

Great Lakes Midwest Region V



®

Blacks In Government

Illinois, Indiana, Michigan, Minnesota, Ohio and Wisconsin



REGIONAL POLICIES

March 12, 2022

PURPOSE

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

POLICY: Region V BIG-001

EFFECTIVE: June 1997
UPDATED: March 28, 1999

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. The Regional Council Meeting schedule. The March and June meetings will be scheduled late in those months. The October meeting will be scheduled early in the month. The actual date to host the meetings is subject to the availability of meeting rooms and lodging accommodations. Regional council meetings will be held in person unless a national health emergency or other natural disaster prevents the meeting from occurring. In the event of such an occurrence, the meeting(s) will be held virtually. Participation in such meeting(s) shall constitute attendance as in traditional (face-to-face) meetings. The notice of a virtual meeting must include a description of how to participate in it.
- b. Activity schedule for that month's meeting will include the following:
 - 1) March – Leadership Training
 - 2) June – Regional Training Conference and preparation for the National Delegates Assembly Meeting.
 - 3) October – Follow up from the National Delegates Assembly, regional elections, and a calendar of events from each chapter for the up-coming calendar year

At each meeting, the following activities will occur. On Friday, there will be a Regional Council Executive Committee Meeting, Chapter Presidents' Roundtable Meeting (if required) and a hospitality reception. The Regional Council Meeting will be conducted on Saturday.

2. Roles and Responsibilities for Regional Council Meetings.

a. Region

- 1) The Region Executive Committee will distribute nomination packages to each chapter two years prior to the actual date of the scheduled meetings to identify possible host chapters. The packages will include a copy of the council meeting policy, a cost estimate form, a payment authorization form, a training budget, and the annual budget.
- 2) The Region Executive Committee will review all nomination packages and select three host chapters for each calendar year based on a minimum of at least three bids, eighteen months prior to the actual date of the scheduled meetings.

- 3) The Region Executive Committee will announce the elected host chapters and dates of meetings at the regional council meeting following the review and selection process.
- 4) The hotel contract, in support of the Regional Council Meetings, will be reviewed, approved and signed by the Regional Council President, one year prior to the actual date of the scheduled meeting.
- 5) The Region is responsible for the completion of all closeout matters within four hours after the meeting has adjourned, i.e. President and Treasurer.
- 6) The Regional Secretary is responsible for the minutes of the previous Regional Council Meeting, the agenda for the upcoming meeting, and for the distribution of both documents to all current council representatives at least 30 days prior to the meeting.

b. Support from Local Chapter (optional)

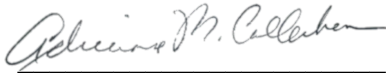
- 1) The interested chapter will turn in at least three bids with rankings of first through third choice. Bids must include proposals from an established hotel on company letterhead.
- 2) The interested chapter will have hotel logistics in place three days prior to meeting.
- 3) The interested chapter will make a presentation of meeting details at the meeting prior to the scheduled meeting.
- 4) The interested chapter will ensure the date and location and other pertinent information for the regional council meeting be presented at the previous meeting along with enough copies for each council representative. For example, at the October Regional Council Meeting, information for the March meeting will be presented.
- 5) In the absence of an interested chapter meeting coordinator, the Regional Council President will identify a regional meeting coordinator.

3. Cost for Hosting a Meeting

- a. Regional Council Meetings will be held in (March, June and October).
- b. The cost of lodging is to be comparable to the current government per diem rate for the area. The Regional Council Executive Committee must approve higher rates prior to the signing of any contracts.
- c. The cost of the Regional Council Meeting will be determined according to actual expenses of breakfast, lunch, meeting room, audio visual, and hospitality negotiated on behalf of the Region. The annual meeting budget will align with the approved Regional budget line item for each year.

4. Payment of Registration Fees

Members who register and/or call to confirm their registration must cancel within 72 hours of the event if they are unable to attend. Failure to cancel with the appropriate Host Chapter Registrar within 72 hours of the event shall result in the forfeiture of advance registration fees or will incur an obligation to pay the fee. REGION V MEMBERS ARE OBLIGATED TO PAY. Payments shall be provided to the Regional V Council Treasurer via electronic (PayPal, Chase QuickPay, or Zelle), check, or cash form prior to the beginning of the Regional Council meeting.



Adrienne M. Callahan
Regional Council President
October 10, 2020

POLICY: Region V BIG-004

EFFECTIVE: March 28, 1999

UPDATED: June 11, 2005

REVISED: October 11, 2014

SUBJECT: Council Representatives Attendance at Regional Council Meetings

All Chapters are requested to have a minimum of one representative and/or alternate at every meeting.

All Regional Council Representatives must be in good financial standing with the Region in order to participate and vote at the Regional Council Meetings.

All Regional Council Representatives regional dues must be submitted to the Regional Treasurer not later than January 31st of each year.

James F. Travis Jr.
Regional Council President
October 11, 2014

POLICY: Region V BIG-005

EFFECTIVE: October 10, 1999

UPDATED: October 9, 2004

REVISED: June 20, 2009

REVISED: October 10, 2020

REVISED: March 12, 2022

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) An electronic payment via PayPal, Chase QuickPay, Zelle or check for \$20.00 for each new membership or renewal.
 - (2) A copy of the Membership Report.
 - c. Send to the Regional Assistant Treasurer:
 - (1) A copy of the check sent to the Regional Treasurer.
 - (2) Membership Report and Membership List.

Adrienne M. Callahan
Regional Council President
March 12, 2022

POLICY: Region V BIG-006

EFFECTIVE: October 8, 2000

UPDATED: March 15, 2003/1st REVISION: June 11, 2005

REVISED: October 11, 2014

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 (\$1,000) 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 Council elected officers (other than the Regional Council President, as described in paragraph 1 above) for attendance Regional Council Meetings and Regional Training Programs. Reimbursement to Regional Directors may also be made (if not funded by the Board of Directors) for attendance at Regional Council Meetings and Regional Training Programs. The following describes the authorized reimbursements:
 - 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 reimbursement 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.
3. Request for reimbursements shall be submitted no later than 10 days upon completion of the event.
 - a. Automobile receipt reimbursements shall not exceed nor precede that dates of the events.
 - b. All reimbursements are subject to the availability of treasury funds.
4. Reimbursements shall be paid to the reimbursee via the Regional Council Treasurer no later than 10 days from the reimbursement request. Reimbursement payments shall be provided to the reimbursee via electronic (PayPal, Chase QuickPay, or Zelle) or by check.



Adrienne M. Callahan
Regional Council President
October 10, 2020

POLICY: Region V BIG-007

EFFECTIVE: October 11, 2003

REVISED: October 10, 2020

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 Science, Technology, Engineering and Mathematics (STEM) Youth Competitions may be given a \$300.00 award plus \$125.00 stipend for monetary assistance, **once they arrive** at the National Competition.
7. Youth Program Competition contestants will receive Certificates of Participation.
8. 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.



Adrienne M. Callahan
Regional Council President
October 10, 2020

POLICY: Region V BIG-008

EFFECTIVE: June 11, 2005
REVISED: October 11, 2014

SUBJECT: Regional Officers Attendance at Regional Council Meeting

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

All Regional Council Officers must be in good financial standing with the Region in order to participate and vote at the Regional Council Meetings.

All Regional Council Officers regional dues must be submitted to the Regional Treasurer no later than March 1st of each year.

James F. Travis Jr.
Regional Council President
October 11, 2014

Subject: Annual Training Conference Plan

Annual Training Conference Format

1. The annual training conference will be held on Friday prior to the June Regional Council Meeting.
2. The Conference Planning Committee shall identify at a minimum eight potential workshops.
3. Conference workshops shall include a combination of professional and personal development topics that are applicable to all levels of government employees.

Roles and Responsibilities

1. Region Executive Committee

- a. The Region Executive Committee shall distribute nomination packages to each chapter two years prior to the next training conference. The packages will include a copy of the Annual Training Conference Policy (BIG-009), cost estimate form, payment authorization form, training budget and the conference planning guide.
- b. The Region Executive Committee will review all nomination packages and select a host chapter based on a minimum of at least three bids eighteen months prior to the actual date of the training conference.
- c. The Region Executive Committee will announce the elected host chapter following the review and selection process.
- d. The hotel contract, in support of the training conference, will be reviewed, approved and signed by the Regional Council President one year prior to the event.
- e. The Regional Council President and Treasurer are responsible for closing out all transactions related to the training conference.

2. Host Chapter

- a. The host chapter will submit at least three bids with rankings of first through third choice. Bids must include proposals from established hotels on company letterhead.
- b. The host chapter will have hotel logistics in place one month prior to training conference.

3. Committee Composition (Shared Responsibilities). For detailed committee task descriptions, refer to the conference planning guide.

- a. Workshop Committee (Region/Host Chapter)
- b. Finance Committee (Region's Financial Chairperson).
- c. Logistics (Host Chapter)
- d. Publicity (Region/Host Chapter)
- e. Program (Region/Host Chapter)
- f. Luncheon (Host Chapter)
- g. Printing (Region/Host Chapter)
- h. Exhibits/Ways & Means (Host Chapter)
- i. Registration (Host Chapter/Region)

4. Planning Timeline

Task	Due Date
Initial Planning Determine Potential Workshops & Speakers Canvas for Hotels Establish Committee Chairs & Members	June
Send Initial Letters to Potential Workshop Presenters	July
Updates Due to Conference Planning Chair	August
Submit Proposed Budget to Finance Chair	September
Submit Proposed Training Package Workshops/Presenters Registration Fee Council Approves Training Package	October
Send Follow-up Letters to Workshop Presenters	November
Speakers Confirmed/Updates Due to Conference Planning Chair	December
Submit Final Training Package to Conference Planning Chair	January
Training Package Approved by Region Executive Committee	February
Submit Final Package to Region V Council Mail Training Package to Agencies, Local Organizations, Colleges, Federal Executive Board, etc.	March
Print/Assemble Training Package Registration Deadline Logistics Requirements Due Submit Final Registration Count to Conference Planning Chair	May
Training Conference	June

5. Revenue From Annual Training Conference.

- a. Training Conference revenue is shared equally between the Chapter and the Region after all expenses are paid. If the host chapter is unable to participate, then all proceeds will remain with Region treasury.

David A Groves
Regional Council President
June 9, 2007

Annual National Training Assistance Program

PURPOSE: To establish guidelines and procedures for distribution of unused Annual National Training Assistance Program (ANTAP) from Chapters. The information in this policy does not supersede or override any guidelines provided at the National level.

BACKGROUND: The National Blacks In Government® (BIG) provided training registration assistance for one (1) member of Blacks In Government® from each chapter as recommended by the chapter officers. Chapter registration are transferable within their respective region (Policy #1:26 of the National BIG Policy and Procedures Manual).

CHAPTER/REGION REPORTING PROCESS: Chapter Presidents will inform the Region Council President, Council First Vice-President, and Council Recording Secretary in writing of the inability to utilize the national training assistance by June 1st of each year cut-off. The Region Council President will inform all Chapters Presidents of how many ANTAPs are available within the seven-days of the June 1st cut-off date.

CHAPTER SUBMISSION PROCESS: All eligible candidates who are interested in applying for the unused NTAP should submit their registration form and a statement of “How attending the NTI will enhance their professional and/or personal development”, to their Chapter President no later than the Monday prior to the June Meeting. The Chapter President will forward the member’s registration form and statement with their concurrence to the Region Council President, Council First Vice-President and Recording Secretary, by the Friday prior to the June meeting.

SELECTION PROCESS: When the Region Council President receives applications, he/she will form a five-member Ad-Hoc Committee consisting of Regional Council Representatives during the June meeting to verify eligibility and to determine the recipients using the following criteria:

1. Applicants must be current, financial members of the Chapter, Region and National for the year that they are seeking the ANTAP.
2. Applicants are not eligible to receive the ANTAP for two consecutive years unless all other eligible applicants have received the ANTAP.
3. National Officers elected or appointed are ineligible to receive the ANTAP.
4. Applicants must have provided some sort of service to the BIG organization during the year that they are seeking the ANTAP on the Chapter, Regional or National level, as verified by an officer or committee chair (i.e. The person does not have to be an officer or committee chair. By simply assisting with BIG initiative in any capacity, they will be deemed eligible.).
5. In case of a tie vote, the Regional Council President will decide the recipients based on their contributions/activities to their Chapter during that year.

The Committee will submit a package containing the registration form and statement for each applicant chosen and the selection criteria utilized by the Region. This package must be received in the BIG National Headquarters Office no later than three weeks prior to the start of the NTI.

Honorable Oscar L. Williams Jr.

Regional Council President

March 30, 2019

SUBJECT: Bereavement Acknowledgement for Region V Members

1. This bereavement and hospitalization policy is to recognize, support, and comfort those during times of loss and personal suffering.
2. The Great Lakes Midwest Region V of Blacks In Government will maintain a benevolent fund to acknowledge Region V members and their immediate family members during times of bereavement and hospitalization. The fund amount will be determined by the Region V Council Executive Committee and Chaplain and budgeted before the year begins. Expenses for benevolent acknowledgements will be paid from the Region V treasury.
3. Region V members and/or the following relatives will be eligible to receive benevolent and hospitalization acknowledgements to not exceed \$50.00 per incident:
 - a) Spouse or domestic partner
 - b) Children
 - c) Parents (including Grandparents and legal guardians)
 - d) Siblings
4. The Region V Chaplain will ensure that all acknowledgements are carried out and will maintain documentation to show that this benevolence policy was followed. Documentation is to be provided to the Regional Treasurer.



Adrienne M. Callahan
Regional Council President
October 10, 2020

POLICY: Region V BIG-012

EFFECTIVE: June 11, 2022

SUBJECT: Honorable Thomas A. Walton Scholarship

BACKGROUND: This scholarship is named after the Honorable Thomas A. Walton, a Past Regional Council President and Chair of the National Delegates Assembly who passed in 2014. This scholarship was created by the Regional Council in an effort to show our support for student diversity in the Great Lakes Midwest Region.

PURPOSE: This scholarship will provide financial assistance to a current graduating high school senior who plans on attending an accredited college or university full or part-time.

1. Funding for this scholarship is primarily supported through donations from Region V chapters and is considered restricted funds on budgetary and financial reports. Chapters are strongly encouraged to make an annual \$50.00 donation toward the scholarship fund.
2. One scholarship will be awarded annually in the amount of \$1,000.00 made payable to the college or university as a credit to the student's account for payment of tuition or books to assist in obtaining a desired degree. The scholarship award must be used within 12-months from the date it is awarded.
3. At the completion of the recipient's first semester during the scholarship year, a transcript of the student's grades must be sent to the Region V Scholarship Committee. This award will not be paid out until this requirement is met.
4. All applicants must have at least an overall cumulative 3.0 based on a 4.0 GPA scale to be considered for scholarship:

5. The Region V Scholarship Committee must receive from the applicant all required documentation by the specified deadline date to be considered. Required documentation includes but not limited to the following:
 - a. Scholarship Application.
 - b. Three-character reference letters. Each letter must be accompanied with a business letterhead. Only one letter from a family member will be accepted.
 - c. A most recent official transcript with at least a 3.0 based on a 4.0 GPA scale.
 - d. Biographical statement (limit to one page) including the following listed in order of importance: professional goals, community service, work experience, awards and recognition, professional organizations, hobbies, and other pertinent information. All information will be kept confidential.
 - e. 500-word essay on: **Why is a college education critical in today's environment?**
6. Application package must be submitted by the deadline date and time zone to the address or email address indicated on the scholarship information. Applications being mailed must be date stamped.
7. The Region V Scholarship Committee will determine eligibility, process applications, and identify the scholarship winner. Winner will be notified as indicated on scholarship information.

Adrienne M. Callahan
Regional Council President
June 11, 2022