

Columbus Area Chapter



Blacks In Government

CHAPTER POLICIES

Revised: April 27, 2022

Change Records

Date	By	Policy Number	Description of Change
May 10, 2017	G. Gentry-Shivers/1 st VP		Initial Document
January 1, 2019		CACBIG-004	<ul style="list-style-type: none"> • Review completed. • Change to verbiage on submission of annual dues timeframes.
January 1, 2019		CACBIG-006	<ul style="list-style-type: none"> • Initial policy added - Request for Donation
March 1, 2019		CACBIG-007	<ul style="list-style-type: none"> • Initial policy added - Request for Reimbursement
June 1, 2019		CACBIG-008	<ul style="list-style-type: none"> • Initial policy added - Request for Annual National Training Assistance Program (ANTAP)
March 16, 2022		CACBIG-Cover, 001, 002, 003, 004, and 007.	<ul style="list-style-type: none"> • Reviewed and revisions made. In general verbiage updates; forms of payments accepted by region and other miscellaneous grammatical fixes.
March 16, 2022		CACBIG-009	Initial policy added - Annual Regional Dues for Chapter Primary and Alternate Council Representatives
April 27, 2022		CACBIG-010	Initial policy added for In-Kind

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

POLICY: CACBIG-001

EFFECTIVE DATE: May 10, 2017

REVISED: March 16, 2022

SUBJECT: Electronic Mail Distribution

All electronic mail information or issues pertaining to the Columbus Area Chapter shall be sent directly to the Chapter Secretary. Upon receipt, the Chapter Secretary will forward the documentation to the Chapter President for review. After the Chapter President's review, approved items will be distributed to the membership as appropriate by the Chapter Secretary.

Gretchen Gentry-Shivers
Communications Chair
March 16, 2022

POLICY: CACBIG-002

EFFECTIVE DATE: May 10, 2017

REVISED: March 16, 2022

SUBJECT: Executive Committee and Committee Chairs Attendance at Monthly Meetings

Chapter Executive Committee (President, First Vice-President, Second Vice-President, Secretary, Treasurer, Assistant Treasurer) and Committee Chairs are strongly encouraged to attend all Monthly Meetings. If unable to attend a monthly meeting, must provide notification in writing to the Chapter President prior to the start of the meeting.

All Columbus Area Chapter Members must be in good financial standing with Chapter, Region and National in order to participate and vote at the monthly meetings.

Gretchen Gentry-Shivers
Communications Chair
March 16, 2022

POLICY: CACBIG-003

EFFECTIVE DATE: May 10, 2017

REVISED: March 16, 2022

SUBJECT: Chapter Meeting Format

A. The following is the format for monthly meetings of the Columbus Area Chapter.

1. The Chapter meeting schedule: Monthly on the second Wednesday of the month.
2. Activity schedule for the monthly meetings of the Columbus Area Chapter is as follows:
 - a) CALL TO ORDER
 - b) ESTABLISH QUORUM
 - c) OPENING PRAYER
 - 1) Heavenly Father, Grant us the wisdom to meet our objectives of Blacks in Government. Bless our community with honest industry, truthful education and an honorable way of life. Save us from violence, discord, and confusion; from pride and arrogance and from every evil course of action. Send us honest and able leaders. Help us to eliminate poverty, prejudice and oppression that peace may prevail with righteousness and justice. Whether we are at work or play, give us strength of purpose and concern for others, that we may create here a community of justice, peace and equality where your will may be done, through your son, Jesus Christ our Lord. Amen
 - d) ADOPT AGENDA
 - e) MINUTES OF LAST MEETING
 - f) TREASURER'S REPORT
 - g) STANDING AND SPECIAL COMMITTEES' REPORTS (3 minutes Oral)
 - 1) Finance
 - 2) Programs and Planning (Chapter Events/TIC/STEM/Fundraising)
 - 3) Communications (Social Media/Website)
 - 4) Membership
 - 5) Legislative
 - 6) Bylaws and Policies
 - 7) Education (Training/Scholarship/Awards)
 - 8) EEO
 - 9) Health and Wellness
 - h) PRESIDENT'S REPORT
 - i) UNFINISHED BUSINESS
 - j) NEW BUSINESS
 - k) OPEN FORUM/FOR THE GOOD OF THE ORDER
 - l) ADJOURNMENT

B. Roles and Responsibilities for Chapter Meetings

1. The Chapter is responsible for completion of all closeout matters within four-hours after the meeting adjourns, i.e. Chapter President and Chapter Treasurer.
2. The Chapter Secretary is responsible for the minutes of all meetings, the agenda for the upcoming meeting, and for the distribution of both documents to all current active members of Columbus Area Chapter at least 10-days prior to meeting.

3. The Chapter Executive Committee members and Chapter Committee Chairs shall submit a monthly report 15-days prior to monthly meeting covering events that have taken place during the prior month using the following format:

**Columbus Area Chapter of Blacks In Government
Monthly Committee Report**

Name: _____

Position or Title: _____

Committee Name: _____

Month Reporting: _____

ACCOMPLISHMENTS/ACTIVITIES

-
-

Action Items:

-
-

Upcoming Events/Activities

-
-

For additional information, contact:

Name: _____

Email: _____

Phone: _____

Gretchen Gentry-Shivers
Communications Chair
March 16, 2022

POLICY: CACBIG-004

EFFECTIVE DATE: May 10, 2017

REVISED: January 1, 2019

REVISED: March 16, 2022

SUBJECT: Membership Dues and Processing of Membership Dues

All Columbus Area Chapter Regular and Associate members will pay their annual dues 60-days prior to their annual expiration date.

All Columbus Area Chapter Lifetime members will pay their annual dues by **January 15** of the current year to the Assistant Treasurer unless otherwise directed.

The Assistant Treasurer will accept new membership applications and renewals and payment for deposit in conjunction with the Membership Chair and Treasurer.

1. Membership Dues Payment Amounts:

- a. **Regular Member** - \$60.00 per year (effective till 12/31/2022)
- b. **Regular Member** - \$70.00 per year (effective 1/1/2023)
- c. **Lifetime Member** - \$25.00 per year

2. The Assistant Treasurer will receive annual membership renewals and new membership payments and deposit to Columbus Area Chapter bank account.

3. The Assistant Treasurer will maintain a copy of the original application received from the Membership Chair and copies of checks deposited to the bank account for membership to the Columbus Area Chapter.

4. The Assistant Treasurer will provide copies of checks and membership forms to the Treasurer.

5. The Assistant Treasurer will maintain a binder with all documentation subject to audit.

6. Processing of Membership Dues:

a. Send to the National Office (Chapter Treasurer):

- 1) The National Office accepts payment via call for debit/credit card payments and via mailed check.
- 2) A check or debit/credit card payment for the appropriate amount of **\$35.00** for each new membership and or renewal (must be submitted 30-days prior to expiration date) must be submitted to the National Office.
- 3) A copy of each new membership application and a copy of the Chapter Membership Roster from the Chapter Membership Chair must be submitted via email to the National Membership Chair and National Office as directed.

- b. Send to the Regional Assistant Treasurer and Treasurer (Chapter Treasurer):
- 1) Region V accepts regional dues in one of the four (4) following methods as well as other deposits (for example, Regional Council meeting fees):
 - PayPal: r5assistreas@gmail.com (remember to select Friends and Family before submitting payment)
 - Chase: r5assistreas@gmail.com
 - Zelle: r5assistreas@gmail.com
 - Check: Payable to BIG Region V
 - 2) A payment using one of the methods for the appropriate amount of **\$10.00** until 12/31/2022, and **\$20.00** (effective 1/1/2023) for each new membership and or renewal.
 - 3) A copy of the Chapter Membership Roster from the Chapter Membership Chair must be submitted to the Region Assistant Treasurer and Treasurer via email.

The following is a copy of the Region Membership Report:



Region V BIG Membership Training June 26, 2016

1. All Chapter Membership Chairs or designee must send tri-annual membership report to Regional Membership Chair no later than 1 week prior to Regional Meetings (March/June/October). The report is being included as a part of this package.

In addition to sending the membership report please forward all new membership applications, copies of checks or form of payment, and other relevant documentation at that time also. The membership chair would like this information sent electronically in accordance with the BIG initiative to go green. Email address for the Assistant Treasurer is located on the Region V web page (<https://bignet.org/regional/region5/index.htm>).

2. Please continue your normal processes for the Treasurer.

COLUMBUS AREA CHAPTER OF BLACKS IN GOVERNMENT

Date

Officers

Monica Tinker
President

Gretchen Shivers
First Vice-President

Foronda Hall
Second Vice President

Pamela Baker
Secretary

Sonda Grant
Treasurer

Rosie Worles-Gentry
Assistant Treasurer

Pamela Hunley
Corresponding Secretary

Special Committees

Pamela Baker
EEO

Pamela Hunley
Program & Planning

Jeffery Tunstall
Parliamentarian

Monica Tinker
Communications & PR

Gretchen Gentry-Shivers
Membership/Historian

Foronda Hall
Legislative Review

Dear (Name of Region Assistant Treasurer/Membership Chair),

Please find attached the triennial membership information for the period of Month-Month
YYYY, for the Columbus Area Chapter:

Feel free to contact me with any questions via email.

Thank You for Thinking BIG!!!

Sincerely,
Signed Name
Typed Name
Membership Chair
614-XXX-XXXX (office)

"POWER OF THINKING BIG!"

Columbus Area Chapter of Blacks In Government, P.O. Box 13645, Columbus, Ohio 43213

Email: info@cacbig.org Phone: 614-769-7224

Follow Us on FACEBOOK@ Columbus Area Chapter of Blacks In Government or visit www.cacbig.org

Membership Report to Region

Memberships:

A. ___ Previous Total Number of Life Members ___

B. For the Period:

1. 0 BIG New Memberships (Section 1)
2. 0 BIG Renewals Memberships (Section 2)
3. 0 (Renewals Region only)-This applies to Gold Plus and Life members only
4. 0 Expired
5. 0 New Life Member

C. ___ Current Total (*Membership List Attached)

II. Dues:

National Memberships:	<u>0</u> @ \$35.00 + <u>0</u> @ \$25.00 = \$ <u>0.00</u>
Life:	<u>0</u> @ \$325.00 = \$ <u>0.00</u>
Region Memberships:	<u>0</u> @ \$10.00 = \$ <u>0.00</u> (effective till 12/31/2022)
Region Memberships: (if appropriate)	<u>0</u> @ \$20.00 = \$ <u>0.00</u> (effective 1/1/2023)
	Total = \$ <u>0.00</u>

Reporting Official

Name: _____
Title: _____
Phone: _____
Email: _____

CAC Membership List

Section 1: New Memberships
(Please include members that join online)

Application(s) Attached – 0 (Below)

Section 2: Renewals

Section 3: Regional Renewals

Gretchen Gentry-Shivers
Communications Chair
March 16, 2022

POLICY: CACBIG-005

EFFECTIVE DATE: May 10, 2017

SUBJECT: Chapter Policy for Youth Program Awards

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

- A. The Program Committee Chair will attend each level of the competition the student presents.
- B. The Columbus Area Chapter Programs Committee Chair must receive all required documentation for local chapter First (1st) Place winners, no later than five-days prior to the Chapter Youth Program Competition. The specific deadline date will be in the Programs Committee's planning document. Required documentation includes, but is not limited to the following:
 - 1. The completed "Official Entry Form" First (1st) Place Contestant.
 - 2. A copy of the contestant's birth certificate
 - 3. Two (2) typed copies of the contestant's presentation
 - 4. Diskette or CD of contestant's web page design
 - 5. Chapter's contest score sheets
 - 6. Chapter's letter of certification
 - 7. Name, address, and phone number of primary and alternate contestant chaperones
- C. Students "MUST" compete at the Chapter level in order to compete at the Region level.
- D. Contestants must be in grades nine (9) through twelve (12) and must be in good academic standing.
- E. Columbus Area Chapter 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 form.
- F. The type and amount of awards/recognition will be determined at the Chapter level and provided to prior to the Columbus Area Chapter Youth Program Competition.
- G. First Place winners in the Training In Communication (TIC) Oratorical Contest and the Science, Technology, Engineering and Mathematics (STEM) Student Competition will receive plaques plus a stipend for monetary assistance for Regional Competition (food, lodging and transportation expenses).
- H. All Youth Program Competition contestants will receive Certificates of Participation.

Planning Document Example:

- **Theme:** *"Uniting the Blue Divide: What Can Young People Do to Improve the Relationship Between Law Enforcement and Their Communities?"*
 - **Student Pointer:** In response to incidents in Ferguson (MO) and other communities across the country, this topic is designed to start a dialogue with youth about ways to improve the relationship between the police and communities of color. The issues currently being faced by our communities cannot be solved by one group alone, the solution requires

communication and collaboration from both sides. Students should discuss the current state of community-police relations and what they can do to help advance a culture of trust, respect, and enriched relations.

- **Application Process**

- Approval letter from Africentric on official letter head:
 - a. Approval to hold workshops in facility
 - b. Use of building at no cost (room number to be used for 25 students)
 - c. Noting this is a student event
- Applications:
 - a. Applications will be provided to school by CACBIG (snapshot included in this attachment)
 - b. School to provide a single point of contact to receive the applications from students
 - c. Application deadline is **3:00pm February 28, 2017**
 - d. Member will retrieve the applications from the named school point of contact on **February 28, 2017** no later than **3:30pm**
 - e. The students will be notified by letter of the locations, dates and time of workshops and competition.

- **Communication Academy – Youth Leadership**

- The Youth Leadership Program is a workshop consisting of a total of 8-hours of sessions that enable the participant to develop communication and leadership skills through practical experience. Each participant will receive a workbook. The program is presented during or after school, or on weekends. Participants will learn to:
 - a. Evaluate present speaking ability
 - b. Organize and give speeches
 - c. Give impromptu talks
 - d. Control voice, vocabulary and gestures
 - e. Give constructive feedback and more
- Jane Doe will be the presenter and is the Vice-President of Education of the AGOISSI Toastmasters #3500. Her bio is attached.
- The workshops are scheduled to be held at college campus from am/pm to am/pm on the following dates:
 - a. **March XXXX**
- All workshops must be completed by **March 30, 2017**.

- **Competition**

- Student rehearsals will be conducted on March XXXX at _____
- Competition Judge requests are via official Columbus Area Chapter letterhead. Judge requests should be sent at the mid-point of the training following confirmation of participating students.
- The competition will be held on **April 22, 2017**, at _____ at _____ am/pm.
- The students have from **March 7 through April 15, 2017** to develop their paper based on theme and while attending workshops. Highly suggest they coordinate and work with their English teacher.
- In order to compete, the student must attend all 8-hours of the workshops, complete the type written paper and memorize their paper for presentation.
- Must submit copies of their type written paper by **midnight April 15, 2017**.
- Must complete the registration process for the local competition.

- Awards:
 - a. All participants will receive a Certificate of Participation
 - b. First place will receive a plaque and stipend
 - Student will compete at Regional level.
 - Student's name and registration information will be sent to the Region level Program Chair or designee to compete by **June 1, 2017**. The regional competition will take place in Cleveland, Ohio on **June 24, 2017**. Student is responsible for travel and lodging (if necessary) to regional competition.
 - If the student wins at the Regional level, they will compete at the National level **August 24, 2017 in Atlantic City, NJ** at the Blacks In Government National Training Institute.
 - National Level will only provide travel and lodging for regional winners to participate in the national oratorical competition which will take place during the Annual BIG National Training Conference.
 - The Chapter Program Committee Chair will attend each level of competition with the contestant.
 - Please note awards are different at each level.
 - The local competition must be completed by **May 1, 2017**.
- **Fund Requests**
 - All funding requests must be made with the presentation of the planning document to the membership.
 - Plaque/Certificates
 - Reception Cost
 - Location Cost
 - Material Cost
 - Mailing Cost
- **Competition Rules**
 1. Contestants draw numbers for order of presentation.
 2. Timing begins on the first word uttered and stops on the last word. Penalty system is in place for those who go over or under the time limit—three points for each 15 seconds over or under the time limit.
 3. No one is allowed to enter or leave the room during an oration.
 4. Contestants do not state their name or any other identifying data during your oration (i.e., name of school, city, state, or sponsoring chapter). Penalty system is in place for those who provide identifying data—two points.
 5. A minimum of one minute of silence is granted to judges after an oration.
 6. No pictures or other activities are allowed during an oration other than the official CACBIG photographer or videographer.

7. Protest must be made before the final scoring. The competition chair shall have the final ruling on all protests.

- **Protests**

Individuals may challenge/protest a decision or rule interpretation of the youth competition during the Chapter and Regional competitions using the following guidelines:

In the case of chapter competitions, the protestor must challenge a decision within 72 hours by notifying the Chapter Program and Planning Chair (CPPC). Once an opposition is made, the CPPC shall immediately notify the contestants, who will be potentially impacted by the challenge/protest.

If the challenger does not receive the answers required, a written appeal request must be sent by registered mail to the Regional Program and Planning Chair (RPPC) within seven (7) days of the Chapter's decision. The written appeal should include all the facts and arguments that would support reversing the decision. The RPPC will make a decision and email or mail a response to the challenger within seven (7) days of receipt of the appeal.

If the RPPC fails to comply within seven (7) days or the challenger is unsatisfied with the response, the challenger has seven (7) days to forward the appeal to the National Program and Planning Chair (NPPC). Once the appeal is submitted to the National level, the NPPC will determine on a case-by-case basis the appropriate Chapter, Regional, and National officers required to vet the challenge/protest.

The decision made at the National level will be the final and binding decision. The NPPC will provide a written justification for the final decision to the challenger, CPPC, and the RPPC within seven (7) days of receipt.

Gretchen Gentry-Shivers

First Vice President

May 10, 2017

POLICY: CACBIG-006

EFFECTIVE DATE: January 1, 2019

SUBJECT: Request for Donation

Requests for donations of any kind from the Columbus Area Chapter of Blacks In Government from any member or external source is required to be submitted to the Chapter President two-weeks prior to a scheduled monthly meeting. The letter must contain the following information:

1. The individual/sponsoring organization name, full mailing address, and event/project
2. Information regarding the requesting individual/organization
3. The date, time and location of the event/project
4. The amount of the donation or service requesting
5. Purpose of the donation
6. How the donation/service is to be provided
7. Any addition requirements

The Chapter President will provide information for request to the Executive Committee for review and recommendation one-week prior to monthly meeting. The request and recommendation of the Executive Committee is provided to the membership for a final vote at the monthly meeting. If no monthly meeting, the Executive Committee may make a final decision on the request in the best interest of the chapter, and based on available funds.

A response is provided back to the requesting individual/organization in writing with regard to disposition of decision.

Gretchen Gentry-Shivers
First Vice President
December 13, 2018

POLICY: CACBIG-007

EFFECTIVE DATE: March 1, 2019

REVISED: March 16, 2022

SUBJECT: Request for Reimbursement

Requests for reimbursement of any kind from the Columbus Area Chapter of Blacks In Government from any member or external source is required to be submitted to the Chapter membership via a motion for reimbursement during a membership monthly meeting or at an Executive Board meeting when the impact is only related to the Executive Board. Only approved motions for reimbursement are paid and provided funds are available.

The request for reimbursement submission must include:

1. A copy of the approved motion
2. A copy of the purchase document (invoice, receipt, or purchase order)
3. A completed Chapter Reimbursement Voucher.

The requestor/submitter will provide the approved reimbursement submission to the Chapter Treasurer. The Chapter Treasurer will make payment within **15-days** of approval. The Chapter Treasurer will maintain documentation with financial records and include disbursement in monthly reporting. All financial records are subject to audit.

Gretchen Gentry-Shivers
Communications Chair
March 16, 2022



**Columbus Area Chapter of Blacks In
Government (CACBIG)**

Reimbursement Voucher

Voucher Number _____

To: Treasurer, CACBIG

From: _____
(Name) (Telephone Number)

(Office or Committee)

Please issue a check in the amount of \$ _____ payable to:

(Name)

(Address)

(City, State, ZIP)

This voucher is submitted for the following expenses (specific descriptions):

Note: An invoice must be attached to this voucher. If you do not have an invoice, on a separate sheet of paper describe the purchase or service. One item per voucher, please.

DATE: _____ AUTHORIZED: _____
(Officer/Chairperson)

For Treasurer's Use Only

Issued Check Number	_____	Approved	_____
Date of Check	_____		
Amount of Check	_____	Treasurer	_____
Budget item charged on	_____		

POLICY: CACBIG-008

EFFECTIVE DATE: June 1, 2019

SUBJECT: Request for Annual National Training Assistance Program (ANTAP)

To establish guidelines and procedures for use of the Annual National Training Assistance Program (ANTAP) for Columbus Area Chapter of Blacks In Government (CACBIG). This policy does not supersede nor override any guidelines or policies set forth by the Region and National levels.

The National organization of Blacks In Government (BIG) provide training registration assistance for one (1) member of Blacks In Government from each chapter as recommended by the Chapter Officers. Chapter registrations are transferable within their respective region (Policy #1:26 of the National BIG Policy and Procedures Manual). Region V policy BIG 0010 is established to provide guidelines and procedures for unused ANTAPs within the region. If CACBIG forgoes the use of their ANTAP, the Chapter President will provide in writing by June 1st of every year the inability to use their ANTAP to the Region Council President, Council First Vice President and Council Secretary.

CACBIG Submission Process: The Chapter President will provide an email distribution with ANTAP information and request submission by a specified end date. All eligible members of CACBIG who are interested in applying for the ANTAP should submit their registration form and a statement of “How attending the BIGNTI will enhance their professional and personal development”, to the Chapter President by the specified due date.

CACBIG Selection Process: When the Chapter President receives the applications, The Chapter President will forward for review the members registration forms and statements to the Chapter Executive Board members to determine recipient using the following criteria:

1. Applicants must be current, financial members of the Chapter for one (1) year.
2. Must submit package information (registration form and statement) by cutoff date.
3. An active participant of the Chapter and attend a Regional Council meeting.
4. Applicants are not eligible to apply nor receive the ANTAP for two (2) consecutive unless all other eligible applicants have received the ANTAP.
5. Chapter members who are National Officers elected or appointed are ineligible to receive the ANTAP.
6. Applicants must have provided service to CACBIG during the year that they are seeking the ANTAP at the Chapter, Region or National level as verified by an officer or committee chair. (The person does not have to be an officer or committee chair, but actively contribute and actively participate in Chapter initiatives.)
7. In the event of a tie vote by the CACBIG Executive Board, the Chapter President will decide the recipient based on their contributions and activities in the Chapter during the year.

Once the recipient is selected, the Chapter President will forward to National the applicant registration form, applicant statement and criteria used to determine recipient to include a statement if the same applicant is being submitted due to no other applicants.

Gretchen Gentry-Shivers
Chapter Communications Chair
June 24, 2019

POLICY: CACBIG-009

EFFECTIVE DATE: January 1, 2023

SUBJECT: Annual Regional Dues for Chapter Primary and Alternate Council Representatives

The Region V Council requires that all dues for elected chapter primary and alternate council representatives be paid in the amount of **\$20.00** by January 31 of the current year.

To meet this action, the Columbus Area Chapter:

1. Chapter President will provide to the Region Council President, Treasurer and Assistant Treasurer a list of the chapter three (3) elected primary and four (4) alternate council representatives by December 31 of each year for the new year.
2. The Chapter Treasurer will pay only the chapter elected primary and alternate council representative's dues in advance of receiving from chapter member to the Region via one of the four (4) methods the Region accepts payment by January 31 of current year.
3. Chapter elected primary and alternate council representatives individually shall reimburse the Chapter when their annual dues renewal is due in accordance with Policy CACBIG-004.
4. If the chapter elected primary and alternate council representatives **do not** individually reimburse the Chapter treasury, they will lose all rights and privileges as a member as well as not be able to renew or re-apply for membership in the organization until the reimbursement is made to bring them in to good financial standing.

Gretchen Gentry-Shivers

Communications Chair

March 16, 2022

POLICY: CACBIG-010

EFFECTIVE DATE: April 27, 2022

SUBJECT: In-Kind Line Item

The Columbus Area Chapter of BIG has established an In-Kind budget line item to be used to support benevolence needs in the event of the death of a current member, or current member's spouse, parents, stepparents, or children.

The In-Kind line item is based on the number of current members in good financial standing at the Chapter, Region and National levels of Blacks In Government at January 1 of each year. The amount is limited to \$25.00 per member and will be directed to sending of flowers, or a gift basket, or donation on behalf of the deceased to a charitable organization.

To meet this action of the Columbus Area Chapter:

1. The Chapter President will be notified by the Chapter member or family member via documented email, phone call or printed death notification of the deceased member or family member.
2. The Chapter President will provide to the Treasurer the documented notification for record keeping and disbursement direction.
3. The Chapter President will ensure and confirm method of delivery of set In-Kind distribution.
4. The Chapter President will notify the Regional President of the death notification and provide notification to the Chapter. The Region will notify National.
 - a. Format example to use to notify the Regional President:

TO: Blacks In Government Members

FROM: Jonelle Doe, President, Columbus Area Chapter

SUBJECT: Passing of John Doe

For a member: Please keep **Jane Doe** in your thoughts and prayers. **John Doe** a member of the Columbus Area Chapter and current Chapter Secretary has gone home to be with our Lord and Savior.

For a family member: Please keep **John and Jane Doe** in your thoughts and prayers. **Jane**, an active member of the Columbus Area Chapter is being consoled in the passing of her mother, **Janelle Do** who is resting in the loving arms of our Lord and Savior.

(Add a bible verse)

Send condolences to: **(Add information. Can include link to Obit if available).**

Service information: **(Add information if available).**

Gretchen Gentry-Shivers

Communications Chair

April 27, 2022