

***BLACKS IN GOVERNMENT
NATIONAL INSTITUTES OF HEALTH CHAPTER***



***POLICY AND PROCEDURES
MANUAL***

Approved May 1997
revised May 2003

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*Approved by Bylaws Committee, Executive Committee and General Body and included in this packet

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MEMBERSHIP

1.1 New Members

New members shall receive:

- A. Receipt for payment and welcome letter under the signature of the President from the Financial Secretary
- B. Membership package from the Membership Chair within 30 business days
- C. National membership card from the Financial Secretary upon receipt from the National Office

Cf. NIH Bylaws Article X, Section 1.C.4

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1.2 Membership Package

The membership package is reviewed and updated as necessary at the beginning of each presidential term.

Cf. NIH Bylaws, Article X -Committees, Section 1, C.4

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1.7

MEMBERSHIP RENEWAL AND ANNIVERSARY DATES

1. Membership renewals shall be completed by members on or before their anniversary date in order to maintain a status of A good financial standing. @ Anniversary dates consist of the month and year applications are processed at the National Office.
2. Forfeiture of membership occurs sixty(60) days after the anniversary date if dues are not paid.
3. Reinstatement to the status of A good financial standing @ shall require members to re-apply for membership as established by the BIG NIH Chapter bylaws, Regional XI Council bylaws, and National policies.

Cf. BIG NIH Chapter Bylaws, Article VIII, Dues and Assessments, Section 2

Approved by: Bylaws Committee: Oct. 8, 2002 Executive Committee _May 14, 2003 General Membership May, 22, 2003

DOCUMENTATION

2.1. Correspondence

All correspondence from National Institutes of Health Blacks In Government Chapter shall bear the President=s signature.

Procedure for correspondence:

- A. Committee Chair or appointed writer of correspondence drafts document for review by the president.
- B. Draft is reviewed and edited if needed by the President or appointed reviewer.
- C. Edited document is returned to writer for finalization.
- D. Final copy is put on organization letterhead and signed by president.
- E. Document is given to Corresponding Secretary for distribution to membership/addressees.

Cf. Bylaws Article VI, Section 2.E

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2.2 Minutes

- A. Draft of general meeting minutes are presented at the Executive Committee meeting for acceptance.
- B. Edited draft is mailed to membership prior to the next General meeting.
- C. Edited draft is presented at the General meeting for approval.
- D. The President and Recording Secretary sign the minutes after the general body approves them.
- E. Final copy of the minutes are kept on file by the Recording Secretary.
- F. Copies of the minutes are turned over to the Historian at the end of each Recording Secretary=s term.

Cf. Bylaws Article VI, Section 2.D

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FINANCES

3.2 Financial Reporting

- A. The Treasurer=s detailed monthly financial report must be on hand for review.
- B. The Treasurer is responsible for completing annual financial reports (e.g., IRS forms, etc.) in a timely manner.

Cf. Bylaws Article VI, Section 2.F

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PROGRAMS

4.1 Program Packages

A draft program package is submitted to the Executive Committee for review and acceptance prior to the actual program.

The draft program package should include but is not limited to:

- A. Flyer(s)
- B. Program agenda
- C. Ticket(s)

Once approved by the Executive Committee, the package is presented to the general body.

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4.2

Program and Planning Committee

- A. Written proposals for activities, to include type of programs, seminar/workshops and guest speakers shall be prepared and submitted to Executive Committee within 30-60 days prior to the event. Upon approval, notices (flyers & announcements) shall be given to the Correspondence Secretary for dissemination to the General Membership.
- B. Secure location and time for events.
- C. Arrive early prior to an event to make last minute arrangements.
- D. Prepare letters of invitation to seminar/workshop presenters and guest speakers for signature of the President within 30 days prior to an event to secure confirmation.
- E. Prepare thank you letters for presenters and guest speakers within 15 days after an event for the signature of the president..
- F. If payments/fees for services are due, pay upon completion or within 30 days after an event.
- G. After an event, conduct an evaluation meeting.

Cf. NIH Bylaws, Article X-Committee, Section 1

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4.3

Reporting Requirements

- A. Each Committee Chair shall submit quarterly reports of Chapter activities by the 15th day following the end of quarter to the Executive Committee.

Reports are to be submitted on or before:

April 15

July 15

October 15

January 15

of each year.

- B. These reports should correlate with Region XI and National=s semi-annual reports and should be submitted 60 (sixty) days prior to the Region XI and National=s suspense dates.

Cf. NIH Bylaws, Article X,-Committee, Section 2

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4.4

Calendar of Events

- A. The Program and Planning Committee shall develop and maintain a calendar of all events and activities for the Chapter, Region XI, and National to be disseminated in January of each year.
- B. All Committee Chairs shall submit planned activities to the Program and Planning Committee in September. The Program and Planning Committee shall submit report of planned activities to the Executive Committee in October and to the General Membership in December of each year.

Cf. NIH Bylaws, Article X, Section 2

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COMMITTEES

5.3 Committee Meetings

The committee meetings shall include the following:

- A. Agenda
- B. Minutes
- C. List of committee members
- D. List of accomplishments
- E. Budget
- F. Calendar of events
- G. List of meeting dates
- H. Committee evaluations

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MEETINGS
(GENERAL & EXECUTIVE)

6.1 General and Executive Meeting Attendance

- A. Committee Chairs have a responsibility to attend meetings. If the Committee Chair is unable to attend, the Co-Chair or a designated committee member should be present. If no representative is able to attend, the Chair of the meeting should be notified.
- B. An attendance sheet will be circulated by the Recording Secretary for all attendees to sign. The attendance sheet will not be a part of the minutes, but will be kept by the Recording Secretary as a part of his/her records and turned over to the Historian at the end of his/her term.
- C. Any person (including non-members) may attend the General meeting unless the meeting has been closed by the chair (see Section 6.4).
- D. Any financial member may attend the Executive meetings upon notifying the chair (First Vice President) unless the meeting has been closed. (see Section 6.4)

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6.2 **Distribution of Information at Meetings**

Committee Chairs are responsible for distribution of their own information at meetings, e.g., handouts and packages.

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6.5

Special Meetings

1. The appropriate persons will be notified of special meetings called by the President or Executive Committee chair. The notification may be given in writing, by telephone, or in person.
2. The notice shall state the place, day, hour, and purpose of the meeting.
3. The notice should be received by the meeting attendees no later than one week prior to the meeting.

Cf. NIH Bylaws, Article V-Meetings, Section 3

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6.6

Meeting Protocol

1. All business shall be brought before the body in the form of a motion.
2. Only financial members of the NIH Chapter are allowed to make, second or amend motions and to vote.
3. Members must be recognized by the chair before addressing the body.
4. All makers of motions, etc. should state his/her name for the record.
5. Discussion shall be limited to three(3) minutes for each speaker.

Cf. BIG National Board of Director=s Policy Manual #3.00

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6.7

Meeting Schedule

1. The Corresponding Secretary is responsible for scheduling and booking conference rooms for the General and Executive Committee meetings.
2. The locations of meetings held in the upcoming calendar year should be established no later than November of the preceding year.
3. Meeting locations will not be limited to the main NIH campus. Off-campus NIH buildings will be utilized as well.
4. The meeting schedule shall include the place, day, hour, and name of meeting.
5. The meeting schedule should be disseminated to members no later than January of the current year.
6. Meetings schedules will also be posted on the NIH Chapter home page on the World Wide Web.

General Membership Meetings

General membership meetings will be held the last Thursday of every month, convening at 12:05 p.m. Meeting schedules may be adjusted for holidays, National Training Conference, etc.

Executive Committee Meetings

Executive Committee meetings will be held the second Wednesday of every month, convening at 12:05 p.m.

Cf. NIH Bylaws, Article V-Meetings, Section 1

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ELECTED

OFFICERS

***NATIONAL
ORGANIZATION***

***NATIONAL
TRAINING
CONFERENCE***

9.1

PRIMARY DELEGATES TO THE NATIONAL TRAINING CONFERENCE

Role of the Nominating Committee

1. The Nominating Committee shall solicit nominations via email and phone calls from the general membership in May.
2. The Nominating Committee will provide a description of the criteria duties and responsibilities of a delegate.
3. Carry out the nominations process as specified in Section 11.2, Nominations Process.

Criteria for Nominees

1. Must be financial with the BIG NIH Chapter and the National Organization at least 60 days prior to the National Training Conference.
2. Must have been a member of the BIG NIH Chapter for at least a year prior to the nomination.
3. Must have attended the BIG NIH Chapter General membership meetings at least twice during the current year.
4. Must be approved by his/her ICD to attend the National Training Conference.

Duties/Responsibilities

1. Attend all delegate training sessions sponsored by the BIG NIH Chapter or Region XI.
2. Attend all sessions of the National Delegates Assembly during the National Training Conference unless replaced by an alternate or otherwise excused by the BIG NIH Chapter president or designee.
3. Read materials distributed to delegates.
4. Represent NIH Chapter and Region XI when voting on issues and candidates.
5. Provide a written summary report of the National Delegates Assembly at the September General membership meeting.

Cf. BIG NIH Bylaws, Article VII: NOMINATIONS, ELECTIONS, TERM OF OFFICE AND VACANCIES, Section 7

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9.2

ALTERNATES TO THE NATIONAL TRAINING CONFERENCE

1. All persons not elected as primary delegates will automatically become alternates.
2. Alternates will be available to serve as replacements for primary delegates during the entire National Delegates Assembly at the Training Conference.
3. Criteria and duties/responsibilities for primary delegates apply also to alternates [See Section 9.1]

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REGION XI

NOMINATIONS

PROCESS

11.2

NOMINATIONS PROCESS

1. The Nominating Committee shall solicit nominations via email and phone calls from the general membership in October and November.
2. Upon request, the Nominating Committee will supply a description of the duties of the officers to be elected.
3. Nominations may also be submitted to the Nominating Committee or made from the floor at the October and November general meetings.
4. All Regular and Regular Life Members in good financial standing shall be eligible to hold elected office. Associate and Associate Life Members are not eligible to hold office. Nominees must have paid all their dues at least thirty (30) days prior to nomination.
5. The Nominating Committee shall develop a slate of names for each office up for election. Consent shall be obtained from all nominees before their name is entered on the slate of nominees.
6. The Nominating Committee shall certify with the Financial Secretary that each nominee is a Regular Member in good financial standing at the time of nomination and election.
7. The Nominating Committee shall forward slate of nominees to the Elections Committee at least two (2) weeks prior to elections so that a ballot can be prepared.
8. Nominations from the floor shall be accepted on the day of the election. Validation of eligibility shall be conducted for each nominee received from the floor before stating the election process. Ballots shall be adjusted accordingly in compliance with the instructions of the Nominating Committee Chair.

Cf. NIH Chapter Bylaws, Article VII, Nominations, Elections, Terms of Offices, and Vacancies, Section 2

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SECTION 12

ELECTIONS

PROCESS

12.1 ELECTION PROCEDURES

Elections Committee Chair shall make task assignments.

Member 1- Ballot counter
Member 2- Vote counter
Volunteer 1 B Observer
Financial Secretary-Credentials
Treasurer-Memberships

1. The Election Committee prepares the official ballot (typed with nominee=s name) based on Nominating Committee=s slate.
2. Each ballot should be counted for security purposes to ensure that only one (1) vote is cast per voter.
3. The Financial Secretary officially becomes an ex-official member of the Election Committee.
4. The Financial Secretary credentials the financial status of each member to ensure eligibility to vote.
5. The Committee marks the voter as eligible to vote.
6. The voter marks the ballot.
7. The voter folds ballot once and deposits in ballot box.
8. The total number of eligible voters is tallied.
9. The Election Committee is credentialed.
10. The Election Committee Chair oversees committee voting.
11. The Election Committee oversees the Chair voting.
12. Election Committee Chair announces the time the POLLS OFFICIALLY CLOSES

Cf. NIH Chapter Bylaws, Article VII, Nominations, Elections, Term of Offices, and Vacancies, Sect. 3

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12.2

BALLOT COUNTING

Ballot Box counter opens box and removes ballots for count

1. The Election Committee tallies one vote per office as the Observer looks on. The Committee compares total number of votes to the number cast.
2. The Election Committee double checks this process and repeat again until final result is deemed to be accurate.
3. Election totals are entered on official tally sheet and given to the Election Chair.
4. Ballot officer places ballots in envelope, seals and delivers to Election Chair.
5. The Chair gives election report and results (total votes cast and total votes received for nominee per office) to the general membership.
6. Chair delivers the report and ballot envelope to Recording Secretary to maintain for ninety (90) days.
7. Financial Secretary delivers roster envelope to Recording Secretary for the official record to be maintained for ninety (90) days.
8. Elections are concluded.

Cf. NIH Chapter Bylaws, Article VII, Nominations, Elections, Term of Offices, and Vacancies, Section 3

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