



New Kemet Harambe Chapter of Blacks In Government®

Streamline Procedures

7/11/2023 (Revised)



**This is an Official document of the New Kemet Harambe Chapter of
Blacks In Government®.**

The purpose of these procedures are to streamline specific job tasks within the New Kemet Harambe Chapter (NKHC) organization. These procedures will help our meetings to run smoother as well as make the responsible person's job easier to maintain, operate and manage. The goal for these streamline procedures are to effectively process NKHC business in a timely manner.

MEMBERSHIP

Chapter Roster

- The Chapter Roster will contain the names of financial members and is provided monthly to the President, Secretary, Corresponding Secretary, and Assistant Treasurer (FOD Coordinator) by the Membership Committee Chair.

Rationale: The Roster is provided to the President to inform the membership of Chapter activities, to the Funding Our Destiny (FOD) Coordinator to reconcile with the FOD listing, to the Secretary and Corresponding Secretary for the scheduling of meetings and calendar events, email distribution, etc. and for the Membership Chair to report on the number of Regular, Life, Gold-Plus, and Associate and/or Student members.

Chapter Email List

- Chapter's email list will contain the names of financial members only.

Rationale: Maintaining an accurate email distribution list is the responsibility of the Corresponding Secretary who should coordinate with the President and Membership Chair on a quarterly basis to confirm that the list is correct.

Annual Notification Regarding Dues

- Refer to the Chapter Bylaws that relate to annual chapter, regional and national dues, which are also required for Life and Gold Plus members to be financial chapter members.
- Membership renewal dues for retired members and direct payees should go directly to the Treasurer for tracking purposes.
- For direct payees of membership dues, their dues are to be paid annually by January 31st.
- All FOD members' annual dues will be sent to the National and Regional Treasurers by the Treasurer at the beginning of each calendar year.
- Once notified by the Membership Committee Chair, the Assistant Treasurer/FOD Coordinator will send a reminder message to retired members and direct payees three months before their expiration date to submit their dues via a check or Cash APP to the Treasurer. The Membership Committee Chair and President will be copied on the reminder message to retired and direct payee members.

Rationale: To provide regular notification to chapter members, about their membership status before they expire, and to educate members about the requirements to pay national, regional and chapter dues annually.

New Membership Application Procedures

- Inquiries and/or new applications are to be sent to the Membership Committee Chair.
- The Membership Committee Chair and Assistant Treasurer (FOD Coordinator) will contact potential new members to complete the membership application and relative FOD documents

i.e., bi-weekly payroll deductions, submittal of an annual check, or by Cash APP.

- The FOD Coordinator will inform the Treasurer when new members have completed setting up payroll deductions or if another method of payment is chosen.
- The Membership Chair will send the new completed application to the National Membership Chair and copies are to be kept by the Membership Chair, Assistant Treasurer, and President.
- The Membership Chair will complete and send a Disbursement of Funds form to the President for signature and thereafter, the form will be sent to the Treasurer to send the regional and national dues to the Region V Council Treasurer and BIG® Headquarters.
- Once the Treasurer confirms that dues are paid, the President will send a welcome letter to new members and will send email information to the Corresponding Secretary.

Rationale: To establish procedures to process new membership applications.



FINANCES

- Maintain the chapter's treasury account at a centrally located bank in downtown Chicago, Illinois.
- The Treasurer will process deposits and transactions timely upon receipt of appropriate documentation (receipts, request for disbursement funds, invoices, meeting minutes documenting votes, etc.)
- Require mandatory use of the Deposit and Fund Request forms.
- All checks will be signed by the Chapter President and Treasurer.
- Determine the date, day, and time that the Treasurer will make all bank transactions.
- The Treasurer report will be prepared monthly upon availability of the chapter's monthly bank statement. The report will be shared with the President to review in advance of sharing with the membership.
- The Treasurer report will be emailed to the President and Secretary who will disperse to the Chapter membership for review before the monthly general membership meeting.
- All finances from any member should go directly to the Treasurer (for tracking purposes). This includes payments mailed to the Chapter PO Box and/or electronically transmitted via approved Chapter electronic payment methods.

Rationale: Using the Deposit and Fund Request forms will make financial accounting and reporting easier because there will be a paper trail for all transactions. Treasurer reports will not be prepared until the bank statement is available which allows the Treasurer to confirm transactions and balances available.

MEETING AGENDAS AND MINUTES

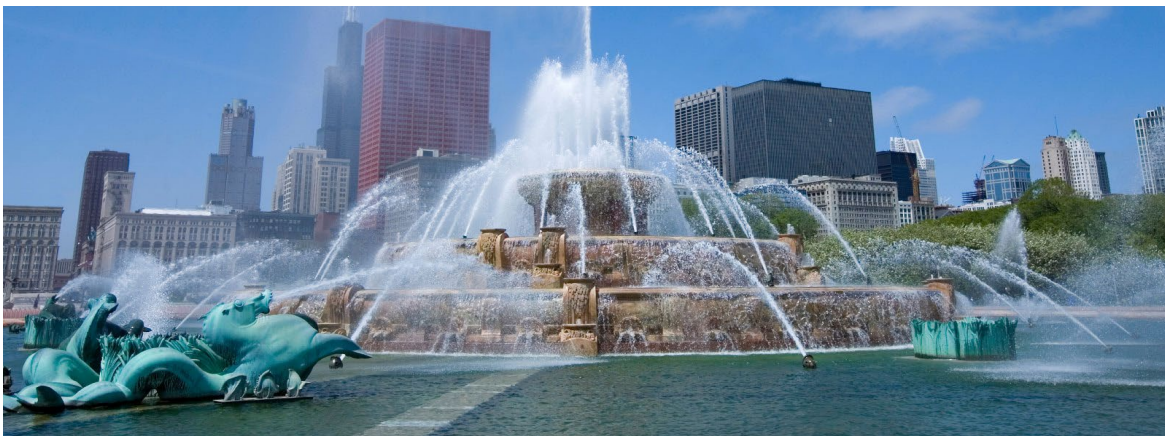
- The membership meeting agendas should be prepared by the President.
- A draft of the membership meeting minutes are to be emailed to the Chapter President first from the Secretary, then to the entire membership one week before the meeting to capture any comments.
- A draft of the Executive Committee meeting minutes are to be sent one week prior to the Executive Committee meeting from the Secretary.

Rationale: The meeting agenda is to assist the President in preparing for the general membership meeting and to ensure of any advance reporting or planning by the committees or officers. Any relevant information is to be submitted to the President to coordinate for the meeting/agenda. It will also give the President an opportunity to compile all the reports for distribution to the membership. Requiring the meeting minutes one week prior to the Executive Committee or the General Membership meetings will give the Executive Committee and the membership an opportunity to have a more detailed review of the minutes prior to the meetings.

REPORTING

- Reports on the membership, treasury, committees and the minutes should be reported at the General Membership meetings. They must be submitted to the President one week prior to the meeting.
- If a report is not submitted or agenda item suggested, it will not be included on the agenda for the meeting. Reports will not be shared before the meeting.
- Reports will be added as an attachment to the minutes. The committee chair or responsible party will highlight the report for discussion.
- The President will send the meeting agenda and all reports to the membership one week before the meeting.

Rationale: This is an effort to streamline the general membership meetings from 90 minutes to 60 minutes or less. The purpose of the general membership meetings is to verbally hear reports from officers and committee chairs. By providing the information in advance, the meetings should run smoother. All detailed planning should be done in committees. It will be the responsibility of all Officers, Committee Chairs and members to print out all copies of reports needed for the Executive Committee and/or General Membership meetings. **There will be no distribution of any paper copies of reports at the meetings.**



COMMUNICATIONS

- All committee chairs or leads will report any issues, procedural problems or any complaints to the 2nd Vice President who is responsible for all NKHC program activities.
- All NKHC Officers will report any issues, procedural problems or complaints to the 1st Vice President who is responsible to inform the chapter President immediately.
- Both the 1st and 2nd Vice Presidents will report directly to the President on any issues, complaints or procedural problems that cannot be addressed at the 1st and 2nd Vice President levels.

Rationale: This is an effort to streamline and eliminate members running to the Presidents at any time with issues, complaints or procedural problems. We are trying to establish a chain of command for members to follow. This will ensure the issues or problems created are resolved quickly and a workable solution is put in place to satisfy all parties that are affected.

OUTGOING CORRESPONDENCE

- All external correspondence (letters or reports) coming from the NKHC should go directly through the Corresponding Secretary who will review every document for policy, grammar, and BIG® protocol standards before it leaves the chapter.
- Any correspondence representing the NKHC should be signed and/or initialed by the Chapter President.
- These procedures are to be adhered to for all committee chairs as well as the NKHC Officers.

Rationale: This is an effort to assure that the chapter's response to outside entities are prepared on NKHC letterhead, includes the NKHC President's signature, and are in compliance with any standard policy that relates to National, Regional or Chapter Bylaws.

