

## NBDA Regional System Guidelines

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1. A regional representative and one alternate regional representative shall be elected by members within their region. The regional representative shall be the region's official representative on the NBDA board. When the regional representative is unable to attend an NBDA board meeting, the alternate representative shall take the place of the regional representative. The regional representative and the alternate regional representative shall work closely together in support of their region.
2. The regional representative shall maintain ongoing communications within their regions with chapter presidents or their designated chapter contact persons. The chapter presidents or their designated contact persons shall serve as liaisons to their local chapter members and keep members up-to-date on NBDA programs, services, and activities on both the regional and national levels. Other duties of the regional representative shall include;
  - a. provide guidance/support to inactive chapters within their region that wish to become reactivated
  - b. provide new chapter development assistance/guidance to potential new chapters within their region.
3. The regional representative(s) shall:
  - a. Be elected at their biennial regional conference
  - b. Serve a two-year term
  - c. Shall be eligible to serve up to two consecutive 2-year terms (Total of four consecutive years)
  - d. Can be removed from office by a majority vote (2/3) of chapter presidents within their region. Justification for removal from office must include documented evidence of dereliction of duties, abuse of position/duties, and/or serious ethical violations.
  - e. Prior to voting on removal of a regional representative, the chapter presidents must have must have formal approval from their chapter members.
4. Qualifications for Regional and Alternate Regional Representatives:
  - a. Minimum age 21
  - b. Be a current NBDA member in good standing as well as a member in good standing for at least 2-years prior to being nominated
  - c. History of being active in local chapter, region, and/or NBDA (i.e., as an officer or committee member)
  - d. Demonstrated interest in supporting the well-being of their region and NBDA
  - e. Have internet connection, a viable email account, and videophone
5. Election of Regional and alternate Representatives;
  - a. An elections committee shall be established by each region's current regional representative to conduct an election of a regional representative and an alternate regional representative.
  - b. The elections committee shall be comprised of at least two chapter presidents ~~from the region and shall be responsible to ensure that: (1) members within the~~

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region are members in good standing and eligible to vote; (2) candidates for the regional and alternate representative positions are members in good standing and meet the qualifications as listed in section 4 above; and (3) to conduct the election of a regional and an alternate regional representative.

- c. The NBDA secretary shall provide the elections committee with an up-to-date list of members from each chapter in the region. The membership list shall verify those who are current NBDA members in good standing as well as NBDA members in good standing for at least two years preceding the year of the regional conference.
6. **Regional Fund:** The regional system treasurer shall be responsible for overseeing and managing each region's regional fund. The regional fund shall be used to cover the travel expenses of the regional representative to attend NBDA board meetings (or the alternate regional representative in the event the regional representative is unable to attend a board meeting). Chapters in a region may request an amount of up to \$100.00 per year to help sponsor a workshop or educational event to support their members and the local community or they may agree to use a reasonable amount of their region funds to support workshops or training to benefit their region such as sponsoring speakers at a regional conference. Regions may also use their regional funds to invite NBDA officers as guest speakers or workshop presenters at their regional conferences. Chapters shall submit to their regional representative a request to use regional funds for an educational event or workshop. The regional representative shall then share the request with the chapter presidents in his/her region and request their approval.
7. **Chapter activity reports:** The local chapters in a region shall submit quarterly activity reports to the regional representative in March, June, September, and December. The activity reports shall include information on workshops and educational programs sponsored by a chapter to benefit its members and members of the community in the city/state where the chapter is located. These reports will then be submitted to the NBDA Treasurer in order for the Treasurer to prepare an annual report for the Combined Federal Campaign (CFC). The CFC annual reports are due by November 15 each year.
8. **Regional Representative Meeting Attendance:** The regional representative shall represent his/her region at NBDA board meetings, and their regional conferences and regional cookouts. The regional representative shall inform the chapter presidents in his/her region of plans for travel and meeting attendance and shall request the approval of chapter presidents.
9. The regional representative expenses (lodging, transportation, meals) will be covered by the region's regional fund. Transportation includes travel by air, train, or personal car. If a rental car is needed, then there shall be a group need such as when other transportation options are not available. For regional representative attended at the national conference, the NBDA combo ticket shall be charged to NBDA's expenses.
10. Regions may host their regional cookouts and the cookouts can include presentations, workshops, or information sharing meetings. The regional fund may be used to cover the regional representative's travel to regional cookouts for the representing the NBDA board,

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concerns from members.

## **Regional Fees:**

1. Each chapter shall submit an annual fee, every year, by January 15 to the regional system treasurer. Chapters shall make checks, money orders, or cashier's checks payable to **NBDA** when submitting payment for regional fees.
2. Each chapter shall pay an annual regional fee of at least \$200 per year. Each region can vote at their biennial regional conference to increase the regional fee if needed (i.e., if the number of active chapters in a region is reduced to at least three due to an increase in the number of inactive chapters in a region)
3. Late payment of fee will incur penalties; beginning 6 months after January 15 due date (July 15), there will be a \$10.00 monthly charge, up to December 15, then the chapter will become an inactive chapter. If a chapter decides to re-submit regional fees after the December 15 inactive chapter date, there will be an additional payment of \$60.00 to activate your chapter, plus your regional fee.
4. A waiver of the fees for penalties requires approval by the NBDA Board.
5. Each local chapter is responsible for ensuring payment of the membership dues for each of their members to NBDA. Membership dues shall be due each year by or before May 10. Chapters do not need to wait until May 10 to submit payment of member dues to NBDA. Chapters can submit payment of membership dues for each of their members to NBDA any month before May 10.

## **Regional Conferences:**

1. Each region shall host a regional conference every two-years on even number years. NBDA shall host its national conference every two-years on odd number years.
2. The regional conference shall be viewed as less formal than the NBDA national conference. Regional conferences shall be held for one or two days and the program shall include presentations, workshops, regional business meetings, and meals (i.e., lunch, dinner). Major events such as a banquet and a pageant are not required. Entertainment programs such as a dance or an artistic performance are optional.
3. The regional representative shall work closely with the regional host planning committee to oversee and monitor the regional conference, including all conference related revenues from fundraising, sponsors, and registration fees. If the chapter hosts at a hotel, prior to any signature, the contract needs to be reviewed by NBDA Board and regional system treasurer). ~~The NBDA secretary shall provide the regional representative, local host~~

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chairperson, and the registration coordinator with an up-to-date list of members from each chapter in the region. The membership list shall verify those who are current NBDA members in good standing as well as NBDA members in good standing for at least two years preceding the year of the regional conference

4. The regional representative's expenses (lodging, transportation & meals) shall be paid for by regional system fund and the combo will be covered by the host chapter.
5. NBDA will cover travel and lodging of NBDA officers who attend regional conferences to represent NBDA and to promote NBDA national visibility. If a regional host chapter chooses to invite an NBDA officer to their regional conference as a workshop presenter or guest speaker, then the host chapter shall cover the NBDA officer's expenses (lodging, travel, and meals) through either regional conference funds or through their regional system funds.
6. Profit-sharing between the host chapter and chapters in the region is required. All revenues are to be divided among the host chapter and the chapters in the region according to an agreed upon profit-sharing formula agreed to the regional membership. The original 2004 regional system guidelines permitted each region to decide and vote of their preference for profit sharing ratio on revenue earned at biennial regional conferences. The regions could choose to divide the profits from the regional conference using one the following agreed upon profit sharing formulas: 40% host/60% divided among local chapters, 50/50 split between host chapter and local chapters, or 60% host chapter and 40% among local chapters. Beginning with the first regional conferences in 2006, a majority of the regions voted for a 60/40 profit sharing (60% to host chapter and 40% split among eligible member chapters in the region). Chapters that had not paid their annual regional fee by the date of their region's regional conference were not eligible for profit sharing. At the national NBDA conference in Charlotte, NC in 2009, the general membership voted for an 80/20 profit sharing that became effective during the 2010 regional conferences. The 80/20 profit sharing split included 80% to the host chapter and 20% to the region's regional fund to serve as seed funds for a chapter hosting the next scheduled regional conference.
7. After completion of the regional conference, the host chapter must submit a final financial report to NBDA Regional System Treasurer, within 90 days. Failure to do so will incur a \$50.00 fine. An additional \$50 will be added after 120 days.
8. After the financial report is approved by the regional treasurer the host chapter shall divide the regional conference profit between the host chapter and the eligible chapters in the region. The current formula, voted at the 2009 national conference in Charlotte is 80% profit to the host chapter and 20% profit shall be submitted to the regional fund account to be used as seed money for the next regional conference.
9. The National Regional System Treasurer will share the financial report with the NBDA Treasurer and NBDA Finance Committee. The host chapter is also responsible for disseminating the financial report to each chapter treasurer within the region.

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10. The regional conference committee, not NBDA, is responsible for fundraising for their regional conference. All profits belong to the region.

### **Qualifications to host the Regional Conference:**

1. Record of payment of annual regional affiliation fee.
2. Submit IRS determination letter to the NBDA Treasurer and Regional Treasurer
3. Submit a letter of interest, with name of chairperson
4. Must have 501© status
5. Submit two months of bank statements to NBDA treasurer and Regional treasurer.

NOTE: The position of regional system treasurer has not yet been implemented. The NBDA treasurer currently oversees and manages the regional system funds.

### **Positions/Qualifications**

1. NBDA Regional Treasurer  
A regional treasurer will be appointed by NBDA Board members or NBDA Treasurer, is to oversee the regional funds during a 3 or 4 year transitional period. The Treasurer will serve as a bookkeeper; check writer, financial consultant to each region and serve on NBDA Finance committee.
  - a. Length of term 4 years
  - b. Limit of terms – one term
  - c. Can be removed from office by a majority vote (2/3) of the NBDA Board of Directors
  - d. Monitor all regional representatives and regional conference activities
  - e. Monitor all regional funds
  - f. Communicate with NBDA officers
  - g. Communication with regional representatives
  - h. Provide consultation with each region regarding fundraising opportunities
  - i. Send annual reports on the status of each regional representative
  - j. Provide financial quarterly report to the NBDA Board
  - k. Minimum age of 18
  - l. Must have been a member of NBDA for a least 2 years
  - m. Strong experience in finances & fundraising
  - n. History of being active on a BDA committee
  - o. Interested in the well-being of the BDA regional system and NBDA simultaneously
  - p. Have Internet connections and a viable email account
  - q. Capable of being neutral, fair, and unbiased toward his/her chapter or regional in

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which she/he resides in.

2. Regional Treasurer expenses (lodging, transportation & meals) will be paid for by NBDA and the NBDA combo ticket will be charged to NBDA's expenses and the regional combo ticket shall be paid for by the regional host chapter.

Note: Updated guidelines approved at NBDA mid-term board meeting, March 13-14, 2015, Louisville, KY. The original regional system guidelines were developed in 2004 and approved by the general membership at the NBDA national conference in Philadelphia. The regional system guidelines are considered a "work in progress" and as needed it may be periodically revised and updated.