NATIONAL STANDARDS
FOR
FISCAL AFFAIRS

Revised 1/09

Second Revision 1/01
Third Revision 7/01
Fourth Revision 1/09

Revised 6/00
Second Revision 1/01
Third Revision 7/01
Fourth Revision 1/09
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
<td>Annual Report</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>1.1 Description/Content</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>1.2 Annual Audit</td>
<td>2</td>
</tr>
<tr>
<td>II.</td>
<td>Budget</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>2.1 Preparation of Annual Budget</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>2.2 Preparation of the Conference Budget</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>2.3 Adoption of the Budget</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>2.4 Budgetary Control</td>
<td>3</td>
</tr>
<tr>
<td>III.</td>
<td>Receipt and Disbursement of Funds</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>3.1 Responsibility for Receipt of Funds</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>3.2 Handling of Receipts</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>3.3 Collection Procedures</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>3.4 Deposit of Monies</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>3.5 Disbursements</td>
<td>4</td>
</tr>
<tr>
<td>IV.</td>
<td>Purchasing</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>4.1 Purchase of Goods and Services</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>4.2 Billing/Invoices</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>4.3 Contracts</td>
<td>5</td>
</tr>
<tr>
<td>V.</td>
<td>Expenses and Reimbursement</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>5.1 General Provisions</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>5.2 Authorization of Travel</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>5.3 Expenses Payable</td>
<td>5</td>
</tr>
<tr>
<td>VI.</td>
<td>Donations, Solicitations, and Promotions</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>6.1 Donations</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>6.2 Solicitations</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>6.3 Promotions</td>
<td>6</td>
</tr>
<tr>
<td>VII.</td>
<td>Use of Funds</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>7.1 Purpose</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>7.2 Reasonable Fund-Raising Cost</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>7.3 Public Disclosure</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>7.4 Commensurate Test</td>
<td>7</td>
</tr>
<tr>
<td>VIII.</td>
<td>Property</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>8.1 Inventory</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>8.2 Property Rights</td>
<td>8</td>
</tr>
<tr>
<td>IX.</td>
<td>Bonding</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>9.1 Offices and Employees</td>
<td>8</td>
</tr>
</tbody>
</table>

Revised 6/00
Second Revision 1/01
Third Revision 7/01
Fourth Revision 1/09
X. Conflict of Interest ........................................................................................................... 8
  10.1 General ....................................................................................................................... 8
  10.2 Ethics Committee ....................................................................................................... 8
  10.3 Review by the Executive Board and Appeal ........................................................... 9

XI. Regions/Chapters .......................................................................................................... 9
  11.1 General ...................................................................................................................... 9
  11.2 Treasurer ................................................................................................................... 9
  11.3 Bank Account .......................................................................................................... 9
  11.4 Receipt of Monies .................................................................................................... 9
  11.5 Disbursements ......................................................................................................... 9
  11.6 Fund-Raising .......................................................................................................... 10
  11.7 Region/Chapter Dues .............................................................................................. 10
  11.8 Budget ..................................................................................................................... 10
  11.9 Audit/Accountability ............................................................................................... 10

XII. Internal Revenue Code Section 503(c) Exemption .................................................... 10
  12.0 Internal Revenue Service Exemption Recognition .................................................. 10
  12.1 Employee Identification Number ............................................................................. 11
  12.2 Maintaining Group Exemption ................................................................................. 11
  12.3 Chapter Exemption Requirements ......................................................................... 11
  12.4 Reserve Equivalent ................................................................................................. 11
  12.5 NOBLE Reporting Requirements .......................................................................... 12

XIII. Non-Compliance ........................................................................................................ 12
  13.1 Non-compliance ....................................................................................................... 12

XIV. Chapter Mergers ....................................................................................................... 13
  14.1 Chapter Mergers ...................................................................................................... 13
Pursuant to the provisions of the Constitution of the National Organization of Black Law Enforcement Executives (NOBLE), the following standards are hereby promulgated to govern the administration and conduct of all fiscal affairs.

NOBLE is a tax-exempt organization under Section 501(c)(3) of the Internal Revenue code. In accordance with generally accepted accounting and auditing standards, the following fiscal standards shall be strictly adhered to:
I. Annual Report

1.1. Description/Content

This report shall be available on request. Its content shall include a description of program activities and supporting services in relation to expenses, with financial statements comprising a balance sheet, a statement of support/revenue and expenses and changes in fund balances, a statement of functional expenses, and notes to financial statements that are accompanied by the report of an independent public accountant, including a management letter.

1.2. Annual Audit

The Executive Board shall cause the receipts and disbursements of the organization to be audited annually by a recognized firm of certified public accountants, designated by the Executive Board, who shall make a full financial report in writing to the Executive Board prior to its annual meeting. The Treasurer shall promptly deliver all monies, securities, books, papers, and other property of the organization to his successor in office and/or whomever the Executive Board may designate to receive same.

II. Budget

2.1. Preparation of Annual Budget

(A) The Executive Board is hereby charged with the responsibility for the final preparation, in advance of each fiscal year, of a complete budget covering all operations of the organization. This budget shall include all estimated revenues of the organization and all proposed expenditures during the fiscal year. The budget shall be supplemented by a work program outlining the activities proposed for the year. Dates for preparation and final approval of the budget shall be submitted in accordance with the Budget Preparation Timetable (Attachment 1).

(B) Each officer, as provided in Article IV of the Constitution, and all committee chairpersons as appointed by the President having authority to administer designated activities for the budget year are responsible for preparing budget requests for their respective activities and/or work programs and will submit their respective requests to the Executive Director no later than September 1, prior to the fiscal year to which it applies. The Executive Board shall have sole authority to amend the final budget.

(C) A contingency fund shall be established in the budget for unexpected or emergency organizational expenditures.

2.2. Preparation of the Conference Budget

(A) The Executive Director, Treasurer, and host chapter/city representatives are charged with the responsibility for the preparation of a complete budget, covering all operations of said conference. This budget shall include all estimated conference revenues and proposed expenditures. The conference chairperson should be consulted in all conference matters.

The conference budget shall become a supplement to the Annual Operating Budget.
(B) The conference Host Chapter/City must submit a proposed Conference Budget to the Executive Director that reflects the revenues and expenses from the local perspective at least 90 days prior to the Executive Board presentation. If this report is not received within 60 days of the presentation, the presentation shall be postponed or cancelled.

(C) The Executive Director shall submit the proposed Conference Budget to the Executive Board for final adoption no later than one year prior to the conference date to which it applies. Amendments for positive augmentation said budget may be submitted to the Executive Board as necessary prior to the conference date to which it applies. Increases in projected expenditures must be approved by the Executive Board.

(D) Subsequent to each conference, a statement showing revenues and expenditures by line item of the conference to which it applies, shall be submitted by the Treasurer to the Executive Board and shall become a part of the Annual Report. Compliance shall be resolved prior to the next years approved budget.

(E) All funds raised or contributed to the Host Conference Chapter/City to support the expenses of the annual conference are to be submitted directly to the national office. All contractual agreements must be submitted to the national office for confirmation, approval, and signatures, except as directed by conference fund-raising procedures per the Executive Director and/or Executive Board. The exception to this is “in-kind services.” The Executive Director shall be involved in any “in-kind services” agreements.

2.3. Adoption of the Budget

The Executive Board shall approve and adopt the final annual budget and conference supplement budget, no later than December 15, preceding the fiscal year to which it applies. Upon adoption of the budget by the Executive Board as submitted or amended, said budget shall become final. A supplemental budget may be prepared and adopted by the Executive Board 30 days prior to the end of the fiscal year to which it applies.

2.4. Budgetary Control

(A) The Executive Director shall be responsible for the proper administration of the budget. He/she shall maintain continuous supervision over revenues and expenditures and shall exercise control over the activities set forth therein, in conformity with the provisions of the budget with oversight provided by the Finance Committee. This will include any necessary adjustments in expenditures in the event less income is received than anticipated in order that the budget may be balanced. DEFICIT SPENDING SHALL NOT BE PERMITTED IN ANY BUDGET.

(B) The Executive Director may revise expenditures and/or transfer funds from one category to another, not to exceed 10% of the total budget, without written authorization from the President. However, such transfers must be reported to the Executive Board within fifteen (15) days of the occurrence. Such revisions and/or transfers of funds shall not cause an increase in the previously authorized budget.
III. Receipt and Disbursement of Funds

3.1. Responsibility for Receipt of Funds

The National Treasurer and the Executive Director shall be responsible for the collection of all funds derived from organizational activities and shall establish and maintain a systematic method for handling receipts to insure all monies and properties due to the organization (NOBLE) are accounted for and actually received.

3.2. Handling of Receipts

The Executive Director and/or a member appointed by the President shall be responsible for collection of all monies and property due to or received by the organization; shall properly and systematically record all such receipts; and shall forward all cash, checks, and other property received, accompanied with an itemized statement of such receipts, at least once weekly to the National Treasurer. This statement shall also contain the sources of such receipts and other related data as may be required by the Treasurer.

The Executive Director shall, in writing to the donor, acknowledge receipt of contributions to the organization.

3.3. Collection Procedures

Invoices shall be prepared on a standard form and sent to all persons and organizations in debt to the organization and proper follow-up made of all unpaid invoices. In the event of failure to remit the amount due, the President and/or the Executive Director of NOBLE shall take such action necessary and legally appropriate to make the collections.

3.4. Deposit of Monies

Immediately upon receipt of monies, the Executive Director shall cause these funds to be deposited in the appropriate account. Copies of deposit slips shall be forwarded to the Treasurer at least once a month. Copies of the deposit slips and bank statements shall be made available to the Executive Board and Finance Committee upon request.

3.5. Disbursements

(A) The Treasurer, consistent with Article IV, Section 3(C) of the Constitution, shall pay by check, all bills, claims, and indebtedness legally payable and due.

(B) The Treasurer and/or the President is permitted to designate any elected board official in good standing and not in conflict of interest by fact or appearance, to sign on their behalf. The President and Treasurer will still share full accountability for all transactions executed on their behalf.

(C) The President and Treasurer and/or their designee are hereby authorized to set up whatever standard operation procedure (SOP), they deem appropriate to satisfy the executions of their
duties, authorized under the constitution and bylaws with regards to signing checks. The SOPs set up must meet all standard accounting practices.

(D) In situations where either of the signatories refuses to sign and it's determined by the other party that the expenditure must be made, and the calling of a board meeting is not feasible, then the President has the final authority. The President is required to make full disclosure of each such occurrence to the Executive Board within two weeks.

IV. Purchasing

4.1. Purchase of Goods and Services

The Executive Director, or a person designated by the President, may purchase such supplies, materials, equipment, and services as may be required in the administration of the affairs of the organization as provided for in the budget. No expenses to be borne by the organization shall be incurred except as authorized in the budget or amendment thereto.

4.2. Billing/Invoices

Billing/Invoices for all goods and services purchased by authorized individuals shall be forwarded to the Treasurer via the national office for payment. All bills/invoices shall bear the name and address of the vendor and an itemized list of goods/services purchased. Verification of receipt of goods/services is required. The Executive Director is responsible for supervising all purchases in the name of NOBLE.

4.3. Contracts

All contracts for goods and services shall be entered into by NOBLE and shall bear the signature of the Executive Director and the President or his/her designee.

V. Expenses and Reimbursements

5.1. General Provisions

No officer or member of this organization, other than Headquarters Staff designated by the Executive Board, may receive compensation except for actual expenses incurred in the performance of organizational duties and for which budgetary provisions have been made by the Executive Board.

5.2. Authorization of Travel

(A) No travel shall be authorized as an expense of the organization, except as provided therefore in the budget. The President shall have authority to authorize emergency travel and related expenses. The President shall notify, in writing, the chairperson of the Finance Committee immediately upon granting such authorization and shall indicate the reason for the emergency.
(B) All expenses incurred in travel or otherwise for which reimbursement is to be made by the organization shall be submitted to the Treasurer on Standard Expense invoice forms, accompanied by receipt(s). Upon determination of the proper budgetary provisions and authorization, such expense invoices shall be reviewed by the Executive Board at its meetings.

5.3. Expenses Payable

(A) No expenses shall be borne by the organization, except as stated herein and shall include the exact cost of travel by common carrier (rail, airline, bus) or personal automobile at the federal travel rate per mile, point to point. Travel by common carrier shall be less than first class. Expenses for lodging, meals, local transportation, and other expenses shall not exceed the federal per diem rates, except necessary business phone calls shall be reimbursed at actual cost. Any other business related expenses must be approved by the Executive Board prior to reimbursement. Contract employees shall be governed by the provisions stated herein.

Upon receipt of justification from the affected individual(s), the President may authorize an increase in per diem rates commensurate with the cost of living in the area of destination.

5.4. Expenses and Reimbursement Clarifications

(A) In the past there has been confusion with regards to how individuals would receive authorization and be reimbursed for travel related expenses. Also, there has been a concern about paying actual expense up to a certain amount or paying a flat per diem based on federal regulations.

Because of our budgetary concerns, constraints, and the small size of our staff this proposal’s language is restricted to actual cost incurred not to exceed the maximum federal per diem limits, unless prior approval is received from the Executive Director or the Treasurer.

(B) In providing clarity, no officer or member of the NOBLE organization, other than its employees as designated by the Executive Board, may receive compensation, except for actual expense incurred in the performance of organization duties for which budgetary provision have been provided for by the Executive Board. It must be specific and allowed for in the approved budget. At no time will travel cost reimbursement exceed the maximum federal per diem rates for that locality, unless prior approval is received from the Executive Director or Treasurer as applicable.

(C) All travel expenses of NOBLE employees shall be approved by the Executive Director prior to its submission to the Treasurer for payment. All reimbursement shall be at the actual expense and at no time shall that reimbursement exceed Federal per diem, unless prior approval is received. Employees of the NOBLE organization and its officers may receive advance travel payments for authorized travel, not to exceed a reasonable amount as determined by the Executive Director and the Treasurer. The reasonable amount is not to exceed what would be allowed under federal travel regulations and the availability of funds.
(D) At the conclusion of travel all employees and officers must submit within thirty days, (or a reasonable period), a travel expense report to include receipts supporting any advancement of funds to the respective Executive Director and Treasurer.

All contractor payments for travel and any other expenditure will be governed by their contract provisions.

VI. Donations, Solicitations, and Promotions

6.1. Donations

(A) The organization may accept special donations or bequests from public-spirited persons, corporations, or organizations having a philanthropic interest in the activities of the organization or to carry out its goals and objectives in the interest of improving the quality of criminal justice. All special funds granted to the organization shall be under the administrative supervision of the Executive Board.

(B) Prior to acceptance, an inquiry shall be conducted to determine that all such donations or bequests described above are made strictly in the spirit of philanthropic interest as stated herein. No such donations shall be accepted without prior approval of the Executive Board.

6.2. Solicitations

(A) Solicitations shall include: 1) a clear description of the programs and activities for which funds are requested, 2) the benefitting organization, 3) the identification of the solicitor and his/her relationship to the organization, 4) a source from which written information is available, and 5) the actual or anticipated portion of the sale or admission price to benefit the charitable organization or cause, in conjunction with the sale of goods, services, or admissions.

(B) In the event a donor restricts the use of a contribution, it shall be deposited to the general account of the organization and identified by a special account number and program for accounting reporting purposes. Unrestricted donor funds shall be accounted for as unrestricted in the organization’s financial statements. Documentation of the donor request for restricted use of donated funds must be submitted and approved by the Executive Board.

(C) Solicitations and informational materials distributed by any means shall be accurate, truthful, and not misleading, either in whole or in part.

(D) NOBLE shall honor donor requests for confidentiality and will not publicize the identity of donors without prior written approval.

(E) Solicitations shall be conducted without payment of commissions or undue pressure and within legal and ethical standards.
6.3. Promotions

All publicity and promotional activities shall be ethical and without exaggerated or misleading claims in whole or in part.

VII. Use of Funds

7.1. Purpose

A reasonable percentage of total income from all sources shall be applied to programs and activities directly related to the purpose for which the organization exists.

7.2. Reasonable Fund-Raising Cost

There is no specific percentage of income from fund-raising events that should be designated to a specific purpose. If the reason for the fund raiser is to raise monies for scholarships or the purchase of bullet-proof vests, then a certain amount of the income is expected to go toward your stated purpose. You must continue to follow the goals set, such as training, providing newsletters, etc. The general rule is that at least 15% should be applied toward the purpose for which the event was held. You do not want to deceive or mislead the public from which you are asking to support your activities.

In addition to the direct cost associated with raising funds, a minimum __% of the funds raised in the name of the organization shall be devoted to defer the cost of National Office administrative expense and programs.

This indirect rate shall be proposed yearly by the Executive Director and approved by the Executive Board.

Review government guidelines **

7.3. Public Disclosure

NOBLE shall provide, upon request, an annual report; complete annual financial statements which present adequate information to serve as a basis for informed decisions; and an accounting of all income received by and fund-raising cost incurred by NOBLE, regions, or chapters.

Upon request, NOBLE shall provide copies of certain tax documents to requesting individuals; these tax documents are usually to be provided immediately in the case of in-person requests and within 30 days in the case of written requests.

Revised 6/00
Second Revision 1/01
Third Revision 7/01
Fourth Revision 1/09
The affected tax documents are the exempt organization’s exemption application and its three most recently filed annual information returns. An exemption application includes Form 1023 (for organizations recognized exempt under Section 501(c)(3), Form 1024 (for organizations recognized exempt under most other paragraphs of 501(c)(3), or the letter submitted under the paragraphs for which no form is prescribed, together with supporting documents and any letter or documents issued by the IRS concerning the application. The information returns are the Form 990, Form 990-EZ, Form 990-BL, and Form 1065.

If the request for copies is made in person, the request will generally be honored on the day of the request; if the request is written, then the organization usually has 30 days to respond. (A request that is faxed, e-mailed, or sent by private courier is considered a written request).

The regulations specifically exclude the name and address of any contributor to the organization from the definition of discloseable documents.

Responsible persons who fail to provide the documents as required may be subject to a penalty of $20 per day for as long as the failure continues. There is a maximum penalty of $10,000 for each failure to provide a copy of an annual information return. There is no maximum penalty for the failure to provide a copy of an exemption application.

7.4 Commensurate Test

The “commensurate test,” set forth in IRS Rev. Rule 64-182, provides that an organization whose principal activity consist of the raising of funds must carry on a charitable program commensurate in scope with its financial resources in order to qualify for exemption under Section 501(c)(3).

The “commensurate test” does not lend itself to a rigid numerical distribution formula—there is no fixed percentage of income that an organization must pay out for charitable purposes. The financial resources of any organization may be affected by such factors as start-up costs, overhead, scale of operations; whether labor is volunteer or salaried, phone or postal costs, etc. Therefore, the particular facts and circumstances of the organization must be considered. Accordingly, a specific payout percentage does not automatically mandate the conclusion that the organization under consideration has a primary purpose that is not charitable. In each case, it should be ascertained whether the failure to make real and substantial contributions for charitable purposes is due to reasonable cause.

While there is no specific payout percentage, and while special facts and circumstances may control the conclusion, distribution levels that are low invite close scrutiny. The “commensurate test” requires that organizations have a charitable program that is both real and, taking the organization’s circumstances and financial resources into account, substantial. Therefore, an organization that raises funds for charitable purposes but consistently uses virtually all its income for administrative and promotional expenses with little or no direct charitable accomplishments cannot reasonably argue that its charitable program is commensurate with its financial resources and capabilities.
VIII. Property

8.1. Inventory

A permanent inventory shall be maintained at the national headquarters, covering all tangible property having a value of $50 or more (per item) belonging to or purchased by the organization. In addition to the annual audit over financial transactions of the organization, an annual audit shall be made of the tangible property inventory of the organization as prescribed by the Executive Board.

8.2. Property Rights

All property of every kind belonging to, in the possession of, or hereafter acquired by the organization are vested in it. The organization, therefore, may dispose of any property belonging to it in the manner and upon the terms as may be provided by the Executive Board.

IX. Bonding

9.1. Officers and Employees

The Executive Board shall cause the President, Treasurer, Executive Director, and Comptroller to be bonded and shall set the amount and tenure of such bond. The organization shall bear the cost of such bonds and they shall be kept in the custody of the Executive Director and Treasurer.

X. Conflict of Interest

10.1. General

The members of the Executive Board, the Executive Director, or any other employee of the organization, jointly or severally, shall not have any financial or other private interest, direct or indirect; written or oral contract; products, goods, and services, including litigation or legislation, in which NOBLE or any affiliated chapter thereof is or may be in any way concerned.

10.2. Ethics Committee

(A) There is hereby established an Ethics Committee appointed by the President, which shall render, in writing, advisory opinions to members upon written request to contain full disclosure of the nature and circumstances of the matter and of the financial or other interest involved.

(B) The Ethics Committee shall, upon request of any member, after examining the information submitted, relieve the member from disqualification in any matter upon determining, in writing, that no conflict exists and that the member's intent was not so substantial as to be likely to affect the integrity of the decision-making process.

Revised 6/00
Second Revision 1/01
Third Revision 7/01
Fourth Revision 1/09
10.3. Review by the Executive Board and Appeal

An opinion of the Ethics Committee or a decision of the President regarding representation of the position of the organization may, upon written request of any member, be reviewed by the Executive Board and may be appealed by the member of the membership at the annual business meeting. However, notice of appeal must be presented to the President, in writing, 30 days prior to the organization’s annual meeting.

XI. Regions/Local Chapters

11.1. General

The direction and administration of chapters shall be entrusted to the Regional Vice President who shall act under the direction of the Executive Board. Each chapter shall be a separate legal entity, chartered, and/or incorporated as such.

11.2. Treasurer

Each region/chapter shall appoint/elect a treasurer who will be responsible for keeping an accurate account of all revenues and expenditures.

11.3. Bank Account

(A) All monies must be kept in a bank account in the name of the NATIONAL ORGANIZATION OF BLACK LAW ENFORCEMENT EXECUTIVES.

(B) All checks shall require the signature of two members of the region or chapter. At the regional level, signatures must be that of the Regional Vice President and Regional Treasurer.

(C) The name, address, account number, and the two members authorized to sign checks shall be forwarded to the national office.

11.4. Receipt of Monies

(A) All monies received by the regions and chapters shall be promptly deposited into the bank account for the region/chapter.

(B) Monies shall not be accepted from questionable sources. Monies received from any source, excluding dues, must be reported in writing to the Executive Board, through the Regional Vice President, with an explanation of why and from whom it has been received. The Executive Board reserves the right to order any such monies received to be returned to the source.

(C) See 2.2(E) for monies received to support conference activities.

Revised 6/00
Second Revision 1/01
Third Revision 7/01
Fourth Revision 1/09
11.5. **Disbursements**

All payments shall be made by numbered check and an appropriate entry made on the account book. Bills, invoices, receipts, and/or requests for payment in writing must account for all disbursements of funds. The check number and date of payment must be entered on all such requests for payment.

11.6. **Fund-Raising**

(A) The National Standards for fund-raising stated herein shall govern the regions and chapters.

(B) The regions and chapters will not sponsor any affairs or any other functions that might cause any embarrassment and/or indebtedness to the national office.

(C) With the approval of the Regional Vice President, who shall give prior notice to the Executive Board, a region or chapter may sponsor a fund-raising affair. The Executive Board reserves the right to disapprove any such fund-raising affair.

(D) All fund-raising activity shall be in compliance with Section 501(c) (3) of the Internal Revenue Code.

11.7. **Region/Chapter Dues**

Regions/Chapters may fix dues as deemed appropriate.

11.8. **Budget**

(A) In accordance with the budget preparation timetable (Attachment I), each region/chapter is required to prepare a proposed budget for the forthcoming fiscal year and forward the budget to the national office.

(B) The Chapter Annual Operating Budget Form, NF-1 (NOBLE Form 1), and Annual Fundraising Budget Form, NF-2 (NOBLE Form 2), are to be completed by each region and chapter and submitted to the national office, Executive Director, by September 1. (See Attachments II and III) The Financial Reporting Form NF-3 (NOBLE Form 3) must be completed and submitted to the National Financial Secretary by March 15. (See Attachment V).

11.9. **Audit/Accountability**

(A) All regional and chapter books shall be closed on December 31, each year. All books, invoices, financial documents, bank statements, and canceled checks shall be subject to an independent audit, review, or compilation every two years. Exceptions must be requested in writing to the Executive Board for approval. The Executive Board may direct region(s)/chapter(s) to submit to an audit by an independent accounting firm. A copy of such report shall be forwarded to the Treasurer and national office, consistent with the Internal Revenue Code reporting requirements, by May 15 of the reporting year. All annual financial
records shall be reviewed and acted upon by the Executive Board. The Executive Board has the discretion to review any and all financial records as it deems warranted.

(B) All region/chapter accounts must be audited by an outside firm when there is a new Treasurer/President/Regional Vice President elected or appointed.

XII. Internal Revenue Code, Section 501 (c) (3) Exemption

12.0. Internal Revenue Service (IRS) Exemption Recognition

The National Organization of Black Law Enforcement Executives (NOBLE) is recognized as exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code and has obtained this exemption status on a group basis for chapters/regions affiliated with and under the general supervision/control of the Central Organization (NOBLE). This relieves each chapter from having to file its own application for recognition of exemption; however, it does not relieve each chapter from IRS filing requirements, nor does this exemption recognition apply to local, county, and/or state exemption status regulations.

12.1. Employee Identification Number

The NOBLE Central Organization and each chapter must have its own employee identification number, even if it has no employees. Application for Employee Identification Number, IRS-Form SS-4, should be filed with the appropriate IRS Service Center.

12.2. Maintaining Group Exemption

Continued effectiveness of NOBLE’s group exemption is dependent on compliance with the following:

(A) The continued existence of NOBLE’s Central Organization.

(B) The continued qualification of NOBLE from exemption under Section 501 (c).

(C) The submission by NOBLE’s Central Organization information required annually. (See IRS Publication 557, Tax-Exempt Status for Your Organization.)

(D) The annual filing of information return(s) {Form 990, for example} by NOBLE’s Central Organization, if such a return is required.

The continued effectiveness of NOBLE’s exemption as to a particular chapter is based on the above stated four conditions, as well as continued conformity by the chapter to the requirements for inclusion in NOBLE’s group exemption.

12.3. Chapter Exemption Requirements

Each chapter is responsible for compliance with IRS Annual filing requirements and required disclosures, such as Annual Information Returns (ref. IRS Publication 557):
Effective January 1, 2008, chapters may be required to file 990 N, (electronically) with the IRS regardless of the amount of gross receipts. Gross receipts are defined as all monies received by the chapter, including chapter and national dues, fund-raising, donations, contributions, etc.

- Chapter must file Form 990 or 990EZ, as appropriate, by May 15 of each year. The instructions for these forms indicate the Service Center to which they must be sent.
- Other information returns may be applicable, i.e., Form 990T, Unrelated Business Tax return, etc.
- IRS imposes stiff penalties for failure to file required information forms.

12.4 Reserve Equivalent

There is no limit to the amount of funds a chapter may carry over from year to year. The chapter must continue to be actively involved in its support of their stated goals and the goals of the national organization. Chapters shall not have fund raisers and not have a designated purpose for the funds.

12.5 NOBLE Reporting Requirements

All chapters are to submit copies of IRS information returns and required disclosures to the NOBLE National Headquarters office no later than May 31 (or August 31, if an extension was filed) of each calendar year. Chapters that do not meet IRS filing requirements must submit a written explanation to the NOBLE Headquarters Office by May 30 of each year with supporting documentation (NF-3).

Each chapter is required to complete a Chapter Assessment Review and submit it to the National Office no later than May 31 of each year, along with the annual IRS filing. (Copy of checklist attached as Attachment IV.)

XIII. Noncompliance

13.1 Noncompliance

Noncompliance with any provisions of the NOBLE National Standards for Fiscal Affairs may result in Chapter Charter suspension and/or revocation, in accordance with the NOBLE Constitution and Bylaws.

When it has been determined that a chapter is not in compliance, the Regional Vice President has 30 days to investigate the problem. The Regional Vice President then has 30 days to report the results of his/her investigation to the Executive Board. The report must reflect the cause of the problem(s) and the remedies put in place to correct the problem(s).

If the chapter has not complied with the recommendations of its Regional Vice President in correcting the problem within 45 days, the Regional Vice President may recommend to the Executive Board to suspend the chapter charter until all noncompliance issues are satisfied, not to exceed 90 days. If after 90 days the chapter is still not in compliance, the Regional Vice President may recommend that the Executive Board revoke the chapter charter.
The recommendation for revocation must be in writing. The recommendation must contain complete details of the investigation and efforts made to bring the chapter into compliance. The revocation must be based on a majority vote of the Executive Board. Members of the revoked chapter will not be able to conduct any business or other activities under the name of the National Organization of Black Law Enforcement Executives (NOBLE). The use of the name, “NOBLE,” in any form to conduct business or other activities by members of a revoked chapter may result in penalties. The Executive Director will notify the IRS Exempt Organization (EO) Division of the revocation of a chapter charter. Any funds remaining in the treasury of a revoked chapter must be surrendered to the Regional Vice President and placed in the region’s treasury.

If the National Office or a Regional Vice President is not in compliance with the standards, the National Vice President shall conduct an investigation and provide a report and recommendations to the Executive Board.

**XIV Chapter Mergers**

### 14.1 Chapter Mergers

There may be an occasion when chapter members make the decision to terminate their chapter charter due to lack of member participation, lack of funds, etc. The following is the process chapters should follow if two or more chapters agree to merge.

The chapters considering merger(s) will submit a letter to their Regional Vice President requesting the dissolution of a particular chapter and their merger with an adjacent chapter. The request will be a mutual agreement between the affected chapters. The request will include but may not be limited to the following:

- Letter from the disbanding Chapter President to the state tax division announcing the dissolution.
- Review/audit of disbanding chapter; transfer all remaining funds to gaining chapter.
- Names of all officers and members of disbanding chapter.
- Bank name, address, and account number of disbanding chapter.
- EIN of disbanding chapter.
- Name of gaining chapter.
- EIN of gaining chapter.
- Bank name, address, and account number of gaining chapter.
- List of officers authorized to sign checks for the gaining chapter.
- List of officers and members of the gaining chapter.
The Regional Vice President will notify the Executive Board, in writing, of the proposed merger. The Executive Board must approve of the merger by a 2/3 vote of the board members. Once merger proceedings have begun, the dissolving chapter will no longer be allowed to operate under the name of NOBLE.

Once approval has been granted, the National Office will notify the IRS, Exempt Organization Division, in writing, of the disbanded chapter and provide them with the chapters EIN. The National Office will also notify all regions and chapters of the merger.
## Attachments

<table>
<thead>
<tr>
<th>Attachment I</th>
<th>Budget Preparation Timetable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachment II</td>
<td>Chapter Annual Operating Budget Form, NF-1</td>
</tr>
<tr>
<td>Attachment III</td>
<td>Annual Fund-raising Budget Form, NF-2</td>
</tr>
<tr>
<td>Attachment IV</td>
<td>Chapter Compliance Assessment Review</td>
</tr>
<tr>
<td>Attachment V</td>
<td>Financial Reporting Form NF-3</td>
</tr>
</tbody>
</table>
## Budget Preparation Timetable

<table>
<thead>
<tr>
<th>TASK</th>
<th>DUE DATE</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Prepare preliminary description of all programs planned for next year.</td>
<td>15-Aug</td>
<td>Committee Chairpersons, Executive Director/Comptroller</td>
</tr>
<tr>
<td>Objectives</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advantages</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel Requirements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Estimated Cost</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Prepare first draft of Committee/Project/National Office budgets and submit to Executive Director and Finance Committee.</td>
<td>15-Aug</td>
<td>Committee Chairpersons, Executive Director/Comptroller, Chapters/Regions</td>
</tr>
<tr>
<td>Submit Region/Chapter Budgets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Prepare National budget (roll-up all sub-budgets).</td>
<td>15-Aug</td>
<td>Executive Director/Comptroller</td>
</tr>
<tr>
<td>4. Review draft of National budget and sources (sub-budgets).</td>
<td>1-Sep</td>
<td>Finance Committee</td>
</tr>
<tr>
<td>5. Final decisions on budget year programs.</td>
<td>15-Sep</td>
<td>Executive Director/Comptroller, Finance Committee</td>
</tr>
<tr>
<td>6. Budget revisions as required.</td>
<td>1-Oct</td>
<td>Committee Chairperson/Finance Committee/Executive Director</td>
</tr>
<tr>
<td>7. Submit National budget to the Executive Board.</td>
<td>15-Oct</td>
<td>Finance Committee</td>
</tr>
<tr>
<td>8. Discuss, approve the National budget.</td>
<td>Fall Board Meeting @ IACP</td>
<td>Executive Board</td>
</tr>
</tbody>
</table>
## National Organization of Black Law Enforcement Executives
### Chapters Annual Operating Budget
#### for the Year 20________

<table>
<thead>
<tr>
<th>Sources of Revenue/Projects</th>
<th>Membership</th>
<th>Training</th>
<th>Conferences</th>
<th>Cumulative Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Estimated Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Membership Dues</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contributions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Income</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Budgeted Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll Taxes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consultants</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postage</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing &amp; Duplication</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charities/Donations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarship Awards</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dues &amp; Subscriptions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advertising</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Conference</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank Service Charge</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Miscellaneous</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Estimated Operating Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Capital Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Estimated Operating &amp; Capital Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Estimated Revenues Over Estimated Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*You may wish to itemize these miscellaneous charges.*
### National Organization of Black Law Enforcement Executives
#### Chapters Annual Fund-Raising Budget
for the Year 20

<table>
<thead>
<tr>
<th>Fund-raising Activities/Projects</th>
<th>Dinner Dance</th>
<th>Raffle</th>
<th>Other</th>
<th>Other</th>
<th>Cumulative Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Revenues</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Estimated Fund-raising Activity Revenues</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Estimated Revenues</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less Total Estimated Fund-raising Expenditures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Estimated Fund-raising Revenues</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less Estimated Net Fund-raising Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subject to Exclusions from Distribution</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Estimated Fund-raising Revenue Subject to Distribution</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Chapter Compliance Assessment Review

**Noble**

### Compliance Assessment Review

<table>
<thead>
<tr>
<th>Topic</th>
<th>YES</th>
<th>NO</th>
<th>NA</th>
<th>DOCUMENTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are all chapter members members of the National organization?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are chapter meetings conducted at least quarterly?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are minutes of the chapter meetings submitted to the Regional Vice President and the National Office?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are proposed fund-raising activities submitted to the Regional Vice President for approval by the Board?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has the current listing of chapter officers been submitted to the Regional Vice President and the Executive Director?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(DOCUMENTATION)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has the chapter elected/appointed a Treasurer?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(DOCUMENTATION)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has the chapter elected/appointed a Financial Secretary?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(DOCUMENTATION)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do fund raising and other chapter activities conflict with other activities scheduled by the Regional VP or National Office?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are all monies maintained in a bank account in the names of the NATIONAL ORGANIZATION OF BLACK LAW ENFORCEMENT EXECUTIVES and the chapter/region?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Has the name, address, account number, and names of those members authorized to sign checks been forwarded to the National Office?

<table>
<thead>
<tr>
<th>DOCUMENTATION</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>YES</th>
<th>NO</th>
<th>NA</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are all payments for chapter activities made by a numbered check and supported by invoices or receipts?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(DOCUMENTATION)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are all fund-raising activities in compliance with Section 501(c)(3)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are all funds raised or contributed in support of the National Conference promptly submitted to the National Office?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are all contractual agreements in support of the National Conference submitted to the National Office?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are budgets prepared and submitted to the National Office in accordance with timetables set forth in the fiscal standards?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(DOCUMENTATION)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are quarterly fund-raising reports submitted to the National Office timely?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(DOCUMENTATION)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are all books, invoices, financial documents, bank statements, and cancelled checks audited, reviewed, or compiled every 2 years?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(DOCUMENTATION)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are IRS reports submitted timely each year where warranted? (NLT May 15)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are annual financial reports submitted timely to the Executive Director? (NLT May 31)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Attachment V

**Financial Reporting Form NF-3**

<table>
<thead>
<tr>
<th>TABLE</th>
<th>CONTENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHAPTER</td>
<td>Chapter Name</td>
</tr>
<tr>
<td>REGION</td>
<td>I</td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>Jan 1 - Dec 31, 2005</td>
</tr>
<tr>
<td>Treasurer</td>
<td></td>
</tr>
<tr>
<td>Chapter President</td>
<td></td>
</tr>
<tr>
<td>Total Revenue</td>
<td></td>
</tr>
<tr>
<td>Total Expenses</td>
<td></td>
</tr>
<tr>
<td>Source of Revenues</td>
<td>Explain with relevant detail</td>
</tr>
<tr>
<td>Revenue</td>
<td></td>
</tr>
<tr>
<td>------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>Dues</td>
<td></td>
</tr>
<tr>
<td>Contributions</td>
<td></td>
</tr>
<tr>
<td>Fund Raising</td>
<td></td>
</tr>
<tr>
<td>Interest Income</td>
<td></td>
</tr>
<tr>
<td>Other Income</td>
<td></td>
</tr>
<tr>
<td><strong>Total revenue</strong></td>
<td><strong>$</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Rentals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Catering costs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarships</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (explain)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total expense</strong></td>
<td><strong>$</strong></td>
<td></td>
</tr>
</tbody>
</table>

Explanations

Signed....

Name

Title
REQUEST FOR PROPOSAL

The proposed changes to the Request for Proposal (RFP) reflect the addition of the fiscal standards. These excerpts are directly related to conference planning and implementation. This will re-enforce the applicant base with our requirement. Additionally, this will put on notice the applying chapter/cities what pecuniary are mandated.

The proposed changes are reflected in the following manner:

- **Bold and italic with ** at the end of the paragraph.**
- No changes were made from rooms needed on.
REQUEST FOR PROPOSAL
National Organization of Black Law Enforcement Executives (NOBLE)
Annual Training Conference & Exhibition

PURPOSE: The NOBLE Annual Conference is a series of training workshops ranging in duration from one to sixteen hours. During the conference, there are normally two luncheons, two receptions, one banquet followed by a dance, organizational meetings, general sessions, a Memorial March and Host City reception. This conference also includes a NOBLE Youth Conference which includes a reception, dinner/dance, general sessions and hosted luncheon.

NUMBER OF ATTENDEES: 1200 – 1500

DATE: July 2009 and/or 2010

DATE Availability: Mid July to Early August

PREAMBLE:
The following are excerpts from the National Organization of Black Law Enforcement Executives’ Standards for Fiscal Affairs and the items pertaining to the National Conference. Additionally, included are measures that require Executive Board actions: **

2.2. Preparation of the Conference Budget

(A) The Executive Director, Treasurer, and host chapter/city representatives are charged with the responsibility for the preparation of a complete budget, covering all operations of said conference. This budget shall include all estimated conference revenues and proposed expenditures. The conference chairperson should be consulted in all conference matters.

The conference budget shall become a supplement to the Annual Operating Budget.

(B) The conference Host Chapter/City must submit a proposed Conference Budget to the Executive Director that reflects the revenues and expenses from the local perspective at least 90 days prior to the Executive board presentation. If this report is not received within 60 days of the presentation, the presentation shall be postponed or cancelled. **
(C) The Executive Director shall submit the proposed Conference Budget to the Executive Board for final adoption no later than one year prior to the conference date to which it applies. Amendments for positive augmentation to the said budget may be submitted to the Executive Board as necessary prior to the conference date to which it applies. Increases in projected expenditures must be approved by the Executive Board. **

(D) Subsequent to each conference, a statement showing revenues and expenditures by line item of the conference to which it applies, shall be submitted by the Treasurer to the Executive Board and shall become a part of the Annual Report. Compliance shall be resolved prior to the next years approved budget. **

The below section was bolded and underlined. No change in wording**

(E) All funds raised or contributed to the Host Conference Chapter/City to support the expenses of the annual conference are to be submitted directly to the national office. All contractual agreements must be submitted to the national office for confirmation, approval, and signatures, except as directed by conference fund-raising procedures per the Executive Director and/or Executive Board.

3.1. Responsibility for Receipt of Funds

The Treasurer and the Executive Director shall be responsible for the collection of all funds derived from organizational activities and shall establish and maintain a systematic method for handling receipts to insure all monies and properties due to the organization (NOBLE) are accounted for and actually received.

4.3. Contracts

All contracts for goods and services shall be entered into by NOBLE and shall bear the signature of the Executive Director and the President or his/her designee.

6.1. Donations

(A) The organization may accept special donations or bequests from public-spirited persons, corporations, or organizations having a philanthropic interest in the activities of the organization or to carry out its goals and objectives in the interest of improving the quality of criminal justice. All special funds granted to the organization shall be under the administrative supervision of the Executive Board.

(B) Prior to acceptance, an inquiry shall be conducted to determine that all such donations or bequests described above are made strictly in the spirit of philanthropic interest as stated herein. No such donations shall be accepted without prior approval of the Executive Board.

6.2. Solicitations

(A) Solicitations shall include: 1) a clear description of the programs and activities for which funds are requested, 2) the benefiting organization, 3) the identification of the solicitor and his/her relationship to the organization, 4) a source from which written information is available, and 5) the actual or anticipated portion of the sale or admission price to benefit the charitable organization or cause, in conjunction with the sale of goods, services, or admissions.

(B) In the event a donor restricts the use of a contribution, it shall be deposited to the general account of the organization and identified by a special account number and program for accounting reporting purposes. Unrestricted donor funds shall be accounted for as unrestricted in the organization's financial statements. Documentation of the donor request for restricted use of donated funds must be submitted and approved by the Executive Board.
(C) Solicitations and informational materials distributed by any means shall be accurate, truthful, and not misleading, both either in whole or in part. **

(D) NOBLE shall honor donor requests for confidentiality and will not publicize the identity of donors without prior written approval.

(E) Solicitations shall be conducted without payment of commissions or undue pressure and within legal and ethical standards.

Compliance to these aforementioned standards is obligatory and the selection of the city/chapter as the conference host and their acceptance of the role is an agreement to abide by our aforesaid fiscal standards. **

These clauses shall be apart of the submitted proposal. **

### ROOM NEEDS:

<table>
<thead>
<tr>
<th>Day</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
</tr>
</thead>
<tbody>
<tr>
<td>%Peak</td>
<td>0%</td>
<td>0%</td>
<td>40%</td>
<td>70%</td>
<td>90%</td>
<td>100%</td>
<td>100%</td>
<td>80%</td>
<td>1%</td>
</tr>
<tr>
<td>Attendees</td>
<td>0</td>
<td>0</td>
<td>400</td>
<td>700</td>
<td>900</td>
<td>1000</td>
<td>1000</td>
<td>800</td>
<td>50</td>
</tr>
<tr>
<td>NOBLE Exec</td>
<td>0</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>10</td>
</tr>
<tr>
<td>Staff</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
</tr>
</tbody>
</table>

| TOTAL   | 20  | 70  | 470 | 770 | 970 | 1070| 1070| 8700| 80  |

### HOST HOTEL/CONVENTION CENTER REQUIREMENTS:

- 25 Complimentary Suite Upgrades for VIPs and Executive Board
- Complimentary ratio of no more than 1 per 40 comp
- 4 Complimentary 2-Bedroom Suites (One must be Presidential quality)
- 10% per room rebate back to NOBLE master account
- 25 Amenities/Welcome baskets for VIPS
- Complimentary rooms for conference planning trips
- 20 Staff rooms at 50% discount
- Host Executive Board Meeting and reception for the May Meeting with up to 25 complimentary rooms for two nights each and one suite for the President
- Place an Ad in the Conference Journal prior to the Conference
- Complimentary Breakfasts for two Executive Board Meetings during conference
- Local phone lines, surcharges and high-speed internet connections waived in on-site Staff offices
- Complimentary coffee service for staff offices during conference
- Complimentary parking for attendees
- Rental fees of all meeting space waived
- Host the exhibitor reception for all conference attendees during conference
- Host exhibition booth in the year prior to the conference to promote incoming conference
- Convention Bureau to maintain an informational desk during the conference
Welcome signs and greeters at the Airports as attendees arrive in city
Convention Bureau to send out 'save the date' postcards to all NOBLE members
If Convention Center is to be used for conference, all rental fees are to be waived for the use of the center
Convention Bureau to purchase and host promotional booth during the conference
No attrition or performance clauses

OVERFLOW HOTEL REQUIREMENTS:

- 10 Complimentary upgrades
- 10 staff rooms at 50% discount
- 10% per room rebate back to NOBLE
- 1 per 40 comp
- Complimentary rooms for conference planning trips
- Complimentary parking for attendees
- Place an Ad in the Conference Journal prior to the Conference
- Provide transportation to host hotel and/or conference location during conference
- Complimentary coffee service for on-site staff/security station during conference
- No attrition or performance clauses

REQUIREMENTS OF HOSTING DEPARTMENT AND/OR CITY:

- Host Police Department to provide security throughout conference
- Host Police Department to staff a command center
- Special VIP Transportation for Executive Board
- Car and driver provided for the National President, National Vice President and Executive Board during the conference
- Underwrite and plan the Host City Reception for all attendees at the conference location
- Sponsor hospitality night at the conference
- Place an ad in the Annual Journal
- Purchase and staff exhibit booth at the conference
- Plan and underwrite the cost of the spouse and youth programs
- Computer/copier equipment and technical support for on-site offices and registration
- Transportation between hotels and convention site
- Cell phones and service to be provided to the National Staff and Command Staff for the use during conference for use during the conference
- Provide volunteers for assistance in the registration area, workshop coordination and general conference requirements
- Assist in identifying sponsors to underwrite the overall cost of the conference
- Assist in securing advertisers and exhibitors
- Supply voting machines and technical support for use during National elections
- Identify a local church seating 2000 and marching route for use with the Memorial March
MEETING SPACE REQUIREMENTS: Up to four to eight workshops held 4 times a day concurrently seating up to 250 people theater style. Four staff offices used throughout the conference. All meeting space is to be complimentary.

EXHIBIT SPACE REQUIREMENTS: Approximately 150 (10x10) Booths. Secure storage space on or near the exhibition floor and consists of approximately 12-15 workshop stations. The exhibit floor is set-up is 8am Thursday prior to the conference.

MEAL REQUIREMENTS: One luncheon, one dinner and two receptions serving up to 2000 people. One luncheon for spouses

AUDIO VISUAL NEEDS: TBD

ADDITIONAL INFORMATION: Early arrival, late check out policy Full disclosure of other groups in-house (hotel or conference center) Storage availability Lockbox availability Parking

SITE INSPECTION VISIT: A site inspection will be required hosting between 2-5 committee members. The cost of the site inspection is the responsibility of the requesting city.

TENTATIVE AGENDA:

WEDNESDAY
24 Hour Hold
Staff Offices

THURSDAY
24 Hour Hold
8:00 a.m. – 5:00 p.m.
Set-up of Exhibit Floor
10:00 a.m. – 5:00 p.m.
Set-up of Registration Computers
4:00 p.m. – 8:00 p.m.
Volunteer Training

FRIDAY
24 Hour Hold
8:00 a.m. – 5:00 p.m.
Staff Offices
Noon – 5:00 p.m.
Executive Board Meeting
Pre-registration
5:00 p.m. – 6:30 p.m.  Education and Training Committee Meeting

SATURDAY
24 Hour Hold
8:00 a.m. – 5:00 p.m.
Staff rooms (4)
8:00 a.m. – 5:00 p.m.
Spouse Hospitality room
8:00 a.m. – 5:00 p.m.
Youth Hospitality rooms (2)
8:00 a.m. – 12:00 p.m.
Registration
8:00 a.m. – 12:00 p.m.
CEO Roundtable- CEO Track
(Chief Law Enforcement Officers Only)
8:00 a.m. – 12:00 p.m.
Leadership Forum (Administrative/Command Level)
9:00 a.m. – Noon
Chapter President’s Meeting (75 pp) (suggestion move to
Friday 12:00-5:00PM)
9:00 a.m. – 5:00 p.m.
Pre-Conference Training Workshops
9:00 a.m. – 5:00 p.m.
Pre-Conference Training Workshops
8:00 a.m. – 10:00 a.m.
Workshop A1
8:00 a.m. – 10:00 a.m.
Workshops A2
9:00 a.m. – 6:00 p.m.
Standing Committee Meetings
Noon – 2:00 p.m.
CEO Luncheon (Invitational only RSVP required 150pp)
2:00 p.m. – 5:00 p.m.
CEO Roundtable-CEO Track
2:00 p.m. – 5:00 p.m.
Leadership Forum (Administrative/Supervisory Level)
1:30 p.m. – 3:30 p.m.
Workshop A3
1:30 p.m. – 3:30 p.m.
Workshop A4
7:00 p.m. – 9:00 p.m.
Opening Reception (1000pp)

SUNDAY
24 Hour Hold
8:00 a.m. – 5:00 p.m.
Staff Offices (4)
8:00 a.m. – 5:00 p.m.
Spouse Hospitality room
8:00 a.m. – 5:00 p.m.
Youth Hospitality rooms (4)
8:00 a.m. – 5:00 p.m.
Registration
8:00 a.m. – 1:00 p.m.
Worship Services (Optional)
7:00 a.m. – 9:00 a.m.
Onsite Worship Services/Prayer Breakfast
9:00 a.m. – 11:00 a.m.
CEO Roundtable/Leadership Forum
(Open to all levels of Law Enforcement)
9:00 a.m. – 5:00 p.m.
Pre-Conference Training – Assessment Center Continued
9:00 a.m. – 5:00 p.m.
Pre-Conference Training –
10:00 a.m. – Noon
Workshop A5
10:00 a.m. – Noon
Workshop A6
10:00 a.m. – Noon
Workshop A7
12:00 p.m. – 1:30 p.m.
Past Presidents/Life Members Luncheon (Invitation only)
12:00 p.m. – 6:00 p.m.
Golf Tournament
1:00 p.m. – 3:00 p.m.
Workshop A8
1:00 p.m. – 3:00 p.m.
Workshop A9
1:00 p.m. – 3:00 p.m.
Workshop A10
1:00 p.m. – 3:00 p.m.
Workshop A11
3:15 p.m. – 5:15 p.m.
Workshop A12
3:15 p.m. – 5:15 p.m.
Workshop A13
<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:15 p.m. – 5:15 p.m.</td>
<td>Workshop A14</td>
</tr>
<tr>
<td>3:15 p.m. – 5:15 p.m.</td>
<td>Workshop A15</td>
</tr>
<tr>
<td>5:15 p.m. – 6:00 p.m.</td>
<td>Associate Members' Caucus</td>
</tr>
<tr>
<td>6:00 p.m. – 7:00 p.m.</td>
<td>Federal Members' Caucus</td>
</tr>
<tr>
<td>7:30 p.m. – 9:00 p.m.</td>
<td>Exhibitors Reception (1000 pp) (doors open at 7:15)</td>
</tr>
<tr>
<td>MONDAY</td>
<td></td>
</tr>
<tr>
<td>24 Hour Hold</td>
<td>Staff rooms (4 rooms)</td>
</tr>
<tr>
<td>8:00 a.m. – 5:00 p.m.</td>
<td>Spouse Hospitality room</td>
</tr>
<tr>
<td>8:00 a.m. – 5:00 p.m.</td>
<td>Youth Hospitality rooms</td>
</tr>
<tr>
<td>8:00 a.m. – 5:00 p.m.</td>
<td>Registration</td>
</tr>
<tr>
<td>8:00 a.m. – 10:00 p.m.</td>
<td>Opening Plenary Session (1500 pp)</td>
</tr>
<tr>
<td>10:00 a.m. – 11:00 a.m.</td>
<td>Federal/State Agency Meetings</td>
</tr>
<tr>
<td>10:00 a.m. – 6:00 p.m.</td>
<td>Exhibits Open</td>
</tr>
<tr>
<td>10:00 a.m. – Noon</td>
<td>Exhibits Walk-Through</td>
</tr>
<tr>
<td>Noon – 1:00 p.m.</td>
<td>Lunch on your own (food court)</td>
</tr>
<tr>
<td>1:00 p.m. – 3:00 p.m.</td>
<td>Workshop A15</td>
</tr>
<tr>
<td>3:15 p.m. – 5:00 p.m.</td>
<td>Workshop A16</td>
</tr>
<tr>
<td>5:00 p.m. – 6:00 p.m.</td>
<td>Workshop A17</td>
</tr>
<tr>
<td>7:00 p.m. – 11:00 p.m.</td>
<td>Workshop A18</td>
</tr>
<tr>
<td>TUESDAY</td>
<td></td>
</tr>
<tr>
<td>8:00 a.m. – 11:00 a.m.</td>
<td>Elections</td>
</tr>
<tr>
<td>8:00 a.m. – 10:00 a.m.</td>
<td>Workshop A20</td>
</tr>
<tr>
<td>8:00 a.m. – 10:00 a.m.</td>
<td>Workshop A21</td>
</tr>
<tr>
<td>8:00 a.m. – 10:00 a.m.</td>
<td>Workshop A22</td>
</tr>
<tr>
<td>8:00 a.m. – 10:00 a.m.</td>
<td>Workshop A23</td>
</tr>
<tr>
<td>8:00 a.m. – 10:00 a.m.</td>
<td>Workshop A24</td>
</tr>
<tr>
<td>9:00 a.m. – 5:00 a.m.</td>
<td>Exhibits Open</td>
</tr>
<tr>
<td>10:00 a.m. – Noon</td>
<td>Exhibits Walk-Through</td>
</tr>
<tr>
<td>Noon – 2:45 p.m.</td>
<td>Awards Luncheon</td>
</tr>
<tr>
<td>3:00 p.m. – 5:00 p.m.</td>
<td>Workshop A25</td>
</tr>
<tr>
<td>3:00 p.m. – 5:00 p.m.</td>
<td>Workshop A26</td>
</tr>
<tr>
<td>3:00 p.m. – 5:00 p.m.</td>
<td>Workshop A27</td>
</tr>
<tr>
<td>3:00 p.m. – 5:00 p.m.</td>
<td>Workshop A28</td>
</tr>
<tr>
<td>2:00 p.m. – 3:00 p.m.</td>
<td>Run – Off Elections (If Needed)</td>
</tr>
</tbody>
</table>
5:00 p.m. – 7:00 p.m. Exhibits Dismantled
6:00 p.m. – 8:00 p.m. Women's Symposium
Allow Extra City Activities

WEDNESDAY
24 Hour Hold
7:30 a.m. – 8:30 a.m. Staff rooms (4 rooms)
8:00 a.m. – 5:00 p.m. Staging for Memorial March (Dress Uniform)
8:00 a.m. – 5:00 p.m. Spouse Hospitality room
8:30 a.m. – 9:00 a.m. Youth Hospitality rooms (2)
9:00 a.m. – 12:00 a.m. Memorial March
9:00 a.m. – 12:00 a.m. Memorial Service
12:30 p.m. – 2:30 p.m. Workshop A29
12:30 p.m. – 2:30 p.m. Workshop A30
3:00 p.m. – 4:00 p.m. Business Meeting (500 pp)
4:00 p.m. – 5:30 p.m. New/Old Executive Board Meeting
6:30 p.m. – 7:30 p.m. Pre-Banquet Reception (200 pp)
7:00 p.m. Doors Open for Banquet
7:30 p.m. – 10:00 p.m. Youth Dinner and Dance (75 pp)
7:30 p.m. – 10:00 p.m. Annual Banquet (1000 pp)
10:00 p.m. – 1:00 a.m. Annual Dance (600 pp)

THURSDAY
24 Hour Hold
9:00 a.m. – Noon. Staff rooms (4 rooms)
Conference Debriefing (Current Conference Committee, and In-coming Conference Chairs are requested to attend) 50 pp)

YOUTH ACTIVITIES (100pp)
PRELIMINARY SCHEDULE

SATURDAY
Hospitality Suite Open (rooms used all days).........................12:00 p.m. – 6:00 p.m.
Get Acquainted Time......................................................2:00 p.m. – 5:00 p.m.
Workshop/Activities.....................................................2:00 p.m. – 4:00 p.m.
Games Suite.................................................................4:00 p.m. – 5:00 p.m.

SUNDAY
Hospitality Suite Open....................................................8:00 a.m. – 6:00 p.m.
Get Acquainted Time.....................................................12:00 p.m. -2:00 p.m.
Lunch.................................................................12:00 p.m.
Workshop/Activities.....................................................2:00 p.m. – 4:00 p.m.
Games Suite.................................................................4:00 p.m. – 5:00 p.m.

MONDAY
Hospitality Suite Open....................................................8:00 a.m. – 6:00 p.m.
Get Acquainted Time.....................................................2:00 p.m. – 2:00 p.m.
Lunch.................................................................12:00 p.m.
Workshop Activities........................................2:00 p.m. – 4:00 p.m.
Games Suite.........................................................4:00 p.m. – 5:00 p.m.

TUESDAY
Hospitality Suite Open...........................................8:00 a.m. – 6:00 p.m.
Workshop................................................................9:00 a.m. – 11:00 a.m.
Lunch...................................................................12:00 p.m. – 1:00 p.m.
Games/Movie Suite....................................................1:00 p.m. – 5:00 p.m.

WEDNESDAY
Picnic/Pool Party....................................................9:00 a.m. – 2:00 p.m.
Hospitality Suite Open............................................2:00 p.m. – 4:00 p.m.
Youth Dinner & Dance.............................................6:00 p.m. – 10:00 p.m.

Youth activities are designed for children between the ages of 5 & 17 years old

SPOUSE ACTIVITIES (250pp)
PRELIMINARY SCHEDULE

SATURDAY
Registration.........................................................8:00 a.m. – 5:00 p.m.
Hospitality Suite Open.........................................12:00 p.m. – 5:00 p.m.
Opening Reception..................................................7:30 p.m. – 9:30 p.m.

SUNDAY
Buses Leave for Church Services...........................7:30 a.m.
Registration.........................................................8:00 a.m. – 5:00 p.m.
Buses Leave for Church Services...........................10:00 a.m.
Hospitality Suite Open...........................................1:00 a.m. – 5:00 p.m.
Spouse Activities..................................................2:00 p.m. – 5:00 p.m.
Exhibitor's Reception.............................................7:30 p.m. – 9:00 p.m.

MONDAY
Registration..........................................................8:00 a.m. – 1:00 p.m.
Opening Plenary....................................................9:00 a.m. – 10:30 a.m.
Exhibit Walk-Through..........................................10:30 a.m. – 12:30 p.m.
Opening Awards Luncheon....................................2:30 p.m. – 2:30 p.m.
Spouse Workshop..................................................2:30 p.m. – 4:30 p.m.
Host City Reception..............................................8:00 p.m. – 10:30 p.m.

TUESDAY
Registration..........................................................8:00 a.m. – 1:00 p.m.
Hospitality Suite Open..........................................8:00 a.m. – 5:00 p.m.
Spouse Social Activities.......................................9:00 a.m. – 11:00 a.m.
Spouse Workshop..................................................11:00 a.m. – 12:30 p.m.
Spouse Luncheon & Fashion Show ............................................. 12:30 p.m. – 2:30 p.m.
Spouse Workshop ................................................................. 2:45 p.m. – 5:00 p.m.

WEDNESDAY
Memorial March/Service ...................................................... 8:30 a.m. – 11:30 a.m.
Hospitality Suite Open ....................................................... 12:00 p.m. – 5:00 p.m.
Spouse Social Activities ...................................................... 12:00 p.m. – 3:00 p.m.
Pre-Banquet Reception ....................................................... 6:00 p.m. – 7:00 p.m.
Annual Awards Banquet & Dance ......................................... 7:30 p.m. – 12:30 a.m.

THURSDAY
24 Hour Hold ........................................................................
8:00 a.m. – Noon. ..................................................................

Staff rooms (4 rooms) ..........................................................
Conference Debriefing (Current Conference Committee, and In-

coming Conference Chairs are requested to attend) 50 pp)

10:00 a.m. – 11:30 a.m. ..........................................................
11:30 a.m. – 1:00 p.m. .............................................................
12:00 p.m. – 6:00 p.m. .............................................................

Old/New Executive Board Meeting (35 pp)
New Executive Board Training (25 pp)
Golf Tournament

NATIONAL ORGANIZATION OF BLACK LAW ENFORCEMENT EXECUTIVES
CONFERENCE BID DUE DATES AND PROCEDURES

DUE DATES

COMMITMENT LETTERS
Monday, October 1, 2006
A letter must be sent to the NOBLE Meeting Planner’s
stating the city’s intent to submit a bid.

SUBMIT PROPOSAL (2 copies) TO:

1) NOBLE 2009 Conference Proposal
   Attn: NOBLE Meeting Planners
   4609-F Pinecrest Office Park Drive Suite F
   Alexandria, VA 22312-1442
   Lfranklin@noblenatl.org

2) Attention: Carmen Rodgers
   Director
   DRP International
   14900 Landmark Blvd Suite 540
   Dallas, Texas  75254
   Carmen@drpintl.com

BID PROPOSAL DUE DATE: December 1, 2006
DIRECT QUESTIONS TO:  
Lori Franklin  
(703) 658-1529

Or

Carmen Rodgers  
(972) 716-0999

BID PRESENTATION DATE: January 2007 Board Meeting

SITE VISITS: The cities that have made the short list, will be contacted. Site visits will need to be arranged between January 2007 and April 2007.

DECISION DATE: May 2007 Board Meeting  
Ft. Lauderdale, Florida

BID PROCEDURE

1. All presentations will be made at the Board Meeting; you must be present to submit a bid.
2. A site inspection will be made by members of the NOBLE National Staff and National Conference Committee after the presentation. The cost of the site inspection is the responsibility of the requesting city, up to six individuals may attend.
3. A report based upon the site inspection will be prepared by the National Conference Committee and NOBLE National Staff.
4. The report will be presented to Executive Board at the next Board Meeting following the inspections.
5. The Executive Board will vote at the Board Meeting.
6. Letters to all prospective conference sites regarding the Executive Board’s vote will be sent from the National Office.
7. The selected city will hold a press conference to announce the selection. (Representatives for the Executive Board will attend the press conference at the cost of the selected city)
8. A formal announcement will be made to the membership at the Business Meeting during the July Conference.

SITE SELECTION WILL BE BASED ON FOLLOWING CRITERIA:

Please be prepared to address the following items during the bid presentation. Please note that the list is not in order of importance. The final determination for a selection of a conference site will be based upon the collective information and will be made by the Executive Board.

1. City support of bid, which should include what level of commitment the city is willing to make in support of the conference, such as monetary donations, in-kind services, and support from Mayor’s office for
personnel and/or city services.

2. The Police Department's support of the bid. The level of support the department is willing to commit to the conference, such as personnel support, fund raising efforts and overall planning of the conference.

3. What level of support is there from leaders within the community?

4. Transportation to the location. How easy is it to get to the location and are there any future plans that will affect the overall transportation to and from the location?

5. Transportation within the city. If more than one location will be used for the conference, a plan should be in place as to how the attendees will be transported throughout the conference.

6. Level of support from the NOBLE members in the location. This should include a proposed list of conference committee chairs and a list of at least 25 members who support and are willing to commit to the amount of work involved in planning a conference of this size.

7. Level of financial support within the location. This should include a list of sponsors and the amount of sponsorship.

8. A detailed fund-raising plan, including fund-raising activities with a proposed amount to be raised.

9. List of Hotels with available dates, number of rooms, cost of rooms and amenities the hotels are offering.

10. Meeting space availability with dates, number of rooms and cost.

11. Exhibit space availability with dates, size of exhibit space and cost.

Attractions within the location that will make it des