

Columbus Area



Blacks In Government

CHAPTER POLICIES

Update Date: January 16, 2019

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

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.

Gretchen Gentry-Shivers
First Vice President
May 10, 2017

POLICY: CACBIG-002

EFFECTIVE DATE: May 10, 2017

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 Past President) 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

First Vice President

May 10, 2017

POLICY: CACBIG-003

EFFECTIVE DATE: May 10, 2017

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 COMMITTEES' REPORTS (Oral/Written)
 - 1) Finance
 - 2) Programs (Chapter Events/TIC/STEM)
 - 3) Communications
 - 4) Membership
 - 5) Legislative
 - 6) Bylaws
 - 7) Education (Training/Scholarship)
 - 8) EEO
 - 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 close out matters within four-hours after the meeting has adjourned, i.e. Chapter President and Chapter Treasurer.
2. The Chapter Secretary is responsible for the minutes of the 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

First Vice President

May 10, 2017

POLICY: CACBIG-004

EFFECTIVE DATE: May 10, 2017

SUBJECT: Membership Dues and Processing of Membership Dues

All Columbus Area Chapter members will pay their annual dues within 60-days according to their membership expiration date. Payment will be made to the Assistant Treasurer unless otherwise direct to deposit directly to chapter bank account. All Lifetime members will pay their dues January 1 through January 31 of the current year to the Assistant Treasurer unless otherwise directed to deposit directly to chapter bank account.

The Assistant Treasurer will accept new membership applications and payment for deposit.

1. **Membership Dues Payment Amounts:**
 - a. **Regular Member** - \$60.00 per year
 - b. **Life Member** - \$25.00 per year
2. The Assistant Treasurer will receive renewal and new membership payments and deposit to Columbus Area Chapter bank account.
3. The Assistant Treasurer will maintain original application and copies of checks deposited to the bank account for membership to the Columbus Area Chapter.
4. The Assistant Treasurer will provide copies of membership forms to the Membership Chair, and provide copies of checks and membership forms to the Treasurer.
5. **Processing of Membership Dues:**
 - a. Send to the National Office (Chapter Treasurer):
 - 1) A check for the appropriate amount of **\$35.00** for each new membership and or renewal being sent.
 - 2) Copy of new membership application(s) and a copy of the Chapter Membership Report from the Chapter Membership Chair.
 - b. Send to the Regional Treasurer (Chapter Treasurer):
 - 1) A check for **\$10.00** for each new membership and or renewal.
 - 2) A copy of the Membership Report.
 - c. Send to the Regional Assistant Treasurer (Chapter Treasurer):
 - 1) A copy of the check sent to the Regional Treasurer for new membership and or renewal.
 - 2) A copy of the Membership Report from the Chapter Membership Chair.

The following is a copy of the 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 membership applications, copies of checks, 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.

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

Sondra 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-XXXX-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

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's 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