

# Black Men's Xchange National Chapter Toolkit - 2009



## Contents

How to Use this Toolkit.....	3
BMX Short History.....	4
BMX Mission Statement.....	5
BMX Philosophy .....	5
BMX Vision Statement.....	5
BMX Code of Ethics.....	6
The Bawabisi SGL Symbol .....	7
What does Same gender loving or SGL mean? .....	8
What is the BMX Organizational Structure? .....	9
What is a Chapter? .....	12
What is a Region? .....	13
How do I start a Chapter? .....	14
What do Chapters do?.....	15
Who is a Member of BMX Chapters? .....	16
What is a Development Committee? .....	17
What are the CTCA Training Requirements?.....	18
How does a Brother become a Chapter Leader?.....	20
How does a Chapter Conduct a Weekly Weekend Forum or WWF?.....	21
What is Transformational Group Facilitation? .....	24
How are National Officers and the Board of Directors Elected?.....	26
Appendix.....	27
BMX Chapter Annual Registration Form.....	28
BMX Volunteer Common Application.....	35
BMX Confidentiality Agreement.....	44
BMX Financial and Accounting Confidentiality Agreement .....	45
BMX Conflict of Interest Policy.....	46
BMX Conflict of Interest Disclosure Form .....	52
Chapter Leader CTCA Training Plan .....	53
Opening Circle .....	54
Closing Affirmation Circle .....	55
Critical Incident Questionnaire .....	57
Weekly Weekend Forum Demographic Report.....	58
Black Men’s Xchange-National, Inc. Bylaws.....	62

# HOW TO USE THIS TOOLKIT

This toolkit is to help you become familiar with the Black Men's Xchange (BMX), how it is run, how you can participate. While BMX chapters and BMX National is officially guided by the Bylaws you should use this toolkit as a quick reference guide to common questions.

## **BMX Short History**

Founded by Cleo Manago in 1989, Black Men's Xchange (BMX) is the nation's oldest and largest community-based movement devoted to promoting healthy self-concept and behavior, leadership, critical thinking and cultural affirmation among same gender loving (SGL), gay-identifying and bisexual African-descended males and allies. The mission of the Black Men's Xchange (BMX) is to affirm, heal, educate, unify, advocate for social justice and promote the health, well-being and leadership capacity among Black people diverse in sexuality, philosophy, culture and class.

Black Men's Xchange (BMX) is the first organization for same gender loving (SGL), and bisexual African-descended males to actually locate itself geographically within Black communities. Black Men's Xchange (BMX) conducts activities that promote constructive leadership, decision making, a healthy life-style and social-justice.

Uniquely, BMX specializes in recruiting and involving Black males – ages 18 and up – whom identify as SGL, gay, bisexual and even heterosexual. Many Black men, not necessarily identifying as gay/lesbian or with mainstream gay/lesbian culture, without BMX, have no safe or affirming space or community within which they can seek and achieve healing, affirmation self-acceptance and fellowship.

## **BMX Mission Statement**

Black Men's Xchange - National (BMX-N) is a human rights, educational, anti-oppression, social justice and advocacy organization dedicated to dismantling barriers to well-being; dignity; self-respect and protection; responsive public-policy and the prevention of health threats to same gender loving (SGL), gay-identifying, non-gay identifying and bisexual males of African descent. BMX-N is America's largest and oldest national, community based organization for this population.

## **BMX Philosophy**

BMX-NY is built on a philosophy that embraces same gender loving experience as an intrinsic facet of everyday Black life. Integral to BMX's approach is the understanding that, in order to decrease internal and external homo-reactionary thinking and demystify differences around diverse ways of living, loving and being, same gender loving, bisexual and transgendered Black people must engage in supportive dialogue with each other and the Black community.

We believe that self-determination is crucial in achieving success toward healing and empowerment. We understand that our cultural and experiential uniqueness requires a uniquely focused and precise approach. Affirming strategies born out of our own experience are powerful; hence, the adoption of the terms, Black, African American and Same Gender Loving (SGL).

## **BMX Vision Statement**

We envision a world in which diverse African descended peoples' humanity; self and community respect, culture, health, and well-being are fully restored. In this restoration disempowerment, fragmentation, isolation, self-hate, health disparities, internalized- oppression and classism will no longer blight the lives of children, men, women and families of African descent.

## BMX Code of Ethics

1. **BMX is reliable.** We demonstrate reliability by honoring our contracts and commitments.
2. **BMX is open.** We demonstrate openness through communications that evidence truthfulness, disclosure, and candor, from what we say about ourselves on the web and print materials, to what we tell chapters and their participants. We apply the same communications transparency when engaged with the...
3. **BMX does its fiduciary duty.** We build our participants confidence in our ability to manage costs and property through our active control of accounting and time keeping, our use and protection of client's property, and other record keeping and reviews to identify and eliminate any questionable activities.
4. **BMX is continuously improving.** We listen and are open to new ideas and better ways to do things, consistently examining our methodologies and processes, and eliciting feedback to "find a better way." We know that people are not perfect – so we seek processes to give us feedback and help us improve.
5. **BMX treats others with dignity and fairness.** We treat others, regardless of position or title, with professional respect and courtesy, and employ fair compensation and treatment policies. Every person has value and can contribute; we acknowledge those values and contributions.
6. **BMX is responsible.** We take ownership of decisions including their consequences. This includes knowing and meeting all legal requirements, reporting unethical or illegal conduct to appropriate management, fulfilling commitments and protecting proprietary and confidential information.
7. **BMX is respectful to its Brothers (Sisters and other community members).** BMX listens to others and protects resources entrusted to us.
8. **BMX is fair and transparent in decisions.** BMX discloses conflicts of interest to

## The Bawabisi SGL Symbol



The SGL symbol, the Bawabisi, is inspired by Nigerian Nsibidi script and West African Adinkra symbols. The two facing semi-circles represent unity and love. The figure has been split symmetrically in half to suggest parts of a whole that mirror each other. Dots are often used in Adinkra symbols to represent commitment and pluralism. The split and dots, with the addition of color, suggest the concept of gender. The circle encompassing the figure reinforces the idea of connectedness despite duality, suggesting the idea of two-spirited.

## **What does same gender loving or SGL mean?**

Same gender loving, or SGL, a term coined for African American use is a description for homosexuals and bisexuals, particularly in the African American community. It emerged in the early 1990s as a Black culturally affirming homosexual identity. SGL is an alternative to Eurocentric homosexual identities e.g. gay and lesbian which do not culturally affirm or engage the history and cultures of people of African descent. Specifically, the term SGL affirms Black homosexual and bisexual men and women through its African American conceptual origins, African inspired iconography, philosophy, symbols, principles, and values. The term SGL usually has broad, important and positive personal, social, and political purposes and consequences. SGL is anti-hate and anti-anti-Black.

## What is the BMX Organizational Structure?

The local or virtual, grassroots chapters are the building blocks of BMX. Local Chapters are organized into Regions. There are nine Regions:

1. Northeast:
  - 1.1. Maine, New Hampshire, Vermont, Massachusetts, Connecticut, New York, Rhode Island;
2. Mid-Atlantic
  - 2.1. New Jersey, Pennsylvania, Delaware, Maryland, District of Columbia, Virginia, West Virginia;
3. Southeast
  - 3.1. North Carolina, South Carolina, Georgia, Florida, Puerto Rico, Virgin Islands;
4. Mid-South
  - 4.1. Tennessee, Alabama, Mississippi, Arkansas, Louisiana;
5. South Central
  - 5.1. Texas, Oklahoma, New Mexico, Kansas, Colorado;
6. Great Lakes
  - 6.1. Michigan, Wisconsin, Ohio, Indiana, Illinois, Kentucky;
7. Prairie States
  - 7.1. Minnesota, Missouri, Iowa, North Dakota, South Dakota, Nebraska;
8. Northwest
  - 8.1. Washington, Alaska, Oregon, Montana, Idaho, Wyoming; and
9. Southwest
  - 9.1. California, Nevada, Utah, Arizona, Hawaii.

BMX National has elected national officers. The officers are the President also called Chairperson; the Vice-President, also called Co-Chairperson; the Secretary; and the Treasurer. The President is also the Chairperson of the National Board and thus the Vice-President is the Co-Chairperson. The election is conducted under the supervision of the Nominating Committee for the Election of Officers. One member from each region forms the Nominating Committee for the Election of Officers. The Nominating Committee is in charge of the officer election procedures.

All of the national officers collectively are called The Executive Committee. The Executive Committee acts, when necessary, between meetings of the Board, and therefore the Executive

Committee may act on behalf of the Board. The Executive Committee reports all of its actions and decisions to the Board.

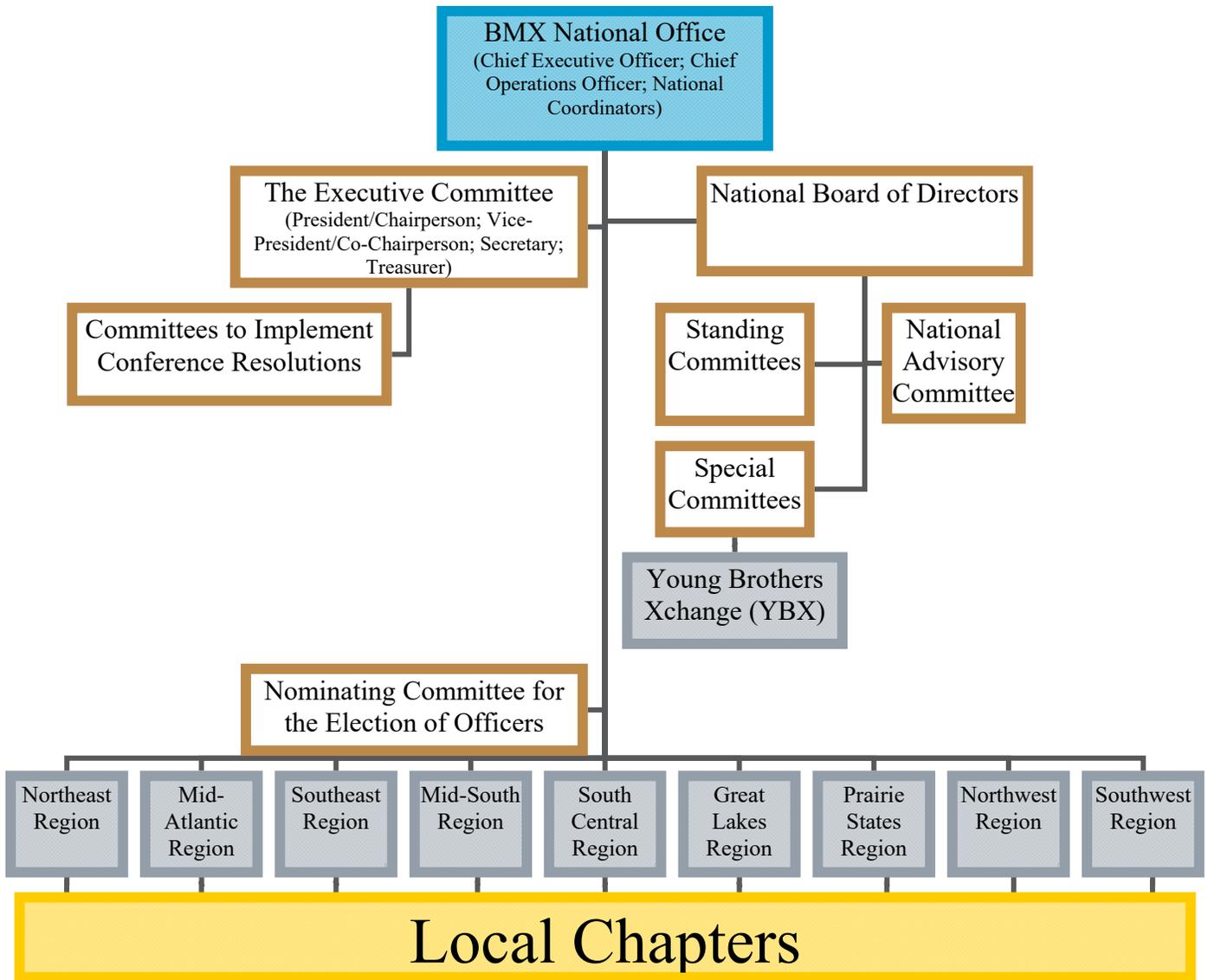
Members of local BMX Chapters, the national officers, including the President, elect members to the National Board of Directors (NBOD or Board). The NBOD generally manages the business affairs; control the funds and property of the organization; approves all appointments; and adopt necessary rules and regulations. The Board also develops and plans the action agenda for the organization; facilitates national actions; implements conference resolutions; and facilitates the exchange of information between chapters, regions and itself. The election is conducted under the supervision of the Nominating Committee for the Election of Officers. One member from each region forms the Nominating Committee for the Election of Officers. The Nominating Committee is in charge of the director's election procedures.

The Board also has Standing Committees which can include, but are not limited, Public Relations, Finance and Budget, Membership, Publications, and Quality Assurance. The members of the standing committees are appointed by the Board and their functions and duties are determined by the Board.

The Board may appoint a National Advisory Committee the chair of which is appointed by the Board with an additional up to fifty BMX members serving two years. The Advisory Committee gives advice to and consults with the Board as requested for fundraising assistance

There are several special committees as well. These committees do not have the authority of the Board advise the Board, officers, and membership-at-large, or may perform such other duties as the Board, National Conference, or President may wish to assign. Generally they are appointed by the President with the advice and consent of the board. One such special committee is a permanent Task Force of Young Activists, aged 30 or under, which advises the Board of Directors and National Conference on matters of agenda, leadership recruitment and issue prioritization regarding young activists in BMX.

In addition, there are committees to implement conference resolutions. These committees can be established and their membership and direction be determined by the National Conference, the President, or the Board. Again, chairs of these committees are appointed by the President with the advice and consent of the Board. The chairs of committees to implement conference resolutions report to the Vice President for Action, who then reports to the Board and National Conference.



## What is a Chapter?

The local, grassroots chapters are the building blocks of BMX, serving as the focus of direct action, advocacy and education.

Chapters provide a number of great benefits to members and the larger Black and Black SGL community, such as: leadership development, community, research support, socialization, funding, community forums; facilitation of continuing education lectures or classes; support for Black SGL community projects and education; avenues for public and political advocacy for the Black SGL community; opportunities for members to share local information and resources; and moral and social support for the Black SGL community. BMX chapter are highly encouraged to maintain a flat collaborative structure. That is to say, that BMX National does not encourage that a chapter organize in a highly structured hierarchical manner e.g. secretaries who report directors who report to vice-presidents, who reports a single president. BMX National suggests that chapters organize around a central decision-making body called the Development Committee (DC) and that the DC develop, as needed, various permanent and ad-hoc subcommittees. The reason for this suggested structure is so that any man who comes into a BMX chapter is made to feel that there is a realistic opportunity for him to play a leadership role within the chapter without excessive barriers to entry. The intra-chapter governance structure that BMX National suggests also maximized the opportunities and atmosphere for collaboration over competition which is BMX National's preferred value of emphasis for chapters. BMX National, however, will not force any governance structure upon a chapter.

Since BMX started forming chapters in 1989, many have been formed since, mostly in North America but interest is growing on other continents. With the development of the BMX National office in October 2001, chapters have access to new resources and are becoming more integrated into a network as a whole. To help with this integration, BMX National created the National Coordinator position in summer 2009. The National Coordinators' mission is to support, facilitate, and advocate local chapter growth, inter-chapter communication, and increased support for local chapters from BMX's central office. At the same time as the National Coordinators' was created the Volunteer National Co-coordinator positions was created. Volunteers are managed by the National Coordinator and in turn help to manage chapter's relationships with BMX National including communication chapters and the National office, queries to the National office, and technical assistance from the National office. The National office helps local chapters establish and grow, exchange ideas and information, become more visible within the national BMX network, and facilitate a network of chapters across the globe.

A list of chapters can be found on the BMX website (<http://www.bmxnational.org/chapters>). If you know about a chapter that is unlisted or of unknown status, please let the National Coordinator know ("Section 6: Resources"). We appreciate your help in keeping abreast of chapters and their activities!

## What is a Region?

Regions are collections of geographically related Local Chapters. There are nine Regions:

10. Northeast:
  - 10.1. Maine, New Hampshire, Vermont, Massachusetts, Connecticut, New York, Rhode Island;
11. Mid-Atlantic
  - 11.1. New Jersey, Pennsylvania, Delaware, Maryland, District of Columbia, Virginia, West Virginia;
12. Southeast
  - 12.1. North Carolina, South Carolina, Georgia, Florida, Puerto Rico, Virgin Islands;
13. Mid-South
  - 13.1. Tennessee, Alabama, Mississippi, Arkansas, Louisiana;
14. South Central
  - 14.1. Texas, Oklahoma, New Mexico, Kansas, Colorado;
15. Great Lakes
  - 15.1. Michigan, Wisconsin, Ohio, Indiana, Illinois, Kentucky;
16. Prairie States
  - 16.1. Minnesota, Missouri, Iowa, North Dakota, South Dakota, Nebraska;
17. Northwest
  - 17.1. Washington, Alaska, Oregon, Montana, Idaho, Wyoming; and
18. Southwest
  - 18.1. California, Nevada, Utah, Arizona, Hawaii.

## **How do I start a Chapter?**

Members can form two types of chapter: Local and Virtual. Members residing or working in a given state, county, municipality, or a regional or metropolitan area can form a local chapter. Members may join or form virtual chapters that are not tied to any geographic region. There are five steps to forming Local Chapter:

1. The chapter there needs to have at least ten members.
2. The members have to formulate bylaws consistent with the National bylaws.
3. The members have to convene a first meeting and operate for the stated purpose of BMX
4. The members have to elect its officers.
5. Upon meeting these requirements the chapter has be chartered by the National organization.

Because of the newness of virtual chapters there are no procedures, as of yet, on how to form a Virtual Chapter. In the meantime, a taskforce of up to 10 BMX members will be appointed by the BMX President, with the advice and consent of the Board, to advise the Board on recommended policies and any necessary bylaws changes on virtual chapters and related matters.

## **What do Chapters do?**

Chapters may develop policies and programs of according to its member's interests so long as such policies and programs are not contrary to those enacted by the national bylaws. Generally chapter coordinate and execute Weekly Weekend Forums, develop community forums, host BMX National events, and develop direct actions as they determine.

## **Who is a Member of BMX Chapters?**

There are two levels of membership: Member and Core (Voting) Member. Any person who subscribes to BMX's purpose can become a member of BMX. Any person who subscribes to BMX's purpose *and pays dues* is called a core member. All members of Chapters of BMX are members of the National organization. BMX members who meet the chapter dues and length-of-membership requirements are given voting privileges in the election of chapter officers, regional officers, and National Board members and are called Voting Members. Voting Members, however, can only be voting members of one chapter and one region.

## **What is a Development Committee?**

Development Committees are the central decision-making bodies of all chapters. Each member of the Development Committee is either a Chapter Leader or a Chapter Leader In-Training. BMX operated under the philosophy of Shared Leadership. The concept of Shared Leadership means... Within BMX chapters there is no single leader; no one Brother is in charge over and above any other Brother.

The Development Committee makes all the decisions...the process is transparent...

The Development Committee is also required to develop monthly team building activities. The National Coordinator can offer technical assistance to do.

The Development committee is responsible for the daily operation of the chapter. This includes managing the budget and fundraising, local marketing, planning social events, local partnership development, Weekend Weekly Forums and making sure fulfilling the CTCA trainings for the DC leadership and the participating men at large. Working with National the Development Committee actions and decisions are the key to the long-term sustainability of the chapter.

## What are the CTCA Training Requirements?

In order for a Development Committee (DC) to be functioning well its Chapter Leaders must be trained in CTCA. Deploying CTCA methodology and its framework for DC business and planning must be second nature for all Chapter Leaders. To that end the DC must engage in training. Chapter Leaders can receive trainings at any Chapter or Regional location that is hosting CTCA training. The Chapter Leader is required to personally coordinate all arrangements travel, lodging etc, with the host location. Be aware, however, that CTCA training hosts have the right, for any reason, to limit or cap the number of training participants. To host an CTCA training the DC should contact the National Coordinator and schedule time or check the CTCA Training Calendar at [bmxnatinional.org/ctcatrainingcalendar](http://bmxnatinional.org/ctcatrainingcalendar).

### Training Requirements for Incubating Development Committees

If a chapter is in the incubation phase the initial DC attend a 3-day weekend CTCA training within 3 months of the first official meeting. (At this point no matter what the past training history or DC experience of the initial group is, everyone is identified as Chapter Leaders In-Training.) For the next 2 years DCs of incubating chapters are required to attend two 3-day weekend CTCA training and two 6-day week CTCA trainings each year, for a total of 4 CTCA trainings a year. The trainings should be spaced out so that they occur once a quarter over a calendar year. After 3 years an incubating development committee is considered established.

### *Example Training Calendar for Incubating Development Committees*

Year	Year 1											
Month	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Nov.	Dec.	
Chapter Leaders In-Training					National Leaders Retreat	3-day weekend CTCA trainings			3-day weekend CTCA trainings			
Year	Year 2											
Month	Jan.	Feb	March	April	May	June	July	Aug.	Sept.	Nov.	Dec.	
Chapter Leaders In-Training	6-day weekend CTCA trainings		6-day weekend CTCA trainings		National Leaders Retreat	3-day weekend CTCA trainings			3-day weekend CTCA trainings			
Year	Year 3											
Month	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Nov.	De c.	
Chapter Leaders In-Training		6-day weekend CTCA trainings		3-day weekend CTCA trainings	National Leaders Retreat		6-day weekend CTCA trainings			3-day weekend CTCA trainings		

In this scenario the DC has its first official meeting in April .

### Training Requirements for Established Development Committees

An established DC must also engage in training. Each year an established DC must attend 2 3-day weekend CTCA trainings: one in the Spring and one in Winter. When a DC takes on a Chapter Leader In-Training the Chapter Leader In-Training in addition to attending any and all DC trainings on the DC calendar the CLI-T must attend an additional 3-day weekend CTCA training within 3 months for their official start with the DC and a 6-day week CTCA trainings 3 months later.

*Example Training Calendar for Established Development Committees*

	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Nov.	Dec.
Chapter Leaders			3-day weekend CTCA trainings		National Leaders Retreat				3-day weekend CTCA trainings		
Chapter Leaders In-Training			3-day weekend CTCA trainings	3-day weekend CTCA trainings	National Leaders Retreat	6-day weekend CTCA trainings			3-day weekend CTCA trainings		

In this scenario the Chapter Leader In-Training joins the DC in February and fulfills his extra training requirements in April and June (indicated by gray-filled boxes).

## How does a Brother become a Chapter Leader?

Only voting members of a chapter Local or Virtual, in good standing, is eligible to become a chapter leader.

To become a chapter leader a Brother must:

3. Be part of the inaugural group of brothers that initially organize a chapter; or
4. Be nominated by a written processed develop and agreed to by the entire chapter membership;
5. After nomination the nominated Brother should:
  - 5.1. Apply to the chapter development committee using the BMX Chapter Volunteer Common Application
  - 5.2. Have an interview with the Development Committee
  - 5.3. Have an interview with the National Coordinator<sup>1</sup>
6. If the Brother is accepted:
  - 6.1. Sign a Conflict of Interest statement
  - 6.2. Sign a Non-disclosure Agreement
  - 6.3. Sign a Financial and Accounting Confidentiality Agreement
  - 6.4. Sign an agreement to honor the chapter bylaws
  - 6.5. Complete the Chapter Leader CTCA Training Plan
  - 6.6. Submit copies of documents named in 4.1 - 4.5 to the Chapter Secretary who will then submit them to the Regional Secretary and the National Coordinator.

Once a Brother is nominated, applied, interviewed, and has been accepted by the chapter Development Committee that person is now a Chapter Leader In-Training (CLI-T). CLI-T's have yet to complete the two required trainings. CLI-T's will need to be available for two CTCA trainings to occur over the next six months. One of the trainings will occur over a three day weekend. The other training will take place over six days in one week. CLI-T's should indicate their training plans on the Chapter Leader CTCA Training Plan.

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<sup>1</sup> The interview with the National Coordinator, is purely informational, and has no influence on the decision to accept or reject and remove any bias or appearance of bias its content is not shared with the Development Committee.

# How does a Chapter Conduct a Weekly Weekend Forum or WWF?

## 1. Up to 10 Days Before the Forum

- 1.1. Planning Session
  - 1.1.1. Select a topic.
    - 1.1.1.1. Topics are selected to promote the BMX mission and vision.
  - 1.1.2. Compile potential teaser questions
    - 1.1.2.1. Questions are crafted to attract participants and to engender transformational discussions.
  - 1.1.3. Choose up to six questions
    - 1.1.3.1. Questions are crafted to develop a dialogue trajectory and through-line
  - 1.1.4. Select a Facilitator

## 2. Up to 5 Days Before the Forum

- 2.1. Craft a mass chapter email that includes:
  - 2.1.1. A summary of the last WWF
  - 2.1.2. The topic and teaser questions for the next WWF
  - 2.1.3. A request for donations of food for the repast
  - 2.1.4. A request for monetary donations for the chapter in general
  - 2.1.5. A highlight and link to BMXNational.org
  - 2.1.6. Links to all of the chapters social media
  - 2.1.7. Links to all of the National Office's social media
  - 2.1.8. Any relevant and important National, Regional, or Chapter business meetings, financial information, and trainings, leadership changes, or news in general.

## 3. Day of the Forum

- 3.1. Forum
  - 3.1.1. Meet and Greet
    - 3.1.1.1. No guests/members should be left in the meeting space alone
    - 3.1.1.2. Chapter hosts should interact with guests/members from the first instance of the appearance in the meeting space
  - 3.1.2. Opening Affirmation
    - 3.1.2.1. The affirmation focuses on participants.
    - 3.1.2.2. The affirmation establishes a connection between the participants.
  - 3.1.3. Introductions/Check-In
    - 3.1.3.1. Tell the participants that “we are going to do a quick check-in and as people come in to the meeting we will periodically stop during the meeting to do so.”
    - 3.1.3.2. Ask participants for their:
      - 3.1.3.2.1. Tell us your name?
      - 3.1.3.2.2. How did you hear about BMX?
      - 3.1.3.2.3. How long have you been participating in BMX?
      - 3.1.3.2.4. What, if any, expectations do you have for this forum?
  - 3.1.4. Overview of BMX and the term SGL
    - 3.1.4.1. Describe the genesis and history of BMX

- 3.1.4.2. Define the term SGL
- 3.1.4.3. Describe how BMX is different from other organizations
  - 3.1.4.3.1. What distinguishes us from other organizations is our CTCA approach; and our appreciation for Black diversity, particularly Black Male diversity; and we are unapologetic in our love for black people
- 3.1.5. Rules of Engagement
- 3.1.6. Current Events
  - 3.1.6.1. Encourage participants to discuss personal things on their mind related to politics, entertainment, work, social life, health and wellness, etc.
- 3.1.7. Discussion or workshop
- 3.1.8. Critical Incident Questionnaires
- 3.1.9. Community Announcements
- 3.1.10. Donations
  - 3.1.10.1. Have an account for the total amount of money spent to host that particular forum i.e. costs of the food, room rental, equipment rental, etc. and ask for donations to offset those costs.
- 3.1.11. Community Announcements
  - 3.1.11.1. Solicit the participants for any community announcements.
- 3.1.12. Closing Affirmation Circle
- 3.1.13. Repast

#### **4. Same Day Post-Forum**

- 4.1. Debriefing
  - 4.1.1. Chapter leaders should immediately come together and:
    - 4.1.1.1. Evaluate success in meeting the forum objectives
    - 4.1.1.2. Identify positive aspects of the facilitation
    - 4.1.1.3. Discuss ideas to make the facilitation better

#### **5. Up to 3 Days After the Forum**

- 5.1. Upload new participant names to the MailChimp database
- 5.2. Edit participant information already in the MailChimp database
- 5.3. Send out Welcome Letters to all 1<sup>st</sup> time forum participants
- 5.4. Send out Missed Presence Letters to all forum participants who have missed 2 or more consecutive WWFs
- 5.5. Submit a Weekend Forum Demographic Report [<http://bit.ly/wwfdemographicreport>]

#### **What is a Chapter Leader?**

All persons elected to leadership positions in the chapter must be members of BMX. Chapters Leaders inspire, organize, mentor, and lead. Chapter leaders may be the inaugural group of brothers that initially organize a chapter. Or in well established chapter they may arise from leadership turnover. A chapter leader is a man who serves on the Development Committee. Chapter Leaders can come from an open call or by a nominating process. Each chapter should

which process works best for them keeping in mind that BMX operates on a shared leadership model which is based on honesty, truthfulness, about processes. Chapter Leaders are expected to serve in the following ways:

1. **Volunteer hours/week:**
  - 1.1. Be available to donate 15 hours/week for well established chapters and 20-25 hours/week for incubating chapters.
2. **Trainings:**
  - 2.1. Be available for two CTCA trainings a year
    - 2.1.1. One training will be over a three day weekend
    - 2.1.2. Another training will be over a six day week
3. **Weekend Weekly Forums:**
  - 3.1. Be able to attend 90% of the WWFs (i.e. out 48 WWFs/year, attend 43)
4. **Email:**
  - 4.1. Check and answer email daily
5. **Phone:**
  - 5.1. Be available by phone for an at least 1 hour long meeting per week with National
6. **Meetings:**
  - 6.1. Be available for a 1.5 hour local chapter planning meeting for at least 2x/month
7. **Facilitation:**
  - 7.1. Be available and able to facilitate at least 4 WWFs
8. **Group Inventory:**
  - 8.1. Be available to participate in a 2 hour group inventory meeting with the BMX CEO at least every 2 months.
9. **Hosting:**
  - 9.1. Be willing to engage in hosting duties as needed.
10. **Public interaction:**
  - 10.1. Be willing and able to have name, face, and email officially publically associated with BMX
  - 10.2. Be willing and able to answers questions from the media and individuals about BMX
11. **Dues:**
  - 11.1. Be willing and able to pay dues of a minimum of \$10/month (\$5 of which goes to the chapter and \$5 to National)
    - 11.1.1. This amount could be set higher by the local chapter Development Committee

# What is Transformational Group Facilitation?

## *Transformational Group Facilitation Process*

Generally, group discussions are led with a typical ‘rap style’ approach to facilitation. With ‘rap style’ the facilitator's goal is to make sure everyone has opportunity to express their views on the chosen topic. For CTCA, the style of facilitation used for group discussion is called “Transformational Facilitation.” Transformational Facilitation is a technique that uses specific strategies to provoke critical thinking, focus and deep group engagement of the chosen topic. Differently from rap style, which is more of a loose, free-for-all approach to dialogue, transformational facilitation actively guides the discussion toward the intended goal of fostering individual and group revelation, personal-educational story-telling and critical thought among participants. Successful transformational facilitation elicits personal “gems” from participants that manifest the CTCA goal of creating Black male space for authentic, fearless peer group dialogue. (Gems are group relevant structural, cultural or interpersonal experiences or revelations expressed by a peer that motivate reflection and deeper connection to the group’s [CTCA] purpose). Because Transformational Facilitation relies on individual “gems” to drive the dialogue, the discussion is not necessarily dependent on everyone speaking in the group. The substance and process becomes more important than that everyone pontificates on the topic. The facilitator actively utilizes natural peer leadership ability among group members to “lead from the inside out” and articulate typically repressed issues about Black male life, challenges and experience.

The following protocols provide guidance on how to interact with the group, conveying an attitude that encourages sharing and caring among group participants.

1. Make sure you are familiar with the topic, especially the questions.
2. Never pass judgment on a participant's actions or words. Ensure that your comments, responses and body language are supportive or, at least, neutral at all times.
3. Redirect or respond to judgments passed by other participants in ways that communicate that judging is not acceptable, but that are not demeaning to the participant.
4. Keep the process focus on the issues at-hand, unless as a group the participants want to discuss a related, emerging topic. Have objectives for each session. Be flexible, but try to meet the objectives.
5. If an individual tries to dominate the group, enlist the group's help (particularly the Development Committee members) in bringing the discussion back on track. Recognize that the individual is trying to get his/her needs met and that is important to the group, but it is not the only purpose.
6. Avoid confrontations that are unproductive. Deal with group dynamic problems with "I messages" (e.g., "I feel sad when you say that" rather than "You have no right to say that").

7. Material presented will be quite explicit and detailed. Always present it calmly and matter-of-factly. If participants are showing any discomfort, acknowledge that many of us are not used to talking so frankly about the topic, and that one of the group's goals is to become comfortable talking about it so that we can evaluate our own behaviors and change them.
8. The Chapter Leaders present should do everything in their power to monitor the group process, the group dynamic, the facilitation process, and group 'temperature' and be prepared to step in to change course, support the facilitator, or moderate conflict.

## **How are National Officers and the Board of Directors Elected?**

Elections are conducted under the supervision of the Nominating Committee for the Election of Officers. One member from each region forms the Nominating Committee for the Election of Officers. The Nominating Committee is in charge of the officer and director's election procedures. The Nominating Committee doesn't endorse an individual officer or director ticket but does:

1. Publicize and distribute, in an every-member BMX publication, information on the deadlines for submission of nominations and officer ticket information.
2. Accept officer ticket nominations from members.
3. Determine if each nominee meets the qualifications as described in the bylaws.
4. Provide uniform information sheets to be submitted by the officer tickets.
5. Assume responsibility for the distribution of information on all eligible officer tickets.
6. Publish and distribute officer ticket information in an every-member BMX publication at least thirty days before the Conference.

# APPENDIX

# **BMX Chapter Annual Registration Form**



# BMX CHAPTER ANNUAL REGISTRATION



Please complete this accurately, giving as many details as possible.

Please ensure the finished form is printed out, dated and returned by the due date to the address or email address given. We are unable to accept incomplete forms.

Please either type directly in this form using *Microsoft Word* or print out and complete the form in ink and LEDGIBLY.

1. Attach all applications of the current Chapter Leaders.

2. Attach all Chapter Leader's CTCA Training Plans

3. Chapter Secretary

Full name: \_\_\_\_\_

Phone on-site: \_\_\_\_\_

Email: \_\_\_\_\_

4. Chapter Treasurer and Co-Treasurer

Treasurer Full name: \_\_\_\_\_

Treasurer Phone Number: \_\_\_\_\_

Co-Treasurer Full name: \_\_\_\_\_

Co-Treasurer Phone Number: \_\_\_\_\_

5. Weekly Weekend Forum Meeting Location

If your chapter rotates between multiple locations please include information for each location.

Location 1

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

State: \_\_\_\_\_

City: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone on-site: \_\_\_\_\_

Sponsoring Org: \_\_\_\_\_



# BMX CHAPTER ANNUAL REGISTRATION



## Location 2

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

State: \_\_\_\_\_

City: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone on-site: \_\_\_\_\_

Sponsoring Org: \_\_\_\_\_

## Location 3

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

State: \_\_\_\_\_

City: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone on-site: \_\_\_\_\_

Sponsoring Org: \_\_\_\_\_

## 6. Business Meeting Location

If your chapter rotates between multiple locations please include information for each location.

### Location 1

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

State: \_\_\_\_\_

City: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone on-site: \_\_\_\_\_

Sponsoring Org: \_\_\_\_\_



# BMX CHAPTER ANNUAL REGISTRATION



## Location 2

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

State: \_\_\_\_\_

City: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone on-site: \_\_\_\_\_

Sponsoring Org: \_\_\_\_\_

## Location 3

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

State: \_\_\_\_\_

City: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone on-site: \_\_\_\_\_

Sponsoring Org: \_\_\_\_\_

## 7. Financial Information:

What is your Chase Bank Account number?

\_\_\_\_\_

What is your Chase Bank Routing number?

\_\_\_\_\_



### 8. Social Media:

<u>Service</u>	<u>Username</u>	<u>Password</u>	<u>URL</u>
Gmail (blackMen'sxchangeCITY)			
Twitter			
Facebook			
Tumblr			
Adam4Adam			
YouTube			

### 9. Web-based Services:

<u>Service</u>	<u>Username</u>	<u>Password</u>	<u>URL</u>
Conference Call number (Rondee)			
Blogspot			
Google Books			
GoogleDocs			
Google Calendar			
Google Videos			
Picassa			
Skype			
Bitly			
Box			
DropBox			
PayPal			



## 10. Chapter Member-wide CTCA Trainings

### Planned Trainings

Training Type		1 <sup>st</sup> Training	2 <sup>nd</sup> Training	3 <sup>rd</sup> Training	4 <sup>th</sup> Training
<b>3-day Weekend</b>	Date				
	Location				
	Master Trainers				
<b>6-day Week</b>	Date				
	Location				
	Master Trainers				

### Completed Trainings

Training Type		1 <sup>st</sup> Training	2 <sup>nd</sup> Training	3 <sup>rd</sup> Training	4 <sup>th</sup> Training
<b>3-day Weekend</b>	Date				
	Location				
	Master Trainers				
<b>6-day Week</b>	Date				
	Location				
	Master Trainers				



# BMX CHAPTER ANNUAL REGISTRATION



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Mailing Address (if different from home address):

\_\_\_\_\_  
Street Address 1

\_\_\_\_\_  
Street Address 2

\_\_\_\_\_  
City/Borough

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

Phone/Email:

(\_\_\_\_\_) \_\_\_\_\_

Home Phone

(\_\_\_\_\_) \_\_\_\_\_

Cell Phone

(\_\_\_\_\_) \_\_\_\_\_

Fax

\_\_\_\_\_  
Email

How frequently do you check and answer your email?

1x/week

2-3x/week

1x/day

Several times/day

3. Availability:

What are total numbers of hours per week that you are prepared to volunteer?

8-10 hours/week

11-14 hours/week

15-20 hours/week

Other \_\_\_\_\_ hours/week

When are you available to volunteer?

Monday at \_\_\_\_\_

Tuesday at \_\_\_\_\_

Wednesday at \_\_\_\_\_

Thursday at \_\_\_\_\_

Friday at \_\_\_\_\_

Saturday at \_\_\_\_\_

Sunday at \_\_\_\_\_



**4. What is your personal understanding of the term SGL?**

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**5. Service Commitment**

Please tell us about your expectations about your volunteer service to BMX Chapter leadership and community. Please be detailed.

**1. What do you hope to gain through the volunteer role to which you are applying?**


Are you willing to have your name and email address publically associated with BMX and this Chapter?

Yes       I don't know at this time       No

If chosen to serve on the Development Committee you must pay dues in the amount of a minimum of \$10/month. Are you willing and available to do this?

Yes       I don't know at this time       No

If chosen to serve on the Development Committee you must attend a 4 day leadership retreat (starting on Thursday) in the 2<sup>nd</sup> week of May each year. Are you willing and available to do this?

Yes       I don't know at this time       No

If chosen to serve on the Development Committee you must attend two mandatory CTCA trainings; the first within 3 months of your start date and the second within 6 months of your start? One training will be over a weekend and the other training will be over a week. Are you willing and available to do this?

Yes       I don't know at this time       No



Your answers to the next questions will have **no impact** on the decision to accept or reject your nomination to the Development Committee.

**Which kinds of cell phone do you use (use regularly to produce personal or professional work) and comfortable using?**

- Android cell phone       iPhone       Blackberry       Windows Phone   
Don't own a smart phone       Don't own a cell phone

**What technology are you very familiar with (use regularly to produce personal or professional work) and comfortable using?**

- Microsoft Windows based desktop       Microsoft Windows based laptop   
Apple OS based desktop       Apple OS based laptop   
iPad       Android tablet

**What software are you very familiar with (use regularly to produce personal or professional work) and comfortable using?**

- Microsoft Windows Vista       Microsoft Windows 7       Macbook Pro       Microsoft Word   
Microsoft Excel       Microsoft PowerPoint       OpenOffice Writer       OpenOffice Impress   
OpenOffice Draw       OpenOffice Calc       OpenOffice Base       Adobe Acrobat   
Adobe Illustrator       Adobe Photoshop       Adobe InDesign       Adobe Flash Professional   
Adobe Flash Builder       Adobe Dreamweaver       Adobe Fireworks       Adobe Premiere   
Adobe After Effects       Adobe Audition       HTML 5       WordPress   
Drupal       Quark Xpress       ColdFusion Markup Language       Ruby on Rails   
Python       Perl       Java       PHP   
Microsoft ASP.NET       GNU/Linux       C++       Sun Solaris   
Open Source Wikis       Joomla       Drupal       Wordpress   
Source Code Editors

**What accounting skills are you very familiar with (use regularly to produce personal or professional work) and comfortable using?**

- |   |   |  |  |
|---|---|--|--|
| Accounting <input type="checkbox"/>           | Bookkeeping <input type="checkbox"/>                    | Cash flow forecasting <input type="checkbox"/>     | Double-entry system <input type="checkbox"/>   |
| Forensic accounting <input type="checkbox"/>  | Fund accounting <input type="checkbox"/>                | Management accounting <input type="checkbox"/>     | Tax (U.S.) accounting <input type="checkbox"/> |
| Balance Sheet <input type="checkbox"/>        | Cash flow statement <input type="checkbox"/>            | Income statement <input type="checkbox"/>          | Cost accounting <input type="checkbox"/>       |
| Financial accounting <input type="checkbox"/> | Statement of retained earnings <input type="checkbox"/> | Mark-to-market accounting <input type="checkbox"/> |  |

**What health skills are you very familiar with (use regularly to produce personal or professional work) and comfortable using?**

- |   |  |   |  |
|---|--|---|--|
| Genetics <input type="checkbox"/>                       | Geriatric <input type="checkbox"/>                       | Holistic <input type="checkbox"/>                         | Home health <input type="checkbox"/>                               |
| Infection control <input type="checkbox"/>              | Infectious disease <input type="checkbox"/>              | Legal medicine <input type="checkbox"/>                   | Maternal-child <input type="checkbox"/>                            |
| Medical-surgical <input type="checkbox"/>               | Hospice <input type="checkbox"/>                         | Obstetrical <input type="checkbox"/>                      | Occupational health <input type="checkbox"/>                       |
| Oncology <input type="checkbox"/>                       | Orthopaedic <input type="checkbox"/>                     | Ostomy <input type="checkbox"/>                           | Pulmonary <input type="checkbox"/>                                 |
| Quality improvement <input type="checkbox"/>            | Radiology <input type="checkbox"/>                       | Rehabilitation <input type="checkbox"/>                   | Renal <input type="checkbox"/>                                     |
| Telephone triage <input type="checkbox"/>               | Transplantation <input type="checkbox"/>                 | Trauma <input type="checkbox"/>                           | Travel health <input type="checkbox"/>                             |
| Surgical <input type="checkbox"/>                       | Telephone triage <input type="checkbox"/>                | Urology <input type="checkbox"/>                          | Wound care <input type="checkbox"/>                                |
| School nursing <input type="checkbox"/>                 | Telenursing <input type="checkbox"/>                     | Neuro-surgical <input type="checkbox"/>                   | Nursing informatics <input type="checkbox"/>                       |
| Psychology <input type="checkbox"/>                     | Psychiatry <input type="checkbox"/>                      | Neonatal <input type="checkbox"/>                         | Palliative care <input type="checkbox"/>                           |
| Pediatric <input type="checkbox"/>                      | Critical care <input type="checkbox"/>                   | Surgical <input type="checkbox"/>                         | Telenursing <input type="checkbox"/>                               |
| Medical case management <input type="checkbox"/>        | Ambulatory care <input type="checkbox"/>                 | Burn nursing <input type="checkbox"/>                     | Cardiac <input type="checkbox"/>                                   |
| Environmental health nursing <input type="checkbox"/>   | Flight nursing <input type="checkbox"/>                  | Forensic nursing <input type="checkbox"/>                 | Gastroenterology <input type="checkbox"/>                          |
| Substance abuse counselling <input type="checkbox"/>    | Emergency <input type="checkbox"/>                       | Licensed Professional Counsellor <input type="checkbox"/> | Community health nursing <input type="checkbox"/>                  |
| Psychiatric or mental health <input type="checkbox"/>   | Public health nursing <input type="checkbox"/>           | License Clinical Social Worker <input type="checkbox"/>   | Licensed Clinical Professional Counsellor <input type="checkbox"/> |
| Immunology and allergy nursing <input type="checkbox"/> | Military and uniformed services <input type="checkbox"/> |   |  |

**What legal areas are you very familiar with (use regularly to produce personal or professional work) and comfortable doing work in?**

- |  |  |  |   |
|--|--|--|---|
| Criminal law <input type="checkbox"/>        | Civil law <input type="checkbox"/>           | Personal injury law <input type="checkbox"/>       | Family court law <input type="checkbox"/>           |
| Immigration law <input type="checkbox"/>     | Insurance law <input type="checkbox"/>       | Real estate law <input type="checkbox"/>           | Tax law <input type="checkbox"/>                    |
| Divorce law <input type="checkbox"/>         | Court appointed law <input type="checkbox"/> | Injury law <input type="checkbox"/>                | Employment law <input type="checkbox"/>             |
| Denial of claim law <input type="checkbox"/> | Estate law <input type="checkbox"/>          | Brain injury law <input type="checkbox"/>          | Environmental law <input type="checkbox"/>          |
| Music industry law <input type="checkbox"/>  | Entertainment law <input type="checkbox"/>   | Copyright law <input type="checkbox"/>             | Commercial real estate law <input type="checkbox"/> |
| Military law <input type="checkbox"/>        | Disability law <input type="checkbox"/>      | Worker's compensation law <input type="checkbox"/> | Paralegal work <input type="checkbox"/>             |

**What other areas are you very familiar with (use regularly to produce personal or professional work) and comfortable doing work in?**

- |   |  |  |  |
|---|--|--|--|
| History <input type="checkbox"/>                          | Linguistics <input type="checkbox"/>                               | Religion <input type="checkbox"/>                                    | Visual arts <input type="checkbox"/>                   |
| Literature <input type="checkbox"/>                       | Social sciences <input type="checkbox"/>                           | Anthropology <input type="checkbox"/>                                | Archaeology <input type="checkbox"/>                   |
| Performing arts <input type="checkbox"/>                  | Geography <input type="checkbox"/>                                 | Political science <input type="checkbox"/>                           | Psychology <input type="checkbox"/>                    |
| Philosophy <input type="checkbox"/>                       | Sociology <input type="checkbox"/>                                 | Natural sciences <input type="checkbox"/>                            | Social work <input type="checkbox"/>                   |
| Transportation <input type="checkbox"/>                   | Physics <input type="checkbox"/>                                   | Engineering <input type="checkbox"/>                                 | Law <input type="checkbox"/>                           |
| Divinity <input type="checkbox"/>                         | Real Estate <input type="checkbox"/>                               | Education <input type="checkbox"/>                                   | Chemistry <input type="checkbox"/>                     |
| Cultural and ethnic studies <input type="checkbox"/>      | Evaluation <input type="checkbox"/>                                | Survey Design <input type="checkbox"/>                               | Mathematics <input type="checkbox"/>                   |
| Business <input type="checkbox"/>                         | Architecture and Design <input type="checkbox"/>                   | Statistics <input type="checkbox"/>                                  | Systems science <input type="checkbox"/>               |
| Professions and Applied sciences <input type="checkbox"/> | Agriculture <input type="checkbox"/>                               | Economics <input type="checkbox"/>                                   | Health science <input type="checkbox"/>                |
| Gender and sexuality studies <input type="checkbox"/>     | Space science <input type="checkbox"/>                             | Environmental studies and Forestry <input type="checkbox"/>          | Family and consumer science <input type="checkbox"/>   |
| Logic <input type="checkbox"/>                            | Executive Management <input type="checkbox"/>                      | Organizational psychology <input type="checkbox"/>                   | Personal coaching <input type="checkbox"/>             |
| Earth sciences <input type="checkbox"/>                   | Life sciences <input type="checkbox"/>                             | Computer sciences <input type="checkbox"/>                           | Library and museum studies <input type="checkbox"/>    |
| Military sciences <input type="checkbox"/>                | Public administration <input type="checkbox"/>                     | Community Organizing <input type="checkbox"/>                        | Political campaign management <input type="checkbox"/> |
| Polling <input type="checkbox"/>                          | Human physical performance and recreation <input type="checkbox"/> | Journalism, media studies and communication <input type="checkbox"/> |  |

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## BMX Confidentiality Agreement

It is understood and agreed to that the information set forth below and otherwise provided directly or indirectly by BMX, AmASSI or Cleo Manago to the Recipient contains confidential and proprietary information concerning BMX and AmASSI and its financial and accounting information (the “Confidential Information”). As a condition to receiving the Confidential Information, the Recipient hereby agrees as follows:

1. The Confidential Information includes without limitation the following:
  - a. Invention description(s), technical and business information relating financial accounts, instruments of financial transactions, credit cards, bank accounts, investment accounts, stocks, bonds, and other financial instruments regardless of whether such information is designated as “Confidential Information” at the time of its disclosure.
2. Those hearing, receiving and/or obtaining the Confidential Information shall not disclose the Confidential Information to any third party or use for any purpose any part of the Confidential Information disclosed.
3. This Agreement states the entire agreement between the parties concerning the disclosure of Confidential Information. Any addition or modification to this Agreement must be made in writing and signed by the parties.
4. If any of the provisions of this Agreement are found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provision(s) shall be deemed modified to the limited extent required to permit enforcement of the Agreement as a whole. The parties agree that monetary damages may not be sufficient to compensate Cleo Manago for a breach of this Agreement and accordingly agree that Cleo Manago shall have the right to seek injunctive relief for any breach of the Agreement.
5. This Agreement is governed by the laws of the states of New York, California, Maryland and Washington D.C.

**WHEREFORE, the parties acknowledge that they have read and understand this Agreement and voluntarily accept the duties and obligations set forth herein.**

**Recipient of Confidential Information:**

**Discloser of Confidential Information:**

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date



# BMX Financial and Accounting Confidentiality Agreement

It is understood and agreed to that the information set forth below and otherwise provided directly or indirectly by BMX, any entity doing business in the name of BMX, AmASSI or Cleo Manago to the Recipient contains confidential and proprietary information concerning BMX and AmASSI and its financial and accounting information (the “Confidential Information”). As a condition to receiving the Confidential Information, the Recipient hereby agrees as follows:

1. The Confidential Information includes without limitation the following:
  - a. Invention description(s), technical and business information relating financial accounts, instruments of financial transactions, credit cards, bank accounts, investment accounts, stocks, bonds, and other financial instruments regardless of whether such information is designated as “Confidential Information” at the time of its disclosure.
2. Those hearing, receiving and/or obtaining the Confidential Information shall not disclose the Confidential Information to any third party or use for any purpose any part of the Confidential Information disclosed.
3. This Agreement states the entire agreement between the parties concerning the disclosure of Confidential Information. Any addition or modification to this Agreement must be made in writing and signed by the parties.
4. If any of the provisions of this Agreement are found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provision(s) shall be deemed modified to the limited extent required to permit enforcement of the Agreement as a whole. The parties agree that monetary damages may not be sufficient to compensate Cleo Manago for a breach of this Agreement and accordingly agree that Cleo Manago shall have the right to seek injunctive relief for any breach of the Agreement
5. This Agreement is governed by the laws of the states of New York, California, Maryland and Washington D.C.

**WHEREFORE, the parties acknowledge that they have read and understand this agreement and voluntarily accept the duties and obligations set forth herein.**

**Recipient of Confidential Information:**

**Discloser of Confidential Information:**

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date

## BMX Conflict of Interest Policy

It is in the best interest of Black Men's Xchange National and its Chapters to be aware of and properly manage all conflicts of interest and appearances of a conflict of interest. This conflict of interest policy is designed to help directors, officers, employees and volunteers of the Black Men's Xchange National and its Chapters identify situations that present potential conflicts of interest and to provide Black Men's Xchange National and its Chapters with a procedure to appropriately manage conflicts in accordance with legal requirements and the goals of accountability and transparency in Black Men's Xchange National and its Chapters' operations.

1. **Conflict of Interest Defined.** In this policy, a person with a conflict of interest is referred to as an "interested person." For purposes of this policy, the following circumstances shall be deemed to create a Conflict of Interest:
  - a. A director, officer, employee or volunteer, including a board member (or family member of any of the foregoing) is a party to a contract, or involved in a transaction with Black Men's Xchange National or its Chapters for goods or services.
  - b. A director, officer, employee or volunteer, (or a family member of any of the foregoing) has a material financial interest in a transaction between Black Men's Xchange National or its Chapters and an entity in which the director, officer, employee or volunteer, or a family member of the foregoing, is a director, officer, agent, partner, associate, employee, trustee, personal representative, receiver, guardian, custodian, or other legal representative.
  - c. A director, officer, employee or volunteer, (or a family member of the foregoing) is engaged in some capacity or has a material financial interest in a business or enterprise that competes with Black Men's Xchange National or its Chapters.

Other situations may create the *appearance of a conflict*, or present a *duality of interests* in connection with a person who has influence over the activities or finances of the nonprofit. All such circumstances should be disclosed to the board or staff, as appropriate, and a decision made as to what course of action the organization or individuals should take so that the best interests of the nonprofit are not compromised by the personal interests of stakeholders in the nonprofit.

Gifts, Gratuities and Entertainment. Accepting gifts, entertainment or other favors from individuals or entities can also result in a conflict or duality of interest when the party providing the gift/entertainment/favor does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the interested person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of Black Men's Xchange National or its Chapters.

### 2. Definitions.

- a. A "Conflict of Interest" is any circumstance described in Part 1 of this Policy.
- b. An "Interested Person" is any person serving as an officer, employee or member of the Board of Directors of Black Men's Xchange National or its Chapters, a member of a chapter Developmental Committee, or a major donor to Black Men's Xchange National or its

Chapters or anyone else who is in a position of control over Black Men's Xchange National or its Chapters who has a personal interest that is in conflict with the interests of Black Men's Xchange National or its Chapters.

- c. A "Family Member" is a spouse, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of an interested person.
- d. A "Volunteer" is anyone who has completed a volunteer application with Black Men's Xchange National or its Chapters including all members of the local Chapter Development Committee.
- e. A "Material Financial Interest" in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect an Interested Person's or Family Member's judgment with respect to transactions to which the entity is a party.
- f. A "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods or services, the providing or receipt of a loan or grant, the establishment of any other type of financial relationship, or the exercise of control over another organization. The making of a gift to Black Men's Xchange National or its Chapters is not a Contract or Transaction.

### 3. **Procedures.**

- a. Prior to board or development committee action on a Contract or Transaction involving a Conflict of Interest, a director or development committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting. If board members are aware that staff or other volunteers have a conflict of interest, relevant facts should be disclosed by the board member or by the interested person him/herself if invited to the board meeting as a guest for purposes of disclosure.
- b. A director or development committee member who plans not to attend a meeting at which he or she has reason to believe that the board or development committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
- c. A person who has a Conflict of Interest shall not participate in or be permitted to hear the board's or development committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
- d. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote.
- e. The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting. For

purposes of this paragraph, a member of the Board of Directors of Black Men's Xchange National or its Chapters' Development Committees has a Conflict of Interest when he or she stands for election as an officer or committee member or for re-election as a member of the Board of Directors or a Chapters' Development Committee.

- f. Interested Persons who are not members of the Board of Directors of Black Men's Xchange National or its Chapters, or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board or development committee action, shall disclose to their supervisor, or the Chair, or the Chair's designee, any Conflict of Interest that such Interested Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Interested Person. The Interested Person shall refrain from any action that may affect Black Men's Xchange National or its Chapter's participation in such Contract or Transaction.

In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to his or her supervisor or the Chair or the Chair's designee, who shall determine whether full board discussion is warranted or whether there exists a Conflict of Interest that is subject to this policy.

4. **Confidentiality.** Each director, officer, employee and volunteer shall exercise care not to disclose confidential information acquired in connection with disclosures of conflicts of interest or potential conflicts, which might be adverse to the interests of Black Men's Xchange National or its Chapters . Furthermore, directors, officers, employees and volunteers shall not disclose or use information relating to the business of Black Men's Xchange National or its Chapters for their personal profit or advantage or the personal profit or advantage of their Family Member(s).

5. **Review of policy.**

- a. Each director, officer, employee and volunteer shall be provided with and asked to review a copy of this Policy and to acknowledge in writing that he or she has done so.
- b. Annually each director, officer, employee and volunteer shall complete a disclosure form identifying any relationships, positions or circumstances in which s/he is involved that he or she believes could contribute to a Conflict of Interest. Such relationships, positions or circumstances might include service as a director of or consultant to another nonprofit organization, or ownership of a business that might provide goods or services to Black Men's Xchange National or its Chapters. Any such information regarding the business interests of a director, officer, employee or volunteer, or a Family Member thereof, shall be treated as confidential and shall generally be made available only to the Chief Executive Officer, Chief Operations Officer, and any committee appointed to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.
- c. This policy shall be reviewed annually by each member of the Board of Directors, Chief Executive Officer, and the Chief Operations Officer. Any changes to the policy shall be communicated to all staff and volunteers.

It is in the best interest of Black Men's Xchange National and its Chapters to be aware of and properly manage all conflicts of interest and appearances of a conflict of interest. This conflict of interest policy is designed to help directors, officers, employees and volunteers of the Black Men's Xchange National and its Chapters identify situations that present potential conflicts of interest and to provide Black Men's Xchange National and its Chapters with a procedure to appropriately manage conflicts in accordance with legal requirements and the goals of accountability and transparency in Black Men's Xchange National and its Chapters' operations.

2. **Conflict of Interest Defined.** In this policy, a person with a conflict of interest is referred to as an "interested person." For purposes of this policy, the following circumstances shall be deemed to create a Conflict of Interest:
- d. A director, officer, employee or volunteer, including a board member (or family member of any of the foregoing) is a party to a contract, or involved in a transaction with Black Men's Xchange National or its Chapters for goods or services.
  - e. A director, officer, employee or volunteer, (or a family member of any of the foregoing) has a material financial interest in a transaction between Black Men's Xchange National or its Chapters and an entity in which the director, officer, employee or volunteer, or a family member of the foregoing, is a director, officer, agent, partner, associate, employee, trustee, personal representative, receiver, guardian, custodian, or other legal representative.
  - f. A director, officer, employee or volunteer, (or a family member of the foregoing) is engaged in some capacity or has a material financial interest in a business or enterprise that competes with Black Men's Xchange National or its Chapters.

Other situations may create the *appearance of a conflict*, or present a *duality of interests* in connection with a person who has influence over the activities or finances of the nonprofit. All such circumstances should be disclosed to the board or staff, as appropriate, and a decision made as to what course of action the organization or individuals should take so that the best interests of the nonprofit are not compromised by the personal interests of stakeholders in the nonprofit.

Gifts, Gratuities and Entertainment. Accepting gifts, entertainment or other favors from individuals or entities can also result in a conflict or duality of interest when the party providing the gift/entertainment/favor does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the interested person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of Black Men's Xchange National or its Chapters.

## 2. Definitions.

- g. A "Conflict of Interest" is any circumstance described in Part 1 of this Policy.
- h. An "Interested Person" is any person serving as an officer, employee or member of the Board of Directors of Black Men's Xchange National or its Chapters, a member of a chapter Developmental Committee, or a major donor to Black Men's Xchange National or its Chapters or anyone else who is in a position of control over Black Men's Xchange National or its Chapters who has a personal interest that is in conflict with the interests of Black Men's Xchange National or its Chapters.
- i. A "Family Member" is a spouse, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of an interested person.

- j. A "Volunteer" is anyone who has completed a volunteer application with Black Men's Xchange National or its Chapters including all members of the local Chapter Development Committee.
- k. A "Material Financial Interest" in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect an Interested Person's or Family Member's judgment with respect to transactions to which the entity is a party.
- l. A "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods or services, the providing or receipt of a loan or grant, the establishment of any other type of financial relationship, or the exercise of control over another organization. The making of a gift to Black Men's Xchange National or its Chapters is not a Contract or Transaction.

#### 4. Procedures.

- g. Prior to board or development committee action on a Contract or Transaction involving a Conflict of Interest, a director or development committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting. If board members are aware that staff or other volunteers have a conflict of interest, relevant facts should be disclosed by the board member or by the interested person him/herself if invited to the board meeting as a guest for purposes of disclosure.
- h. A director or development committee member who plans not to attend a meeting at which he or she has reason to believe that the board or development committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
- i. A person who has a Conflict of Interest shall not participate in or be permitted to hear the board's or development committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
- j. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote.
- k. The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting. For purposes of this paragraph, a member of the Board of Directors of Black Men's Xchange National or its Chapters' Development Committees has a Conflict of Interest when he or she stands for election as an officer or committee member or for re-election as a member of the Board of Directors or a Chapters' Development Committee.
- l. Interested Persons who are not members of the Board of Directors of Black Men's Xchange National or its Chapters, or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board or development committee action, shall disclose to their supervisor, or the Chair, or the Chair's designee, any Conflict of Interest that such Interested Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Interested Person. The Interested Person shall refrain from any action that may affect Black Men's Xchange National or its Chapter's participation in such Contract or Transaction.

In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to his or her supervisor or the Chair or the Chair's designee, who shall determine whether full board discussion is warranted or whether there exists a Conflict of Interest that is subject to this policy.

6. **Confidentiality.** Each director, officer, employee and volunteer shall exercise care not to disclose confidential information acquired in connection with disclosures of conflicts of interest or potential conflicts, which might be adverse to the interests of Black Men's Xchange National or its Chapters . Furthermore, directors, officers, employees and volunteers shall not disclose or use information relating to the business of Black Men's Xchange National or its Chapters for their personal profit or advantage or the personal profit or advantage of their Family Member(s).
7. **Review of policy.**
  - d. Each director, officer, employee and volunteer shall be provided with and asked to review a copy of this Policy and to acknowledge in writing that he or she has done so.
  - e. Annually each director, officer, employee and volunteer shall complete a disclosure form identifying any relationships, positions or circumstances in which s/he is involved that he or she believes could contribute to a Conflict of Interest. Such relationships, positions or circumstances might include service as a director of or consultant to another nonprofit organization, or ownership of a business that might provide goods or services to Black Men's Xchange National or its Chapters. Any such information regarding the business interests of a director, officer, employee or volunteer, or a Family Member thereof, shall be treated as confidential and shall generally be made available only to the Chief Executive Officer, Chief Operations Officer, and any committee appointed to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.
  - f. This policy shall be reviewed annually by each member of the Board of Directors, Chief Executive Officer, and the Chief Operations Officer. Any changes to the policy shall be communicated to all staff and volunteers.

## BMX Conflict of Interest Disclosure Form

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position (employee/volunteer/trustee): \_\_\_\_\_

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between Black Men's Xchange National and its Chapters and your personal interests, financial or otherwise:

\_\_\_\_\_ I have no conflict of interest to report

\_\_\_\_\_ I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of Black Men's Xchange National and its Chapters.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Opening Circle

The Ritual script may vary, but the theme should always be the affirmation of community, Black men, and healing.

Ask everyone present to stand and clasp each other's hands to form a circle. Pause and call out for people who may be hosting out of the room for any reason, so that they have a chance to join and say:

“As we come together in this space, as Black men who love men, we call upon our ancestors to guide us toward transformation, healing, authenticity and being the best we can be. As we work together toward healing ourselves, each other and our community, let's be present to the great legacy which is our birthright, and of our Brothers and Sisters who are physically no longer with us, and are now ancestors.

Let's remember James Baldwin, Langton Hughes, Ida B. Wells (and whoever participants want to remember). Let's honor our mother, father or any guardian who loved us enough that we are still here. Let's converse, teach, learn, affirm and protect the lives of Black men, and Black people. Let's prepare to be leaders and co-architects of a world in which diverse African descended peoples' humanity; self and community respect, culture, health, and well-being are restored.

Together we say. “Ashe.”

## Closing Affirmation Circle

The Ritual script may vary, but the theme should always be the affirmation of community, ancestors, and Black men and healing.

Ask everyone present to stand and put their arms around each other's shoulders to form a circle. Pause and call out for people who may be hosting out of the room for any reason, so that they have a chance to join and say:

This is our Closing Affirmation circle, where we put into practice openly affirming one another. Please look up, and into each other's faces (*PEOPLE TEND TO HAVE A CHALLENGE WITH EYE-CONTACT, SO LIKELY THIS REQUEST WILL HAVE TO BE MADE*). It is safe to do that here. If something was said or done today that was particularly meaningful to you, let the Brother who was the source know. If there is anything you'd like to express at all, please share it with us now. (*PAUSE TO ALLOW MEMBERS SHARE*).

Brothers thank you for the affirmations.

Please repeat after me:

Love Black people.

Love all people.

But, especially Love the Black man;

Because I am a Black man.

I am worthy of all that is good and has been created and done.

Self-love and respect is my reward to myself and my community.

Together we say. Ashe'

Now, embrace a Brother who doesn't mind being hugged.

TOPIC: \_\_\_\_\_



DATE: \_\_\_\_\_

Welcome Brothers! Thank you for coming. Please provide us with any information you feel comfortable providing

<b>Name</b>	<b>Address</b>	<b>Email</b>	<b>Phone</b>	<b>Age</b>	<b>1<sup>st</sup> time here?</b>	<b>Can we send you mail (electronic&amp; ground) to your address?</b>	<b>Interested in BMX Leadership or Volunteering?</b>
				20-30 31-40 41-50 51-60 61+	YES  NO	YES  NO	YES  NO
				20-30 31-40 41-50 51-60 61+	YES  NO	YES  NO	YES  NO
				20-30 31-40 41-50 51-60 61+	YES  NO	YES  NO	YES  NO
				20-30 31-40 41-50 51-60 61+	YES  NO	YES  NO	YES  NO
				20-30 31-40 41-50 51-60 61+	YES  NO	YES  NO	YES  NO

## **Critical Incident Questionnaire**

Please fill this out at end of workshop and leave it behind.

**1. What was the most Engaged Moment for you in the workshop?**

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**2. What was the most Distanced Moment for you during the workshop?**

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**3. What was the most Helpful Action that facilitator or another participant did?**

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**4. What was the most Confusing/ Puzzling Action that occurred in workshop?**

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**5. What Surprised you the most?**

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# Weekly Weekend Forum Demographic Report

## Weekly Weekend Forum Demographic Report

\* Required

### Month \*

In what month was this meeting held?

- January [1]
- February [2]
- March [3]
- April [4]
- May [5]
- June [6]
- July [7]
- August [8]
- September [9]
- October [10]
- November [11]
- December [12]

### Week \*

In what WEEK OF THE MONTH was this meeting held?

- 1
- 2
- 3
- 4

### Year \*

In what year was this meeting held?

- 2012
- 2013
- 2014
- 2015
- 2016

### Topic \*

### Teaser Questions \*

## Weekly Weekend Forum Demographic Report

\* Required

### Number of Participants

The data you enter here will help us understand the number of participants that attend BMX Weekly Weekend Forums across the nation. This information is critical because it is used to establish our relevance to grant-makers and foundations.

\*By the way you are 70% finished.

#### Num\_Participants \*

What was the total number of participants that attended the WWF? If none please write 0.

#### Num\_18\_24 \*

What was the total number of participants BETWEEN 18 AND 24 that attended the WWF? If none please write 0.

#### Num\_25\_35 \*

What was the total number of participants BETWEEN 25 AND 35 that attended the WWF? If none please write 0.

#### Num\_36\_50 \*

What was the total number of participants BETWEEN 36 AND 50 that attended the WWF? If none please write 0.

#### Num\_51\_More \*

What was the total number of participants 51 AND OLDER that attended the WWF? If none please write 0.

#### Num\_20\_30 \*

What was the total number of participants BETWEEN 20 AND 30 that attended the WWF? If none please write 0.

#### Num\_31\_40 \*

What was the total number of participants BETWEEN 31 AND 40 that attended the WWF? If none

please write 0.

**Num\_41\_50 \***

What was the total number of participants BETWEEN 41 AND 50 that attended the WWF? If none please write 0.

**Num\_51\_60 \***

What was the total number of participants BETWEEN 51 AND 60 that attended the WWF? If none please write 0.

**Num\_61\_or\_older \***

What was the total number of participants 61 AND OLDER that attended the WWF? If none please write 0.

« Back

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## Weekly Weekend Forum Demographic Report

\* Required

### Chapter leadership and Volunteer Interest

\*By the way you are 80% finished.

**Leader\_Volunteer\_Interest\_Y \***

What was the total number of participants who expressed an interest chapter leadership or a volunteer position? If none please write 0.

Test

**Leader\_Volunteer\_Interest\_N**

What was the total number of participants who DID NOT express an interest chapter leadership or a volunteer position? If none please write 0.

Test

« Back

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## Weekly Weekend Forum Demographic Report

### Mail Permission

\*Yay! Answer these questions and you are 100% finished.

#### Mail\_Y

What was the total number of participants who agreed to allow BMX to send them mail? If none please write 0.

Test

#### Mail\_N

What was the total number of participants who DID NOT agree to allow BMX to send them mail? If none please write 0.

Test

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## Weekly Weekend Forum Demographic Report

\* Required

### First Time Participants

You will need to send Welcome Letters to all of the individuals who are first time participants with your chapter.

\*By the way you are 90% finished.

#### 1st\_Time\_Y \*

What was the total number of participants for whom this was their FIRST TIME attending a WWF? If none please write 0.

Test

#### 1st\_Time\_N \*

What was the total number of participants for whom this was NOT their FIRST TIME attending a WWF? If none please write 0.

Test

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## **Black Men's Xchange-National, Inc. Bylaws**

### **Article I. Name**

The name of this national nonprofit organization is Black Men's Xchange-National ("BMX" or "BMX-National"), and the Board is the Board of Directors of Black Men's Xchange-National, hereafter referred to as BMX-National Board of Directors.

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### **Article II. Mission and Purpose**

#### **Section 1: Mission**

The mission of Black Men's Xchange-National is to advocate for, affirm, educate, and promote well-being and critical consciousness among Black people diverse in sexuality, class, culture, identity and philosophy, locally and nationally.

#### **Section 2: Purpose**

The specific purpose of Black Men's Xchange-National is to provide advocacy, education and affirmation to eliminate self-hate, and oppression and discrimination against Black people diverse in sexuality, class, culture, identity and philosophy, locally and nationally.

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### **Article III. Membership**

Any person who subscribes to BMX's purpose shall be eligible to become a member of BMX and upon payment of dues shall be enrolled as a core member, with all rights, privileges, and responsibilities thereof. All members of subunits (or Chapters) of BMX must be members of the national organization. No person who subscribes to BMX's purpose shall be excluded from membership, segregated, or otherwise discriminated against within the organization.

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## **Article IV. Subunits (or Chapters)**

### **Section 1. Chapters**

A. Members residing or working in a given state, county, municipality, or a regional or metropolitan area shall be encouraged to form a chapter, or members may join or form virtual chapters that are not tied to a geographic region. A chapter shall consist of no fewer than ten members, formulate bylaws consistent with these bylaws, convene and operate for the stated purpose of BMX, and elect its officers. Chapters shall be chartered by the national organization upon meeting these requirements.

B. Implementation of all virtual chapter bylaws changes shall be delayed. In the meantime, a taskforce of up to 10 BMX members, with a diverse experience of leadership and grassroots organizing within BMX, shall be appointed by the BMX President, with the advice and consent of the Board, to advise the Board on recommended policies and any necessary bylaws changes on virtual chapters and related matters.

C. The policies and programs of each chapter shall be defined by its members so long as such policies and programs are not contrary to those enacted by the national bylaws, National Conference or National Board.

D. Membership in a chapter and voting privileges in the election of chapter officers shall be open to all BMX members who meet the chapter dues and length-of-membership requirements, if any; provided however that members may be voting members of only one chapter. All persons elected to leadership positions in the chapter must be members of BMX.

E. The local, grassroots chapters are the building blocks of BMX, serving as the focus of direct action, advocacy and education.

### **Section 2. Regions**

A. There shall be regions, each of which shall elect National Board members (hereinafter referred to as Board members or, collectively, the Board or National Board) and shall formulate bylaws consistent with the national bylaws. The region's bylaws specify, among other things, the method by which the National Board members from the region are to be elected. The region's bylaws shall be adopted by a majority vote of the members of the region present and voting at a regional conference.

B. The policies and programs of each region shall be defined by its members, so long as such policies and programs are not contrary to those enacted by the national bylaws, National Conference or National Board.

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C. Membership in a region and voting privileges in the election of National Board members and other regional officers shall be open to all BMX members who meet the length-of-membership requirements set forth in Article VII, Section 5 hereof; provided however that members may be voting members of only one region. National Board members from each region shall be elected in accordance with Article VII, Section 5 hereof, and such other requirements for regional elections as may be proposed by the National Board and adopted by the National Conference. All persons elected to leadership positions in the region must be members of BMX.

---

## **Article V. Meetings**

### **Section 1: Meetings**

Meetings of officers and/or the Board of Directors shall be held at any place inside the United States that the BMX Board of Directors may designate. Without a designation by the Board, meetings shall be held at a principal executive office and or by use of Skype or equivalent video-conference technology. Any meeting not held at a principal office shall be valid only if held on the verbal consent of the 51% majority of Board of Directors either before or after the meeting, and filed with the Secretary.

Any meeting, regular or special, may be held by conference telephone or similar communications equipment, so long as all Directors can hear one another. The Board shall meet at least eight (4) 'times a year, the time for such meetings to have been set at the meeting immediately prior thereto.

### **Section 2: Notification of Meetings**

There shall be at least forty-eight (48) hours notice prior to General, Board of Directors, and Executive Committee meetings. This notification will be by usual forms of communication, electronic, telephone, letter.

### **Section 3: Quorum**

By law, BMX-National Board of Directors must act as a group. Decisions must be made not by individual Directors, but by the whole Board or a committee of the Board authorized to act on behalf of the Board on the matter in question. At least 51% of the total duly elected members shall constitute a quorum for conducting business at any regular or special meeting of The Board. The presence, in, person of a majority of the persons entitled to vote at any meeting of the Officers and/or Directors shall constitute a quorum for the transaction of business. The Officers and/or Directors present at a duly called or held meeting at which a quorum is present may continue to do business until adjournment, notwithstanding the withdrawal of enough Officers and/or Directors to leave less than a quorum, if any action taken (other than adjournment) is approved by at least a majority of the person required to constitute a quorum.

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#### **Section 4: Minutes**

The minutes of each meeting shall be taken by the Secretary, or the presiding Officer of the meeting shall designate another person to take the minutes of the meeting. The minutes shall state the time and place the meeting was held, whether it was regular or special, the names of Directors present at Board meetings (including meetings of committees of the Board), an accurate account of the proceeding, and the time of adjournment.

The Secretary shall keep, or cause to be kept, minutes of all meetings of the BMX-National Board of Directors and other official corporate meetings, If the Secretary is unable to be present, the Secretary or the presiding Officer of the meeting shall designate another person to take the minutes of the meeting

#### **Section 5: Voting**

The persons entitled to vote at any meeting of the Board shall be determined in accordance with the Bylaws. The vote may be by voice or by ballot. Election for Board of Directors must be by ballot if demanded by any person entitled to vote, before the voting has begun.

Any action that could be taken at an annual or special meeting of the Executive Committee and/or Board of Directors may be taken without a meeting and without prior notice, if a consent in writing, setting forth file action so taken, is signed by eligible voters having not less than the minimum number of votes that would be necessary to authorize or take that action at a meeting at which all persons entitled to vote on that action were present and vote

Directors may be elected by written consent of the Officers and/or Directors without a meeting only if the written consents of all persons entitled to vote are obtained, except that vacancies on the Board (other than vacancies created by removal) not filled by the Board may be filled by the written consent of a majority of the persons entitled to vote.

#### **Section 6: Adjournment**

Any meeting, whether or not a quorum is present, may be adjourned at any time by the vote of the majority of the persons entitled to vote at that meeting. In the absence of a quorum, no other business may be transacted at that meeting, except as provided in Section Three (Quorum).

#### **Section 7: Special Meetings**

Special meetings may be called by the President/chairperson of the Board of Directors or by not less than two-thirds of the members. In the event of a special meeting called by two-thirds of the members, a petition shall be presented to the Board of Directors which may state a period of time not less than two weeks within which time the meeting shall occur.

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In both instances, the Board of Directors shall then issue notice to all members by either letter, telephone or other electronic notice, to file address of the member as shown on file records of the agency, designating the time, date, place and principal purpose of the special meeting.

### **Section 8: Action Without Meeting**

Any action required or permitted to be taken by the Board may be taken without a meeting if all members of the Board shall individually or collectively consent in writing to such action. Such consent or consents shall have the same effect as a unanimous vote of the Board and shall be filed with the minutes of file proceedings of the Board.

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## **Article VI. Officers**

The Officers of BMX-National shall be a President also called Chairperson; a Vice-President, also called Co-Chairperson; a Secretary; and a Treasurer.

### **Section 1. Responsibilities of Officers**

#### **Section 1: President/Chair**

The President of BMX-National shall serve as Chair of the Board. The Chair is responsible for Board, governance. He shall give, or cause to be given, proper notice of meeting dates, times, and subjects under consideration as well as provides direction for developing the meeting agendas for the Board's approval. The Board Chair shall preside at all meetings of the Board and Executive Committee, and exercise or perform such other powers and duties as may be assigned from time to time by the Board. With Board approval the Chair nominates all committee chairs and is an ex-officio member of all committees, standing and ad hoc. The Chair and Executive Committee coordinate the work between all committees in collaboration with staff.

#### **Section 2: Vice President/Co-chair**

In the absence of the President, or in the event of his/her inability to act, the Vice President, if there is one, shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all restrictions on, the President. The Vice President shall have other powers and perform such other duties as may be prescribed, by law, by the Articles of Incorporation, or by these Bylaws, or as maybe prescribed by the Board.

#### **Section 3: Secretary**

The Secretary's duties shall consist of the following:

The Secretary shall keep, or cause to be kept, minutes of all meetings of the Board of Directors and other official corporate meetings. If the Secretary is unable to be present, the Secretary or the presiding officer of the meeting shall designate another person to take the minutes of the meeting. The minutes of each meeting shall state the time and place the meeting was held, whether it was regular or special, the names of directors present at Board meetings (including meetings of committees of the Board), an accurate account of the proceedings and the time of adjournment.

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- \* The Secretary shall keep, or cause to be kept, at the principal executive office or such other place as designated by the Board of Directors, a book of minutes of all meetings and actions of the Board of Directors, and committees of the Board of Directors.
- \* The Secretary shall give notice, or cause notice to be given, of all Board meetings, and meetings of committees of the Board for which notice is required by statute, the Articles of Incorporation, or the Bylaws. If the Secretary fails to give such notice, any other officer of the Corporation may give such notice.
- \* The Secretary shall keep the seal of the Corporation (if any), and shall have any other powers and duties as prescribed by the Articles of Incorporation, the Bylaws, or the Board of Directors.

#### **Section 4: Treasurer**

The Treasurer shall keep, or cause to be kept, adequate and correct books and records of accounts of the properties and business transactions of BMX-National, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, and capital. The books of accounts shall, at all reasonable times, be open to inspection by any Director.

The Treasurer shall (1) render a statement of the Corporation's financial condition and an account of all transactions conducted as Treasurer whenever requested by the President or the Board of Directors; and (a) have other powers and duties as prescribed by the Articles of Incorporation, the Bylaws, or the Board of Directors.

#### **Section 2. Qualifications and Terms of Office**

A. All national officers shall have been members of BMX for at least four years immediately prior to election and shall have served at least one year as a chapter or state officer or National Board member. Each term of office shall be four years and shall begin 30 days following the election at the National Conference. Four year terms shall begin with officer elections held in 2007. Each officer shall serve no more than two consecutive terms.

B. In the case of officers elected to fill a vacancy under Article XII, their partial terms shall not be considered in determining the term limitation.

#### **Section 3. Executive Committee**

The Executive Committee shall be composed of the national officers. Where action is necessary between meetings of the Board, the Executive Committee may act on behalf of the Board, provided that the action is consistent with existing BMX policy. The Executive Committee shall report all of its actions and decisions to the Board. A meeting of the Executive Committee shall be held only after adequate notice to all officers. The Executive Committee may meet by any means, such as a conference telephone call, which will allow the officers to confer as a body. A quorum of the Executive Committee shall be three officers.

#### **Section 4. Nominations**

Nominations for officers tickets shall be submitted to the Nominating Committee in writing together with an information sheet about each candidate on the ticket in accordance with

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Article IX, Section 1, B, provided that nothing in this shall be interpreted to require tickets for the election of national Board members in the regions. Each officer ticket submitted to the Committee must contain a nomination for every officer position. After the report of the Nominating Committee is given at the National Conference, nominations for additional officer tickets will be taken from the floor.

### **Section 5. Elections**

One of the proposed officer tickets shall be elected by a majority vote of the duly credentialed delegates present whose preferences are counted in the final tally at the National Conference. If there are more than two officer tickets nominated preferential voting shall be used, and balloting shall be conducted according to the parliamentary authority prescribed in these bylaws.

### **Section 6. Salaries and Fees**

A. The Board shall set the salaries of the paid officers for the next term, except that officers may not vote on matters of officers' salaries.

B. All officers who receive honoraria as a result of their elected position shall remit to the BMX general fund one hundred percent of the said honoraria minus expenses.

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## **Article VII. The National Board**

### **Section 1. Composition**

The National Board shall be composed of the Board members, elected by members of local BMX Chapters, the national officers, and the President.

### **Section 2. Duties and Powers**

#### **A. Administrative**

The Board shall manage the affairs and control the funds and property of the organization; approve all appointments; and adopt necessary rules and regulations, provided that none of the Board's actions shall conflict with or modify the actions or directives of the national Conference or be inconsistent with the purpose of the organization.

#### **B. Action**

The Board shall develop and plan the action agenda, implement conference resolutions, and facilitate national actions and the exchange of information.

C. National Board members shall be responsible to present the concerns (including actions and programs) of the chapters within their regions to the National Board and to report

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National Board decisions to chapters within their regions. Further duties of National Board members within their regions may be defined by their region's bylaws and policies.

### **Section 3. Meetings**

The Board shall meet at least four times each calendar year at the call of the President or at the request of one-fourth of the Board members. At least thirty days' notice shall be given for regular meetings of the Board. At least seven days' notice shall be given for special meetings.

### **Section 4. Regional Election of Board Members**

A. There shall be nine Regions which shall be:

- (1) **Northeast-** Maine, New Hampshire, Vermont, Massachusetts, Connecticut, New York, Rhode Island;
- (2) **Mid-Atlantic-** New Jersey, Pennsylvania, Delaware, Maryland, District of Columbia, Virginia, West Virginia;
- (3) **Southeast-** North Carolina, South Carolina, Georgia, Florida, Puerto Rico, Virgin Islands;
- (4) **Mid-South-** Tennessee, Alabama, Mississippi, Arkansas, Louisiana;
- (5) **South Central-** Texas, Oklahoma, New Mexico, Kansas, Colorado;
- (6) **Great Lakes-** Michigan, Wisconsin, Ohio, Indiana, Illinois, Kentucky;
- (7) **Prairie States-** Minnesota, Missouri, Iowa, North Dakota, South Dakota, Nebraska;
- (8) **Northwest-** Washington, Alaska, Oregon, Montana, Idaho, Wyoming; and
- (9) **Southwest-** California, Nevada, Utah, Arizona, Hawaii.

B. Based on the number of members within the region as defined in this section, each region shall be allocated (1) a number of Board seats; (2) a maximum number of Board members allowed from an individual state.

1. Regions with 5,000 members or fewer shall be allocated two Board seats; no more than two Board members may come from any one state; a minimum of one Board seat shall be filled by a youth (18 to 28 years of age).

2. Regions with at least 3,000 members and fewer than 5,000 members shall be allocated two Board seats; no more than two Board members may come from any one state; a minimum of one Board seat shall be filled by a youth (18 to 28 years of age).

3. Regions with at least 5,000 members and fewer than 10,000 members shall be allocated three Board seats; no more than two Board members may come from any one state, except that no more than two shall be from the states of California, New York or Georgia; a minimum of two Board seats shall be filled by a youth (18 to 28 years of age).

4. Regions with at least 10,000 members shall be allocated four Board seats; no more than two Board members may come from any one state; a minimum of two Board seats shall be filled by a youth (18 to 28 years of age).

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## **Section 5. Procedures and Standards for Elections in Regions**

A. Any BMX member who has been a member in good standing for at least two years immediately prior to the date of election shall be eligible to serve on the National Board. Board members must remain residents of the region from which elected in order to remain on the Board.

B. All National Board members shall be elected at regional conferences at which all members of the region in good standing whose dues are received by the national organization or its appropriate subunits at least ninety days prior to the conference and who are present may vote.

Minimum procedures shall be:

1. The National Board members must be elected by a majority of the votes cast. Preferential or cumulative voting is permissible. In preferential voting, Board members must be elected by a majority of preferences counted in the final tally.
2. At least sixty days notice in an every-member BMX publication must be given of regional elections for National Board members.
3. The site(s) of the conference must be chosen by a majority vote of the State Coordinators voting.
4. The procedure for nominating National Board members in the regions shall be the same as that for nominating officers of the national organization. The State Coordinators in each region or their designees shall serve as the nominating committee for that region.
5. Regional elections shall be held in the month of March, April, or May of even-numbered years.

## **Section 6. Term of Office**

A. National Board members elected in the regions shall hold office for a term of two years or until their successors are elected.

B. Board members shall take office at the close of the National Conference in the year in which they are elected.

C. No Board members shall be eligible to serve more than two consecutive terms. In the case of Board members elected to fill a vacancy under Article XII, their partial term shall not be considered in determining the term limitation.

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D. Any National Board member who is absent from three consecutive National Board meetings for which reimbursement is provided shall be automatically removed from the National Board without recourse to Article XIII, Section 2, Removals.

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## **Article VIII . Membership Meetings**

### **Section 1. National Conference**

A. There shall be an annual meeting of the membership (hereinafter referred to as the National Conference or the Conference) which shall rotate through the regions and shall be held for the purpose of transacting the business of the organization.

B. The National Conference or Board shall be the supreme governing body of BMX.

C. The Conference shall be held in the month of August or September, and at such other times as the membership may decide by written petition of ten percent of the membership or a majority vote of the National Board. The Board shall fix the exact date and place of the national Conference and give at least sixty days' advance notice thereof in an every-member BMX publication. It shall make arrangements for hotel and meeting place accommodations and determine the Conference agenda.

D. In the even-numbered years, the National Conference shall include a special issue or constituency summit in the event that BMX Foundation does not sponsor such a summit.

E. No membership meeting at any level of BMX shall require BMX members in good standing to pay a registration fee or any other fee in order to participate in the business events or activities of said meeting. No distinction of any kind shall be drawn by the Conference or the Committee between those able to pay fees over and above basic dues and those unable to pay such fees.

### **Section 2. Voting Privileges**

A. Only delegates in good standing whose dues are received by the national organization or its appropriate subunits at least ninety days prior to the Conference and who are duly registered and in attendance shall be eligible to vote at the Conference. Each delegate shall have one vote. Delegates shall be chosen from the chapters, with one delegate for the first ten members and one delegate for each additional thirty members or major fraction thereof. Alternates equal in number to one-fourth of the delegates in the chapter shall be elected and numbered according to the order in which they will be called upon to serve. Chapters shall elect at least one alternate. Members-at-large shall elect alternates on the same basis as chapters. Members-at-large shall elect one delegate for the first ten members and one

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delegate for each additional thirty members or major fraction thereof present and eligible to vote at a state conference. National officers, National Board members, and State Coordinators/Presidents shall be voting delegates at the National Conference.

B. A Credentials Committee of at least six members shall be appointed by the President with the approval of the Board. The paid BMX membership on national records on the date 120 days before the national Conference shall be used to determine allocation of the delegates. The Credentials Committee shall notify the chapters and state organizations at least ninety days in advance of the National Conference of the number of delegates eligible from the chapter or state at-large membership. Chapters and states shall submit names of delegates to the Credentials Committee. Delegates' names sent no fewer than thirty days before the first day of the National Conference shall be pre-credentialed.

C. Use of the unit rule is prohibited. There shall be no proxy voting.

D. A quorum shall be twenty-five percent of those members registered and eligible to vote as delegates and shall include one officer and two other National Board members.

### **Section 3. Participation in Conference**

The National Conference shall be open to all BMX members. Only delegates shall be entitled to vote, but all BMX members shall be entitled to speak.

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## **Article IX. Committees**

### **Section 1. Nominating Committee for the Election of Officers**

#### **A. Election**

The members of the Nominating Committee shall be elected in their regions. There shall be one member from each region. The committee shall designate the chair from among its members.

#### **B. Duties**

The Nominating Committee shall not endorse an individual officer ticket but shall instead:

1. Publicize and distribute in an every-member BMX publication information on the deadlines for submission of nominations and officer ticket information. These deadlines shall be set by the National Board in accordance with the schedules for printing the every-member BMX publication and Conference materials.
2. Accept officer ticket nominations from members.

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3. Determine each nominee meets the qualifications as described in these bylaws.
4. Provide uniform information sheets to be submitted by the officer tickets.
5. Assume responsibility for the distribution of information on all eligible officer tickets.
6. Publish and distribute officer ticket information in an every-member BMX publication at least thirty days before the Conference.

## **Section 2. Standing Committees of the National Board**

A. There may be standing committees of the Board, which may include, but are not limited to, the following:

1. Public Relations
2. Finance and Budget
3. Membership
4. Publications
5. Quality Assurance

B. The members of the standing committees shall serve for the duration of the term of the administration under which they serve.

C. The standing committees shall report to the Board at regular intervals and to the membership at the annual Conference or through an every-member BMX publication.

D. The President shall designate the chair of each committee subject to the approval of the National Board.

E. The chair of a standing committee shall be any BMX member unless otherwise provided for in these bylaws.

F. The members of the standing committees shall be appointed by the Board.

G. The functions and duties of the standing committees shall be designated by the Board.

## **Section 3. Advisory Committee**

There may be a National Advisory Committee appointed by the Board which shall consist of a chair appointed by the Board and not more than fifty BMX members who shall serve two years. The Advisory Committee shall be available to the Board for advice and consultation as requested and for assistance in fundraising. The chair shall be a non-voting member of the Board and shall serve for a term of two years, the completion of the term to be at the close of the National Conference in odd-numbered years.

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## **Section 4. Special Committees of the National Board**

There shall be other committees which do not have the authority of the Board for management of the corporation, but which may advise the Board, officers, and membership-at-large, or may perform such other duties as the Board, National Conference, or President may wish to assign. This will include a permanent task force of young activists aged 30 or under to be appointed by the president with the advice and consent of the board to advise the Board of Directors and National Conference on matters of agenda, leadership recruitment and issue prioritization regarding young activists in BMX.

## **Section 5. Committees to Implement Conference Resolutions**

There shall be committees to implement Conference resolutions. Such committees can be established and their membership and direction be determined by the National Conference, the President, or the Board. Chairs of such committees shall be appointed by the President with the advice and consent of the Board. Chairs of such committees shall report to the Vice President-Action, who shall report to the Board and National Conference on implementation of Conference resolutions.

## **Section 6. Composition**

Although a committee or task force may allow participation by non-BMX members in its activities, all positions of responsibility or decision making authority shall be held by current BMX members.

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# **Article X. Finance**

## **Section 1. Fiscal Year**

The fiscal year shall begin January 1 and end December 31.

## **Section 2. Dues**

A. Annual dues shall be paid on the anniversary date of the day on which the member joined. The amount of dues shall be set by a two-thirds vote of the Board, which shall establish regular and hardship dues. Any member whose dues are in arrears for one month following the anniversary date on which the membership was first recorded in the national records shall be dropped from membership rolls one month after the mailing of a warning notice that the membership has become delinquent.

B. Chapter members shall pay annual dues to the chapter Treasurer, who shall be responsible for forwarding state and national portions to the appropriate units at least monthly. At-large members shall pay annual dues to the national Treasurer, who shall be responsible for rebating the local portion to the national organization at least quarterly.

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C. Notwithstanding the above, if the majority of chapters in a state concur, dues for any or all units of BMX may be collected by the state organization and forwarded to the appropriate unit at least monthly.

D. The membership of persons who remit national dues during a National Conference shall take effect upon adjournment of the Conference.

### **Section 3. National Budget**

The Finance and Budget Committee shall prepare a proposed line-item budget for the fiscal year. The budget, after having been published in a BMX leadership mailing, shall be approved by a majority vote of the members of the Board present and voting at a meeting preceding the commencement of the fiscal year on January 1. After the budget is adopted, an abbreviated version will be printed in an every-member BMX publication. Review and revision of the budget may occur at any regular or special meeting of the Board by a majority vote of those present and voting, with subsequent notification to the membership indicating a summary of the revision and current financial experience to date.

### **Section 4. Audit**

The results of every audit shall be available to the members upon request.

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## **Article XI. Grievances**

Grievance procedures shall be determined by the National Board.

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## **Article XII. Vacancies**

### **Section 1. President**

In the event of a vacancy in the office of President, the Vice President-Executive shall immediately assume the office and duties of President.

### **Section 2. Other Officers**

In the event of a vacancy in any other national office, the Board shall appoint any member of BMX who meets the criteria for elective office in the national organization. Officers so appointed shall take office within thirty days of the appointment.

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### **Section 3. National Board Members Elected from local Chapters**

A. Vacancies in locally elected National Board positions shall be filled by any member of that chapter who meets the criteria for national office and is elected by a vote of two-thirds of the remaining Board member(s) of that chapter.

B. The existence of a vacancy shall be consistent with the provision of Article VII, Section 4, B.

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## **Article XIII. Recall and Removal**

### **Section 1. Recall**

A. National Board Members Elected in local Chapters.

A petition signed by ten percent of the membership of the region shall initiate the recall of a National Board member elected from that region. The petition shall designate either a Conference vote or a postal ballot as the method of recall. The National Board has the responsibility to carry out the mandate of the petition. In the case of a postal ballot, the voting procedures shall be in accordance with Robert's Rules of Order Newly Revised.

B. Officers

1. A petition signed by ten percent of the BMX membership from each region shall be necessary to initiate the recall of a national officer. Recall charges shall be filed with the Vice President-Membership. Time for collecting signatures shall be no more than 120 days from the date of publication of charges in an every-member BMX publication. Petition signatures shall be filed with or mailed to the Vice President-Membership. Mailed petitions shall be postmarked no later than midnight of the 120th day.

2. Grounds for recall must be stated in writing and submitted to the Vice President-Membership. Stated grounds for recall must appear on each individual petition. Petitions shall be limited to no more than thirty signatures per page.

3. A petition containing the required number of signatures, after having been filed with the Vice President-Membership, shall be certified by the VP-Membership within fourteen calendar days. Both the officer subject to recall and the person(s) filing the signatures shall be notified in writing of the status of the recall petition by the Vice President-Membership within three days of the date of certification or failure thereof. The required number of signatures shall be determined by the total national membership at the time of the National ~~CONF~~ Conference prior to the date of the filing of recall charges with the Vice President-

Membership. After certification, recall notice must be published in the next every-member BMX publication.

4. The original filing of charges and each petition shall designate a postal ballot as the method of recall so long as the recall vote shall be in accordance with the procedures for election. In case of a postal ballot, voting procedures shall be in accordance with Robert's Rules of Order Newly Revised. The National Board has the responsibility to carry out the mandate of the petition.

5. The postal ballot shall be mailed to all delegates elected to attend the prior national Conference. The recall vote shall be approved by an absolute majority of delegates. The time for delegates to return ballots shall be no more than seventeen calendar days.

6. Under no circumstances shall the time for recall extend beyond ninety days after the date the recall signatures have been certified by the Vice President-Membership.

## **Section 2. Removals**

After notice and opportunity for a hearing, the National Board, by a two-thirds vote of its actual membership, may remove any officer, Board member, chapter charter, or membership if the Board determines the actions in question are contrary to the purposes of BMX and injurious to the organization.

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## **Article XIV. Amendments**

### **Section 1. National Conference**

These bylaws may be amended by a three-fifths vote at the national Conference, provided that:

A. The amendment is proposed by either a majority vote of the National Board, 50 members, or 10 chapters.

B. The proposed amendment is submitted to the Board at least 120 days in advance of the national Conference for publication in an every-member BMX publication.

C. The existent bylaw plus the proposed amendment is published in an every-member BMX publication at least sixty days prior to the meeting of the National Conference.

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## **Section 2. Postal Ballot**

These Bylaws may be amended by a referendum of postal ballots in which a majority of the valid returned ballots show approval of the change, provided that:

- A. The amendment has been proposed by either a majority vote of the National Conference, the majority of the Board, 200 members, or 10 chapters.
- B. At least sixty days before the mailing of the ballots, an announcement is made in an every-member BMX publication, including the existent bylaw, the proposed amendment, and pro and con arguments written by representatives of opposing sides.
- C. The above announcement is repeated in the ballot mailing.

## **Section 3. Publication of Amendments**

The National Board shall print in an every-member BMX publication announcements of all amendments submitted to it within proper deadlines by proper bodies as defined in Sections 1 and 2 above.

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## **Article XV. Adoption of Bylaws and Appointment of Directors and Officers**

The Bylaws of Black Men's Xchange-National as presented to the Board of Directors are hereby Adopted, April 1<sup>st</sup>, 2010. The Secretary is hereby authorized and directed to execute a certification of the adoption of the Bylaws, to file the bylaws as so certified in the minute book of BMX-National, and to see that a copy of the Bylaws, similarly certified, is kept at the principal office of the Corporation in accordance with Corporations Code section 213.