

*Great Lakes-Midwest
Region V[≡]
Of
Blacks In Government
Indiana, Illinois, Michigan, Minnesota,
Ohio, Wisconsin*

POLICIES

October 8, 2000

PURPOSE

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

POLICY: Region V BIG-001

EFFECTIVE: June 1997

SUBJECT: Electronic Mail Distribution

All electronic mail information or issues pertaining to Region V Blacks In Government shall be sent directly to the Region V Secretary. Upon receipt, the Region V Secretary will forward the documentation to the Region Council President for review. After review items will be distributed throughout the Region as appropriate.

David Groves
Regional Council President
March 28, 1999

POLICY: Region V BIG-002

EFFECTIVE: March 28, 1999

SUBJECT: Chapter Presidents Attendance at Regional Council Meeting

All Chapter Presidents are strongly encouraged to attend all Regional Council Meetings. Presidents must attend, at a minimum, two meetings per year unless excused by the Regional Council President or his/her designee.

David Groves
Regional Council President
March 28, 1999

SUBJECT: Regional Council Meetings Format and Revenue

1. The following is the format for Meetings of the Region V Council.
 - a. At each regional council meeting the following activities will occur. On Friday there will be a hospitality suite. The host chapter will also conduct a recruiting drive at a local gathering place for potential members, with as many regional officers present as possible. The Regional Council Meeting will be conducted on Saturday. There will be a planned activity on Saturday evening that can be a chapter fundraiser, hospitality suite or some other type activity. Attendance is optional. On Sunday the host chapter will select a site for a church service.
 - b. Scheduled activity at meetings will be as follows:
 - 1) March meeting – Leadership Training and preparation for Delegates Assembly.
 - 2) June meeting – training. Host chapter will arrange for multiple workshops including one on parliamentary procedures.
 - 3) October meeting is follow up from Delegates Assembly and elections. Each chapter will provide a calendar of events for the following year.
2. Additional guidance for Regional Council Meetings.
 - a. A least one person from the host chapter will remain on-site each day until all Region Council activities are completed.
 - b. The hotel contracts in support of the Regional Council Meeting will be reviewed and approved by the Regional Council President prior to signing by the host Chapter President. A signed copy of the contract will be forwarded to the Regional Council President..
 - c. The date and location and other pertinent information for the next Regional Council Meeting will be presented at the current Regional Council Meeting. For example, at the Oct 99 Regional Council Meeting information for the March 2000 meeting will be presented.
 - d. The minutes of the previous Regional Council Meeting and the agenda for the upcoming meeting will be distributed at least 30 days prior to the meeting.
 - e. Regional Council Meeting Scheduling. The March and June Council meeting will be scheduled late in the month. The Oct Council meeting will be scheduled early in the month.

3. Revenue from Region Meetings

a. Regional Council Meetings (March, October and Special Meetings)

Planning Details	Cost Estimate
Continental Breakfast	\$10.00
Lunch	\$15.00
Hospitality Refreshment* (1 night)	\$10.00
Miscellaneous Expenses*	\$5.00
Region Revenue	\$5.00
Chapter Revenue	\$5.00
Total Registration Cost	\$40-\$50

*The cost of the hospitality room should be negotiated to be included at a minimum or no cost based on the number of sleeping rooms. The meeting room should be no-cost based on the meals ordered.

*Cost of lodging should be reasonable (\$60-75). The Regional Council's Executive Committee must approve higher rates prior to the signing of any contracts.

b. Regional Training Conference (June meeting)

Planning Details	Cost Estimate
Continental Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$20.00
Hospitality Refreshment* (2 nights)	\$15.00
Miscellaneous Expenses*	\$10.00
Region Revenue (1/2 profit) min \$5.00**	\$5.00
Chapter Revenue (1/2 profit)**min \$5.00	Profit
Total Registration Cost	\$70-\$75

*The cost of the hospitality room should be negotiated to be included at a minimum or no cost based on the number of sleeping rooms. The meeting room should be no cost based on the meals ordered.

*Cost of lodging should be reasonable (\$60-75). The Regional Council's Executive Committee must approve higher rates prior to the signing of any contracts.

****Note:** Training Conference revenue is shared equally between the Chapter and Region (after expenses) with the Region receiving a minimum of \$5.00 per attendee.

4. Payment of Registration Fees

Members who register for Regional Council meeting and Regional Training Conferences must cancel with 72 hours of the event if they are unable to attend. Failure to cancel with the appropriate Host Chapter Registrar will result in forfeiture of advance registration fees or incur an obligation to pay the fee. **MEMBERS ARE OBLIGATED TO PAY.**

David Groves
Regional Council President
October 10, 1999

POLICY: Region V BIG-004

EFFECTIVE: March 28, 1999

SUBJECT: Council Representatives Attendance at Regional Council Meetings

All Chapters must have a minimum of one representative and/or alternate at every meeting. Any Chapter that fails to have at least one representative/alternate present at two consecutive meetings could be suspended.

David Groves
Regional Council President
March 28, 1999

POLICY: Region V BIG-005

EFFECTIVE: October 10, 1999

SUBJECT: Processing of Membership Dues

1. Chapters are requested to use the following guidance in processing of member dues.
 - a. Send to the National Office
 - (1) A check for the appropriate amount for each membership being sent.
 - (2) Membership application, Membership List and Membership Report.
 - b. Send to the Regional Treasurer
 - (1) A check for \$5.00 for each new membership or renewal.
 - (2) A copy of the Membership Report.
 - c. Send to the Regional Financial Secretary
 - (1) A copy of the check sent to the Regional Treasurer.
 - (2) Membership Report and Membership List.

David Groves
Regional Council President
October 10, 1999

POLICY: Region V BIG-006

EFFECTIVE: October 8, 2000

Updated: March 15, 2003

SUBJECT: Region V Financial Policy

1. Reimbursements will be made to the Regional Council President for attendance at Regional Council Meetings, Regional Training Programs and chapter events within the region as follows:
 - a. Full reimbursement of registration fees, training fees, room and parking costs at Council meetings and Regional Training programs.
 - i. Automobile transportation will be reimbursed in full based on actual costs (receipts) for gasoline. The reimbursable amount of other forms of transportation used will be limited to the comparable cost of automobile transportation.
 - ii. Other expenses incurred at or in preparation for council meetings and training programs will be reimbursed in full. Examples of these expenses are telephone, postage, printing and photocopying costs.
 - b. Reimbursement of transportation, lodging and parking cost to attend chapter events will be limited to annual maximum of one thousand (\$1000) dollars. This allowance is intended to provide funding to the Regional Council President for travel to the chapters for activities other than meetings, to attend special events of the chapters.
 - i. Automobile transportation will be reimbursed in full based on actual costs (receipts) for gasoline. The reimbursable amount of other forms of transportation used will be limited to the comparable cost of automobile transportation.
2. Reimbursements will be made to the Regional Executive Committee (other than the Regional Council President (except as provided in 1. Above) and Regional Directors for attendance at Regional Council Meetings and Regional Training Programs as follows:
 - a. One-half reimbursement of registration fees, training fees, room and parking costs at Council meetings and Regional Training programs.
 - i. Automobile transportation will be reimbursed in full based on actual costs (receipts) for gasoline. The reimbursable amount of other forms of transportation used will be limited to the comparable cost of automobile transportation.
 - ii. Other expenses incurred at or in preparation for council meetings and training programs will be reimbursed in full. Examples of these expenses are telephone, postage, printing and photocopying costs.

Thomas Walton
Regional Council President
March 15, 2003

POLICY: Region V BIG-007

EFFECTIVE: October 11, 2003

SUBJECT: Region V Policy for Youth Program Awards

PURPOSE: To establish criteria for awards/recognition of Youth Program Competition Contestants

1. The Region V Program and Planning Committee Chair must receive all required documentation for local chapter First (1st) Place winners, not later than 30 days prior to the Region V Youth Program Competition. The specific deadline date will be provided to local chapters. Required documentation includes but is not limited to the following:
 - a. The completed "Official Entry Form" for the local chapter First (1st) Place Contestant.
 - b. A copy of the contestant's birth certificate
 - c. Two (2) typed copies of the contestant's presentation
 - d. Diskette or CD of contestant's web page design
 - e. Local Chapter's contest score sheets
 - f. Local Chapter's letter of certification
 - g. Name, address, and phone number of primary and alternate contestant chaperones
2. Students "MUST" compete at the Chapter level in order to compete at the Region level.
3. Contestants must be in grades nine (9) through twelve (12) and must be in good academic standing.
4. Region V awards/recognition for Youth Program Competition Contestants will be based on the availability of funds in the current year's approved budget and may be in a monetary or savings bonds form.
5. The type and amount of awards/recognition will be determined at the Region level and provided to local chapters prior to the Region V Youth Program Competition.
6. Winners in the Oratorical Contest and the Information Superhighway Student Competition may be given a \$100.00 award plus \$125.00 stipend for monetary assistance once they arrive at the national competition.
7. Youth Program Competition First Place winners will receive plaques.
8. Youth Program Competition contestants will receive Certificates of Participation.
9. Local chapters are responsible for food, lodging, and transportation expenses for their local chapter's First (1st) Place contest winner to compete at the region level.

Thomas Walton
Regional Council President
October 11, 2003