

## **Policies and Procedures**

These policies and procedures shall be amended or revised by a majority vote of the Board when a quorum is present. Nothing in these policies and procedures may override or conflict with Club Bylaws. Any bylaws changes affecting Article XV must be approved by the general membership as specified therein.

### **Section 1. RWC Policy.**

RWC is an exempt organization under section 501(c)(3) of the Internal Revenue Code. RWC must be organized and operated exclusively for exempt purposes set forth in section 501(c)(3), and none of its earnings may inure to any member.

- a. As such, it may not attempt to influence legislation as a substantial part of its activities, and it may not participate in any campaign activity for or against political candidates. It cannot participate in, or intervene in (including the publishing or distributing of statements) any political campaign on behalf of (or in opposition to) any candidate for public office. This does not preclude the club from drafting letters or otherwise endorsing specific pieces of legislations or propositions and GFWC endorsed legislation.
- b. RWC shall operate as a non-sectarian and non-partisan organization.

### **Section 2. Club Records.**

Officers and chairs shall prepare and maintain an electronic procedure document and distribute it to their successors with a copy and updates sent to the Procedures Manager.

### **Section 3. Finance.**

- a. Financial policies shall be set by the Board of Directors in consultation with the club's financial officers (Financial Dues Secretary, Treasurer, and Budget and Finance Officer).
- b. RWC financial records shall be reviewed annually by the three financial officers.

- c. All fundraising activities must have the approval of the Board of Directors. All fundraising publicity must state clearly for what purpose the money is being raised.
- d. The Treasurer shall pay for and keep records of all insurances held by RWC.
- e. At the end of the fiscal (club) year after close of books, unspent budgeted funds shall be transferred to the club's general fund.
- f. Periodically, the Board of Directors shall review monies in the general fund and determine allocation to approved charities and/or educational awards.
- g. At a minimum of every 3 years, an independent review of the club's financial records should be performed by a qualified individual outside of the club.

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#### Section 4. Board of Directors.

- a. Elected officers shall attend monthly Board meetings September through June. The President may hold a planning meeting with the new Board.
- b. Although not mandatory, it is recommended that members assigned to appointed positions attend the Board meetings.
- c. In June, there shall be a meeting of the outgoing Board of Directors and a meeting of the incoming Board of Directors.
- d. All meetings of the Board of Directors shall be announced in the Gazette and shall be open to any club member wishing to observe.
- e. Any club member may bring a proposal to the Board for discussion and action at its next regular meeting by requesting the President include the proposal as an agenda item at least 7 days before the agenda is published. If the member wishes to appear at the Board meeting to speak to the proposal, that request should be included.
- f. Approve all club fundraising projects.
- g. Periodically, the Board of Directors shall consider and approve (through a vetting process) which charities and awards will be distributed from the general fund.

- h. All elected and appointed officers are expected to possess basic computer literacy sufficient to conduct board business electronically, including email communication, review of digital documents and participation in virtual meetings as required.

#### Section 5. Duties of Elected Officers.

The following duties for all elected positions shall include but not be limited to the following. Members may request and receive copies of the timelines, a more detailed description of duties, of all club positions at any time. Officers are to adhere to the procedures of the position. Any deviation or elimination of these duties needs to be reflected in the Procedures Manual and sent to the Procedures Manager. All Board members shall maintain an electronic copy of their timeline.

- a. President.
  - Perform duties usually pertaining to the office.
  - Appoint, with the approval of the Board, the appointed officers and the chairs of standing committees.
  - In the absence of one of the other two co-signers (Treasurer and First Vice President – Dean), co-sign all RWC checks.
  - Call special meetings of the club in accordance with the bylaws.
  - Serve as ex-officio member of all committees except the nominating committee.
  - At her discretion, call a meeting of the newly elected Board prior to the September general membership meeting for the purpose of approving appointments, planning for the coming year, and teambuilding.
  - Appoint a scholarship committee.
  - Attend CFWC Orange District Council meetings.
  - Responsible for informing members in writing when they are not in good standing with copies to the Financial Dues Secretary and the Fourth Vice President - Membership.
- b. First Vice President – Dean.
- b. First Vice President – Dean.

- Preside at meetings in the absence of the president.
  - Succeed to the presidency for the unexpired term should there be a vacancy in the office of the President.
  - Serve as member of the Budget and Finance and the Redbook committees
  - Serve as liaison between RWC and Orange District and CFWC/GFWC.
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- Be an ex-officio member of all club sections and advise each section that all planned section fundraising shall be discussed with Third Vice President – Fundraising for Board approval.
  - Guide all section chairs in their financial and reporting responsibilities.
  - In the absence of one of the other two co-signers (President and Treasurer), co-sign all RWC checks.
  - Responsible for Orange District activity on behalf of RWC.
- c. Second Vice President — Programs
- Serve as Chair of the program committee
  - Preside at meetings in the absence of the President and First Vice President - Dean.
  - Send monthly notices to the Gazette Editor for topic information. Provide annual program calendar to the Redbook editor.
  - Serve as member of the budget and finance committee.
- d. Third Vice President – Fundraising
- Explore alternative means of donor identification and fundraising outside the Holiday Home Tour (HHT) and Garden Tour (GT).
  - Present reports on proposed fundraisers and related activities at board meetings for approval.
  - Serves as a member of the Budget and Finance Committee.
- e. Fourth Vice President – Membership.

- Serve as chair of the Membership Committee. (If committee exists.)
  - Recruit new members for the club.
  - Receive applications for membership
  - Collect dues from applicants, submit dues and a copy of the application form to the Financial Dues Secretary.
  - Notify the Board, Gazette Editor, Redbook Editor(s), Parliamentarian, Member News, Webmaster, Chair of the Mentoring Committee and any section heads where the new member expressed interest with names and addresses, phone number, a short bio of member and any sections they are interested in.
  - Maintain a Parliamentarian book of application copies of every current member for the Nominating Committee's use.
  - Install new members at regularly scheduled general meetings.
  - Appoint a Mentorship Chair and coordinate with her about how mentoring is going periodically. Coordinate with her for quarterly reports on Mentorship to the Board.
  - At least annually, the Parliamentarian and the Fourth Vice President – Membership will organize a training and orientation for new members to acclimate them to the Bylaws, Policies and Procedures and Sections.
- f. Holiday Home Tour Officer
- Coordinate all activities associated with the Holiday Home Tour. These activities are defined in detail in the timeline and processes (maintained electronically by the HHT Officer) for this Board position.
  - Coordinate efforts in home selection and communications with the GT officer.
  - Create and maintain a list of individuals who cannot serve on the tour and forward the list to the successor HHT chair and Recording Secretary for future reference.
  - Serve as member of the Budget and Finance Committee.

g. Garden Tour Officer

- Coordinate all activities associated with the Garden Tour. These activities are defined in detail in the timeline and processes (maintained electronically by the GT Officer) for this Board position.
- Coordinate efforts in home selection and communications with the Holiday Home Tour officer.
- Create and maintain a list of individuals who cannot serve on the tour and forward the list to the Recording Secretary and successor for future reference.
- Serve as member of the Budget and Finance Committee.

h. Recording Secretary.

- Perform such duties as requested by the president.
- Record and retain all motions passed at Board and club meetings with action items noted and record and retain minutes of both Board and general meetings for a permanent record.
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i. Corresponding Secretary.

- Log significant correspondence (including telephonic and electronic), process, and distribute to the pertinent club officer.
- Oversee all outgoing correspondence with copies to the President.
- Pick up mail from the RWC mailbox weekly.
- Maintain a current electronic e-mail address file of all club members
- Send E-blasts to members as requested
- Perform such other duties as assigned by the President.
- Responsible for updating Google Voice to direct messages left on the RWC phone line to the current President and Corresponding Secretary. The procedure and password are

defined in a separate document. Messages concerning potential membership should be directed to the Vice President – Membership.

j. Financial Dues Secretary.

- Receive all dues and new member intake forms from Fourth Vice President – Membership for new members and directly from members for renewals. Collect the fees for members who receive the Gazette by mail.
- Maintain member spreadsheet of dues received and give to the Treasurer.
- Prepare and maintain a list of paid members.
- Serve as member of the Budget and Finance committee and the Redbook committee.
- Maintain records of members who have been approved for Emeritus status, members who have been informed that they are no longer in good standing and members who have resigned. Forward to the President and Fourth Vice President – Membership.

k. Treasurer.

- Receive and deposit in the club's bank account all club monies, including dues from the financial secretary.
- Pay all bills incurred by the Club. Any payment more than \$200 over the budgeted amount requires Board approval.
- Attend seminars and/or training sessions to ensure RWC complies with the federal and State Laws governing a 501 (3) (C).
- Assure that information on tax returns and all regulatory reports are prepared and sent to the proper oversight agencies when due.
- Pay all budgeted charitable and education payments before June 30 of each year.
- Maintain club's insurance records.
- Close the club's books as of June 30 and prepare year-end reports.

- Serve as member of the Budget and Finance committee and the Redbook committee.
  - Attend CFWC Orange District Council meetings.
  - Receive a monthly report of the Potpourri finances from the Potpourri Treasurer.
1. Budget and Finance Officer.
    - Call and chair meetings of the Budget and Finance committee as needed.
    - With the Budget and Finance Committee, develop a budget that reflects estimated revenue and expenses for the upcoming club year, July 1 – June 30.
    - Present the recommended budget to the incoming Board at the June incoming Board meeting. The budget is a balanced budget and revenues must equal expenses. Incorporate any changes approved by the incoming Board into the finalized club budget for the new club year beginning July 1.
    - Present the approved budget to the membership at the September general meeting for approval.
    - At month end, receive an electronic copy of all receipts and disbursements from the Treasurer.
    - Notify members of their budget at the beginning of the year and update their progress towards meeting their budgets as needed throughout the year.
    - Prepare the month-to-date budget report and present the report at the monthly Board meeting.
    - Send an application letter with vetting form in early spring to each charity that RWC regularly contributes to and request specific financial information about the charity. Review this material prior to the annual budget preparation meeting of the budget and finance committee.
    - Send an application letter with vetting form to any new charity being considered for funding.
    - Provide a summary (which may include information on funds, employees, mission, needs and any other pertinent



information) on the vetted charities to the Board and Budget and Finance Committee at the end of each fiscal year.

- Attend seminars and/or training sessions to ensure RWC is in compliance with Federal and State Laws governing a 501 (3) (C).

m. Public Relations Officer.

- Establish working relationships with local media to promote RWC's image in the community, to interest potential members, and to increase attendance at fundraising events.
- Prepare and send regular news releases of club activities and projects to local media.

n. Hospitality Officer.

- Arrange suitable venues and negotiate a contract signed by the RWC President for facilities for club general meetings.
- Publicize in the Gazette for each general meeting: registration deadline, phone numbers and/or e-mail addresses for reservation, and the menu.
- Coordinate with the caterer at the venue to determine menus for the ten general meetings of the club year.
- Send monthly notices to the Gazette Editor for publication of meeting date, time, location, directions, and cost of the meeting.
- Provide table centerpieces for each general membership meeting. Place numbered envelopes on each table for donations. Give money collected for centerpieces to Treasurer. Request expense reimbursement from Treasurer.
- Oversee greeters at the General Meeting who will greet and help attendees with seating.

o. Registrar.

- Record reservations and cancellations for members including guests.
- Contact Hospitality, Programs, Treasurer and the President 2 days prior to the general meeting to provide the final count

for attendance and make sure whether extra tables or equipment is needed.

- Contact the venue 2 days before the general meeting to provide the final attendance number and additional equipment needed if appropriate.
- Collect money from attendees at the check-in table at general meetings. Turn over money collected to the club Treasurer.
- Advise members/guests who did not cancel by the deadline or attend the meeting to send a check to the club treasurer for the cost of the meeting.
- Keep an accurate record of members and guests who attend general meetings during the year and inform the financial secretary of any unpaid amounts.
- Send the completed General Meeting lunch roster to the Member News position, the President and the Fourth Vice President – Membership.

## Section 6. Duties of Appointed Positions.

The following duties for all appointed position shall include but not be limited to the following. For additional information, please refer to the timelines and guidelines submitted by each Elected or Appointed Position or Committee Head. Appointed position holders are to adhere to the procedures of the position. Any deviation or elimination of these duties needs to be approved in advance by the Board. All Appointed Positions members shall maintain an electronic copy of their Procedure Manual.

### a. Parliamentarian.

- Advise the President of parliamentary procedure upon request or when needed at Board and general meetings.
- Serve as chair of the Bylaws Committee which conducts an annual review of the bylaws. Present committee-approved changes to the Board for approval. A two-thirds vote of Board members present is required for passage. Send approved bylaw changes to the Gazette editor for publication. Any bylaw change affecting the

rights of membership as stated in Article XV also requires a two-thirds vote of the membership at a General Meeting where a quorum is present. Send approved bylaw changes to the Gazette editor for publication.

- Present Board-approved bylaw changes to the general membership for ratification if changes fall within guidelines as specified in Article XV Amendment. A two-thirds vote of voting members present is required for passage.
  - Serve as a member of the Redbook Committee and forward approved bylaws to Redbook Editor for publication in the Redbook.
  - Work with the Nominating Committee on process and expectations.
  - Maintain list of Board Members and their time in position and forward to the Successor Parliamentarian and Nominating Committee Chair.
  - At least annually, the Parliamentarian and the Fourth Vice President – Membership will organize a training and orientation for new members to familiarize them with the Bylaws which consists of the Articles, Policies and Procedures and Standing Rules.
  - At the September Board Meeting, the Parliamentarian will initiate the process to select the Nominating Committee.
- b. Gazette Editor.
- Compile, print, and distribute the monthly newsletter (Gazette).
  - Chair committee to proofread Gazette.
  - Provide the Financial Dues Secretary with a list of members receiving hard copies.
  - Archive each issue in both hard and electronic copies.
- c. Redbook Editor.
- Chair Redbook (Yearbook) committee consisting of President, First Vice President - Dean, Budget and

Finance Officer, Financial Dues Secretary, and Parliamentarian.

- Compile, print, and distribute the Redbook.

d. Webmaster

- Maintain the RWC website information.
- Serve as chair of the website committee.
- Recommend website software.

e. Financial Advisor.

- Assist and provide guidance to the club's three financial officers (Treasurer, Budget and Finance Officer, and Financial Dues Secretary) as necessary so that the club's records are kept in accordance with GAAP and that the club is in compliance with federal and state laws and regulatory requirements for 501(c)(3) organizations.
- Serve as a member of the Budget and Finance committee.

f. Member News Coordinator

- Communicate information about members such as illness, hospitalization, death, death of a family member, awards received, and birth of a child or grandchildren.
- Interact with members not attending meetings to determine why.
- Perform any other duties as requested by the president.

g. Legislative Liaison

- Communicate new laws or regulations on the state or local level impacting the members of the RWC.
- Alerts RWC members to GFWC actions in which RWC can participate.

h. Student of the Month Liaison

- Work with Los Alamitos High School to award scholarships to the Student of the Month. Acts as liaison between the RWC and the student.
- Serve as a member of the Scholarship Committee.

i. Procedure Manager

- Serve as the official repository of all board positions, appointed positions, and committee timelines which are kept as online files along with samples of all supporting documentation such as forms, media contacts, etc. These should be kept in a folder titled timeline-procedures.
  - Review timelines with members in those positions periodically and update the timelines as necessary..
- Provide position information to the Nominating Committee and to the Webmaster for the RWC webpage.
- Verify all positions have the appropriate timelines.

j. Health and Fitness Coach

Keep members up to date on healthy practices.

k. Environment Advocate

Encourage and facilitate member participation in environment; initiatives and educational opportunities.

l. Inspirational Guide

- Obtain inspirational messages and thoughts from books, online searches, newspapers and other media.
- Each month (September through June) provide a short inspirational message or quote to the Gazette editor for publication.
- At each General Meeting, read an inspirational message (about 5 minutes in length.)
- Receive program information from the 2nd Vice President - Programs
- Make sure messages are not political or religious.

## Section 7. Duties and Composition of Standing Committees.

The President is an ex-officio member of all committees except the Nominating Committee.

a. Budget and Finance.

- Chaired by the Budget and Finance Officer.
  - Prepare the budget for the following club year.
  - Recommend distribution of excess funds to club charities from fundraising projects.
  - Announce that any general member can make a request for funds to the committee for the next fiscal year no later than the Monday before the April general meeting.
  - Recommend distribution of unspent budgeted monies from prior years to club charities and/or educational awards.
  - Assist in the initial vetting of a recommended charity new to the club.
  - Committee members are the following officers: President, Treasurer, Financial Dues Secretary, Second Vice President – Fundraising, Third Vice President – Program, First Vice President – Dean, Holiday Home Tour Officer, Garden Tour Officer, and Financial Advisor,. Note: The Budget and Finance Committee Meeting held in May to create the budget for the next club year is attended by the incoming and outgoing officers in these positions.
- b. Bylaws.
- Chaired by the Parliamentarian.
  - Review bylaws, policies and procedures, and standing rules annually.
  - Propose changes to the Board of Directors and general membership, as required.
  - Submit approved changes to the Redbook editor for publication.
  - Committee members are volunteers and/or appointees.
- c. Fundraising.
- Chaired by the Second Vice President – Fundraising.
  - Plan major fundraising projects.
  - Ask section chairs for fundraising plans for the club year.
  - Committee members are volunteers and/or appointees.
- d. Hospitality.

- Chaired by Hospitality Officer.
  - Help Hospitality Officer with logistics of meeting room.
  - Serve on committee to review and suggest venues for meetings.
  - Greet members and guests at meeting entrance.
  - Direct guests and members to tables as appropriate
- e. Membership.
- Chaired by the Fourth Vice President – Membership.
  - Develop ideas for recruiting and retaining members.
  - ~~Ensure new members are mentored either by a friend who introduced them to the club, a committee member or a member assigned by the Committee.~~
  - Survey the membership as required.
  - Committee members are volunteers and/or appointees.
- f. Nominating. -The Nominating Committee will be formed in September by the Board and by nominees from the general membership.
- The Nominating Committee shall consist of 7 members, including 2 alternates. The Board shall appoint 5 members, 2 of whom will serve as alternates. The general membership shall nominate and elect two members from the floor at the September General Meeting.
  - Nominating Committee members shall have been active RWC members for at least 2 years, preferably with experience as Board Members or Committee Chairs.
  - The Nominating Committee Chair is selected by members of the Nominating Committee.
  - At the September General Meeting, the Parliamentarian or the Committee Chair will inform the general membership that the selection process for nominations has begun.
  - The Nominating Committee chair or her delegate from the committee provides updates to the Board during the selection process. These updates do not include the names of the candidates, only whether the positions have candidates. The

committee may solicit help from the Board in identifying suitable candidates.

- g. Redbook.
  - Chaired by Redbook Editor.
  - Proofread Redbook before publication and arrange for printing and distribution.
  - Committee members are the following officers: President, First Vice President – Dean, Financial Dues Secretary, Treasurer, Budget and Finance Officer, and Parliamentarian.
- h. Scholarship.
  - Chaired by RWC President.
  - Membership appointed by RWC President, approved by the Board, and consists of at least 2 Board members, the Student of the Month Liaison, 1 past president, and at least 1 member-at-large.
  - The President (or delegate) presents awards at annual Los Alamitos High School Awards Ceremony.

## **Section 8. Membership Obligations.**

- a. When a Holiday Home Tour is held as a fundraiser, each member must purchase or sell a minimum of two (2) tickets and provide volunteer hours as needed, with a minimum of 2 ½ hours.
- b. When a Garden Tour is held as a fundraiser, each member must purchase or sell a minimum of two (2) tickets and provide volunteer hours as needed with a minimum of 2 hours.
- c. Each member must support both the Holiday Home Tour and Garden Tour with volunteer hours as follows:
  - Holiday Home Tour: Serve as a hostess at one of the homes, work in the Tearoom, and/or serve as an active member of the HHT committee.



- Garden Tour: Serve as a hostess at one of the homes, help in the Outdoor Store, and/or serve as an active member of the GT committee.
  - If unable to perform these duties, the members will notify the appropriate Committee Head
  - Failure to fulfill these obligations may trigger a review by the Board.
- d. Fulfillment of club obligations entitles a member to all voting privileges. Outstanding obligations must be resolved prior to membership renewal.
- e. A guest may be admitted to no more than two (2) general and two (2) section meetings during the club year.