



**BROWN COUNTY COMMUNITY WOMEN'S CLUB, INC.
POLICIES AND PROCEDURES**

Updates and Changes Approved by BCCWC Board – October 9, 2024

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 January 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, after notifying the President of your intent.
- 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 luncheon. (Any Guest may attend a maximum of two meetings or luncheons. They must join the club if they wish to attend more of these events.
- The Program/Social Committee is responsible for monitoring guests and should do so by keeping an ongoing guest list record.
- Submit a grievance in writing to the BCCWC Board of Directors.
- Recommend Community Award recipients as defined in the request form found on the club's website. Requests may be submitted anytime during the year but no later than the stated date on the Community Awards request form. All awards are given out annually in the month of June.
- Become familiar with the club's Policies and Procedures found on the website. (www.bccwc.org)
- Endeavor to obtain grants on behalf of the BCCWC and provide information and work with 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.
- Be aware of the club's "no refund policy".
- In accordance with our Collect, always be mindful of the fact that whenever participating in any BCCWC event, or acting as a representative of any BCCWC event, your actions are providing others with a reflection of our entire organization".

SECTION 4: EXECUTIVE BOARD

- Consists of President, President-Elect, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer, Immediate Past President, and Trustees (aka Archivist).
- Executive Board acts as governing Board for the club.
- President serves as Chair of the Executive Board.
- Present recommendations of the Executive Board in the form of a motion to the Board for their approval.
- Meet as needed to address any issues that may arise which affect the operation of the club.

SECTION 5: 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.

- Serve on 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 the annual April Board meeting for a term of one year.
- Treasurer shall be elected at the annual April Board Meeting for a two-year term, or until a replacement is found.
- All officers, except President-Elect, may be elected for a second consecutive term, unless there are extenuating circumstances.
- Newly elected officers shall attend June Board meeting prior to the beginning of their term of office to ensure a better transition to their officer position.
- 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.
- Submit Consent Agenda to the Secretary upon her request before each Board meeting. (The Consent Agenda is a report from each officer which includes the officer's position, name, the date, and any activities which need to be reported to the Board for the month.)

DUTIES OF PRESIDENT

- Serve as chair of the Executive Board.
- Present recommendations on behalf of the Executive Board in the form of a motion to the Board for their approval.
- Call and preside over all Board and general membership meetings.
- Develop agendas for Board meetings and general membership meetings.
- Prepare the program and have copies printed for the monthly membership meetings.
- Approve and coordinate the activities of the organization in accordance with all governing documents.

- Call on Parliamentarian to attend an Executive Board meeting for assistance with parliamentary procedures.
- 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.
- Take appropriate action as laid out in Section 10: Other Committees; Bereavement Committee, in the event of the death of an active or non-active member of the club.
- Confirm standing Committee Directors are willing to continue to serve as co-directors at the Annual April Board Meeting.
- If the President is unable to fulfill their duties, an emergency election can be held.

DUTIES OF PRESIDENT-ELECT

- Assume the office of President at the end of the current President's term.
- Temporarily perform duties of the President in her absence or inability to serve.
- Temporarily assume office of President for the unexpired term in the event of illness, resignation, or death.
- Responsible for making recommendations to the Board for any Committee Director openings for the upcoming business year.
- Collect requests from membership for the annual Community Awards and maintain a spreadsheet with 5 years of historical award data.
- Contact Communications Committee Directors to update the BCCWC Community Contribution Award Request form on the club's website.
- Notify Treasurer of new Community Award Requests prior to June Finance Committee meeting to ensure recipients meet the criteria required for consideration.
- Present the Community Award Requests to the BCCWC Finance Committee for review and approval and then to the BCCWC Board for final approval at the June Board meeting.
- Prepare and mail Community Award letters dated June 30th and signed by the President. (In other words, the President of that year signs the letters for the funds that were generated while she was President.)
- Save 5 years of Community Award Requests paperwork and pass them on to the incoming President-Elect at the end of the fiscal year.
- Prepare and pass on a digital copy of the Community Award Listing for incoming President-Elect.
- 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 and general membership meetings. Send the original signed contract to the Trustees (aka Archivist). Keep a copy for President-Elect binder.
- Prepare articles for intermittent newsletters highlighting some of our Community Award recipients as recommended by the Finance Committee.
- Serve on the Finance Committee.
- Serve on Policies & Procedures and By-Laws Committee.

DUTIES OF 1st VICE-PRESIDENT

- Temporarily perform duties of the President-Elect in her absence or inability to serve.
- Supervise and maintain reports from Sunshine and Bereavement Chairs and report to the Board in Consent Agenda.
- Temporarily assume office of President-Elect for the unexpired term in the event of illness, resignation, or death.
- Write a letter on BCCWC letterhead or note card to the family of a deceased member if a memorial donation has been sent directly to the club in honor of their deceased family member.
- Write thank you letter on BCCWC letterhead (which includes the BCCWC EIN #) or notecard to the donor of any memorial donation sent directly to the club.
- 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. See duties of Finance Committee for further details.
- Record minutes of each Finance Committee meeting and send to Finance Committee members within five days of meeting.
- Present recommendations on behalf of the Finance Committee in the form of a motion to the Board for their approval.
- Support and provide assistance to the 1st Vice-President.
- Assume the duties of the Treasurer in case of her absence.
- Work with members to prepare grant applications and submit them on behalf of the BCCWC.
- Present the Treasurer's report in the event the Treasurer is unable to attend a meeting.

DUTIES OF SECRETARY

- Record minutes of Board meetings and the annual membership meeting held in May.
- Record minutes of Executive Board meetings.
- E-mail all Board members prior to the monthly Board meeting requesting their Consent Agenda reports.
- 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's name, their name, the date, and the activities of the committee for the month.)
- E-mail the Board meeting agenda (as developed by the President) along with the Consent Agenda reports and any other pertinent documents to all Board members prior to the monthly Board meetings.
- Following the Board meeting, send a DRAFT of Board meeting minutes (via e-mail) to the full Board for their review. After receiving any corrections, include those corrections to the DRAFT minutes before compiling the final, official minutes document.
- Send (via e-mail) signed and dated official Board meeting minutes including Consent Agenda Reports in one complete document to members of the BCCWC Board within 7 to 10 days of meetings.
- Final, official minutes must then be approved by the full Board at the next Board meeting.

- If the Board does not approve the final, official minutes at the Board meeting, Secretary will amend and send any amended minutes as a new document noting in the header and document title that they are now “Amended Minutes”.
- Annual membership meeting minutes should be handled in the same manner as Board meeting minutes.
- Maintain a signed-and-dated hard copy of all minutes per IRS requirements.
- Save all minutes on a portable storage device and pass it on to the Trustees, (aka Archivist) at the end of the fiscal year.
- 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.
- Provide accounting firm with necessary information to file annual tax return in a timely manner.
- Present an account of all receipts and expenditures including balances of all accounts at each regular Board meeting.
- Present a fundraising event 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 and present to the Finance Committee at their August meeting.
- Serve on the Finance Committee.
- Ensure club’s no refund policy for any prepaid BCCWC event is strictly maintained.
- Maintain club’s P O Box at designated Post Office and hold primary key.
- Prepare the proposed fiscal year annual budget and present to the Finance Committee for their approval and final Board approval.
- Delegate duties to the Ex-Officio Assistant to Treasurer, 2nd Vice-President, or Trustees, (aka Archivist), as needed.
- Notify and send copies of all BCCWC communications with Federal Government, State Government, club accountant and club attorney to the Trustees (aka Archivist) and President.
- Send copies of tax returns filed annually to Trustees (aka Archivist).
- Copy Trustees (aka Archivist) on any correspondence regarding club finances with the club accountant, club attorney, and/or the bank.
- Meet on an annual basis, along with the Trustees (aka Archivist), with the club’s banking institution to review accounts and gain insight into any opportunities for better management of the club’s finances.
- Notify appropriate Director to write a thank you letter on BCCWC letterhead (which includes the BCCWC EIN #) or note card for any donation that is deposited into the general fund.
- Announce any memorial gifts or donations deposited into the general fund to the Board at the monthly Board meeting or in the Consent Agenda report.
- Provide 2nd Vice-President with Treasurer’s report in the event Treasurer is unable to attend a meeting.
- Research new Community Award Requests prior to June Finance Committee meeting to ensure recipients meet the criteria required for consideration.

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 the directory.
- Serve as Nominations and Election Committee Chair. Present nominees for officer positions at March Board Meeting.
- Install Executive Board members at the May membership meeting for their duties which begin July 1st.
- Submit an article announcing the newly elected Executive Board members for the May newsletter.

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 6: TRUSTEES (aka ARCHIVIST)

This is an ongoing co-director position which helps maintain the activities of the organization in accordance with all governing documents and historical perspectives. It is important that the person(s) who holds this position be knowledgeable of the club's history and is familiar with the incorporation processes and requirements. This position serves as a voting member of the Board of Directors of the Corporation.

Trustees (aka Archivist) shall:

- Serve on the Executive Board.
- Serve on the Finance Committee.
- Serve on the Nominations and Election Committee.
- Chair the Policies & Procedures and By-Laws Committees.
- Submit Consent Agenda to the Secretary upon her request before each Board meeting. (The Consent Agenda is a report from Trustees, (aka Archivist) which includes, board position, co-directors' names, the date and any activities which need to be reported to the Board for the month.)
- Renew club liability insurances.
- Renew all federal and state licenses required for the club (i.e., raffle, non-profit, tax exempt, annual report, Federal EIN).
- Renew contracts for safe deposit box & maintain inventory of same.
- Renew contracts for PO Box and maintain record of who has a key.
- Maintain record of who has all keys (i.e., meeting rooms, kitchen cupboard).
- Maintain record of all signed contracts under the club's name.
- Maintain records of all tax returns.
- Maintain record of all signed By-Laws and Board approved 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.
- Maintain a digital record of all monthly newsletters.
- Maintain a hard copy of all annual club directories.
- Ensure that all club financial and legal documents are filed prior to the deadline.
- Work with Treasurer and accounting firm regarding club finances and filings.
- Meet on an annual basis, along with the Treasurer, with the club's banking institution to review accounts and gain insight into any opportunities for better management of the club's finances.
- Hold reserve key to club's P O Box and primary keys for the safe deposit box.
- Endorse all club checks as second signature which are generated by the Treasurer.
- Support and provide assistance to the 2nd Vice-President.
- Maintain record of all tax-exempt ID cards held by any member that were obtained under the club's name and non-profit status for purchases made for BCCWC activities.
- Act as an oversight for the Board to ensure that decisions are in compliance with all state and federal regulations and that they are in line with the club's By-Laws and Policies and Procedures.

SECTION 7: BCCWC BOARD OF DIRECTORS

Composition of Board includes Executive Board (8) 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.
- Review and become familiar with the club's Policies and Procedures, as well as the By-Laws to ensure the orderly direction of the club's business.
- Approve changes recommended by the Policies and Procedures and By-Laws Committee.
- Establish and approve standing committees and their requests, as needed.
- Approve directors of all standing committees.
- Approve the annual budget presented and recommended by the Finance Committee.
- 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, when necessary.

- Meet personally with incoming director(s) and/or officer for the purpose of discussing specific duties of the position and to hand off binder and other helpful material.
- 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 Trustees (aka Archivist). Keep a second copy in Officer/Director Binder.
- Ensure all club contracts are signed in a proper manner using our full club's name (i.e., Brown County Community Women's Club, Inc., By: Person signing the contract).
- Make and approve ad-hoc appointments as needed.
- Check with Trustees (aka Archivist) before committee members, under your direction, attempt to apply for a tax-exempt ID card from any retail establishment to avoid duplication of applications to the same retailer under the club's name.
- Advise the Trustees (aka Archivist) and provide copies of any tax-exempt ID cards that committee members, under your direction, have obtained for use at any retail establishment to purchase items for club activities.
- Provide Communication Directors updates for your areas of responsibility, to ensure information on the club's website is current.

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. Directors must ensure that all people working on their committees are active BCCWC members.

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.
- Send out a brief e-mail to the membership advising of the death of a member and link the message to the obituary, if available.
- Maintain BCCWC website with updates and corrections provided by Board members to ensure that information on the club's website is current.
- Work with all members/committees, etc. to develop and/or correct any forms or articles 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 them to the Trustees (aka Archivist).
- Submit Consent Agenda to the Secretary upon her request before each Board meeting. (The Consent Agenda is a report from each committee which includes the committee's name, co-directors' names, the date, and the activities of their committee for the month.)
- Review and become familiar with the club's Policies and Procedures, as well as the By-Laws to ensure the orderly direction of the club's business.
- 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.
- 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 which includes the committee's name, co-directors' names, the date, and the activities of their committee for the month.)
- Review and become familiar with the club's Policies and Procedures, as well as the By-Laws to ensure the orderly direction of the club's business.
- Provide Communications Committee with articles for monthly newsletter prior to deadline.
- Assign someone to provide the Communication Directors with all updates for your areas of responsibility, to ensure information on the club's website is always current.
- 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.

- Make arrangements to have committee chairs take pictures of events and turn them in to the Historian and Publicity Directors.

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. 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 which includes the committee's name, co-directors' names, the date, and the activities of their committee for the month.)
- Review and become familiar with the club's Policies and Procedures, as well as the By-Laws to ensure the orderly direction of the club's business.
- Provide Communications Committee with articles for monthly newsletter prior to deadline.
- Assign someone to provide the Communication Directors with all updates for your areas of responsibility, to ensure information on the club's website is always current.
- Coordinate with President and President-Elect in recruiting new/additional committee directors.
- Collect income and forward it to the Treasurer every two weeks leading up to date of event.
- Provide financial reports to Treasurer within 30 days of event or occurrence.
- Make arrangements to have committee chairs take pictures of events and turn them in to the Historian and Publicity Directors.

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 forward 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 which includes the committee's name, co-directors' names, the date, and the activities of their committee for the month.)
- Review and become familiar with the club's Policies and Procedures, as well as the By-Laws to ensure the orderly direction of the club's business.
- Provide Communications Committee with articles for monthly newsletter prior to deadline.
- Assign someone to provide the Communication Directors with all updates for your areas of responsibility, to ensure information on the club's website is always current.
- Coordinate with President and President-Elect in recruiting new/additional committee directors.
- Make arrangements to have committee chairs take pictures of events and turn them in to the Historian and Publicity Directors.

5. MEMBERSHIP COMMITTEE

Directors shall:

- Maintain and update Membership Director Binder.
- Collect membership renewals and dues and forward to the Treasurer every two weeks.
- Provide Treasurer with a specific breakdown of donations received along with membership dues checks.
- Send an e-mail the first week of May to non-renewals, reminding them to renew their membership by June 1st.
- 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 to update In Case of Emergency (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 which includes the committee's name, co-directors' names, the date, and the activities of their committee for the month.)
- Review and become familiar with the club's Policies and Procedures, as well as the By-Laws to ensure the orderly direction of the club's business.
- Provide Communications Committee with articles for monthly newsletter prior to deadline.
- Assign someone to provide the Communication Directors with all updates for your areas of responsibility, to ensure information on the club's website is always current.
- Coordinate with President and President-Elect in recruiting new/additional committee directors.
- Keep Board members advised of all new memberships by sending an e-mail and updated membership spreadsheet throughout the year.
- Send membership spreadsheet at the end of each fiscal year which includes only information for paid members of the current club fiscal year to the Trustees (aka Archivist). (Note: In order to have an accurate membership list at the end of each fiscal year, this should not include any renewal information for the next fiscal year on this spreadsheet.)
- Provide Sunshine, Memorial Books and Bereavement Committees with names, addresses and phone numbers of members and any updates.

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 which includes the committee's name, co-directors' names, the date, and the activities of their committee for the month.)
- Review and become familiar with the club's Policies and Procedures, as well as the By-Laws to ensure the orderly direction of the club's business.
- Provide financial reports to Treasurer within 30 days of event or occurrence.
- Collect income and forward to the Treasurer every two weeks leading up to date of event.
- 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. Inform entertainers of BCCWC's "no tip" policy.
- 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 Trustees (aka 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 to speakers on BCCWC letterhead or note card 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.
- Assign someone to provide the Communication Directors with all updates for your areas of responsibility, to ensure information on the club's website is always current.
- Coordinate with President and President-Elect in recruiting new/additional committee directors.
- Provide committee chairs with updated, informational binders with procedures, responsibilities, and history of the event.
- Make arrangements to have committee chairs take pictures of events and turn them in to the Historian and Publicity Directors.
- Track guests attending meetings or luncheons by keeping an ongoing guest list record to comply with guests attending a maximum of two meetings or luncheons before joining the club.

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 which includes the committee's name, co-directors' names, the date, and the activities of their committee for the month.)
- Review and become familiar with the club's Policies and Procedures, as well as the By-Laws to ensure the orderly direction of the club's business.
- Provide Communications Committee with articles for monthly newsletter prior to deadline.
- Assign someone to provide the Communication Directors with all updates for your areas of responsibility, to ensure information on the club's website is always current.
- Coordinate with President and President-Elect in recruiting new/additional committee directors.
- Provide a press release at the end of our fiscal year relating to Community Awards and volunteer hours.
- Review, maintain and update the BCCWC Facebook page monthly so that it remains current.
- 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** – Collect pictures and develop and maintain a photo memory book (Shutterfly book, as an example) with the assistance of officers & committees.
- **PARLIAMENTARIAN** – Assist with parliamentary procedures of meetings and serve as Parliamentarian at the invitation of the President. Serve on the 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 the Trustees, (aka Archivist), and two (2) other members.
- Establish committee by January each year and provide a slate of officers for the March Board meeting.
- Gather input from Executive Board on potential candidates for officer positions.
- Share potential list of officers with President-Elect prior to presenting to the Board.
- Seek candidates for officer positions that have prior Board or leadership experience within the club, whenever possible.
- Members of the Board Nominations and Election Committee may not be nominated as an officer.
- 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, Trustees (aka Archivist), Fundraising Director, and Assistant to Treasurer.
- Invite Parliamentarian to act as observer and advisor at Finance Committee meetings.
- Hold meetings as required annually (see below) and/or as needed, not to be less than 2 times per year.
 - August meeting: Review previous fiscal year-end financial report, annual proposed budget, and membership dues. The budget and membership dues recommendations are presented to the Board by the 2nd Vice-President as a motion for approval at the September Board meeting on behalf of the Finance Committee.
 - June meeting: Review Community Award requests, determine dollar amount to be distributed and recipients of annual awards. Community Award recommendations are presented to the Board by the 2nd Vice President as a motion for approval at the June Board meeting on behalf of the Finance Committee.
- Invite incoming President-Elect and a member at large to attend the June Finance Committee meeting as observers to learn more about the Community Award process.
- Recommend the Community Award recipients to be highlighted in the newsletter each year.
- Give prior notice to the Board that the committee will be meeting to discuss membership dues recommendation for the next fiscal year.
- Make recommendations regarding financial reviews and audits to remain in compliance with standard accounting practices.
- Research CPS (Certified Public Accountant) or professional accounting firms in the event that a change for the club is warranted.
- Make recommendations regarding the accounting firm to be used for club financial reviews and filings.
- Work with Treasurer, Trustees, (aka Archivist) and accounting firm regarding club finances and filings, when necessary.

POLICIES & PROCEDURES AND BY-LAWS COMMITTEE

- Consists of President-Elect, Secretary, Trustees (aka Archivist), Parliamentarian, and two members at large, one being a non-board member.
- Meet as needed to draft revisions to the Policies & Procedures and/or By-Laws and present to the Board for approval.
- Work with an attorney when there are changes to the club's By-Laws.

SUNSHINE COMMITTEE

- 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. Reports any activities to 1st Vice-President.

BEREAVEMENT COMMITTEE

- Active Member:
 1. The President should be notified immediately of the death of any active member and then notify the full Board of Directors via e-mail.
 2. Communications Director should send out a brief e-mail to the membership advising of the death of a member and link the message to the obituary, if available.
 3. The Bereavement Chairperson(s) responds to the passing of an active BCCWC member. Because different scenarios may arise, the committee coordinates the club's contribution in an appropriate manner based on arrangements planned by their family. Reports any activities to the 1st Vice-President.
 4. The Bereavement Chairperson coordinates the donation of a book to the Brown County Library in memory of a deceased active BCCWC member and writes a newsletter article explaining the book that has been donated in memory of the deceased member. Reports any activities to the 1st Vice-President.
 5. The Bereavement Chairperson writes and submits a newsletter article, in a timely manner, memorializing a deceased active member.
- Non-Active Member:
 1. The President should also be notified immediately of the death of a non-active member and then notifies the full Board of Directors via email asking for their input as to the contributions the previous member had made to the club.
 2. The President should then immediately contact the Executive Board via email with any information that was gathered about a non-active member.
 3. The Executive Board then decides as to how to best honor a non-active member in an appropriate manner (i.e., food to the family; Memorial Book; article in newsletter) while taking into consideration the personal circumstances of the person no longer holding a membership and their previous involvement in the club activities.
 4. There should be no question as to giving full bereavement recognition to a non-active member if they were any part of the following: Founding Member, Charter Member or held any Officer/Director position.

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: MEETINGS

EXECUTIVE BOARD MEETINGS

- Called by the President as needed.
- Invite Parliamentarian to act as observer and advisor at Executive Board meetings.

BOARD MEETINGS

- Hold monthly, as needed, during fiscal year.
- Designate April Board meeting as club's Annual Board Meeting.
- Conduct election of officers at the Annual Board Meeting in April each year.
- Confirm standing Committee Directors are willing to serve another year as co-director at the Annual Board Meeting in April each year.
- Any openings for Committee Directors will be the responsibility of the incoming President to make recommendations to the Board.
- Monthly Board meetings will be cancelled if Green Bay and/or De Pere schools are closed due to inclement weather.

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.
- If cash donations are received at a BCCWC event and total more than \$20, these funds must be documented and given to the Treasurer. These donation amounts will not be published in the newsletter.
- If gift cards are received at a BCCWC event for a specific project or cause, they must be documented, and the total value reported to the Treasurer.
- An anonymous donation in the form of cash or check must be given to the Treasurer and deposited in the general fund.

- A donation for a specific project or cause in the form of cash or check must be given to the Treasurer and will be earmarked for that project or cause.
- A donation of a debit card for a specific project or cause must include documentation and be recorded by the Treasurer to show that it was received. Receipts should be submitted to the Treasurer for accounting purposes.
- No specific amount of any donation or donor's name will be reported in the newsletter.
- BCCWC Board has the authority to decline any donation, gift, or grant.
- Members must work with the 2nd Vice-President to prepare grant applications and submit them on behalf of the BCCWC for specific projects or fundraisers.
- Grants from a business for a specific project or cause must include documentation and be recorded by the Treasurer to show that it was received and how it was spent for the specific project or cause.
- Thank you letters to donors should be written on BCCWC letterhead (which includes the BCCWC EIN #) by the Director or chairperson of the event who received the donation on the club's behalf.
- If a donation is received through a fundraising event:
 - Fundraising Director will be responsible to see that "thank you" letters are sent.
 - Fundraising Director will report any donations in their event financial report to the Board.
- If a donation is received as a "memorial gift" to honor the memory of a member:
 - Treasurer will notify 1st Vice-President to write a "thank you" letter on BCCWC letterhead (which includes the BCCWC EIN #) to the donor.
 - Treasurer will notify 1st Vice-President to write a letter on BCCWC letterhead to the family of the deceased advising them that the BCCWC received a memorial donation in honor of their deceased family member from whomever made the donation.
- Treasurer will advise the Board of any memorial gifts received in the next Consent Agenda. 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.
- Funds for Community Awards for BCCWC Community Service projects will be held in the treasury until an explanation of the request and receipt(s) for reimbursement are received by the Treasurer.
- Community Awards for Community Service projects not entirely used in the fiscal year they are awarded, revert to the general fund.
- The Finance Committee will recommend several recipients of Community Awards to be highlighted in the newsletter.
- Invite incoming President-Elect to attend the June Finance Committee meeting as an observer in order to learn more about the Community Award process.
- Prepare and pass on a digital copy of the Community Award Listing for incoming President-Elect.

SECTION 15: EMERGENCY PROCEDURES

- All BCCWC members are requested to complete the “In Case of Emergency” (ICE) form and place it behind 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.
- Update ICE cards on a regular basis.
- Request first aid kit and defibrillator from the keeper of these items if you are having an off-site meeting at a location where these items do not exist.

SECTION 16: REFUND POLICY

- The club’s no refund policy will be strictly maintained for any prepaid BCCWC event, as the club is responsible to pay venue fees. If payee is unable to attend, they may find a replacement or use as a tax donation. The only exception would be if the club cancels an event.

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
- POLICIES AND PROCEDURES – BCCWC Board Approved Updates and Changes April 14, 2021
- POLICIES AND PROCEDURES – BCCWC Board Approved Updates and Changes May 12, 2021
- POLICIES AND PROCEDURES – BCCWC Board Approved Updates and Changes May 4, 2022
- POLICIES AND PROCEDURES – BCCWC Board Approved Updates and Changes September 13, 2023
- POLICIES AND PROCEDURES – BCCWC Board Approved Updates and Changes October 9, 2024