



## **BROWN COUNTY COMMUNITY WOMEN'S CLUB, INC.**

### **POLICIES AND PROCEDURES**

**Updates and Changes Approved by BCCWC Board –December 6, 2017**

#### **SECTION 1: POLICIES AND PROCEDURES (P&Ps)**

The purpose of these P & P's is to accomplish BCCWC objectives in a spirit of cooperation and fellowship and to explain the steps needed to follow the rules of our Bylaws and any standing rules set up by the BCCWC Board of Directors. Copies of the Financial Statements and Bylaws are available for review by all BCCWC members upon request. The P&Ps are available on the BCCWC website.

#### **SECTION 2: CORPORATION**

##### **MISSION STATEMENT**

The BCCWC is dedicated to providing charitable, educational, and cultural services to the community, as well as providing social and personal growth to its members. It is a non-political and non-sectarian group.

##### **PURPOSE**

The BCCWC is a corporation organized exclusively for charitable and educational purposes under Section 501(c)(3) of the Internal Revenue Code.

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, directors, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal tax under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code or corresponding section of any future federal tax code.

##### **GOVERNING DOCUMENTS**

Federal Tax-Exempt Codes

State Statutes

Wisconsin Department of Financial Institutions

Wisconsin Sales and Use Tax Certificate of Exempt Status

Wisconsin Raffle License, Class B

Brown County Community Women's Club, Inc. Bylaws

Brown County Community Women's Club, Inc. Policies and Procedures

Parliamentary Authority – "Robert's Rules of Order"

### **SECTION 3: GENERAL MEMBERSHIP**

All prospective and renewing members should complete and submit the member application form found on the home page of the BCCWC website ([www.bccwc.org](http://www.bccwc.org)) by June 1. Members joining after March 1 shall be considered paid for the following year.

All paid members have the following rights and privileges to:

- Hold a board position.
- Attend any board meetings of choice.
- Make suggestions to directors for new activities.
- Enjoy full participation in all club activities.
- Receive the newsletters via email (or U.S. mail if additional fees are paid).
- Receive the annual membership directory.
- Attend all monthly meetings, programs, and committee meetings of their choice.
- Serve on at least one monthly social committee.
- Bring a guest(s) to a meeting or program. (Guests may attend two meetings. They must join the club if they wish to attend more meetings.)
- Submit a grievance in writing to the BCCWC board of directors.
- Report their volunteer hours to the immediate Past President at the end of the club's fiscal year. (June 30)
- Recommend Community Contribution Award recipients as defined in the request form found on our website. Your requests can be submitted anytime during the year but no later than May 31st. All awards are given out annually in the month of June.
- Endeavor to obtain grants on behalf of the BCCWC and provide information to the 2<sup>nd</sup> Vice President for submission.

### **SECTION 4: OFFICERS**

Principle officers of the Corporation are President, President-Elect, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer and Immediate Past President each of whom shall be elected by the board of directors as outlined in the BCCWC Bylaws. These officers shall also serve as the Executive Committee. The President-Elect, 1st Vice President, 2nd Vice President, and Secretary shall be elected by the board at or prior to the April board meeting for a term of one year. The Treasurer shall be elected at or prior to the April Board Meeting for a two-year term, or until a replacement is found. All officers may be elected for a second consecutive term. Terms of officers shall overlap for better transition. The transition terms will start June 1 and end June 30. The official terms of office and voting

privileges will coincide with BCCWC fiscal year of July 1 through June 30. Board of Directors, shall appoint a member to fill a vacancy in the unexpired terms of elected officers for the balance of the term. Officers are expected to attend all Executive Committee and Board meetings. Officers endeavor to obtain grants on behalf of the BCCWC and provide information to the 2<sup>nd</sup> Vice President.

### **DUTIES OF PRESIDENT**

- Serve as chair of the Executive Committee.
- Call and preside over all Board and General Membership meetings.
- Develop agendas for board meetings and monthly membership meetings.
- Approve and coordinate the activities of the organization in accordance with all governing documents.
- Serve on the Finance Committee and appoint one member-at-large to serve on this committee.
- Serve as ex-officio member of all standing committees except the Nomination Committee.
- Appoint Ex-Officio Board positions of Historian, Assistant to Treasurer, and Parliamentarian with Board approval.

**DUTIES OF PRESIDENT-ELECT** Assume the office of President at the end of the current President's term.

- Collect nominations from membership for the annual community awards, present them to the BCCWC Finance Committee for approval and then to the BCCWC Board for final approval at their June meeting. Community Award letters should be prepared by the President-Elect, dated June 30, signed by the President and sent out by the President-Elect. (in other words, the President of that year signs the letters for the funds that were generated while she was president)
- Ensure Community Award request is written for the De Pere Community Center.
- Write a contract with De Pere Community Center to schedule monthly BCCWC board meetings. Send the original signed contract to the Archivist. Keep a copy for President-Elect Binder.
- Serve on the Finance Committee.

### **DUTIES OF 1st VICE PRESIDENT**

- Perform duties of the President in her absence or inability to serve.
- Supervise and maintain reports from Sunshine, Memorial Books, and Bereavement Chairs. Report to the Board in Consent Agenda.
- Assume office of President for the unexpired term in the event of illness, resignation, or death.
- Support and provide assistance to the President.
- Support and provide assistance to the Secretary as needed.
- Serve on Finance Committee.

### **DUTIES OF 2nd VICE PRESIDENT**

- Chair the Finance Committee.
- Support and provide assistance to the First Vice-President as needed.
- Assume the duties of the Treasurer in case of her absence.
- Prepare and submit any grants on behalf of the BCCWC.

### **DUTIES OF SECRETARY**

- Record minutes of board meetings and the annual membership meeting held in May.
- Send (via email) signed-and-dated board and annual membership meeting minutes to members of the BCCWC Board within seven to ten days of meetings.
- Maintain a signed-and-dated hard copy of all minutes per IRS requirements.
- Coordinate with Parliamentarian and Archivist all amendment, revision and adoption dates for records.
- Collect all committee reports for the monthly board meeting consent agenda (the consent agenda is a report from each committee director including the committee name, the activities of her committee for the month, her name and date) and include in the minutes.
- E-mail the Board meeting agenda (as developed by the President) along with the consent agenda and any other pertinent documents to all Board members prior to the monthly Board meetings.
- Serve on Policies & Procedures and By-Laws Committee.

### **DUTIES OF TREASURER**

- Maintain all financial records which may be reviewed by a CPA or professional accounting firm as approved by the BCCWC Board.
- Present an account of all receipts and expenditures including balances of all accounts at each regular board meeting.
- Present a report of actual income and expenses of each fundraising event at regular board meeting as part of the treasurer's report.
- Prepare fiscal year-end financial report with the Finance Committee.
- Serve on the Finance Committee
- Prepare the proposed Annual Budget with the Finance Committee for the fiscal year and present it to the Board for approval at the September board meeting.
- Delegate duties to the ex-officio Assistant to Treasurer as needed.
- Notify and send copies of all BCCWC communications with Federal Government, State Government, club accountant and club attorney to the Archivist, 2<sup>nd</sup> Vice President and President.

### **DUTIES OF IMMEDIATE PAST PRESIDENT**

- Serve on any committees at the discretion of the President.
- Compile total volunteer hours submitted by members into an annual report to appear in directory.
- Serve as Nominations Committee Chair. Present nominees, conduct election of officers at/or prior to April Board Meeting.
- Install officers at May membership meeting.
- Submit a newsletter article announcing the newly elected officers.
- Serve on Policies and Procedures and By-Laws Committee with the Secretary and Parliamentarian.

## **RESIGNATION OF OFFICERS**

- Any officer wishing to resign shall send a dated and signed letter to the BCCWC Board.
- Any officer who resigns can only be restored to office by re-election.

## **SECTION 5: BCCWC BOARD OF DIRECTORS**

Composition of Board includes officers (5), archivist (1) directors of standing committees, (7). The responsibilities of the BCCWC Board include, but are not limited to the following:

- Attend monthly Board and general membership meetings.
- Hold board meeting prior to membership meeting not less than four (4) times a year.
- Develop policies and procedures to maintain the orderly direction of business and make decisions and changes when needed.
- Establish standing and/or ad hoc committees as needed.
- Approve directors of all standing and ad hoc committees.
- Approve the annual budget presented by the Treasurer.
- Approve the CPA (Certified Public Account) or professional accounting firm to review our financial records-
- Approve the Community Awards as recommended and submitted by Finance Committee.
- Approve procedures, events and projects of all committees.
- Upon leaving a position, outgoing director(s) and officer should meet personally with incoming director(s) and/or officer for the purpose of discussing specific duties of the position.
- Pass the director's binder to the incoming director or officer.
- Submit Consent Agenda to the Secretary upon her request before each board meeting.
- Send original copies of any contracts to the Archivist. Keep a second copy in Officer/Director Binder.

## **SECTION 6: ARCHIVIST**

There shall also be a Board position of Archivist. This individual shall be elected for a two (2) year (renewable) term to serve as a voting member of the Board of Directors of the Corporation.

Archivist shall:

- Serve on the Finance, By Laws, and Policies and Procedures Committees.
- Renew club liability insurances.
- Renew all club licenses (i.e., raffle, non-profit, tax exempt, Federal EIN).
- Renew contracts for safety deposit box & maintain inventory of same.
- Renew contracts for PO Box and maintain record of who has key.
- Maintain record of who has all keys (i.e., meeting rooms, kitchen cupboard).
- Maintain record of all signed contracts under club name.
- Maintain record of all tax returns.
- Maintain record of all signed Bylaws and Policies and Procedures.

- Maintain record with location of tangible property owned by BCCWC. This includes, but is not limited to, aprons, easels, bags, bridge supplies, kitchen supplies/equipment and name tags.
- Maintain a record of all internet, related user ID's and passwords for any BCCWC internet account activity. (IE, Quick Books, Website, Government renewals etc.)

## **SECTION 7: DIRECTORS**

There are seven (7) standing committees as follows: Communications, Community Service, Fellowship, Fundraising, Membership, Program/Social, and Publicity. Directors of the Corporation are elected at the annual meeting of the Board of directors. Standing Committee Directors serve on a fiscal year basis. The Board of Directors may elect them for the next fiscal term. Every Director needs to arrange to have committee chairs take pictures of their events and turn them in to the Publicity Director.

### **1. COMMUNICATIONS COMMITTEE**

Directors shall:

- Maintain and update Director Binder.
- Appoint coordinators and chairs as necessary. Meet with the committee chairs at the beginning of the fiscal year to review committee expectations.
- Produce and distribute monthly newsletter, and other publications.
- Maintain BCCWC website with updates & corrections monthly to ensure that the website is always current.
- Work with all members/committees, etc. to develop any forms for publication (i.e fundraising flyers, publicity releases, etc.) to be approved by the Communications Committee.
- Publish annual directory with Membership and Program/Social Committees.
- Provide copies of all necessary publications to the Historian.
- Maintain and provide financial receipts/reports to Treasurer within 30 days of event or occurrence.
- Provide one voting member to the BCCWC Board.
- Maintain a back-up system of all BCCWC final documents and forms.
- Submit Consent Agenda to the Secretary upon her request before each Board meeting. (The consent agenda is a report from each committee director including the committee name, the activities of their committee for the month, their name and date).
- Coordinate with President and President-Elect in recruiting new/additional committee directors.
- Mail membership directories that have not been distributed by the October general meeting.

### **2. COMMUNITY SERVICE COMMITTEE**

Directors shall:

- Maintain and update Director Binder.
- Appoint coordinators and chairs as necessary.

- Meet with committee chairs at the beginning of the fiscal year to review committee expectations.
- Provide committee chairs with updated informational binders which includes procedures, responsibilities and history of events.
- Provide receipts and reports for the treasurer within 30 days of the event.
- Provide one voting member to the BCCWC Board.
- Submit Consent Agenda to the Secretary upon her request before each Board meeting. (The consent agenda is a report from each committee director including the committee name, the activities of their committee for the month, their name and date).
- Provide Communications Committee with articles for monthly newsletter prior to deadline.
- Coordinate with President and President-Elect in recruiting new/additional committee directors.
- Complete a yearly review of all community service events and recommend continuation or cessation to the board.
- Inform Communications Directors of any changes, updates and/or corrections that affect the BCCWC website information.

### **3. FELLOWSHIP COMMITTEE**

Directors shall:

- Maintain and update Director Binder.
- Appoint coordinators and chairs as necessary.
- Meet with the committee chairs at the beginning of the fiscal year to review committee expectations.
- Suggest and develop fellowship events, in the general interest of the BCCWC membership. Trips are to be limited to one day. Any complimentary incentives from any event must to be returned to the BCCWC. Per the by-laws, no member may benefit financially.
- Develop forms with Communications Directors.
- Provide committee chairs with updated informational binders with procedures, responsibilities, and history of events.
- Provide one voting member to the BCCWC Board.
- Submit Consent Agenda to the Secretary upon her request before each Board meeting. (The consent agenda is a report from each committee director including the committee name, the activities of their committee for the month, their name and date).
- Provide Communications Committee with articles for monthly newsletter prior to deadline.
- Coordinate with President and President-Elect in recruiting new/additional committee directors.
- Inform Communications Directors of any changes, updates and/or corrections that affect the BCCWC website information.
- Provide financial reports to Treasurer within 30 days of event or occurrence.

#### 4 **FUNDRAISING COMMITTEE**

Directors shall:

- Maintain and update Director Binder.
- Appoint Coordinators and Chairs as necessary.
- Meet with your committee chairs at the beginning of the fiscal year to review committee expectations.
- Refer, promote and generate ideas for fundraisers and present to board for approval.
- Complete a yearly review of all fundraising events.
- Determine which fundraising events will be discontinued.
- Recommend any new fundraising events to the BCCWC Board for approval.
- Provide committee chairs with updated informational binders with procedures, responsibilities, and history of events.
- Directors shall collect income and disperse to the treasurer upon completion of reports.
- Provide financial reports to Treasurer within 30 days of event or occurrence.
- Provide one voting member to the BCCWC Board.
- Serve on the Finance Committee. (one director)
- Submit Consent Agenda to the Secretary upon her request before each Board meeting. (The consent agenda is a report from each committee director including the committee name, the activities of their committee for the month, their name and date.)
- Provide Communications Committee with articles for monthly newsletter prior to deadline.
- Coordinate with President and President-Elect in recruiting new/additional committee directors.
- Inform Communications Directors of any changes, updates and/or corrections that affect the BCCWC website information.

#### 5. **MEMBERSHIP COMMITTEE**

Directors shall:

- Maintain and update Director Binder.
- Collect membership renewals and dues. Submit all money to the Treasurer.
- Email non-renewals a reminder to renew their membership by June 1.
- Update and maintain membership and renewal forms.
- Proactively seek new members and provide them with club information.
- Personally welcome all new members.
- Appoint coordinators and chairs as necessary. Meet with the committee chairs at the beginning of the fiscal year to review committee expectations.
- Develop registration form with Communications.
- Maintain member interest forms.
- Forward choices of membership participation information on renewals and new registrations forms to Directors of appropriate committees.
- Remind membership annually to update ICE information.
- Provide financial reports to Treasurer within 30 days of event or occurrence.
- Provide one voting member to the BCCWC Board.



- Remind members proactively of membership dues at meetings and in the newsletter.
- Submit Consent Agenda to the Secretary upon her request before each Board meeting. (The consent agenda is a report from each committee director including the committee name, the activities of their committee for the month, their name and date).
- Provide Communications Committee with articles for monthly newsletter prior to deadline.
- Coordinate with President and President-Elect in recruiting new/additional committee directors.
- Inform Communications Directors of any changes, updates and/or corrections.

## **6. PROGRAM/SOCIAL COMMITTEE**

Directors shall:

- Maintain and update Director Binder.
- Recruit Social Committee co-chairpersons for each monthly meeting and meet to review duties and expectations.
- Provide one voting member to the BCCWC Board.
- Submit Consent Agenda to the Secretary upon her request before each Board meeting. (The consent agenda is a report from each committee director including the committee name, the activities of their committee for the month, their name and date).
- Provide financial reports to Treasurer within 30 days of event or occurrence.
- Plan nine (9) programs for the club year (September through May) to include date, location, menu, cost when applicable, and speaker/program. Luncheon programs should include entertainment. All programs are to be free of politics, religion, or sales requests.
- Ensure that BCCWC aprons are worn by monthly social committee members when appropriate.
- Contact speakers two weeks in advance to confirm time, place, and special needs.
- Report to the board each month, through the consent agenda, the number of members and guests who attended the previous general meeting.
- Send thank you letters and arrange to send check for speakers/performers.
- Provide program information to the Communications Committee to print in the annual membership directory.
- Provide Communications Committee with articles for monthly newsletter prior to deadline.
- Coordinate with President and President-Elect in recruiting new/additional committee directors.
- Inform Communications Directors of any changes, updates, and/or corrections that affect the BCCWC website information.
- Provide committee chairs with updated, informational binders with procedures, responsibilities, and history of the event.

## **7. PUBLICITY COMMITTEE**

Directors shall:

- Maintain and update Director Binder.
- Appoint Coordinators and Chairs as necessary. Meet with the committee chairs at the beginning of the fiscal year to review committee expectations.
- Coordinate community announcements with the Communications Committee to maintain consistency projecting the image of BCCWC.
- Provide all local media with information and details of upcoming club events.
- Ensure that all committee chairs have appointed someone to photograph the club's activities, meetings, and events.
- Send selected photos to newspapers.
- Work with the chair of a fundraiser or activity to advertise and promote these events and follow up with a press release at the conclusion
- Provide pictures, articles, and pertinent information to Historian.
- Provide one voting member to the BCCWC Board.
- Provide financial reports to Treasurer within 30 days of event or occurrence.
- Submit Consent Agenda to the Secretary upon her request before each Board meeting. (The consent agenda is a report from each committee director including the committee name, the activities of their committee for the month, their name and date).
- Provide Communications Committee with articles for monthly newsletter prior to deadline.
- Coordinate with President and President-Elect in recruiting new/additional committee directors.
- Inform Communications Directors of any changes, updates and/or corrections that affect the BCCWC website information.
- Provide a press release at the end of our fiscal year relating to community awards and volunteer hours.
- Maintain and update the BCCWC Facebook page.

## **SECTION 8: APPOINTEES TO THE BOARD**

These positions are presented to the board of directors for approval. These three positions are encouraged to attend all board meetings.

- **HISTORIAN** –Keep pictures, scrapbook, newsletters, programs, and agendas in cooperation and assistance of officers & committees.
- **PARLIAMENTARIAN** – Assist with parliamentary procedures of meetings. Maintain and coordinate with Secretary all bylaw amendments, revisions and dates of adoption. Keep club bylaws and policies & procedures up-to-date in coordination with the Secretary and Immediate Past President. Serve on Policies & Procedures and By-Laws Committee.
- **ASSISTANT to TREASURER** – Work with and assist the Treasurer with day-to-day financial entries and reports for events and fundraising. Understand all aspects of the Treasurer's responsibilities. Serve on the Finance Committee.

## SECTION:9 AD HOC COMMITTEES

Ad hoc committees are approved by the Board of Directors. Committee ceases to exist at completion of task. Maintain information and provide financial receipts/reports to Treasurer.

### NOMINATIONS AND ELECTION COMMITTEE

- Shall be established by January each year to provide a slate of officers for the March Board meeting.
- Slate of Officers shall be voted on at the April board meeting.
- Shall be chaired by the Immediate Past President and consist of two (2) other members.
- Members of the Nominations Committee may not be nominated as an officer.
- Immediate Past President shall conduct installation of officers at May membership meeting.
- Maintain and provide all financial reports to Treasurer.
- Be prepared to inform prospective nominees of their duties.

### FINANCE COMMITTEE

- Should be chaired by the 2nd Vice President and consist of President, President-Elect, 1st Vice President, Treasurer, Archivist, Fundraising Director, and Assistant to Treasurer.
- Hold meetings as needed, not to be less than 4 times per year.
- Make recommendations regarding financial reviews and audits in order to remain in compliance with standard accounting practices.
- Make recommendations regarding accounting firm to be used for club financial reviews and filings.
- Work with Treasurer and accounting firm regarding club finances and filings.
- Make recommendations regarding amount to be collected for membership dues.
- Make recommendations regarding amount of money that can be distributed annually for community awards.
- Make recommendations regarding amount of money that can be given to each community award recipient that was requested from members.
- Provide the Board with a recommendation for the annual budget at the September Board Meeting
- In conjunction with club Archivist, ensure that all club financial and legal documents are filed prior to the deadline.

### POLICIES AND PROCEDURES AND BY-LAWS COMMITTEE.

- Shall be composed of the Immediate Past President, the Secretary, the Archivist, and Parliamentarian with two other members at large.
- Shall meet as needed to draft a revision of the Policies and Procedures for board approval.

## **SECTION 10: MEMBERSHIP MEETINGS**

- Membership meetings will be held monthly on the third Wednesday from September through May. Additional meetings may be called at the discretion of the Board. Dates for general meetings can be adjusted at the discretion of the Board.
- Agendas shall be given to members at each regular meeting.
- Annual Membership Meeting minutes dated and signed by the secretary shall be prepared, approved by the Board and filed. The Annual Membership Meeting will be held in May.

## **SECTION 11 DONATIONS, GIFTS, GRANTS**

- BCCWC Board has the authority to decline any donation, gift, or grant.
- The wishes of the donor will be honored per State of Wisconsin license rules, the donor's request according to the BCCWC Mission Statement.

## **SECTION 12 EMERGENCY PROCEDURES**

- Have all BCCWC members fill in the "In Case of Emergency" (ICE) form to be kept in the back of her nametag,
- If ambulance is needed, call 911 and provide emergency care as needed.
- Notify Community Center office or other meeting site personnel of an emergency.
- Call immediate relative as shown on ICE card.

## **SECTION 13 REFUND POLICY**

No refunds will be given for any paid event, unless it is cancelled by the club. Member may find a replacement or use a tax donation.

## **PHOTOGRAPH/DIGITAL IMAGE POLICY**

Activities at BCCWC events may be photographed, documented, or otherwise recorded for historical and promotional purposes. The use of any recorded image shall be limited to promotion or publication of the club and the club's mission. **Any participant who wishes not to have images published must provide notice to the club in writing of his or her desire not to have such images used.**

## **POLICIES AND PROCEDURES AMMENDMENTS, REVISIONS, AND ADOPTION DATES:**

POLICIES AND PROCEDURES – BCCWC Original Board Approval 2008

POLICIES AND PROCEDURES – BCCWC Board Approved Updates and Changes June 28, 2010

POLICIES AND PROCEDURES – BCCWC Board Approved Updates and Changes March 5, 2012

POLICIES AND PROCEDURES – BCCWC Board Approved Updates and Changes September 5, 2012

POLICIES AND PROCEDURES – BCCWC Board Approved Updates and Changes May 1, 2013

POLICIES AND PROCEDURES – BCCWC Board Approved Updates and Changes April 2, 2014

POLICIES AND PROCEDURES – BCCWC Board Approved Updates and Changes May 6, 2015

POLICIES AND PROCEDURES – BCCWC Board Approved Updates and Changes September 29, 2015

POLICIES AND PROCEDURES – BCCWC Board Approved Updates and Changes April 6, 2016

POLICIES AND PROCEDURES – BCCWC Board Approved Updates and Changes December 6, 2017