowed to withdraw or modify it, except by obtaining permission from the body. The maker of the motion has the right to speak to the motion before any other member of the Regional Council.

Rule 10 Discussion shall be limited to 2 minutes for each speaker and no speaker shall speak more than twice on any one issue. No speaker shall speak a second time before each member has had the opportunity to speak.

Rule 11 These rules shall require a simple majority vote by the Council members for adoption. These rules may also be suspended by a two-thirds (2/3) majority vote of Council members.



## Section VII Chapter Report Format

### MISSISSIPPI CHAPTER BLACKS IN GOVERNMENT

*(SAMPLE) CHAPTER REPORT TO REGION IV COUNCIL*

PO BOX 821934 VICKSBURG, MISSISSIPPI 39182-1934 [DATE]

#### OFFICERS

President ..... Bobbie Bingham Morrow  
 1st Vice President..... Willie Thomas  
 2nd Vice President..... Dennis Butler  
 Secretary ..... Albertha Ivy  
 Assistant Secretary..... Yvonne Nelson  
 Treasurer ..... Linda Thomas  
 Assistant Treasurer ..... Alma Epps  
 Parliamentarian ..... Arnold Taylor  
 Historian ..... Marian Diane Brown

#### MISSISSIPPI CHAPTER REGION IV PARTICIPATION

**Bobbie Bingham Morrow**  
 Policy and Procedures Manual Coordinator

#### MISSISSIPPI CHAPTER NATIONAL PARTICIPATION

**Bobbie Bingham Morrow**, Co-Chair,  
 Souvenir Booklet, 24<sup>th</sup> Annual BIG NTC

#### STANDING COMMITTEES

Finance..... Linda Thomas  
 Program & Planning..... Harry G. Brown  
 Communications &  
 Public Relations..... Debra Goodman  
 Membership..... Alfreda Gibson  
 Grievance ..... Edna Lee-Jackson

#### CHAPTER ACTIVITIES

17 Jan 00 Martin Luther King, Jr., Birthday  
 and Memorial Celebration.  
 20 Feb 00 Mississippi Chapter BIG Black  
 History Month Program.  
 9 Apr 00 Hosted reception for COL Robert  
 Crear, African American  
 Commander, Vicksburg District.

#### COUNCIL REPRESENTATIVES

Bobbie Bingham Morrow  
 Edna Lee-Jackson  
 Darryl Bishop

#### UPCOMING CHAPTER ACTIVITIES

19 May 00 Award Annual Scholarships.  
 17 Jun 00 Annual Juneteenth Celebration  
 8:00 a.m. Marcus Bottom, Vicksburg, MS

#### MEMBERSHIP

On roll as of 31 Oct 1999 20  
 On roll as of 5 May 2000 25

\*If Chapters choose to use the reverse to list  
 officers and members, etc., place SEE  
 REVERSE at the bottom center of this page.

*(Approved by Region IV Council, April 26, 1996, Atlanta, GA)*

SEE REVERSE

## SECTION VIII: STANDARD OPERATING PROCEDURE REGION IV ANNUAL TRAINING CONFERENCE

### PURPOSE

- To provide standard operating procedures to chapters on the annual training conference for Region IV.
- To provide selection criteria and proposal format for chapters who desire to host the conference.
- To provide guidance to host chapters for planning and implementing the training conference.
- To establish guidelines for the Conference Planning Committee if the annual training conference is hosted by Region IV.

### SCOPE

Region IV generates 90% of its budget through annual training conferences. The Region continues to grow with new chapters being added each year. Such growth requires operating funds for Executive Committee members to meet and conduct business, funds for communications with all members, funds to meet expenses at Regional and National meetings each year and to provide chapters with assistance as needed/requested.

Successful Regional Training Conferences will enable Region IV to be considered to host a national training conference in the future.

### POLICY

The annual training conference will be held in the spring of each year with the exception of hosting the National Training Conference, and the Regional Council will approve the bids of the host chapter.

Requests for proposals to host the conference shall be sent out to all chapters via U.S. mail by 1 November.

Chapters' proposals must be postmarked by 5 January the following year.

Profits from the training conference will be shared with the host chapter. The region will receive 60% and the host chapter 40% of all profits after all advances from the region and expenses incurred by the training conference have been paid.

### CRITERIA FOR HOST SELECTION OF CONFERENCE

The following criteria will be used in awarding a bid to a chapter to host the Regional Training Conference. A separate profile sheet listing used to rate criteria is found at appendix A of this SOP.

1. The proximity (within a 50-mile radius) of proposed training site to the work place of Black Federal, State, and local workers.
2. Suitability of proposed conference facility to include lodging rates for regular conference and government meetings, no cost amenities offered by proposed facility, i.e., coffee, juice, caucus rooms, seminar rooms, audiovisual equipment, and exhibit space.
3. Availability of workshop presenters/speakers and honoraria, if any, for each presenter/speaker to include meals, travel, and lodging. Vicinity of their residence to proposed training site. Maximum number of points awarded for presenters/speakers obtained at no cost.
4. Number of dues paying members in the chapter(s) as of the date proposed bid submitted.
5. Describe major activities and/or functions sponsored or hosted by the chapter(s) in last 12 months.
6. Number of Regional Council meetings attended by proposed host chapter(s) within the last two (2) years and the number of representatives in attendance.
7. Number of Regional Training Conferences attended by chapter members, specifying the number of persons attending.
8. Number of chapter members who have participated in last two years in implementing and planning a National Training Conference. Specify committees worked on.
9. The host chapter(s) must provide a projected budget for hosting the conference and projected revenue from the conference. See sample budget at Appendix A-1.

Once bids are submitted prior to the Executive Committee meeting, chapters may be asked for clarification of information as deemed necessary by the Executive Committee.

## **PROPOSALS**

As stated, request for proposals to host the annual training conference will be sent out via U.S. mail by the Conference Planning Committee Chair by November 1 each year.

Written proposals must be submitted by the chapter membership or its Executive Committee to the Regional Council President or his/her designee postmarked no later than January 5.

Proposals must address each item of information as stated in CRITERIA FOR HOST SELECTION OF CONFERENCE. Omission of any item of information may adversely affect the outcome of the weighted score in the selection process.

The name and address of at least three proposed facilities to include a facility point of contact by name, title, and telephone number must be included in the proposal.

## **RESPONSIBILITIES**

### **The Regional Council President will:**

1. Appoint the Chairperson of the Conference Planning Committee from within the Executive Committee body.
2. Make an on-site visit to the selected conference facility as necessary to ensure that conference guidelines are followed and that tasked target dates are being met.
3. Provide written confirmation to the host chapter selected within 10 days after approval by the Regional Council.
4. Select an oversight person for each of the action subcommittees from within the Executive Committee and provide the names, addresses, and telephone numbers of such to the conference On-site Chair.

### **The Executive Committee will:**

1. Review proposals from competing host chapters each January and make its recommendation to the Regional Council during the Spring council meeting.
2. Approve the selection of the Conference On-site Chair.
3. Will approve the site hotel contract.
4. Make an on-site visit to the selected conference facility.
5. Approve proposed training module and training format with the right to alter training module and format as deemed appropriate in the best interest of the Region.

### **The Conference Planning Committee Chairperson will:**

1. Exercise full control of all conference activities approved by the Executive Committee.
2. Report to the Regional Council President the status of conference activities on a

frequent basis.

3. Make on-site visit to the selected conference facility.

**The Conference Planning On-Site Chairperson will:**

1. Select a chairperson for each of the action subcommittees from within the host chapter.
2. Ensure that each chairperson select an adequate number of members to perform the duties of that subcommittee.
3. Provide the names, addresses, and telephone numbers of action subcommittee chairs to the Conference Planning Committee Chairperson.

**The Host Chapter will:**

1. Refer training conference issues/activities not previously approved by the Executive Committee to the Regional Conference Planning Chair for disposition or for consultation with the Executive Committee.
2. Submit a proposed training module and training format (including a theme) to be approved by the Executive Committee within 90 days after notification of approval to host the training conference. Also, if known at the time, will submit a suggested list of proposed workshop presenters/speakers to include their professional accomplishments and field of expertise.
3. Submit a Planning Chair draft report on the RTC to the Regional Council within 60 days after the completion of the conference, with final draft no later than 120 days. Report should contain at a minimum of:
  - a. Number of conference attendees
  - b. Outstanding financial obligations
  - c. List all bills and receipts
  - d. Projected profits
  - e. Status of all vouchers
  - f. Reports from all subcommittees to include recommendations for improvements
  - g. Number of exhibits sponsored by members and non-members
  - h. Number of people attending banquet/luncheon and indicate whether with registration, without registration, and honorary meal tickets.

4. Negotiate all contracts, in conjunction with the Conference Planning Committee Chair, Regional Treasurer, and the host hotel with the understanding that final approval lies with the Executive Committee.

5. Ensure that all financial commitment(s) are in writing and signed by the President and Regional Council Treasurer

**The Regional Council will:**

1. Approve/disapprove the Executive Committee's recommendation for the host site.
2. Approve sites on a two-year basis each year, beginning in 1994. If no proposals are received the Region IV Executive Committee will host the conference

**CONFERENCE SUBCOMMITTEES**

The following action subcommittees will be established to plan and implement conference activities:

1. Registration
2. Plenary
3. Workshops
4. Banquet/Luncheon
5. Evaluation
6. Exhibits
7. Finance
8. Hospitality
9. Public Relations
10. Special Events
11. Souvenir Program
12. Logistics

Duties of conference subcommittees can be found at Appendix B of this SOP along with indication of milestone completion dates.

## **FINANCIAL OPERATIONS**

### **Expenses**

Should special on-site visits be necessary to the host site by the Conference Planning Committee Chair and appropriate oversight Executive Committee member(s), the region will be responsible for costs calculated consistent with the provisions of Article XIII of Region IV Bylaws. All conference expenses incurred will be paid upon presentation of proper receipts.

### **Budget**

The On-site Conference Planning Committee Chairperson will present an operating budget on the cost to sponsor the conference with projected revenues to the Executive Committee via the Conference Planning Chair for review and approval within 90 days of site selection.

### **Revenues**

Profits from the conference will be shared with the host chapter(s). The region will receive 60% and the host chapter(s) 40% of all net profits after all advances from the region and expenses incurred by the training conference have been paid.

### **Bank Account**

A checking account will be established by the host chapter in the name of Blacks In Government, Region IV, with the names of the Regional Council President, Regional Treasurer, Conference Planning Chair, and On-site Conference Planning Committee Chair. Copies of all checking account statements will be furnished to the Region IV Treasurer. All deposits must be made with an annotated deposit slip. The account must be at a banking institution that receives and returns deposit slips. These deposits must be made by the On-site Chair. A copy of all deposits will be sent to the Treasurer. This account will be closed at the end of the training Conference when all outstanding debts or transactions have been concluded. Funds can be withdrawn or transferred from this account as defined in the Regional Bylaws. *(Revised and approved per minutes of the Region IV Council, 28 April 2001, in Montgomery, Alabama (page 3, paragraph 3)).*

### **Recordkeeping**

Accounting for the training conference must be ledger recorded with accompanying receipts.

## Financial Responsibilities

Responsibility for handling finances generated as a result of the conference shall be as follows:

1. Regional Council Finance Committee (standing committee)
2. Conference Planning Committee (standing committee)
3. Regional Council Treasurer
4. Conference Finance Committee (local host chapter)
5. On-site Conference Planning Committee Chair
6. Regional Council President

## PROPOSED ACCOUNTING PROCEDURES FOR CONFERENCE SUBCOMMITTEES

### General Procedures

All subcommittees must present a budget to Regional Council Executive Committee for approval via the host chapter Finance Committee Chair or host chapter president. The subcommittees budgets must be included and presented with the overall conference budget. The submitted budgets must consist of a detailed listing of projected income and expenses.

Each committee that receives money must use at least a duplicate receipt book to record funds received whether by cash, check, money order, etc.

Each subcommittee must have at least one finance committee member assigned to it. The finance committee member may be from the host chapter or region.

The duty of the finance committee member is to ensure that the approved accounting procedures for the assigned committee(s) are followed properly.

Each committee **must** complete at the end of each day a daily activity report. The daily activity report must be approved by the Regional Committee Chair. The finance committee member must be responsible for ensuring that the daily activity report is completed and submitted to the Regional Finance Committee Chair at the end of each day.

The Regional Finance Committee Chair must make a report of the financial operation of the conference to the delegates at the last business session, if feasible, or within 60 days after the conference ends.

## Registration

Prepare and present a budget as stated under General Procedures.

Maintain an accurate listing of all registrants. The listing may include, but not be limited to registrant's name, chapter, date of payment, and method of payment (i.e., Government check, DD Form 1556, personal check, money order, etc.).

Use at least a duplicate cash receipt book to record monies received. Write receipts for all registration regardless of source or method of payment.

Provide to the On-site Conference Planning Finance Subcommittee member a completed daily activity report.

### **Plenary**

Prepare and present a budget as stated under General Procedures.

Comply with other applicable general procedures.

### **Workshops**

Prepare and present a budget as stated under General Procedures.

Comply with other applicable general procedures.

### **Banquet/Luncheon**

Prepare and present a budget as stated under General Procedures.

If ads are solicited for a program book, use approved form(s) for accurate accounting of the advertiser, types of ads, and proceeds collected. All ads must be paid prior to inclusion in the program book.

Use receipt books to record all banquet proceeds, including but not limited to tickets sales, ads, donations, sponsorship, etc.

Immediately after the banquet, complete and submit to the Regional Finance Committee Chair a complete accounting of the banquet. This final report includes a complete accounting of all ad, ticket, and other monies received and spent on the banquet. A daily report will be completed.

## **Evaluation**

Prepare and present a budget as stated under General Procedures.

Comply with other applicable general procedures.

## **Exhibits**

Prepare and present a budget as stated under General Procedures.

Comply with other applicable general procedures.

Complete approved forms for listing exhibitors.

Use at least a duplicate cash receipt book to record monies received from exhibitors.

Complete a daily activity report and submit to Regional Finance Committee Chair via Finance Committee member.

## **Finance**

Prepare and present a budget as stated under General Procedures.

Comply with other applicable general procedures.

Assist the Regional Finance Committee Chair in completing an overall daily activity report for submittal to the Regional Executive Vice President and President.

Ensure that a Finance Committee member is assigned to each subcommittee, especially the ones receiving and disbursing funds.

## **Hospitality**

Prepare and present a budget as stated under General Procedures.

Comply with other applicable general procedures.

Maintain an accurate accounting and receipts of expenditures for the Hospitality. All receipts must be turned over to the Finance Committee member assigned to this committee.

## **Public Relations**

Prepare and present a budget as stated under General Procedures.

Comply with other applicable general procedures.

### **Special Events**

Prepare and present a budget as stated under General Procedures.

Comply with other applicable general procedures.

### **Souvenir Program**

Prepare and present a budget as stated under General Procedures.

Comply with other applicable general procedures.

### **Logistics**

Prepare and present a budget as stated under General Procedures.

Comply with other applicable general procedures.

## SELECTION SCORE SHEET

CRITERIA	MAXIMUM POINTS	POINTS AWARDED
1. Proximity within 50-mile radius of proposed training site to workplace of Black Federal, State and Local workers	15	
2. Suitability of proposed facilities, lodging rates (10), no cost amenities (10), and ratio of Black employees (5)	25	
3. Workshop Presenters and Speakers: Availability (10), Vita (3), Honoraria (10), and Vicinity (2)	25	
4. Number of dues-paying members in chapter at date of proposal	10	
5. Major activities and/or functions sponsored or hosted by the chapter in the last 12 months	10	
6. Number of Regional Council meetings attended by proposed host chapter(s) within the last two (2) years and number of representative in attendance	3	
7. Number of Regional Training Conferences attended by chapter members and number of persons attending	10	
8. Submitted projected budget for hosting the conference and projected revenue from the conference	2	
<b>TOTAL MAXIMUM POINTS</b>	<b>100</b>	

## BANQUET COMMITTEE

REGION IV CONTACT: \_\_\_\_\_

CHAPTER CONTACT: \_\_\_\_\_

ACTIVITIES	DATES
1. Make food arrangements.	_____
2. Arrange for entertainment.	_____
3. Determine head table seating with Plenary Sessions Logistics Committees.	_____
4. Have banquet tickets printed.	_____
5. Prepare in coordination with Plenary Sessions Committee banquet program and submit for printing.	_____
6. Provide report to Conference Chair.	_____

## EVALUATION COMMITTEE

REGION IV CONTACT: \_\_\_\_\_

CHAPTER CONTACT: \_\_\_\_\_

ACTIVITIES	DATES
1. Design evaluation forms.	_____
2. Submit evaluation forms for printing.	_____
3. Distribute and collect evaluation forms.	_____
4. Provide report to Conference Chair.	_____

**EXHIBITS COMMITTEE**

REGION IV CONTACT: \_\_\_\_\_

CHAPTER CONTACT: \_\_\_\_\_

<b>ACTIVITIES</b>	<b>DATES</b>
1. Obtain exhibit services contract (for use when outside contactor provides exhibit service).	_____
2. Send letters of invitation/contracts to exhibitors.	_____
3. Cutoff date for booth rentals.	_____
4. Provide final requirements to exhibit services or individual exhibitor.	_____
5. Provide onsite services to exhibitors.	_____
6. Send information to Conference Chair for thank you letters to exhibitors.	_____
7. Provide report to Conference Chair.	_____

## FINANCE COMMITTEE

REGION IV CONTACT: \_\_\_\_\_

CHAPTER CONTACT: \_\_\_\_\_

<b>ACTIVITIES</b>	<b>DATES</b>
1. Develop with Registration and other committees financial/document flow.	_____
2. Develop reporting procedures for all income-producing activities.	_____
3. Provide on-site services.	_____
4. Provide report to Conference Chair.	_____

## HOSPITALITY COMMITTEE

REGION IV CONTACT: \_\_\_\_\_

CHAPTER CONTACT: \_\_\_\_\_

ACTIVITIES	DATES
1. Send letter developed by Conference Chair requesting favors and door prizes.	_____
2. Obtain materials on tourist attractions.	_____
3. Coordinate with Workshop/Plenary Committees for meeting and greeting workshop leaders/VIPs.	_____
4. Recruit and train hosts/hostesses (minimum 10).	_____
5. Stuff kits for conference participants.	_____
6. Provide monitoring/assistance at workshops.	_____
7. Provide information/services and staff the sales shop (optional).	_____
8. Assist Banquet Committee as needed.	_____
9. Send information to Conference Chair for thank you letters.	_____
10. Provide report to the Conference Chair.	_____

## LOGISTICS COMMITTEE

REGION IV CONTACT: \_\_\_\_\_

CHAPTER CONTACT: \_\_\_\_\_

<b>ACTIVITIES</b>	<b>DATES</b>
1. Become familiar with hotel layout and rules.	_____
2. Determine logistics of workshop rooms.	_____
3. Coordinate workshops, rooms, and moderators with Workshops Committee.	_____
4. Provide for room arrangements and any audio-visual equipment.	_____
5. Provide logistics support during the training conference.	_____
6. Provide report to Conference Chair.	_____

## PLENARY SESSIONS COMMITTEE

REGION IV CONTACT: \_\_\_\_\_

CHAPTER CONTACT: \_\_\_\_\_

ACTIVITIES	DATES
1. Locate and contact plenary speakers.	_____
2. Send information to Conference Chair for letters of invitation to plenary speakers.	_____
3. Coordinate plenary sessions needs/seating with Logistics Committee.	_____
4. Submit material to Souvenir Program Committee.	_____
5. Provide introducers/presenters with necessary materials.	_____
6. Inform Banquet Committee of number of meal tickets needed.	_____
7. Send information to Conference Chair for thank you letters to plenary speakers.	_____
8. Provide report to Conference Chair.	_____

## PUBLIC RELATIONS COMMITTEE

REGION IV CONTACT: \_\_\_\_\_

CHAPTER CONTACT: \_\_\_\_\_

<b>ACTIVITIES</b>	<b>DATES</b>
1. Send information to Conference Chair for letters and/or conference material to National and State organizations, governor, mayor, etc.	_____
2. Provide information to media.	_____
3. Identify and establish speakers for public service announcements and television engagements.	_____
4. Prepare and distribute public relations for chapters to use.	_____
5. Make arrangements for photographer (3 months prior).	_____
6. Provide public relations services on-site and secure press coverage.	_____
7. Provide report to Conference Chair.	_____

## REGISTRATION COMMITTEE

REGION IV CONTACT: \_\_\_\_\_

CHAPTER CONTACT: \_\_\_\_\_

ACTIVITIES	DATES
1. Mail registration packages.	_____
2. Design registration method.	_____
3. Provide information on number registered.	_____
4. Early registration cut-off (30 days prior to conference date (Postmarked by _____))	_____
5. Cut-off date for mailing other registration (14 days prior to conference start date). (Postmarked by _____)	_____
6. Arrange for on-site registration.	_____
7. Conduct on-site registration.	_____
8. Include training certificate in registration packets.	_____
9. Provide report to Conference Chair.	_____

## SPECIAL EVENTS COMMITTEE

REGION IV CONTACT: \_\_\_\_\_

CHAPTER CONTACT: \_\_\_\_\_

<b>ACTIVITIES</b>	<b>DATES</b>
1. Obtain contract to set up "Monte Carlo."	_____
2. Distribute flyers/publicize event.	_____
3. Secure needed door prizes/favors.	_____
4. Recruit volunteers to staff booths and/or tables.	_____
5. Have "Monte Carlo" tickets printed.	_____
6. Sell tickets on-site and conduct event.	_____
7. Send thank you letters to vendors/volunteers.	_____
8. Provide report to Conference Chair.	_____

## WORKSHOPS COMMITTEE

REGION IV CONTACT: \_\_\_\_\_

CHAPTER CONTACT: \_\_\_\_\_

ACTIVITIES	DATES
1. Determine workshops to be given.	_____
2. Locate and contact workshop leaders.	_____
3. Send information for letters of invitation to workshop leaders and moderators to Conference Chair.	_____
4. Coordinate workshop times and places and moderators with Logistics and Hospitality Committees.	_____
5. Submit workshop descriptions, leaders, and biographical data, room locations, etc., to Souvenir Program Committee.	_____
6. Provide moderators with background material on workshop and leader.	_____
7. Provide workshop title information to print workshop signs.	_____
8. Inform Banquet Committee of the number of meal tickets needed.	_____
9. Send information to Conference Chair for thank you letters to all workshop leaders and/or agency heads.	_____
10. Provide critique of workshops/leaders, etc., to Conference Chair.	_____

## **SECTION IX: NOMINATION GUIDELINES**

*Approved 9 October 1993 by the Regional Council in Raleigh, N.C.*

*Revised 15 April 1995 by the Regional Council in Montgomery, AL.*

*Rewritten – Approved 21 October 2006 by the Regional Council in Atlanta, GA*

### **Nominating Committee Requirements**

In accordance with the Regional Bylaws (Article X, Section 1) the Nominating Committee is elected during the Spring Regional Council Meeting.

The committee (per Article X, Section 2) shall consist of seven (7) members and five (5) alternates.

A member must meet the following requirements to be eligible to be elected to the Nominating Committee:

1. Minimum of two (2) years as a financial BIG member.
2. Active participation at the chapter level.
3. Attended at least two (2) Regional Council Meetings.
4. A financial chapter representative.
5. Must be present to be elected.

### **Nominating Committee Responsibilities**

In accordance with Article X of the Region IV Bylaws, the Nominating Committee is responsible for presenting a slate of nominees (one per position) for offices to be vacated to the Regional Council from nominations received. The committee is empowered to prepare a slate of eligible candidates whether or not nominations are received from chapters. Nominations of eligible candidates for any or all vacant positions shall also be taken from the floor along with other nominations.

The committee must meet after being elected, and select and identify its Chair.

## **Nominating Committee Chair's Responsibilities**

1. Obtain contact information for all committee members and alternates.
2. Immediately notify the Council President of any problems and if he/she is unable to perform the duties of the Chair.
3. Immediately replace a committee member with an alternate when needed.
4. Comply with the schedule of activities and establish deadlines for chapters and committee members to respond in carrying out their responsibilities.
5. Present written recommendations for revisions to the nominations process to the Executive Committee and Regional Council if needed.
6. Send Nomination Package by U.S. mail to chapters requesting nominations from any financial member. An advance copy may also be sent via email. The nomination package must include the deadline for nominations, the nominee's criteria, nominee information form and nomination ballot.
7. Receive ballots and nominees information forms from any financial member of the region.
8. Ensure requested information is timely received, and nominees meet the established criteria.
9. Provide committee members with eligible ballots and nominees information forms for review and scoring.
10. Receive score and ranking sheets from committee members and tally the results.
11. Call a committee meeting prior to the Regional Council meeting to prepare a slate to present to the Council.
12. Present the slate of recommended officers to the Regional Council. Provide the Regional Secretary and the Election's Committee Chair with a copy of the slate presented to the Council.
13. Provide all nomination data (ballots, nominee's information forms, score and ranking sheets) to the Regional Secretary for the official records.
14. Present all receipts, vouchers and bills of all expenses incurred by the committee for reimbursement to the Regional Treasurer for reimbursement.
15. Provide the Regional Secretary with all nomination data (ballots, nominees information forms, score and ranking sheets).

## **Nominating Committee's Responsibilities**

1. Immediately inform the Chair if he/she is unable to serve on the committee.
2. Review and familiarize themselves with the current guidelines and make recommendations for revision if needed.
3. Review all nominations data (chapter ballots and nominees information forms) received from the Chair.
4. Timely score, and rank all nominees, and return the results to the Chair.
5. Review, score, and rank nominees and return results to chairperson.
6. Meet prior to Regional Council meeting and prepare a slate of officers (one nominee per office).

## **SCHEDULE OF ACTIVITIES**

<b>Spring Council Meeting</b>	Nominating Committee elected Committee selects and identify the Chair
<b>June</b>	Committee review guidelines Committee submits recommendations to the guidelines to the Chair, if any. Chair mail Nomination Packages to Chapters
<b>July</b>	Chair submits recommendations to the guidelines to the Executive Committee, if any.
<b>August</b>	Members submit nominations to the Chair. Chair provide committee members with nomination information forms and ballot sheet s for each nominee for review, scoring and ranking.
<b>September</b>	Committee scores and ranks all nominees and return all documents to the Chair. The Chair tallies the results and prepares to meet with the Committee prior to the Council Meeting to prepare the slate of officers.
<b>Fall Council Meeting</b>	Chair presents the Nomination Committee's slate to the Regional Council.

## **NOMINEE'S CRITERIA**

The criteria listed below are general and are not an attempt to take away a member's constitutional rights to hold office which is to be financial and a regional representative at the time of seeking office. These are additional requirements that the Nominating Committee must look for, and the general body should desire of a candidate to hold office.

### **Membership.**

1. Three (3) years as a BIG member for all presidents (President, Executive Vice President, and all Vice Presidents), Treasurer, and Secretary.
2. Two (2) years for assistant officers.
3. These are continuous financial years with the organization.

### **Leadership.**

1. Prior regional and local leadership experience for all presidents.
2. Prior local and regional leadership is desired, but outside experience is acceptable.

Attendance at, at least two or more Regional Council meetings within the last two years for all presidents.

All candidates must be a chapter representative in good financial standing.

### **Additional requirements.**

1. Knowledge of Robert's Rules of Order Newly Revised, and regional and national governing documents for all presidents.
2. Certification of secretarial skill that may have been obtained at local/regional level or outside professional practice for Secretary.
3. Must be bondable prior to assuming office for Treasurer, Assistant Treasurer, and Executive Vice President.

## NOMINEE INFORMATION FORM

**NOMINEE:**

**OFFICE SOUGHT:**

**CHAPTER NAME:**

**CHAPTER LOCATION:**

**BIG MEMBERSHIP (YEARS):**

**CURRENT MEMBERSHIP STATUS:**

**REGIONAL COUNCIL MEETING ATTENDANCE:**

**Please respond to the following questions (maximum two pages).**

1. Describe experience and skill you have that demonstrate your qualifications to serve in the office you are seeking as they relate to BIG. Refer to Region IV Bylaws, Article VI, Duties of Officers. Include personal successes in performing these or similar duties.

2. Describe positions held (officer, committee chairperson or member, other) in BIG (all levels) that demonstrate your participation in and commitment to carrying out the goals and objectives of BIG. Also list your involvement in other similar organizations.

3. Describe other experience, training, or education that reflects your abilities to perform your official duties in carrying out the goals and objectives of BIG.

**NOTE: This form must be submitted with the Ballot; one per nominee. Copies may be made.**

# NOMINATION BALLOT

## Regional Council Meeting

Date: \_\_\_\_\_

Location: \_\_\_\_\_

NOMINEE'S CHAPTER NAME: \_\_\_\_\_

NOMINEE'S CHAPTER ADDRESS: \_\_\_\_\_

\_\_\_\_\_

NOMINATING MEMBER'S NAME and Date (Member submitting the nomination):

\_\_\_\_\_ Date \_\_\_\_\_

OFFICE	INCUMBENT/NOMINEE (please print): (Circle or fill in choice-one per position only)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**NOTE:**

1. All incumbents and/or nominees and their respective chapter must be financial at all levels of BIG.
2. All nominees must meet ALL criteria required for the office he/she seeks.
3. Incumbents (denoted by \*) not eligible for re-election to current office but are eligible for any other office.

RETURN THIS BALLOT AND NOMINEES INFORMATION FORMS (ONE FOR EACH

NOMINEE) BY \_\_\_\_\_ TO \_\_\_\_\_  
(Date) (Nominating Committee Chair)

AT ADDRESS \_\_\_\_\_  
\_\_\_\_\_

## NOMINATING COMMITTEE MEMBER SCORE SHEET

COMMITTEE MEMBER: \_\_\_\_\_

NAME OF CANDIDATE: \_\_\_\_\_

OFFICE SOUGHT: \_\_\_\_\_

*Score each nominee separately on a 5-3-1 scale. After each nominee has been scored, ranked in order of the nominee's score and submit the score sheets to the Chair in rank order for each position by the requested due date.*

1. Nominee's qualifications based on the knowledge, skills and experience identified on the nominee's information form to serve in the vacant office. Refer to Region IV Bylaws Article VI, Duties of Officers. Include personal successes in performing these or similar duties.

\_\_\_ 5 Points      Have extensive related skills, knowledge and experience for this position.

\_\_\_ 3 Points      Have limited related skills, knowledge and experience for this position.

\_\_\_ 1 Point      Have very limited, to no related skills, knowledge and experience this position.

2. Nominee's demonstrated participation based on positions held in BIG at all levels. Demonstrated participation in other similar organizations must also be considered.

\_\_\_ 5 Points      Held numerous positions in BIG and other organizations that show demonstrated commitment and active participation.

\_\_\_ 3 Points      Has held a few positions in BIG and other organizations that show some commitment and participation.

\_\_\_ 1 Point      Has limited participation in BIG and other organizations.

3. Nominee's other experience, training or education that reflects their ability to perform official duties in carrying out the goals and objectives of BIG.

- \_\_\_ 5 Points      Nominee presented very relevant information that reflects abilities perform the duties of the position.
- \_\_\_ 3 Points      Nominee provided some information relative to performing the duties of the position.
- \_\_\_ 1 Point      Presented general, limited information relative to performing the duties of the position.

**TOTAL CANDIDATE SCORE** \_\_\_\_\_

\_\_\_\_\_  
(Nominating Committee Member)

\_\_\_\_\_  
(Date)



# NOMINATING COMMITTEE TALLY SHEET

OFFICE \_\_\_\_\_

SCORE	CANDIDATE	COMMITTEE MEMBER'S SCORES						TOTAL
#1	_____	___/	___/	___/	___/	___/	___/	_____
#2	_____	___/	___/	___/	___/	___/	___/	_____
#3	_____	___/	___/	___/	___/	___/	___/	_____
#4	_____	___/	___/	___/	___/	___/	___/	_____
#5	_____	___/	___/	___/	___/	___/	___/	_____

TOP CANDIDATE \_\_\_\_\_

OFFICE \_\_\_\_\_

SCORE	CANDIDATE	COMMITTEE MEMBER'S SCORES						TOTAL
#1	_____	___/	___/	___/	___/	___/	___/	_____
#2	_____	___/	___/	___/	___/	___/	___/	_____
#3	_____	___/	___/	___/	___/	___/	___/	_____
#4	_____	___/	___/	___/	___/	___/	___/	_____
#5	_____	___/	___/	___/	___/	___/	___/	_____

TOP CANDIDATE \_\_\_\_\_

OFFICE \_\_\_\_\_

SCORE	CANDIDATE	COMMITTEE MEMBER'S SCORES						TOTAL
#1	_____	___/	___/	___/	___/	___/	___/	_____
#2	_____	___/	___/	___/	___/	___/	___/	_____
#3	_____	___/	___/	___/	___/	___/	___/	_____
#4	_____	___/	___/	___/	___/	___/	___/	_____
#5	_____	___/	___/	___/	___/	___/	___/	_____

TOP CANDIDATE \_\_\_\_\_

**OFFICE** \_\_\_\_\_

CANDIDATE SCORE	COMMITTEE MEMBER'S SCORES	TOTAL
#1 _____	___/ ___/ ___/ ___/ ___/ ___/	_____
#2 _____	___/ ___/ ___/ ___/ ___/ ___/	_____
#3 _____	___/ ___/ ___/ ___/ ___/ ___/	_____
#4 _____	___/ ___/ ___/ ___/ ___/ ___/	_____
#5 _____	___/ ___/ ___/ ___/ ___/ ___/	_____

TOP CANDIDATE \_\_\_\_\_

**OFFICE** \_\_\_\_\_

CANDIDATE SCORE	COMMITTEE MEMBER'S SCORES	TOTAL
#1 _____	___/ ___/ ___/ ___/ ___/ ___/	_____
#2 _____	___/ ___/ ___/ ___/ ___/ ___/	_____
#3 _____	___/ ___/ ___/ ___/ ___/ ___/	_____
#4 _____	___/ ___/ ___/ ___/ ___/ ___/	_____
#5 _____	___/ ___/ ___/ ___/ ___/ ___/	_____

TOP CANDIDATE \_\_\_\_\_

\_\_\_\_\_  
(Committee Member Name and Date)

VERIFIED BY:

\_\_\_\_\_  
(Committee Chair / Date)

**NOMINATION'S COMMITTEE RECOMMENDED SLATE FOR 20\_\_\_\_  
OFFICERS**

**DATE:** \_\_\_\_\_

OFFICE \_\_\_\_\_

OFFICE \_\_\_\_\_

OFFICE \_\_\_\_\_

OFFICE \_\_\_\_\_

OFFICE \_\_\_\_\_

SUBMITTED BY THE 20\_\_\_\_ NOMINATING COMMITTEE:

MEMBERS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ALTERNATES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Nominating Committee Chair)

## **SECTION X: HONORARY AWARDS PROGRAM**

*Revised - Approved by the Regional Council on 7 October 1993 in Raleigh, N.C.*

*Rewritten - Approved by the Regional Council on 21 October 2005 in Atlanta, GA.*

### **INTRODUCTION**

The purpose of the Honorary Awards Program is to give proper and noteworthy recognition to those members of Blacks In Government in Region IV whose contributions in furtherance of the goals and objectives of the organization have been so significant that they are deserving of special honor and praise, and/or to recognize an individual or organization outside of BIG whose contributions and efforts have advanced African-American progress.

### **Sponsor**

The Executive Committee is the official sponsoring authority for establishing and administering the Honorary Awards Program. The committee is comprised of a chairperson appointed by the Regional Council President with the approval of the Executive Committee and Regional Council. This is done in the Spring of each year. The number on the committee shall be at least five (5) members, representing five (5) different financial chapters and three additional members to serve as alternates. All members shall be members of the Regional Council verified by the Treasurer/Assistant Treasurer.

### **Nomination Procedures**

Nominations must be accompanied by a nomination form and no more than a two-page typewritten justification. The justification must address specific accomplishments and/or involvement that match the award category from June to June.

All financial chapters within the region are eligible to submit nominations for awards bearing the Chapter President's signature. Award nominations dated after the deadline will not be considered and returned as untimely. Award nominations may be sent via:

- (1.) U.S. mail postmarked by the established deadline
- (2.) Email bearing a scanned in signature of the Chapter President transmitted by the established deadline, or
- (3.) FAX bearing the Chapter President's signature by the established deadline.

### **Award Committee Chair's Responsibilities**

1. Select a committee while at the Spring Regional Council meeting and obtain their names, addresses, telephone numbers (home and work), email addresses (home and work), FAX number and chapter name.
2. Immediately notify the Region IV Council President of any problems that could delay or hinder the awards process, and if he/she is unable to perform or fulfill the duties as the Chair.
3. Select five (5) members to serve on the committee from five different financial chapters and three (3) additional members to serve as alternates. Alternates will be used to eliminate any form or suggestion of impropriety when a member is:
  - (1.) Unavailable or unable to serve on the committee
  - (2.) A nominee, or
  - (3.) From a chapter that has submitted a nomination
4. Provide each committee member with the latest Region IV Policies and Procedures Manual, or the section in the manual covering the Honorary Awards Program.
5. Request the committee provide any recommendations to the Honorary Awards section of the Policies and Procedures Manual.
6. Obtain a current regional roster from the Regional Council Secretary.
7. Prepare and mail a cover letter explaining the award types, award categories, nomination procedures, methods of submitting nominations and the deadline for nominations. An Awards Nomination Form must be included with the cover letter. This package must be sent via U.S. mail to all Chapter Presidents by 1 July, with a return nomination submission deadline of 1 September.
8. Review all nominations to determine, (1) if the deadline was met, (2) the nomination form is complete, and (3) if the nominee meets the established criteria.
9. Immediately notify Chapter President(s) in writing, with a copy to committee members if any of the listed factors were not met.
10. Provide each committee member with a cover letter explaining their responsibility to review, score and rank the nominees by 1 October, with a return deadline of 1 November. A copy of the nomination form for each nominee and, an Award Score Sheet for each nomination in each category must be included with the letter.
11. Upon receipt of the committees score sheets, verify the scores, tally and rank all scores by category to determine the top scoring nominee in each category.
12. Score the nominees in case of a tie, unless one of the nominations is from his/her chapter. In that case, immediately provide one of the alternates with the nomination package to break the tie.
13. Upon completion of all scoring, prepare a written interim report to the Executive

Committee for the January Executive Committee meeting. In that report, identify the top nominees in each category and any recommendations for improvement to the Awards Program. All documents must be included with the report, including all nomination forms, score and ranking sheets etc.

14. Provide the Awards Committee Report with all supporting documents (nominee information forms, nomination ballots and nominating committee member score sheets) to the Regional Council Secretary at least two weeks prior to the January Executive Committee meeting. The report shall include the committee's recommended choices for the awards in rank order, the estimated cost for the awards and recommendations for improvement.

*The Regional Council Secretary will make copies and present the report to the Executive Committee for review and approval or disapproval. The Regional Council President will provide a written response to the Chair of the Executive Committee's decision within thirty (30) days after the Executive Committee's meeting. The response will indicate what was or was not approved, and any selections and/or additional awards approved by the Executive Committee.*

15. Upon receipt of the approval/disapproval letter, contact committee members and/or members of the Executive Committee to assist in obtaining the most reasonably priced awards not to exceed the approved amount in the budget.

16. Order or ensure that the awards are ordered. This includes any additional awards approved by the Executive Committee.

17. Request in writing, advance funds before placing an order for the awards if needed.

18. Submit and present a final written report during the Spring Executive Committee and Regional Council meeting.

19. Assist in the presentation of all awards, except the Distinguished Service Award, the President's Award, Executive Award, and Special Awards during the Council Meeting or wherever the awards ceremony will be held.

20. Present all receipts, invoices and/or bills of all expenses incurred by the committee for reimbursement to the Regional Treasurer with a completed expense voucher for reimbursement. This includes receipts, and bills for postage, plaques, phone calls etc. If payment is less than funds advanced, the difference must be immediately returned to the treasurer.

21. Submit an annual budget to include the estimated cost of all awards and other associated cost to the Finance Chair when requested, to be included in the overall budget presented during the Fall Council meeting.

## **AWARDS COMMITTEE**

This committee is responsible for carrying out the Region's Award program. The committee is comprised of a chairperson appointed by the Regional Council President with the approval of the Executive Committee and Regional Council. The committee shall consist of

at least five (5) members representing five (5) different financial chapters and three (3) alternates. The alternates are to be used if a member is unavailable or unable to serve on the committee, a nominee, or from a chapter that has submitted a nomination.

### **Awards Committee Responsibilities**

1. Immediately notify the Chair if there are any problems, or if unable to serve on the Awards Committee.
2. Become familiar with the Honorary Awards Program outlined in the Region IV Policies and Procedures Manual.
3. Recommend any changes to the Honorary Awards Program as outlined in the Region IV Policies and Procedures Manual to the Chair.
4. Score the nominations based on the established criteria with the information provided on the nomination form for each nominee in each category.
5. Rank each nomination in each category based on the highest score.
6. Return all score sheets, ballots and nomination forms to the Chair by 1 November. *As an alternate, requested to break a tie, the above documents must be returned to the Chair immediately.*

### **Award Types and Categories**

There are three (3) types of awards in the Region IV Honorary Awards Program, *Member Awards, Non-member Awards and Member/Non-member Recognition*. Selection for these categories of awards will be based on demonstrated accomplishments and involvement during the past year, from June to June.

#### **Member Awards**

1. BIG Distinguished Service Award
2. BIG Meritorious Service Award
3. BIG Chapter of the Year Award
4. President's Award (optional)
5. Executive Award (optional)
6. Special Awards (optional)

#### **Non-Member Awards**

BIG Community Leadership/Service Award

#### **Members and Non-members Recognition**

## Certificates and Citations

### **BIG Distinguished Service Award**

This is the highest individual honorary award. This award provides the opportunity to recognize a BIG member or officer in Region IV for exemplary contributions, support and/or leadership in furtherance of the goals and objectives of the organization at the chapter, regional and/or national level; exemplary or noteworthy participation and results in working with national, state, or local organizations which are in consonance with BIG goals and objectives; and dynamic and active advancement of African-American progress in employment, education, civil rights, and community service.

### **BIG Meritorious Service Award**

This award is given to recognize a BIG member in Region IV for outstanding, support and/or leadership in the region; outstanding support and assistance to the local BIG chapter in meeting the chapter's goals and objectives, as well as being actively involved in helping to eliminate practices of racism against African-Americans in furtherance of BIG goals and objectives.

### **BIG Chapter of the Year Award**

This honorary award provides the opportunity to recognize an outstanding financial chapter in Region IV. This award recognizes a chapter for exemplary contributions to community and civic progress in furtherance of BIG goals and objectives; promotion of national, regional, and chapter programs to include sponsoring workshops, conferences, and seminars to address critical issues of the day that impact on the workplace; and exemplary or noteworthy accomplishments in recruitment, renewals, fund-raisers, or other chapter programs that promote the goals and objectives of the organization.

### **President's Award**

The President's Award is a membership type award to recognize an individual for his/her contribution to Region IV's efforts in furtherance of BIG goals and objectives; selected by the regional president with approval by the Executive Committee; and presented by the regional president.

### **Executive Award**

The Executive Award is a membership type award to recognize an executive officer for his/her exemplary leadership on the Executive Committee and Region IV; selected by his/her peers on the Executive Committee; and presented by the Regional Executive Vice, First, Second, or Third Vice President unless he/she is the recipient, then the Regional Council President will present the award.

### **Special Awards**

These awards are given to recognize individuals who have demonstrated their commitment to the goals and objectives of BIG. Specific award criteria for the award are determined by the regional president and/or the Executive Committee. Special awards are given at the discretion of the regional president with Executive Committee approval or given by the Executive Committee. These awards should not be given on an annual basis or in large numbers--five (5) or more.

### **BIG Community Leadership/Service Award**

This award is presented to an individual or an organization outside of BIG whose outstanding efforts and accomplishments have advanced African-American progress in such vital areas as employment, education, civil rights, and community service; and activities show commitment to the goals and objectives of BIG.

### **Certificates and Citations**

These forms of recognition may be given to recognize individuals or organizations for outstanding leadership and/or support of a program or activity that promotes national, regional, or chapter goals. Certificates and citations may be given at the discretion of the Regional Council President, Executive Committee, or committee chairperson with prior approval from the Executive Committee.

### **Award Dimensions**

*Revised and approved per minutes of the Region IV Council, on 6 May 2000 in Birmingham, Alabama (page 3, paragraph 7.*

The BIG Distinguished Service Award shall be an 11 x 14 in. engraved plate mounted on a plaque.

The BIG Meritorious Service Award shall be an 8 x 10 in. engraved plate mounted on a plaque.

The BIG Chapter of the Year Award shall be an 8 x 10 in. engraved plate mounted on a plaque.

The President's Award shall be an 8 x 10 in. engraved plate mounted on a plaque.

The Executive Award shall be an 8 x 10 in. engraved plate mounted on a plaque.

The Special Award shall be an 8 x 10 in. engraved plate mounted on a plaque.

The BIG Community Leadership/Service Award shall be an 8 x 10 in. engraved plate mounted on a plaque.

## **Certificates and Citations**

Certificates of Appreciation and recognition shall be presented in a frame no less than 8 ½ x 11 in.

### **NOTICE**

No awards, certificates, or citations may be purchased or presented in the name of BIG without the prior approval of the Executive Committee.

## SECTION XI: PROTOCOL GUIDELINES

### PURPOSE

This section provides BIG members with some basic protocol guidelines and information on how to conduct BIG activities in the most professional and considerate manner.

### SCOPE

Protocol is the accumulation of customs and regulations that deal with ceremonies and etiquette. It reflects the observance of mutual respect and consideration between individuals. As a professional organization, BIG engages with numerous organizations in professional as well as social activities and events. Using proper protocol ensures we conduct ourselves in a manner most likely to achieve understanding and cooperation in the conduct of our affairs. Protocol guidelines should be part of the training provided to all officers or official representatives of Regional IV Council.

These guidelines ensure that all officers or official representatives of Regional IV Council are aware of BIG (National) guidelines, of common business practices, and of military and government protocol.

### REGIONAL AUTHORITY

The Region has no authority over a chapter's protocol. However, it has the fiduciary responsibility to inform chapters/members what is expected if the activity is a BIG activity and that ALL officers are expected to participate.

### BUSINESS SENSITIVE ITEMS

**Council/Executive Committee Minutes.** Only minutes reviewed and approved by the respective body (**Council or Executive Committee**) are official and can be released to the members.

**Actions items.** Chapter presidents/members are to be informed of all action items by the designated channel (i.e. president, secretary, or a committee chair) as determined by the respective body.

**Executive sessions items.** These items are only released as determined by the respective body. This may be part or none of the discussion on an issue(s) or concern(s) or only the action taken.

**Correspondence.** All Executive Committee officers must receive copies of official regional correspondence unless it has been pre-reviewed and/or an approved action by the Executive Committee.

## REGIONAL OFFICERS ATTIRE REQUIREMENTS

### Meetings

- **Executive Committee Meeting**  
Business casual for most meeting (business dress may be required in special cases)
- **Council Meeting**  
Business dress for all meeting (unless informed otherwise)
- **Training Conference**  
Business dress (unless seating dictates different)
- **Special Meeting/Training**  
Business dress for most cases, business casual in some cases.

### PUNCTUALITY

Officers must exhibit punctuality at all meetings and/or conferences.

- Each officer shall be on time.
- Officers making reports or presentations shall arrive at least fifteen minutes early.
- Each officer is responsible for notifying (as soon as possible) the presiding officer or committee chair that he/she will arrive late.

### REPORTS/MAIL/PHONE CALLS/FOLLOW-UP

Each officer shall be professional and responsible enough to comply with deadlines, promises, agreements, and respond to requests in a prompt manner.

- Reports shall be on time with required copies. Distribution of reports shall be done prior to the meeting i.e., via e-mail or regular mail, or placed in packet) or during breaks to minimize distraction.
- All mail (letters or e-mails) shall be answered in a timely manner. Timely depends on circumstance or to whom. Official Regional letterhead should be used.
- Phone calls received regarding BIG official business shall be handled in the most courteous and professional manner. Return calls and be tactful and helpful.

### RESOLUTION OF CONCERNS AND PROBLEMS

#### Contact

- Concerns and problems shall be channeled through the appropriate line of responsibility.
- The President and/or Executive Committee shall determine the line of responsibility and the appropriate contact.
- This person may be the activity leader/facilitator (i. e. Committee Chair) or serving on the committee responsible for the activity.
- This shall be made known to all members by announcements and posting.

## **Procedure**

- When addressing concerns or problems to the appropriate contact, diplomacy shall be used.
- This is only to address the concern or problem, it is the responsibility of the activity leader(s)/facilitator(s) to resolve the concerns or problems.
- The contact person shall inform the person if it is resolved, being resolved or cannot be resolved.
- If not resolved, the member has the right to seek resolution from the next level of authority(Conference Chair, Regional President). But only after this resolution process has been followed.

## **Region IV Invitations**

### **Requirement and Procedure**

The request for any of the organizations, officers, businesses, or individuals listed below to attend Region IV Training Conference or Council meeting in an official capacity must be approved by Region IV Executive Committee. The request must be made in writing (by the petitioner) and signed by the Regional Council President. This applies to both BIG and Non-BIG officials.

#### **1. Blacks In Government Officials\***

- National Organizations – Executive Committee, Board of Directors, Standing Committees, and Ad Hoc Committees
- Officers, Committee Chairs/leaders, Official Representatives
- Other Regions/Chapters Committees and Officers

#### **2. Non-BIG Officials**

- **Other organizations' leaders/official representatives**
- Non-contractual or contractual businesses
- Individuals that want to address the region for personal or political reasons

**\*Exceptions:** National President and National Board Chair or their designated representative. National Officers and Directors, committee members or official representatives carrying out National programs or projects. Also when carrying out a Delegate Assembly directive. As a courtesy, notification to the Regional President by all listed should be expected.

### **Official Introduction/Greetings/Salutations**

#### **Region/Chapter Programs/Activities**

National/Region/Chapter Officers – Those in attendance shall be recognized appropriately as determined by the programs/activities leader or facilitator. If the leader or facilitator is not aware of the presence of the officer or officers he/she should be informed quietly (sending a note or telling an assistant). At no time shall the program or

activity be disrupted. It shall be at the **discretion** of the leader or facilitator when the introduction is to be made.

Non-BIG Guests and Dignitaries – The same principle and procedure apply but the leader or facilitator shall take the appropriate action based on who the guest or why the guest is present (i.e., invited by the Regional Council).

## **Seating Arrangements**

### **1. Dais--Banquet**

Sitting arrangement shall be according to participation, first, then by BIG organizational rank. At no time shall the highest-ranking BIG official present (regardless from which level) be placed in a position less than any guest at a BIG function.

### **2. Meetings (General seating)**

The highest-ranking BIG official present (regardless from which level) shall be placed with all other leaders present.

The facilitator will determine where other BIG officers who are present will be seated

### **3. Reserved Sections for non-dais guests and BIG Officers**

Sections/Tables may be reserved for non-dais guests and BIG officers. The Banquet Committee shall decide the seating arrangements in conjunction with the Plenary Committee and the Executive Committee. Again, the presence of BIG officers shall be considered and handled properly. The seating decision may be based on space available, non-BIG guests, and rank of the BIG Officers.

### **4. Suggested Head Table (dais) Seating Arrangements**

Which arrangement to use may be determined by function, local protocol (i.e. on military base), or the local host.

Types of head table arrangements are:

- Podium to the Center or Split Table (Attachment I)
- Podium to the Left (Attachment II)
- Podium to the Right (Attachment III)

The number of seats can be as many as needed or the number the facility will accommodate using the podium at the center or to the left. When possible or functional, place male guests on both ends of head table for a center-oriented podium and on the right or left end of the table for a left or right-oriented podium.

### **5. Flags Display**

Center Podium or Split table – Flags are to be displayed to the right of the table.

Left or Right Podium Table – Flags are to be displayed immediately behind the podium.

See Podium Table Arrangements for visual display (Attachments I - III).

### **Attachments**

#### **Podium (Dais) Seating Arrangements:**

Attachment I - Center Podium/Split Table

Attachment II - Left Podium

Attachment III - Right Podium

## SECTION XII

### TRAVEL EXPENDITURE AND REIMBURSEMENT POLICY

*Approved at the 14 April 2007 Regional Council Meeting in Louisville, KY*

#### Purpose

The purpose of this policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, (c) to provide a uniform and consistent approach for the timely advancement of funds, and (d) the timely reimbursement of authorized expenses. The Region IV Regional Council recognizes that the Executive Committee, members of the Council, and others may be required to travel and incur expenses to conduct Council business in the furtherance of the mission of the region. All expenses and reimbursements will be in accordance with Article XIII, Sections 1 and 2 of the Region IV Bylaws. Therefore, this policy on travel, expenditures and reimbursement was established.

When incurring expenses, the Council expects officers, members and others to:

- Exercise discretion and good judgment with respect to those expenses.
- Be cost conscious, and spend the Council's money as carefully and judiciously as possible.
- Report expenses, supported by required documentation.

#### 1. Travel

- a. Privately Owned Vehicle (POV) – Reimbursement for privately owned vehicles are limited to round trip mileage at the approved rate. If more than one member is traveling in the POV, only the owner is entitled to reimbursement. Maintenance and repairs of POV's are not reimbursable and is the responsibility of the owner.
- b. Rental Car – Travelers should make advance car rental reservations and utilize discounts and promotions if available to receive the lowest possible rates. Reimbursement will only be for the car rental fee and actual gasoline purchased from the beginning date to the ending date of the trip accompanied by receipts or mileage. If more than one authorized member is traveling in the rental, only the member whose name appears on the rental agreement is entitled to reimbursement.
- c. Commercial Travel (airline, train or bus) – Travelers should make their reservations as soon as possible to ensure the lowest possible economy rate. The traveler is entitled to reimbursement for the commercial transportation ticket, round trip mileage at the approved rate from their residence to and from the commercial transportation departure location, or round trip local transportation to and from the commercial transportation departure location, and parking at that location if utilized. All expenses incurred must be accompanied by receipts with the exception of mileage.

#### 2. Lodging

Lodging is made by a negotiated contract with a specific hotel. Reservations are normally made via a rooming list, and paid by the region from the Master Account. Those desiring to stay at a

hotel not selected by the Region will only be reimbursed the negotiated room rate of the hotel selected by the region. Members are responsible for canceling hotel reservations with the hotel by the deadline, and notifying the Regional Council President or the Executive Vice President of the cancellation. If the member is unable to attend, and fails to cancel the room by the deadline the member is responsible for all cost charged to the region. If hotel reservations are made, and a member does not check-in or utilize the room, that member is responsible for charges to the region. The member must reimburse the region within 10 days of notification.

### 3. Parking and Tolls

Parking and tolls, including charges for hotel and airport parking are reimbursable. Receipts for all parking are required, and receipts for tolls over \$5.00. The cost of parking tickets, fines, car washes and valet service, etc., are the responsibility of the member, and are not reimbursable.

### 4. Other Reimbursable Expenditures

The following is a list of other reimbursable expenses. This list is not all inclusive;

- Certificates & Plaques
- Professional Services
- Postage & Shipping
- Expense for approved invited guest
- Printing & copying

### 5. Non-Reimbursable Expenditures

The following is a list of non-reimbursable expenses. This list is not all inclusive:

- Travel insurance
- First class tickets or upgrades
- Reimbursement for local transportation between the primary meeting and lodging site to an alternate lodging site.
- The cost of limousine travel.
- Movies, liquor or bar costs.
- Spa or exercise charges

### 6. Travel Expense Voucher

Travel expenses will not be reimbursed without a completed, itemized, signed Expense Voucher with all associated receipts. Itemized credit card bills and cancelled checks with clearly identifiable matching charges and/or purchases are acceptable if receipts are not available. Tolls up to \$5.00 are reimbursable without a receipt.

All completed vouchers must be submitted within 30 days. Expenses incurred during the month of December should be submitted by December 31<sup>st</sup> if at all possible to ensure that those cost are included in the calendar year that the expense was incurred.

### 7. Advances

- a. Members may request in writing, that the Regional Treasurer/Assistant Treasurer purchase their commercial transportation ticket. If the request for an advance tickets is purchased by the region (100%), and the ticket is not used, the member is responsible for the actual cost of the ticket to be refunded to the region within 60 days.

- b. Upon written request and with proper documentation of projected expenses, members may be advanced up to 80% of expected out of pocket expense for travel, and 100% for purchases and approved orders with appropriate receipts and/or invoices. Advances should be sent as soon as possible but not later than 10 days of the request.

## 8. Reimbursement

Members will be reimbursed by the Regional Treasurer or another authorized member of the Executive Committee upon submission of their completed expense voucher unless:

- a. The account has less than \$500.00
- b. The traveler is indebted to the region in which case the amount owed the region is deducted or,
- c. If there is a legitimate reason for the traveler not to be reimbursed at the time the claim is submitted.

If the voucher is not paid upon submission, the Treasurer/Assistant Treasurer must notify the member in writing within 10 calendar day as to the reason the voucher has not, or will not be paid.

Completed and signed expense voucher(s) and with receipts/invoices may be sent via U.S. mail, fax or via email (with a scanned in signature) to the Regional Treasurer who must submit reimbursement within 10 calendar days according to the Bylaws.

If it was determined that the voucher will not be paid, the member has a right to appeal this decision to the Executive Committee within 15 calendar day of receipt of the notification for disposition.

The Treasurer/Assistant Treasurer will timely follow up in writing with a copy to the Executive Committee on all disputed claims and provide such documentation upon request.

The Treasurer will immediately notify the Executive Committee in writing when the account is less than \$1,500.00 and request that no travel or meetings are scheduled that would require funding by the region until the account can support such expenses.

*Note: Exceptions may be made for travel and lodging if justifiable, unforeseen family and work emergencies exist which causes the member to be unable to meet their responsibilities.*

## **EEO ASSISTANCE PROGRAM**

Individuals are often unprepared to respond to acts of discrimination in the workplace. Allegations of employment discrimination once raised require the attention of someone who is well versed in this area in order to help the employee to present a good case. The burden of proof always shifts to the employee to prove that discrimination has occurred. Therefore, individuals filing a complaint must receive timely, accurate, and effective advice on how to respond.

The Region IV EEO Assistance Program provides complaint advisory services to BIG members who need help in preparing and presenting their complaints of discrimination or any adverse employment action based on race, color, sex, age, national origin, handicap, or

reprisal.

## POLICY

**Objective:** To provide assistance to Blacks In Government (BIG) chapters and members of Region IV to assist with conducting EEO training or providing support to assist members with presenting complaints on employment matters of unlawful discrimination.

- 1) Provide EEO Training to Chapters—Utilize EEO Practitioners or subject matter experts to conduct EEO Training at the chapter level.
- 2) A list of EEO Practitioners and subject matter experts will be developed and maintained by the Region IV Executive Committee

## Requirements

- 1) Chapters must be financial at the region and national levels.
- 2) Members must be a financial member of a BIG chapter within Region IV.
- 3) Members must provide evidence that they have raised an employment matter of unlawful discrimination. Evidence of raising the matter of unlawful discrimination may include: emails/memorandum for the record requesting to file a complaint with appropriate officials; letters showing individual was provided their rights under EEO laws; or copy of charge of discrimination filed with the appropriate agency.
- 4) Complaints of discrimination must be under the jurisdiction of the following agencies/organizations (includes, but not limited to):
  - Equal Employment Opportunity Commission
  - Department of Labor
  - Military Equal Opportunity
  - Fair Employment Practices Agencies within the states
  - Civil Services Boards
  
  - Office of Special Counsel
  - Merit System Protection Boards

## Implementation

- 1) All requests must be made via an EEO Assistance Program Application. Applications must be thoroughly completed and signed by the chapter president or the chapter member if an individual request for assistance is made.
- 2) Request for funding assistance must be submitted to the Region IV Executive Vice President with a copy to the Regional Council President. Once received by the Executive Vice President, a copy of the request for assistance from an individual member will be provided to the Chapter President. Chapter Presidents will verify that the member is in good standing.
- 3) The Executive Vice President and the Region IV Council President will review the application and supporting documentation to ensure it contains documentation of evidence that the member has raised an employment matter of unlawful discrimination. They will make a recommendation to the Region IV Executive Committee within five calendar days.
- 4) Once the determination has been made, the Regional Executive Committee will

provide a response to the member within five calendar days. When providing training to chapters, a list of trainers will be provided to each chapter for their selection. The individual trainers will be entitled to reimbursement in accordance with the Regional bylaws because they are working in an official capacity for the region.

- 5) No more than one award of assistance may be made to a chapter or member within a one-year period. The exception would be if a chapter has multiple employment matters of unlawful discrimination with class action implications.
- 6) Amount of assistance will be determined by Region IV Executive Committee and based on availability of funds. Monetary assistance will not exceed \$200 per individual BIG member.

Please be advised that Region IV does not guarantee that all applicants will be awarded assistance. Also, Blacks In Government does not personally represent its members because the organization's objectives do not include managing the affairs of another (personal representative) or practicing law (legal representation). BIG is established to be an advocate of equal opportunity and accomplishes this role in an advocacy support status.

### REGION IV EEO ASSISTANCE PROGRAM APPLICATION

**Member Name:** \_\_\_\_\_

**Member Address:** \_\_\_\_\_

**Member email:** \_\_\_\_\_

**Chapter Member Telephone Numbers: Ofc.** \_\_\_\_\_

**Res.** \_\_\_\_\_

**Cell** \_\_\_\_\_

**BIG Chapter:** \_\_\_\_\_

**Mark One: Member Request** \_\_\_\_\_ **Chapter Request** \_\_\_\_\_

**Chapter Address:** \_\_\_\_\_

\_\_\_\_\_

Chapter President Telephone Numbers: Ofc. \_\_\_\_\_

Res. \_\_\_\_\_

Cell \_\_\_\_\_

Chapter President email: \_\_\_\_\_

\_\_\_\_\_  
Chapter President Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chapter Member Signature  
(If individual assistance is requested.)

\_\_\_\_\_  
Date

**Documentation: Members must provide evidence that they have raised an employment matter of unlawful discrimination.**

**Applications must be thoroughly completed and signed by the chapter president or the chapter member if an individual request for assistance is made. Chapter Presidents only validate that the member is in good standing.**

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If approved: \_\_\_\_\_  
Regional Council President Signature

\_\_\_\_\_  
Date

Amount Received by Chapter or Individual Member \_\_\_\_\_