

# **POLICIES & PROCEDURES OF THE COLLEYVILLE WOMAN'S CLUB**

## **GENERAL**

### **I. DUES & FEES** (*Directed by Bylaws, Article IV*)

#### **INDIVIDUAL MEMBERSHIP**

- A. Membership dues are \$50 annually with pledge to volunteer 3 hours annually. Dues \$60 annually for those unable to provide 3 hours service annually.
- B. Business dues are \$150 annually, includes \$50 individual membership
  - 1. Include one free business card size ad in either Home Tour or Fashion Show program. Listing in directory.
  - 2. One Power Point slide at a general meeting.
  - 3. Table at general meeting.
- C. Honorary members (age 65 or older and who qualify) dues are \$25.00 annually with pledge to volunteer 3 hours annually. Dues \$35 annually for those unable to provide 3 hours service annually. (*Bylaws: Article II, Section 1 a*)
- D. Member renewal is subject to all outstanding fees and assessments.
- E. DUES BECOME PAYABLE JUNE 1, the beginning of the fiscal year.
  - 1. Dues not paid by September 15 are delinquent.
  - 2. A late fee of \$10.00 is assessed on all delinquent membership renewals.
- F. Prorated Dues:
  - 1. Members that join after February 1, are eligible for prorated dues and fees per the following.
    - a. New members are \$25.
    - b. Business is \$30.
- G. Any change to the fees or dues must be approved by the membership.

### **II. NEW MEMBERS**

- A. Each new member will have the opportunity to join CWC activities.
- B. New members are encouraged to attend New Member and Orientation Coffees.
- C. Membership is open; members are encouraged to submit names of friends and neighbors as prospective members.

### **III. RESPONSIBILITIES AND BENEFITS OF MEMBERSHIP**

- A. All members are encouraged to attend general meetings.
- B. Members will support the mission, goals, and programs of CWC.
- C. Members may:
  - 1. Participate in volunteer and service programs.
  - 2. Participate in CWC activities and events.
  - 3. Become a member of a committee.
  - 4. Attend Leadership Training and Planning Sessions.
- D. Members will review and update their contact information each year.
- E. ANY USE OF CWC DIRECTORY FOR TELEPHONE, FACSIMILE, OR E-MAIL SOLICITATIONS IS PROHIBITED. FAILURE TO COMPLY MAY RESULT IN LOSS OF MEMBERSHIP PRIVILEGES.

### **IV. MEMBERSHIP USE OF CWC PROPERTY**

- A. "Intellectual Property:"
  - 1. Data bases, financial information and other 'intellectual property.' Including the CWC logo, motto, etc., developed by or for Colleyville Woman's Club, is proprietary and exclusive to CWC. Use of said property is limited to conducting the business of CWC and must be authorized by the Executive Committee. Any member who shares or distributes proprietary information for use outside of CWC or for personal use, or who fails to adhere to the spirit of this intent, may be subject to the loss of membership.
- B. Physical Inventory

1. Use of CWC property must be member-sponsored and for noncommercial use. Borrowing may not conflict with scheduled CWC functions. Requests must be made five (5) days prior to need and be returned when specified.
2. All items are loaned in good faith and should be returned in the same condition as borrowed. A fee may be assessed for lost or damaged items.
3. A sign-out sheet/release form is provided and must be signed when checking out an item in the CWC inventory.
4. Use of CWC property must be authorized by the CWC President or her representative.

## V. GENERAL MEMBERSHIP MEETINGS

- A. Monthly meetings are scheduled from September through May.
  1. All general meetings convene on the second Tuesday of each month.
  2. All meetings are held at Colleyville Community Center unless otherwise noted.
  3. Fellowship coffee begins at 9:30 A.M.
  4. Meetings begin at 10:00 A.M.
  5. Meetings at alternative times may be scheduled during the year with the approval of the Executive Committee.
- B. Sign-up sheets shall be available before and after each meeting at a designated area and may not be passed around during the meeting.
- C. Announcements are made at the discretion of the President.
  1. CWC shall neither make nor condone any announcement which conflicts with its charitable or educational purposes.
  2. Anyone wishing to make a community service or other announcement must submit it to the president for her approval at least 48 hours prior to the meeting. Submissions to community calendar require president's approval.
  3. The President shall approve any and all materials for handouts at general membership meetings before being made available for distribution.
  4. The sale or distribution of material related to the program (for example: pamphlets, brochures, books or advertising handouts) must be approved by the Program Chairman and the President prior to the meeting.
  5. The distribution and promotion of political statements, advertising, campaign solicitations, brochures, endorsements, posters, or announcements are prohibited at meetings and/or events.
    - a. Only current elected officials may be introduced at meetings and/or events.
  6. For further information or correspondence regarding CWC, meetings, projects and activities see:
    - a. CWC Phone: 817.358.1805
    - b. CWC Website: [www.c-w-c.org](http://www.c-w-c.org).
    - c. CWC Post Office Box 181, Colleyville, Texas 76034
    - d. CWC Newsletter
- D. Guest Policy: After a guests attends two CWC functions, she is encouraged to join.

## VI. COMMUNICATION POLICIES

- A. Internal communication to the entire membership takes place by monthly newsletter, directory, and web access, in addition to announcements and handouts at the general membership meetings.
  1. Newsletter
    - a. The newsletter is published monthly, September through May, and at least once during the summer by the Newsletter Chair and is emailed to all members. The newsletter contains reports from the Executive Committee and Standing Committees, a letter from the President, minutes from the previous general membership meeting, current financial reports, calendar of events and membership updates. All articles, reports, ads and announcements must be submitted electronically to the newsletter chair by the announced deadline.
    - b. Newsletter Advertising
      - 1) Unpaid: Community Partner Recognition Ads- Business Card ads provided at no charge to donors and contributors (see Guidelines for Fund Raising Recognition), or at the direction of the Board of Directors.
    - c. Telephone, ~~Fax~~ and E-mail: Special announcements, requests, and committee at the request of the President or Communication Chair.
    - d. Caregiver: Organizes help through notification from members for members in event of an emergency.
    - e. Directory: The responsibility of the Publications Chair and distributed in November.

f. Website: Maintained by CWC Webmaster under the direction of the President and the Communications Chair.

g. Information Email: Has six email addresses that are used under the direction of the President, Vice President- Membership, and the Vice President- Fundraising.

## **VII ALLOCATIONS AND GRANTS**

A. Overview of Committee Member Responsibilities- Appendix B

B. Allocations and Grants Procedures for an agency to receive funds

1. The applying agency must initiate the request to obtain a grant application from CWC.
2. Complete applications must be submitted to CWC by December 31 of each year.
3. The approved allocations amount will be determined at the January Executive Committee meeting upon recommendation by the Treasurer.
4. At the direction of the Board of Directors, grant recipients may be asked to submit a report to CWC within 180 days of funding, describing how grant monies were used and the status of remaining funds, if any.
5. The Allocations and Grants Chair will send written acknowledgment upon receipt of the application and will notify applicants of the status of their application no later than April 1<sup>st</sup>.
6. Once approved by the membership, grants are awarded either by check, at the time determined by the Board of Directors, or as a Pledge.
7. All grant materials submitted to CWC become exclusive property of CWC.

C. Allocations and Grants Working Rules- Appendix B

## **VIII. INTEREST GROUPS**

A. Interest Group Policies:

1. CWC members who share similar interests may form interest groups with the prior approval of the Board of Directors, subject to CWC Bylaws and Policies and Procedures.
2. Interest groups are represented on the CWC Board of Directors by the Interest Group Chair, who is appointed by the president and approved by the Executive Committee. The chair is responsible for attending all Board of Directors meetings and assuring timely communication about Interest Groups among the groups and the general membership.
3. Interest Group Chair is responsible for assigning Group Leaders for those interest groups that do not have a regular membership (Excursions, Fine Arts, Guinea Pig Luncheon, Samplers, etc.). Regular groups (Almost Gourmet, Bridge, Bunco, Canasta, Crafts, Financial Education, Golf, Interior Design, Secret Sis, Tennis, and Book Club) may select their own leader.
4. The Interest Group Chair will maintain a waiting list of members who wish to participate in any group. An interest group's year normally runs from the general membership meeting in September until May 31<sup>st</sup> of the following year. Some interest groups may have a limited enrollment. Additional groups may form or the Interest Group Chair will assign members from the waiting list (first sign, first serve) to fill vacancies that occur.
5. Each group leader is responsible for communications within the group as well as keeping the Interest Group Chair award of vacancies, scheduled activities and any issue that may require the Board of Directors' attention. She must also provide the Interest Group Chair with a copy of her carryover roster, if applicable, before the general membership meeting in September. At that time, the roster will be considered complete and the Interest Group Chair will fill all vacancies from the waiting list. Members not in good standing will be dropped after the October deadline and vacancies filled.
6. Members who make a reservation for an interest group activity must cancel by the published or announced cancellation date to obtain a refund. Members who fail to cancel a reservation by the published or announced cancellation date are responsible for all costs incurred or assessed. In the event a regular interest group member cannot attend an event, it is her responsibility to find a substitute (if appropriate). Substitutes should be chosen from a waiting list of interested members before inviting a nonmember to attend.
7. Guest: Guests may attend interest group activities such as Fine Arts, Excursions, etc., provided room remains after all interested CWC members have signed up. Interest group members inviting guests are responsible for cancellation and no show costs, if any, incurred by or assessed against the guest. After a guest attends two CWC events, she must join as a regular member.
8. Communications

- a. It is the responsibility of all interest group leaders to provide newsletter information to the Interest Group Chair prior to the Board of Directors' meeting. Dates for interest group activities should be cleared with the chair to ensure these dates do not conflict with other previously scheduled CWC activities, especially general membership and Board of Directors' meetings. The chair will submit monthly publication information to the Newsletter Chair. She will also submit annual information to the Vice President-Membership by October 1 for inclusion in the Directory.
  - b. The Interest Group Chair is responsible for all sign-up sheets, materials and information announced at the general meeting. Group leaders must obtain permission from the chair to make an announcement. The presentation of information at the general membership meeting is at the discretion of the chair.
9. Funds: Interest groups are totally self-supporting and receive no CWC financial support. Should an interest group dissolve, remaining funds will be directed by the CWC Board of Directors.
10. Questions regarding any interest group should be addressed first to the individual group leader and then to the Interest Group Chair. In the event of a dispute, the decision of the Board of Directors is final.

## **COMMUNITY SERVICE**

### **I. DONATION OF SERVICES**

A. Community Service Projects- CWC may sponsor Community Service Projects that rely on volunteer service of CWC members. Projects are approved by the Executive Committee and the Board of Directors, who then report to the general membership. Projects initiated during 1998-1999 include:

- 1. adopt-a-School: A project in support of the Bridges Accelerated Learning Center, a GCISD Alternated School.
- 2. Adopt-a Street: A project to maintain the appearance of Bluebonnet Road, between Glade and Hall-Johnson Roads.

B. The CWC Volunteer Coordinator informs the membership of other volunteer opportunities made available to them, particularly for those organizations supported through our Allocation & Grants process. For example, CWC supports the following: GRACE, Metroport Meals On Wheels, The Women's Shelter and Women's Haven of Tarrant County, Inc.

C. At their discretion, the Executive Committee and Board of Directors may request from members their volunteer support for other Community activities. For example, CWC has supported the Chamber of Commerce and the Colleyville Business Expo.

### **II. DONATIONS OF GOODS-** *(See Volunteer Coordinator under Standing Committees)*

A. Members may support community organizations and needy individuals through donations of such items as toys, clothing, food or toiletries.

B. Members may bring donations to meetings or to a central location specified by the Volunteer Coordinator. The Volunteer Coordinator will assure delivery as she deems appropriate.

## **FINANCIAL CONTROLS**

### **POLICIES & PROCEDURES CONCERNING CWC CHARITBLE FUNDS**

**OVERVIEW:** Each year the CWC raises funds which the membership then grants to deserving charities, organizations, and individuals, generally on an annual basis based on recommendations from the Allocations and Grants Committee, or on an as needed basis according to certain restrictions and procedures.

All CWC members in good standing may participate on the Allocations and Grants Committee, provided they follow the procedures established.

All members may vote on recommended grants, with the exception of grants made by the Board of Directors, subject to guidelines and established limits authorized by a vote of the membership

CWC has established strict guidelines and procedures that must be followed to assure orderly and equitable distribution of CWC

charitable funds as well as to maintain our own 501(c) (3) tax-exempt status. Changes to any of these Policies and Procedures that affect the membership voting rights must be approved by the membership. (Approved May 8, 2007)

## **I. GENERAL POLICY**

- A. Individuals, organizations or designated committees may initiate funding requests to CWC. Exceptions may be made through recommendation by the Executive Committee and approval by the Board. Use of funds must not conflict with the purpose, mission or bylaws of CWC.
- B. Requests for charitable funds must be submitted in writing and follow CWC approved, established guidelines.
  - 1. Scholarships are paid to the learning institution upon enrollment of the awardee.
  - 2. Grants are made directly to parent organizations and are not made to fundraising auxiliaries.
  - 3. Unless otherwise approved by the Board of Directors, the funds to be allocated in a given year include unrestricted fundraising monies.
  - 4. Members may participate in the annual Grant Priority Survey that helps the Allocations and Grants Committee determine how the membership wishes the charitable funds to be allocated.
  - 5. Membership approval is required before any charitable funds are disbursed. Exceptions are for one-time requests of \$200 or less from the Community Needs Fund, which must be approved by the Board subject to certain guidelines.
- C. Interest generated by a fund will be retained in that fund.
- D. Any donation to a building fund is retained by CWC as a pledge, subject to guidelines recommended by the Allocations and Grants Committee and approved by the Board of Directors (see following section on Pledges).
- E. Reserve Policy- Reserves will be held equal to operating expenses and charitable giving based on an average of the past 3 years. (See Appendix D)
- F. Budget Policy- The CWC Board of Directors will recommend an annual Operating/Fundraising Budget by August 31<sup>st</sup> each year. An interim budget will be approved at the June Board of Director's meeting for the summer months (June-July- August). The full-year budget recommendations must be approved by the General Membership at the September meeting. (*Bylaws Section 8. Duties of the Treasurer d.i.*)
  - 1. Budget recommendations should adhere to the following guidelines:
    - a. Budgets should include all expected costs, donations, and include Operating and Program expenditures.
    - b. Operating Costs should be covered by Membership Dues. Operating Costs are those required to cover the operations of the club and member support.

## **II. RECEIPTS AND REVENUES**

- A. For any Fundraising Event in which cash is received:
  - 1. Prior to the event, the Treasurer should provide the person responsible with a money bag, cash for change (if requested), and a document to be used for reconciliation.
  - 2. Following the event, the Cash must be counted by TWO- CWC members, noting on the reconciliation sheet the returned amount less any starting monies. Both CWC members should sign the reconciliation sheet.
  - 3. Cash should be returned to the CWC Treasurer immediately following the event. Cash should be counted in person with the Treasurer to ensure agreement of the totals. Treasurer should sign off on reconciliation worksheet.

## **III. DISBURSEMENT AND REIMBURSEMENT OF FUNDS**

- A. Requests for disbursements must be accompanied by the appropriate form, available on the CWC website.
- B. Any expenses requiring reimbursement must be pre-approved by the appropriate Standing Committee Chair or by the Executive Committee.
  - 1. To be reimbursed, a member must complete a Payment Request form, attach all receipts, and obtain signature approval of the Committee Chair. This is to be completed within 30 days of the date on the receipts. The member is responsible for submitting signed and authorized forms to the Treasurer.

a. Payment Policy

i. Members will complete a Payment Request Form. Payment Request Forms must be approved by the respective Vice-President and Committee Chair

ii. Third-party businesses can submit an invoice. Invoices must be approved by the respective Vice-President and Committee Chair

2. Exceptions to these policies require a special waiver by the Executive Committee.

3. CWC is a tax-exempt, 501(c) (3) organization. Therefore, members will not be reimbursed for sales tax. Prior to making purchases, members may obtain a retail tax exemption form from the CWC website.

C. Checks may be obtained in advance from the Treasurer for budgeted monies.

D. All in-kind donations which represent an expense must be submitted to the Treasurer, regardless of whether or not the individual wishes to be reimbursed. This expense information must be recorded and retained for future budgeting.

E. Student scholarships and grants must be requested by the awardee within two years of the September following the awarding of the scholarship or grant. After that time the scholarship or grant will be rescinded. The funds will be returned to unrestricted funds account.

**IV. TYPES OF FUNDS** - Charitable funds are maintained in different types of accounts. Each account has separate rules for determining how the funds may be distributed to recipients. For these purposes, “funds” and “net assets” are used interchangeably as they appear in the CWC financial statements.

A. Unrestricted Funds

1. Available for general activities - This fund includes membership dues and fundraising monies. The net proceeds from all fundraising activities are initially placed in this charitable fund.

2. Approved for Allocations –

a) Annually, the Treasurer determines the funds available for the charitable allocation process based on monies raised previously through December 31<sup>st</sup>, which is then approved by the Board of Directors and the membership.

b) The Allocations and Grants Committee then recommends the distribution of the funds approved for Allocations, which is approved by the Board of Directors and general membership. This distribution may be to charitable grants, scholarships and Temporarily Restricted Funds.

3. Unrestricted operating funds - With Board and membership approval, a percentage of the Approved for Allocations or a budgeted amount may be allocated toward CWC operations. CWC policy is to recapture fundraising cost that are not included within individual fundraiser budgets in this fund (overhead-type costs).

B. Temporarily Restricted Funds or Outside Sources – Funded by an amount from Undesignated Funds as recommended by the Board of Directors and approved by the membership or outside sources, at least annually during the budgeting process. It may be replenished at any time, with Board and membership approval.

1. Restricted for asset purchases

2. Restricted for events, such as Caring With Commitment Celebration

3. Restricted for programs

a) Bridges Accelerated Learning Program

b) Community Needs Fund

(1) The Board of Directors may approve up to \$200 per request without membership approval. Current member memorial donation shall not exceed \$50. Award recommendations in excess of \$200 require additional research and a recommendation by the Allocations and Grants Committee and approval of the Board of Directors and membership.

(2) Structured so that the CWC may respond quickly to smaller, one-time requests for charitable funds outside of the Annual Allocations and Grants process.

(a) Externally generated and are to be directed in writing to the President, who in turn presents them to the Board of Directors.

(b) Initiated independently by the Board of Directors on behalf of CWC and the membership.

(c) A member must sponsor and substantiate credibility of the request. The request must have one or more references, one of which must be the sponsoring member.

#### 4. Scholarship Funds -

- a) Circle of Hope Scholarships – Awarded to deserving graduating seniors from mid-cities public high schools: Grapevine HS, Colleyville Heritage HS, LD Bell HS, Carroll HS, and Bridges Accelerated Learning Center.
- b) Dick Dennison Memorial Scholarship - Monies donated to the Colleyville Woman's Club in memory of Dick Dennison, husband of member Darla Dennison.
  - (1) Donations to this Fund may be made at any time.
  - (2) All funds reside in an interest bearing account; interest earned remains with the Fund.
  - (3) Administrative fees will be limited to actual costs.
  - (4) One \$500 scholarships will be selected by the Bridges Accelerated Learning Center staff and awarded annually to a graduate of the Bridges Accelerated Learning Center.
  - (5) Mrs. Dick Dennison or her representative will be invited to present the scholarship.
  - (6) The Fund will continue until the funds are depleted.
  - (7) In the event the Bridges program ceases, CWC reserves the right to redirect the scholarship within the spirit of the Fund's intent.
- c) Spirit of Youth Volunteerism Grants - Recognizes and rewards outstanding local young volunteers.

#### 5. Charitable Reserve Fund –

- a) Reviewed annually and held as a reserve.
- b) Structured to generate income for future charitable funds available for distribution.

#### 6. Pledges

- a) Definition - monies promised to an organization for a specific, future purpose, but are retained by the CWC.
- b) Any grant to a building fund must be in pledge form.
  - (1) Pledged grants for building funds will be released upon written request, only after construction of the facility has begun.
  - (2) No funds will be released for use as payment for architectural fees, site preparation, soil tests, land acquisition or other costs not deemed "actual construction". CWC determines when "actual construction" begins, (usually when the foundation is poured).
- c) Pledge grants will be placed in an FDIC insured interest-bearing account. All accrued interest remains with the principal less banking and administrative charges or early withdrawal penalties, if any, over the life of the pledge.
- d) A pledge must be used for its original, intended purpose, unless otherwise approved by the general membership.
- e) The original pledge and additional copies must be retained in CWC permanent records of the Secretary, Treasurer, President and Allocations and Grants Chair.
  - (1) CWC will provide an agreement outlining any and all pledge stipulations at the time the pledge is granted, to be signed by the President, Allocations and Grants Chair and two persons authorized by the receiving agency.
  - (2) Upon written request, the Board of Directors will authorize the release of pledged grants, providing the terms of the pledge have been met.
- f) Pledges may be granted for a period not to exceed three years.
  - (1) Both the Allocations and Grants Chair and the Treasurer are responsible for notifying the President and the Executive Committee of the pending expiration of a pledge.
  - (2) The grant recipient must be notified by registered letter, return receipt, by the President 180 days prior to the expiration of any pledge retained by the CWC. At that time, the grant recipient must re-apply for an extension of the funds, if desired, 120 days prior to the pledge expiration. It is the grant recipient's responsibility to ensure that CWC receives the pledge extension request.
  - (3) Following receipt of this request and prior to pledge expiration, CWC will review the request and prepare a recommendation to the membership. CWC retains the right to renew, redirect or rescind the pledge by a vote of the membership.

(4) Once action is taken, the Allocations and Grants Chair must notify the grant recipient in writing of the status of the original pledge.

**V. CHARITABLE COOPERATIVE AGREEMENTS-** The Charitable Cooperative Agreement is designed to establish a mutually beneficial arrangement between the Colleyville Woman’s Club and area businesses, organizations, or individuals who present the Colleyville Woman’s Club with opportunities to raise additional charitable funds outside the established club.

A. General Guidelines for Charitable Cooperative Agreements.

1. Agreements must not jeopardize the CWC’s 501 (c) 3 status.
2. Cooperative events must not detract from or conflict with CWC meetings and/or fundraisers.
3. Proposed written agreements must include specific details as to the benefits to the CWC.
4. All Charitable Cooperative Agreements are subject to General Membership approval. This process may take 6-8 weeks.
5. Incentives offered to Charitable Cooperative Agreement donors must follow the CWC “Guidelines for Donor Recognition” *Appendix A*.
6. CWC anticipates a donation of at least \$500.00 per agreement, to be given to CWC at the time specified and agreed upon in the written proposal.
7. CWC will deposit all proceeds in Unrestricted Funds.
8. Charitable Cooperative Agreements must require no obligation of the CWC membership (time or guaranteed participation).
9. A Charitable Cooperative Agreement is valid for the time specified in the agreement or no longer than one year from the date of approval.

B. Special Charitable Cooperative Agreements

1. Special Charitable Cooperative Agreements must follow the general guidelines as listed in Section A.
2. Special Charitable Cooperative Agreements may require a budget and/or endorsement by CWC members. This will require approval of the general membership.
3. Agreements will terminate upon completion of the special project.

## FUNDRAISING

CWC conducts several major fundraisers a year, the revenues of which fund our philanthropy. In recent years these have included our Holiday Home Tour, Spring Fashion Show, and Bridge Marathon.

**I. GENERAL GUIDELINES THAT APPLY TO ALL FUND RAISERS:**

*(See Bylaws, Article VIII, Section 4; Article XI, Section 2):*

- A. The Vice President- Fundraising must be included in all fund raising committees; all fund raising chairs report directly to her.
- B. Fund raising is to be undertaken only for a purpose that furthers the objectives of CWC.
- C. Fund raising must comply with all applicable local, state and federal laws.
- D. Fund raising chairs and sub-committee chairs will follow, and revise as necessary, a procedure notebook for their particular events.
- E. Fund raising chairs and sub-committee chairs must maintain a notebook which includes information regarding monetary disbursements, contributors, contributions, in-kind contributions, sets and props, speakers, entertainment, ideas and feedback. In other words, members should include any information that will be helpful to succeeding chairs.
- F. Fund raising chairs should create a work plan for their particular event.
- G. Each fund raiser should have its own event treasure and event secretary, who will work under the direction of the CWC Treasurer and Secretary respectfully. Minutes will be kept of all meetings.
- H. Budgets will be handled as stated in the *Bylaws, Article XI, Section 2*.



- I. Any solicitations, correspondence or publicity must be approved by the Committee Chair, the President and the Vice President-Fund Raising.
- J. If a fund raiser has a publicity chair, she shall work under the CWC Communications Chair.
- K. Members' donations of services and expertise will be considered voluntary. Members' donations of cash and good may be recognized under the Guidelines for Fund Raising Recognition.
- L. If a donor event contribution includes a donation of cash plus a non-cash donation of goods and/or services, the assigned values of each portion shall be added together. Recognition to the donor will be based using the newly established value as if it were a Goods and/or Services Only donation. Exceptions need approval of the Vice President-Fund Raising and the Executive Committee.
- M. donor forms should be completed for any non-members of CWC who have donated Cash and/or Goods & Services and for member donating Cash or Goods.

**II. SPECIFIC FUNDRAISING EVENTS AND COMMITTEES (Current)**

- A. Holiday Home Tour: Usually scheduled for the first Sunday in December. Chair and committee are responsible for planning and executing the Holiday Home Tour, as well as any associated activities and events.
- B. Fashion Show: Customarily held in the spring. Chair and committee are responsible for planning and executing the Fashion Show, as well as any associated activities and events.
- C. Bridge Marathon: This is an ongoing fund raiser. Chair and committee are responsible for planning and executing the annual Bridge Marathon, as well as any associated activities and events.
- D. Special Fundraising: Shall be responsible for the planning and implementation of special funding events. These types of fundraisers may vary or change.

**III. FUNDRAISING EXPENSE GUIDELINES-** Chairs should follow these guidelines in developing their budgets. It is the goal of CWC to maximize charitable distributions.

- A. Bridge Marathon- Bridge Marathon expenses will be 40% or less of all funds generated. In addition, payout for prizes will not exceed 40% of the direct revenue generated exclusively by player marathon fees.
- B. Home Tour- Home Tour expenses will be 10% or less of all funds generated.
- C. Fashion Show- Fashion Show expenses will be 40% or less of all funds generated.
- D. Any exception to these policies and guidelines require a special wavier and approval by the Executive Committee.

**IV. FUNDRAISING**

Following a fundraiser, the resolution of any issue or dispute arising from that event becomes the responsibility of the Executive Committee, not the event chair. After consideration of the club's policies and procedures, CWC bylaws and information (forms, announcements, published rules, etc.) distributed to the public regarding said event, the Executive Committee will recommend a course of action concerning the issue. Any rebate of funds must be approved by the CWC membership.

**BOARD OF DIRECTORS**

The Board of Directors is composed of the Executive Committee and the Chairs of Standing Committees. All duties are directed by *Bylaws- Article V: Section 2, Article X: Sections 1-5, Article XI: Sections 1-4.* (APPENDIX C – ORGANIZATIONAL CHART)

**I. OBLIGATIONS, RIGHTS AND DUTIES OF THE BOARD OF DIRECTORS.**

- A. All standing committee Chairs, excluding the Nominating Committee, may appoint one or more vice chairs.
- B. The office of any board member missing two consecutive meetings without notification to the president or secretary of CWC will be declared vacant and filled by a member elected by a majority vote of the remaining Board of Directors.
- C. Are responsible to submit concise reports at each monthly meeting, using the designated formatted form. Reports should be dated.
- D. Each board member must maintain a procedural notebook regarding her position, goals and activity during the year. This must be completed and ready to pass on to the incoming president in May. Each director is responsible for presenting a plan of action for her term/year.

- E. Must maintain any official material or manuals to be turned over at the May Joint Board of Directors' meeting, which will include both the retiring and newly appointed directors.
- F. All committee chairs in need of reimbursement for pre-approved expenses must submit a completed check request with invoices or receipts to the CWC Treasurer within 30 days. No reimbursement will be made for sales tax.
- G. Stationery and Mailing Policies
  - 1. CWC stationery should be requested from the secretary in a timely manner (24 hours).
  - 2. CWC stationery is designated for external club correspondence only.
  - 3. All other stationery needs will be charged to designated budgets.
- H. any change or addition to establish Standing Committee work rules and/or policies must be submitted to the Executive Committee for approval.
- I. Officers and Standing Committee chairs must ensure that the President (and Vice President-Fundraising if applicable) be kept informed of all committee actions and correspondence (written, oral and electronic) and invited to all meetings.

## II. EXECUTIVE COMMITTEE

- A. The Executive Committee is composed of the eight elected officers and one appointed officers as follows: President, Vice President--Membership, Vice President--Fundraising, Vice President--Philanthropy, Vice President--Community Relations, Vice President--Operational Support, Secretary, Treasurer and appointed officer: Parliamentarian.
- B. All duties are directed by Bylaws, Article V: Section 1, Article XIII, and Article IX: Section 1 & 2
- C. Obligations of Executive Committee:
  - 1. All duties are directed by Bylaws, Article V: Sections 1, 2, 3, & 4 and Article VIII: Section 9.
  - 2. Obligations of appointed officers are the same as the eight elected officers. Their duties are directed by Bylaws- Article VII: Sections 1, 2, 3, and 4.
  - 3. Reports to the President
  - 4. Submits planning budget to the President and Treasurer.
  - 5. Provides reports at all meetings
  - 6. Attendance at all Executive Committee meetings and Board of Directors' meetings is mandatory. The President may call emergency meetings.
  - 7. Voting directed by Bylaws- Article VI: Sections 1, 2, 3, and 4 and Article VIII.
    - a) The President may vote only to create or break a tie or when the vote is taken by secret ballot.
    - b) The Parliamentarian votes only when the vote is by ballot.
    - c) A quorum present is required to take vote. A two-thirds vote of those voting is needed to approve any bylaw changes, a majority vote to approve any other motions.
  - 8. Maintains official materials and manuals to be turned over at the May board meeting.
  - 9. An officer may not chair a standing committee, but she may chair a special committee.

## III. OFFICERS:

- A. **President:** All duties are directed by Bylaws - Article VIII: Section 1.
  - 1. The president officially represents the CWC at all functions. She will present and accept all honors that are presented by or given to the CWC. She may request someone to represent the CWC if she is unable to attend.
  - 2. She will meet with each standing committee to review their plan of action for their term/year. The President is an ex-officio member on each standing committee. All standing committee chairs shall keep the President informed of all meetings.
  - 3. Sets Annual Strategic Planning.
  - 4. The President is responsible for correspondence as follows:
    - a) Approves all correspondence with her name attached or that represents CWC.
    - b) Writes the President's letter for the club newsletter.
    - c) Signs, with the approval of the Executive Committee, any legal binding document on behalf of CWC.
    - d) Corporate credit card in conjunction with Treasurer.
  - 5. Makes all non-profit announcements. Announcements must be presented to the President forty-eight hours in advance of the meeting and must be approved by the President or the Executive Committee.
  - 6. Under the direction of the President, all dates of regular meetings of the Executive Committee, Board of Directors, general membership meetings, and special club functions will be scheduled at the beginning of the club's fiscal year.

**B. Vice President- Membership:** All duties are directed by Bylaws- Article VIII: Section 2.

1. She shall be responsible for membership as follows:
  - a) Assures that all members and guests feel welcome at general membership meetings.
  - b) Introduces all new members and visitors at all general membership meetings.
  - c) Hosts new/prospective member coffees and/or orientations at least semi-annually.
2. Each November, makes new inserts of the membership directory available to the membership.
3. Prepares mailing labels for committee chairs as request.
4. Coordinates name tags and makes them available for all CWC functions.
5. Gives new member information and the names of the members who are having birthdays to the Communications Chair every month.
6. Forwards member interest information to standing committee chairs.

**C. Vice President- Philanthropy:** All duties are directed by Bylaws-Article VIII: Section 3

**D. Vice President- Fundraising:** All duties are directed by Bylaws- Article VIII: Section 4

All Fund Raising Chairs report directly to the Vice President- Fundraising. As a result, she:

1. Supports and assists each fund raiser chair and committee to achieve their best.
2. Attends all Fund Raising Committee meetings.
3. Ensures that all Fund Raising Chairs present a monthly article to the newsletter for general membership information.
4. Assists the Treasurer and chair of each fund raiser with the formation of her budget.
5. Approves, with the President, all material being presented on behalf of the CWC.
6. Attends, with the President, any legal negotiation between CWC and a sponsor.
7. Consults and approves any negotiations with the Executive Committee and the President.
8. Ensures that all moneys and inventories are correct.
9. Coordinates external fund raising opportunities.
10. Shall be responsible for the management of all donor forms at the end of each event.
11. Will work with the fund raising chair and the treasurer to ensure that all contributors receive official acknowledgement of their donations.

**E. Vice-President- Community Relations:** All duties are directed by Bylaws- Article VIII: Section 5

She is responsible for programs and their physical setup as follows:

1. Is responsible for setup the day of the general membership meeting.
2. Coordinates and promotes all programs in the newsletter, the web site, Hot Line and media outlets.
3. Acquires thank you gifts for each presenter, when appropriate, and writes follow-up thank you notes.
4. Submits expenses for proposed program for approval by the Executive Committee before presentation.
5. Makes sure that all programs follow the guidelines set down by the IRS regarding CWC non-profit charitable status.
6. Pre-approves, with the President, all written material presented at all programs
7. Maintains a file of programs to be considered in the future.
8. Is responsible for the Inspiration for each general meeting.

**F. Vice-President- Operational Support:** All duties are directed by Bylaws- Article VIII: Section 6

**G. Secretary-** All duties are directed by Bylaws- Article VIII: Section 5

She is custodian of all CWC minutes.

1. Records minutes of each of the Executive Committee, Board of Director and general membership meetings. Maintains a signed copy and records all minutes
2. Supplies copies of the minutes to be approved at each of the Executive Committee, the Board of Directors and general membership meetings.
3. Supplies a copy of minutes to President.
4. Makes motion forms and ballots available at each meeting.
5. Records attendance at each Executive Board and Board of Directors' meetings.
6. Orders the President's pin in April

7. Is responsible for ordering, keeping and maintaining an inventory of official CWC stationery.

**H. Treasurer-** All duties are directed by Bylaws- Article VIII: Section 6

The Treasurer is responsible for all funds of the CWC and will maintain all financial records on disk/hard copy.

1. Maintains and serves as custodian of all legal financial documents pertaining to the CWC.
2. The Treasure maintains and serves as custodian of the Accounting Policy Guide.
3. Maintains a list of dates when each CD Money Market and pledge of grants comes due and forwards a copy to the President.
4. Researches investment possibilities for CWC funds.
5. Keeps the original warranty and legal contracts with copies supplied to the President and appropriate committees.
6. Obtains information upon request for financial funds
7. Maintains credit card equipment.
8. Works with official coordinators of fund raising committees.
9. Sets up and maintains all budget records with all moneys spent by the CWC.
10. Trains and directs each committee's "fiscal coordinator".

**I. Parliamentarian-** All duties are directed by Bylaws- Article VIII: Section 7

Attends all meetings of the Executive Committee, Board of Directors and general membership meetings.

1. Performs her duties as the parliamentary authority in addition to those duties outlined in the CWC Bylaws.
2. Attends and oversees the Bylaw Committee meetings
3. Establishes a quorum at each meeting.
4. Keeps a current copy of Robert's Rules of Order, Newly Revised.

## **STANDING COMMITTEES**

**I. STANDING COMMITTEE CHAIRS:**

- A. Comprise, with the officers, the CWC Board of Directors.
- B. Are directed by Bylaws Article XI.
- C. Should follow policies as outlined under "Board of Directors" (see Obligations and Duties).
- D. Expanded Policies and Procedures are defined in a manual maintained by the bylaws chair. A copy of this manual will be distributed to each member of the Board of Directors as it is developed.
- E. The resolution of any issue or dispute becomes the responsibility of the Executive Committee. After consideration of the club's policies and procedures, CWC bylaws and other available information, the Executive Committee will recommend a course of action concerning the issue. Any rebate of funds must be approved by the CWC membership.

**II. STANDING COMMITTEES:**

At the discretion of the Executive Committee, the following Standing Committees may be fully or partially supported with CWC funds provided a budget has been presented and approved by General Membership:

A. Allocations and Grants

Shall be responsible for the annual review of all community charitable grant applications for allocation of CWC undesignated funds.

B. Caring with Commitment Celebration (CWCC)

*Shall be responsible for the annual Caring with Commitment Celebration Event.*

C. Bridge Marathon

Shall be responsible for the planning and execution of the annual Bridge Marathon Fundraiser.

D. Bridges Accelerated Learning Center

Shall coordinate graduation activities and other projects for the GCISD Bridges Accelerated Learning Center as may be requested by the school with BOD approval.

#### E. Bylaws/ Policies & Procedures/ Strategic Planning

##### E. Member Support

Responsibilities include, but not limited to, recognizing members' birthdays and other important events in their lives and organizing assistance when needed.

##### G. Fashion Show

Shall be responsible for the planning and execution of the annual CWC Fashion Show Fundraiser, customarily held in the spring.

##### H. Home Tour

Shall be responsible for the planning and execution of the annual CWC Holiday Tour Fundraiser.

##### H. Hospitality

Shall be responsible for meeting room preparation, refreshments and luncheon arrangements as they relate to the Board of Directors and general membership meetings.

##### I. Interest Groups

Shall be responsible for coordinating all activities of the CWC interest groups. Interest groups may be formed with prior approval of the Board of Directors, subject to CWC Bylaws and Policies and Procedures.

##### J. Nominating

Shall be responsible for administering the election of officers. The Nominating Committee shall present its slate of officers to the Executive Board and Board of Officers in February. The Nominating Committee shall present its slate of officers to the general membership at the March General Meeting. The election of the directors shall take place at the April General Meeting. The installation of the officers, in accordance with the CWC Bylaws, will take place at the May General Meeting.

##### K. Data/IT Management

Shall be responsible for making the Annual Directory, and club notices, as directed by the President, available to the membership by mail and/or email.

##### L. Communications

Shall be responsible for all newsletters, emails, external communications and public information subject to Bylaws, Article II, Section 2, a.1.

##### M. Sponsor Recognition

*Shall be responsible for selecting the Annual Sponsor Appreciation Awardees which include; Circle of Hope, Community Partners and Business Partner Awardees. Shall serve on the CWCC Committee.*

##### N. Volunteer Opportunities

Shall coordinate CWC volunteer to nonprofit and community organizations and projects.

##### O. Youth Recognition & Scholarship

*Shall be responsible for selecting the youth volunteer honorees. Shall serve on the CWCC Committee*

##### P. Historian

All duties directed by Bylaws- Article VIII: Section 8

1. Collects and compiles all materials submitted to her.
2. Prepares expected expenditures
3. Researches historical data when requested.
4. Prepares and presents a summary of the club year highlights and accomplishments at the September general membership meeting.

##### Q. Programs

*Shall be responsible for selection programs for CWC General Meetings.*

R. Social Networking

*Shall update social media networking, as approved by the President and/or Vice President, Operational Support.*

S. Publicity and Marketing

*Shall be responsible for publicity and marketing for the CWC organization and General Meetings of the CWC.*

T. Graphic Design

*Shall be responsible for Graphic Design, including the development and use of logos, printed materials and other media, as appropriate.*

W. Volunteer Recognition

*Shall be responsible for selecting CWC member awards. Shall serve on the CWCC Committee.*

X. Volunteer Opportunities

*Shall be responsible for volunteer opportunities and informs the membership of volunteer opportunities made available to them, particularly for those organizations supported through our Allocation & Grants process.*

**Revised 01/20**

**Revised 09/18**

**Revised 02/18**

**Revised 11/17**

**Revised 03/17**

**Revised 01/17**

**Revised 05/16**

**Revised 05/14**

**Revised 02/14**

**Revised 06/13**

**Revised 05/07**

**Revised 03/04**

**Revised 03/03**

## **Appendix A**

### **Guideline for Donor Recognition**

#### **Diamond Circle**

**Contributions of \$25,000+ in Cash or \$50,000+ in Goods and Services**

***CWC Internal Advertising/Marketing***

- CWC Corporate Membership
- Link to CWC Web Site
- Advertising Insert in One Monthly Newsletter
- “Spotlight” Article in One Monthly Newsletter
- Full-page Ad in Member Directory (must be camera ready)
- Business Cards Ads in Two Monthly Newsletter
- Listing of Business by Category in Member Directory
- Alphabetical Name Recognition in Member Directory
- Invitation to CWC Hosted Donor Recognition Event

#### **Platinum Circle**

**Contributions of \$15,000+ in Cash or \$30,000+ in Goods and Services**

***CWC Internal Advertising/Marketing***

- Advertising Insert in One Monthly Newsletter
- “Spotlight” Article in One Monthly Newsletter
- Full-page Ad in Member Directory (must be camera ready)
- Business Cards Ads in Two Monthly Newsletter
- Listing of Business by Category in Member Directory
- Alphabetical Name Recognition in Member Directory
- Invitation to CWC Hosted Donor Recognition Event

#### **Angel**

**Contributions of \$10,000+ in Cash or \$15,000+ in Goods and Services**

***CWC Internal Advertising/Marketing***

- “Spotlight” Article in One Monthly Newsletter
- Full-page Ad in Member Directory (must be camera ready)
- Business Cards Ads in One Monthly Newsletter
- Listing of Business by Category in Member Directory
- Alphabetical Name Recognition in Member Directory
- Invitation to CWC Hosted Donor Recognition Event

#### **Benefactor**

**Contributions of \$3,500+ in Cash or \$7,500+ in Goods and Services**

***CWC Internal Advertising/Marketing***

- Full-page Ad in Member Directory (must be camera ready)
- Business Cards Ads in Two Monthly Newsletter
- Listing of Business by Category in Member Directory
- Alphabetical Name Recognition in Member Directory
- Invitation to CWC Hosted Donor Recognition Event

**President's Circle**

**Contributions of \$2,000+ in Cash or \$5,000+ in Goods and Services**

***CWC Internal Advertising/Marketing***

- Half-page Ad in Member Directory (must be camera ready)
- Business Cards Ads in Two Monthly Newsletter
- Listing of Business by Category in Member Directory
- Alphabetical Name Recognition in Member Directory
- Invitation to CWC Hosted Donor Recognition Event

**Patron**

**Contributions of \$1,000+ in Cash or \$2,500+ in Goods and Services**

***CWC Internal Advertising/Marketing***

- Business Cards Ads in Two Monthly Newsletter
- Listing of Business by Category in Member Directory
- Alphabetical Name Recognition in Member Directory
- Invitation to CWC Hosted Donor Recognition Event

**Circle of Giving**

**Contributions of \$500+ in Cash or \$1,000+ in Goods and Services**

***CWC Internal Advertising/Marketing***

- Business Cards Ads in One Monthly Newsletter
- Listing of Business by Category in Member Directory
- Alphabetical Name Recognition in Member Directory
- Invitation to CWC Hosted Donor Recognition Event

**Circle of Hope**

**Contributions of \$250+ in Cash or \$500+ in Goods and Services**

***CWC Internal Advertising/Marketing***

- Listing of Business by Category in Member Directory
- Alphabetical Name Recognition in Member Directory
- Invitation to CWC Hosted Donor Recognition Event

**Circle of Caring**

**Contributions of \$100+ in Cash or \$250+ in Goods and Services**

***CWC Internal Advertising/Marketing***

- Alphabetical Name Recognition in Member Directory
- Invitation to CWC Hosted Donor Recognition Event

**Friends of Colleyville Woman's Club**

**Contributions of \$50+ in Cash or \$100+ in Goods and Services**

***CWC Internal Advertising/Marketing***

- Alphabetical Name Recognition in Member Directory



**Appendix B**  
**Colleyville Woman's Club Allocation and Grants Committee**

**Member Responsibilities**

The members of the Colleyville Woman's Club, collectively through all of our efforts, have created a wondrous vehicle that will reach out and touch the lives of hundreds of individuals. With the commitment of this committee comes our responsibility to the membership. Their input should be in the forefront of our decisions at this meeting. It is very important that each of us here detach personality from opinion. This is a gathering of commitment and courtesy, compassion and compromise, so please speak your mind and cast your vote. Each of us has the responsibility of handling with confidentiality the information contained in the applications as well as the opinions expressed in this meeting today. If any of us disagrees with any decision made here today we will understand within this room, but NOT outside of it.

**Work Rules**

1. Any CWC member in good standing may join the Committee by the date announced by the Chair.
2. CWC funds shall be distributed only among those agencies that apply.
3. No organization or agency shall be granted funds in excess of those requested.
4. A quorum is required to vote. A majority of those serving on the committee constitutes a quorum.
5. Committee members must attend all work sessions to be eligible to vote on grant allocations. Exceptions require a vote of entire committee.
6. The chairman shall vote only to create or break a tie, or any time the vote is by ballot.
7. All other members participating in the grant review and approval process may vote, except as noted below.
8. Any committee member may request a ballot vote at any time.
9. Committee members who serve on a Board of Directors for an applying agency, or who serve on a Board of Directors of a support auxiliary, or who are paid employees of an applying agency may not serve on the committee. However, committee members who perform unpaid work in service of an applying agency may serve.
10. Committee members must declare their affiliations or membership with all applying agencies, whether as a member by virtue of paying dues, or a regular volunteer. Such affiliation does not preclude members from participation on the committee, except noted above in rule 8.
11. Affiliated committee members may not lobby for a particular grant application with whom they are affiliated, nor may they lobby against a competing grant applicant.
12. Committee members may not contact grant applicants prior to the first Work Session for any reason. The committee will vote during Work Session #1 on any suggestions made during the meeting to contact grant applicants for further information not contained in the grant application.
13. Binders and original grant applications will be turned into Committee Chair at the end of 2<sup>nd</sup> session.

Committee Member Signature

As a member of this year Allocations and Grant Committee, I agree to abide by the Member Responsibilities and Work Rules as outlined above.

\_\_\_\_\_

Name

\_\_\_\_\_

Date

## Appendix D Charitable Reserves Guidelines

**Charitable Reserves are to equal our operating expenses and charitable giving based on 3-year average. (Approved September 11, 2018)**

1. One (1) Year expenditures for Circle of Hope Scholarship Fund per committee guidelines:
  - \$4,000 Area High Schools
  - \$500 Bridges
  - \$4,500 Total
  
2. One (1) Year expenditure for Spirit of Youth Volunteer Grant per Committee guidelines:
  - \$4,000
  
3. One (1) Year expenditure for Bridges Accelerated Learning Center based on previous 3-year actual costs.
  
4. One (1) Year expenditure for Caring with Commitment Celebration based on previous 3-year actual costs.
  
5. One (1) Year expenditure for Volunteer Opportunities based on previous 3-year actual costs. (CEC Mother's Day lunch, GRACE Food Pantry donations etc.)
  
6. \$1,000 for Community Needs Fund
  
7. One (1) Year expenditure for Charitable Grants based on previous 3-year actual expenditure.
  
8. One (1) Year expenditure for Net Operating Expenses based on previous 3-year actual costs.

Note: Dick Dennison Memorial Scholarship Fund (per terms of Dick Dennison Memorial Scholarship Fund) is funded \$500 annually as long as funds remain in account.

**APENDIX C - DOCUMENT RETENTION POLICY**

Colleyville Woman's Club Updated April 2017 *Vice-Presidents should email files for their areas of responsibilities to: files@c-w-c.org*

<b>RESPONSIBLE BOD MEMBER</b>	<b>DOCUMENTS</b>	<b>FORMAT</b>	<b>STORAGE LOCATION</b>	<b>RETENTION PERIOD</b>	<b>NOTES</b>
<b>President</b>	Timeline of President's Duties/Tasks	E	Google Docs	Current	Update annually; Coordinated by Data/IT
<b>VP Membership</b>	Membership Records from Caspio	E	Caspio	2	Annual Membership info will be stored electronically in Google Docs
	Membership Directory	E	Caspio	2	
	Timeline of VP Membership Duties/Tasks	E	Google Docs	Current	Update annually; Coordinated by Data/IT
<b>VP Philanthropy</b>	Non-Profit Grant Applications	E	Storage Unit	7	
	Timeline of VP Philanthropy Duties/Tasks	E	Google Docs	Current	Update annually; Coordinated by Data/IT
<b>VP Fundraising</b>	Donors	E	Greater Giving	10 Years	
	Events	E	Greater Giving	10 Years	
	Timeline of VP Fundraising Duties/Tasks	E	Google Docs	Current	Update annually; Coordinated by Data/IT
<b>VP Community Relations</b>	Volunteer Recognition List	E	Google Docs	10 Years	
	Sponsor Recognition List	E	Google Docs	10 Years	
	Timeline of VP Community Relations Duties/Tasks	E	Google Docs	Current	Update annually; Coordinated by Data/IT
<b>VP Operational Support</b>	CWC Logos/Graphics	E	Google Docs	10 Years	
	CWC Website	E	Go Daddy	Evergreen	
	Newsletters	E	Vertical Response	2 Years	
	Timeline of VP Operational Support Duties/Tasks	E	Google Docs	Current	Update annually; Coordinated by Data/IT
<b>Secretary</b>	Executive Committee Meeting Minutes	E	Google Docs	7 Years	
	Board of Director Meeting Minutes	E	Google Docs	7 Years	
	General Meeting Minutes	E	Google Docs	7 Years	
	Timeline of Secretary Duties/Tasks	E	Google Docs	Current	Update annually; Coordinated by Data/IT
<b>Treasurer</b>	Financial Statements	E	Quickbooks Online	7 years	
	Financial Statement Back Up	E	Storage Unit	7 years	Move toward E back up
	Federal Tax Returns (forms only, no back up)	E	Google Docs	Permanent	
	Timeline of Treasurer Duties/Tasks	E	Google Docs	Current	Update Annually
<b>Parliamentarian</b>	Bylaws	E	Google Docs	Permanent	
	Policies & Procedures	E	Google Docs	Permanent	
	Articles of Incorporation	E	Google Docs	Permanent	
	Historian	E	Google Docs	Permanent	
	Timeline of Parliamentarian Duties/Tasks	E	Google Docs	Current	Update annually; Coordinated by Data

