



BROWN COUNTY COMMUNITY WOMEN'S CLUB, INC.

POLICIES AND PROCEDURES

Updates and Changes Approved by BCCWC Board – February 5, 2020

SECTION 1: POLICIES AND PROCEDURES (P & P's)

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 By-Laws and any standing rules set up by the BCCWC Board of Directors. Copies of the Financial Statements and By-Laws are available for review by all BCCWC members upon request. The P & P's are available on the BCCWC website (www.bccwc.org).

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 non-profit corporation organized exclusively for charitable and educational purposes under Section 501(c)(3) of the Internal Revenue Code. Incorporation was completed in August, 2015.

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. By-Laws

Brown County Community Women's Club, Inc. Policies & 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) by June 1. Members joining after March 1 shall be considered paid for the following year.

All paid members have the following rights, privileges, and responsibilities 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 e-mail (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 any 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.
- Recommend Community Award recipients as defined in the request form found on our website. Requests may be submitted anytime during the year but no later than May 31st. All awards are given out annually in the month of June.
- Obtain grants on behalf of the BCCWC and provide information to the 2nd Vice-President for submission.
- Report volunteer hours to the Immediate Past President at the end of the club's fiscal year (June 30th) for the club's internal revenue purposes.

SECTION 4: OFFICERS

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 By-Laws.

- Officers shall also serve as the Executive Board.
- It is recommended or advisable that candidates for officer positions have prior Board or leadership experience within the club.

- 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.
- Treasurer shall be elected at or prior to the annual April Board Meeting for a two-year term, or until a replacement is found.
- All officers may be elected for a second consecutive term.
- Newly elected officers shall overlap for better transition during the month of June.
- Official terms of office and voting privileges will coincide with BCCWC fiscal year of July 1 through June 30.
- Officers are expected to attend all Executive Board and Board of Directors meetings.
- Officers endeavor to obtain recommendations for grants on behalf of the BCCWC and provide information to the 2nd Vice-President.

DUTIES OF PRESIDENT

- Serve as chair of the Executive Board.
- Call and preside over all Board and general membership meetings.
- Develop agendas for Board meetings and general membership meetings.
- Approve and coordinate the activities of the organization in accordance with all governing documents.
- Serve on the Finance 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 requests 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 the June Board 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).
- Contact members who submitted Community Award requests informing them of the final decision of the Board.
- Ensure that a 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.
- Serve on the Finance Committee.

DUTIES OF 2nd VICE-PRESIDENT

- Chair the Finance Committee.
- Support and provide assistance to the 1st Vice-President.
- 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 e-mail) signed-and-dated Board and annual membership meeting minutes in one complete document to members of the BCCWC Board within seven to ten days of meetings.
- Send any corrected minutes as a new document noted as corrected minutes to Board members.
- 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 and include in the minutes. (The Consent Agenda is a report from each committee director including the committee name, the activities of the committee for the month, their name and date.)
- 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.
- Save all minutes on a portable storage device and pass it on to the Archivist at the end of the fiscal year.

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 the 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, 2nd Vice President and President.

- Send copies of tax return filed annually to Archivist.
- Copy Archivist on any correspondence regarding club finances with the club accountant, club attorney, and/or the bank.

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 and Election Committee Chair. Present nominees and 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 & Procedures and By-Laws Committee.

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: EXECUTIVE BOARD

- Consists of President, President-Elect, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer, Past President, and Archivist.
- Meet as needed.

SECTION 6: BCCWC BOARD OF DIRECTORS

Composition of Board includes Officers (7), Archivist (1), and 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.
- Cancel Board meeting if Green Bay and/or De Pere schools are closed due to inclement weather.
- Develop policies and procedures to maintain the orderly direction of business and make decisions and changes when needed.
- Review and become familiar with the club's Policies & Procedures, as well as, the By-Laws.
- Establish and approve standing committees as needed.
- Approve directors of all standing committees.
- Approve the annual budget presented by the Treasurer.
- Approve the CPA (Certified Public Accountant) 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.

- Vote on a slate of officers at the April Board meeting which is designated as the Annual Board of Directors meeting.
- Appoint a club member to fill a vacancy in the unexpired term of an elected officer position for the balance of the term as an ad-hoc appointee.
- 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.
- Make and approve ad-hoc appointments as needed.

SECTION 7: ARCHIVIST

This is a co-director position which shall be elected for a two (2) year (renewable) term and serves as a voting member of the Board of Directors of the Corporation.

Archivist shall:

- Serve on the Executive Board.
- Serve on the Finance and Policies & Procedures and By-Laws Committees.
- Renew club liability insurances.
- Renew all club licenses (i.e., raffle, non-profit, tax exempt, Federal EIN).
- Renew contracts for safe 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 By-Laws and Policies & Procedures.
- Maintain inventory 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 (i.e., Quick Books, Website, Government renewals, etc.).
- Maintain Policies & Procedures document and present edits proposed by the Policies & Procedures and By-Laws Committee to the Board for their approval.

SECTION 8: DIRECTORS

There are seven (7) standing committees as follows: Communications, Community Service, Fellowship, Fundraising, Membership, Program/Social, and Publicity. Standing Committee Directors must be confirmed by the Board of Directors and serve on a fiscal year basis. The Board of Directors may approve

them for the next fiscal term. It is recommended that each of the seven standing committees should consist of three directors. Each standing committee is allowed one vote.

1. COMMUNICATIONS COMMITTEE

Directors shall:

- Maintain and update Communication Director Binder.
- Appoint coordinators and chairs as necessary.
- Meet with 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.
- 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 on a portable storage device and provide to the Archivist.
- 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.
- Arrange to have committee chairs take pictures of events and turn them in to the Publicity Director.
- Serve as back-up for maintaining/updating the BCCWC Facebook page.

2. COMMUNITY SERVICE COMMITTEE

Directors shall:

- Maintain and update Community Service Director Binder.
- Appoint coordinators and chairs as necessary.
- Meet with committee chairs at the beginning of the fiscal year to review committee expectations.
- Recommend any new Community Service projects to the BCCWC Board for approval.
- 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.
- Arrange to have committee chairs take pictures of events and turn them in to the Publicity Director.

3. FELLOWSHIP COMMITTEE

Directors shall:

- Maintain and update Fellowship Director Binder.
- Appoint coordinators and chairs as necessary.
- Meet with 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.
- Arrange and coordinate trips which must be limited to one day. All payments/checks from members or non-members for any one-day bus trips must be made payable directly to the bus/tour company, and those payments may not be processed through the club bank account. 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.

- Collect income and disperse to the Treasurer every two weeks leading up to date of event.
- Provide financial reports to Treasurer within 30 days of event or occurrence.
- Arrange to have committee chairs take pictures of events and turn them in to the Publicity Director.

4. FUNDRAISING COMMITTEE

Directors shall:

- Maintain and update Fundraising Director Binder.
- Appoint coordinators and chairs as necessary.
- Meet with committee chairs at the beginning of the fiscal year to review committee expectations.
- Complete a yearly review of all fundraising events.
- Determine which fundraising events will be discontinued.
- Promote and generate ideas for fundraisers and 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.
- Collect income and disperse to the Treasurer every two weeks leading up to date of event.
- 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.
- Arrange to have committee chairs take pictures of events and turn them in to the Publicity Director.

5. MEMBERSHIP COMMITTEE

Directors shall:

- Maintain and update Membership Director Binder.
- Collect membership renewals and dues and disperse to the Treasurer every two weeks.
- E-mail 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 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 that affect the BCCWC website information.
- Arrange to have committee chairs take pictures of events and turn them in to the Publicity Director.
- Keep Board members advised of all new memberships by sending an e-mail and updated membership spreadsheet throughout the year.

6. PROGRAM/SOCIAL COMMITTEE

Directors shall:

- Maintain and update Program/Social 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.
- Collect income and disperse to the Treasurer every two weeks leading up to date of event.
- Write a contract with the De Pere Community Center to schedule monthly membership meetings. Send original signed contract to Archivist. Keep a copy in the Director Binder.
- Plan nine (9) programs, considering input from members, 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.

- Present programs for the upcoming year to the Board for their review at the May Board meeting.
- Obtain Board approval before booking venues with excessive setup and equipment fees (i.e., anything over \$250 total charge in addition to luncheon cost).
- Forward contracts for luncheon meetings to Archivist, provide a copy to Treasurer and keep a copy in the Director Binder.
- 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.
- Arrange to have committee chairs take pictures of events and turn them in to the Publicity Director.

7. PUBLICITY COMMITTEE

Directors shall:

- Maintain and update Publicity Director Binder.
- Appoint coordinators and chairs as necessary.
- Meet with 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 and collect photos for publicity and share them with Historian.
- 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.
- Obtain approval for any paid advertisement or promotion of fundraising events from the BCCWC Board or Fundraising Director.

SECTION 9: EX-OFFICIO APPOINTEES TO THE BOARD

These positions are presented to the Board of Directors for approval. These 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 by-law amendments, revisions and dates of adoption. Keep club By-Laws 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 10: OTHER COMMITTEES

BOARD NOMINATIONS AND ELECTION COMMITTEE

- Chaired by the Immediate Past President and consists of two (2) other members.
- Shall be established by January each year to provide a slate of officers for the March Board meeting.
- Seek candidates for officer positions that have prior Board or leadership experience within the club.
- Members of the Board Nominations and Election Committee may not be nominated as an officer.

- Conduct installation of officers at May membership meeting.
- Maintain and provide all financial reports to Treasurer.
- Provide a list of duties to prospective nominees.

FINANCE COMMITTEE

- Chaired by the 2nd Vice-President and consists of President, President-Elect, 1st Vice-President, Treasurer, Archivist, Fundraising Director, and Assistant to Treasurer or additional member.
- 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.
- Recommend to the Board the dollar amount to be collected for membership dues.
- Determine amount of money that can be distributed annually for Community Awards.
- Review all submitted Community Award requests.
- Recommend to the Board the dollar amount that can be given to each approved Community Award recipient.
- Provide the Board with a proposed annual budget at the August Board meeting.
- In conjunction with club Archivist, ensure that all club financial and legal documents are filed prior to the deadline.

POLICIES & PROCEDURES AND BY-LAWS COMMITTEE

- Consists of Immediate Past President, Secretary, Archivist, Parliamentarian, and two other members at large.
- Meet as needed to draft revisions to the Policies & Procedures and/or By-Laws and present to the Board for approval.

SUNSHINE/BEREAVEMENT/MEMORIAL BOOK COMMITTEES

- The Sunshine Chairperson sends cards or notes to members who are experiencing a serious illness, loss of a significant person in their lives or could just use a note of cheer.
- The Bereavement Chairperson(s) responds to the passing of a BCCWC member or a former member who made a significant impact to the club. Because different scenarios may arise, the committee coordinates the club's contribution in an appropriate manner based on arrangements planned by their family.
- The Memorial Book Chairperson coordinates the donation of a book to the Brown County Library in memory of a deceased BCCWC member.
- Each chair should provide a monthly report of committees' activities to the 1st Vice-President.

SECTION 11: AD HOC APPOINTEES

- Ad hoc appointments are made and approved by the Board of Directors and cease to exist at completion of task.
- Maintain information and provide financial receipts/reports to Treasurer.

SECTION 12: 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.
- Monthly membership meetings will be cancelled if Green Bay and/or De Pere schools are closed due to inclement weather. Monthly luncheon meetings may be handled differently.
- Agendas shall be given to members at each regular meeting.
- Annual membership meeting minutes, prepared, dated and signed by the secretary, shall be approved by the Board and filed. The annual membership meeting will be held in May.

SECTION 13: DONATIONS, GIFTS, GRANTS

- No cash donations will be solicited from members.
- BCCWC Board has the authority to decline any donation, gift or grant.
- The wishes of a donor will be honored per State of Wisconsin license rules and the BCCWC Policies & Procedures.

SECTION 14: COMMUNITY AWARDS

- Profits from BCCWC events and projects will be distributed through Community Awards at the end of the fiscal year only.
- Annually members may submit award requests for consideration for organizations that:
 - Are located in Brown County
 - Are non-profit and have a Federal EIN
 - Do not promote a specific religion or a political agenda
 - Do not directly benefit a member
 - Do not benefit from school fundraising activities
- Members should keep the BCCWC Mission Statement in mind when making award requests.
- The Finance Committee reviews all requests and recommends to the Board the dollar amount that can be given to each award recipient.
- All Community Awards are approved by the Board at the June Board meeting each fiscal year.
- All members who submitted Community Award requests will be notified by the President-Elect informing them of the final decision of the Board.

SECTION 15: EMERGENCY PROCEDURES

- All BCCWC members are requested to complete the “In Case of Emergency” (ICE) form and place it in back of nametag.
- Provide emergency care as needed.
- If ambulance is needed, call 911 and state hospital preference, if known.
- Notify meeting site personnel of an emergency.
- Call emergency contact as shown on ICE card.

SECTION 16: REFUND POLICY

- No refunds will be given for any prepaid BCCWC event if payee is unable to attend. Member may find a replacement or use as a tax donation.

SECTION 17: 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

POLICIES AND PROCEDURES – BCCWC Board Approved Updates and Changes February 6, 2019

POLICIES AND PROCEDURES – BCCWC Board Approved Updates and Changes February 5, 2020