

F POLICY GUIDELINES

COUNTRY WOMEN’S COUNCIL USA



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CWC CHAIRMAN

The Chairman shall:

1. Attend all CWC General and Board meetings and preside at these meetings.
2. Study CWC Articles of Agreement, minutes and treasurer's report carefully before each meeting.
3. Have access to electronic communication.
4. Prepare an agenda for Board meetings and send to Board members 10 days before each meeting. Prepare agenda for General Business meeting and send to Secretary to be included in packet sent to delegates of member societies sixty (60) days prior to meeting.
5. Shall receive notice of election from societies of incoming CWC Officers prior to the year when their term begins, and shall inform the board. Incoming officers may be asked to provide information about themselves at the Business Meeting.
6. Invite incoming CWC Board members to attend the Board meeting, if any, that immediately precedes the one at which they become official CWC Board members. They shall attend without voice or vote and at their own expense.
7. Have article(s) in each issue of CWC NEWS SHEET concerning activities and plans of ACWW and CWC. USA Area President will be asked to contribute article regarding ACWW matters. Others may be asked to contribute.
8. Be responsible for insuring an updated CWC website; duty may be delegated.
9. Webmaster and Editor shall be included when sending group emails and Board and General Meeting minutes.
10. Appoint Budget Committee composed of CWC Treasurer as Chairman and Presidents of the national societies along with a representative for the affiliates.
11. Provide host state with guidelines for hosting General meeting, and work with their coordinator in planning activities.
12. Receive and/or secure invitations from societies to host General meeting. (See General Meeting Guidelines). Work with hosting society to establish time and place for meeting and secure approval of CWC board. With the assistance of the USA Area President, the Board, and the hosting society, plan program for General meetings; appoint pages, tellers, time-keeper and parliamentarian.
13. Prepare and send draft of General Meeting program to board for final approval thirty days prior to General Meeting. Have program printed and available for members at registration desk; number to be coordinated with registrar.
14. Set time and place for Board meetings in consultation with Board members.
15. Upon invitation, visit and speak to each of the national organizations of CWC at least once during term of office. An amount shall be budgeted annually toward this expense.
16. As CWC delegate, attend the ACWW Triennial Conference and Area meeting held in conjunction with this conference. If unable to attend, the delegate shall be another officer as designated by CWC Board.
17. Submit report of activities, and a voucher with attached receipts of allowable expenses for registration, lodging (one-half double room) and most economical way of travel to be paid by CWC to attend the ACWW Triennial Conference and Area meeting held in conjunction with this

conference.

18. Annually, appoint a Financial Review Committee, consisting of Secretary as Chairman with two (2) qualified members, each from a different society. Committee members should not be from the Treasurer's society.
19. During the third year of term, with a committee, review Articles of Agreement and Policy/Guidelines. Recommended changes to the Articles of Agreement should be approved by the voting body at the next General Meeting or by general mailing or electronic vote to members in the absence of a General meeting. Recommended changes to the Policy Guidelines shall be approved by the CWC Board.
20. Assist Editor with printing of handbook in the third year of term.
21. Study CWC Policy/Guidelines and Budget for allowable expenses. Approve vouchers for all expenditures, with exception of the CWC Chairman's voucher, which shall be approved and signed by the CWC Secretary.
22. Appoint Editor, (term to be concurrent with Chairman's term), and committee chairmen with the approval of the CWC Board. Follow Policy/Guidelines timeline for appointment and/or reappointment of CWC Editor. Appoint Webmaster for a three year term with approval from the Board.
23. Be an ex-officio member of all committees.
24. Work with incoming Chairman to familiarize her with duties of office; hand over all information and papers relevant to office.

CWC VICE-CHAIRMAN

The Vice-Chairman shall:

1. Attend with vote all CWC General and Board meetings. Be familiar with CWC Articles of Agreement, and Policy/Guidelines.
2. Have access to electronic communication.
3. Preside at Board and General Meetings in absence of, or at request of the Chairman.
4. Be in charge of promoting the sale/distribution of CWC materials. Keep a record of funds received and disbursed and report annually to the board.
5. Give a report of your CWC activities at each General meeting.
6. Study CWC policy and Budget for expenses allowed for board members.
7. Serve as Chairman of the Ruth B. Sayre Scholarship Selection Committee. As such, receive, compile, and secure judging for scholarship applications; operating expenses to be paid out of Sayre Funds. Inform Board of results of the committee within thirty days of selection.
8. Send in timely manner to the CWC Secretary any pertinent information to be included in credentials packet to member societies.
9. Work with incoming Vice-Chairman to familiarize her with duties of office; hand over all information, sales items, and papers relevant to office.

CWC SECRETARY

The Secretary shall:

1. Attend with vote all CWC General and Board meetings. Be familiar with CWC Articles of Agreement, and Policy/Guidelines.
2. Have access to electronic communication.
3. Record minutes of General and Board meetings and prepare separate list of all motions with results of votes; add to Motion Log.
 - a Send draft of all General and Board meeting minutes to CWC Board for approval within thirty (30) days of close of meetings.
 - b Send approved General meeting minutes to member society presidents/chairmen, within ninety (90) days of close of the meeting.
 - c Send approved General meeting minutes to current and incoming board members or their appointed alternate.
 - d Send CWC Board Meeting minutes to CWC Board ONLY.
 - e Provide copy of all Board and General Meeting minutes to Webmaster and Editor.
 - f Be responsible for such correspondence as shall be delegated by CWC Chairman and Board.
4. Be responsible for securing name badges for incoming CWC board members.
5. On direction of the Chairman, may serve as Chairman of Financial Review Committee
6. Receive, review, and approve CWC Chairman's voucher for expenses, as outlined in Articles of Agreement, Policy and Guidelines, and annual Budget.
7. General Meeting responsibilities:
 - a Send credential forms to member society Presidents/Chairmen and CWC Board 60 days prior to General Meeting. Include proposed Budget, prior year Financial Statement, Business Meeting Agenda, and Articles of Agreement changes, if applicable.
 - b Prepare voting cards, motion sheets, and ballots, if needed; printed ballots to be delivered to the Chair of the Tellers, to be passed to voting delegates when the vote is called.
 - c Take roll call for General Business Meeting. (Used to record voting delegates present. Report number required to establish a quorum, a majority, and a two-thirds vote.)
 - d Compile and distribute to the Board the results of the General meeting evaluation forms within (60) sixty days of conclusion of General Meeting.
8. Shall maintain copies of all minutes for permanent CWC record
9. Work with incoming Secretary to familiarize her with duties of office. Hand over all information and papers relevant to office, including permanent file of Minutes.

10. At the end of the Secretary's term of office, original copies of all CWC records including updated CWC Articles, Policy/Guidelines, Minutes, Handbook, Handbook update, Motion Log, correspondence, Year-end Financial report, Budget, Financial Review Report, IRS reports and/or IRS correspondence shall be filed with:

Louise Pettus Archives & Special Collections
c/o Gina White, Director
Winthrop University
700 Cherry Road
Rock Hill SC 29733
Phone: 803-323-2334
Fax: 803-323-2640
whitegp@winthrop.edu

CWC TREASURER

The Treasurer shall:

1. Attend with vote, all CWC General and Board meetings. Be familiar with CWC Articles of Agreement, and Policy/Guidelines.
2. Have access to electronic communication.
3. Responsibilities:
 - a. Secure a bond.
 - b. Select a qualified depositor for CWC funds. Maintain signature of current CWC Chairman and Treasurer on all bank accounts, with one signature needed for withdrawal.
 - c. Have a CWC checking account. (About 300 checks are usually needed for the term.)
 - d. Send notices of dues to all CWC member societies (Treasurer and President/Chair). Include a request for names of up coming officers in their society so as to ensure updated rosters.
 - e. Send notice of dues to any delinquent societies.
 - f. Study CWC Financial Policy and Budget for expenses allowed for Board members.
 - g. Receive funds designated for ACWW (Contributions, Pennies for Friendship, Projects, etc.) and forward to ACWW office on timely basis. Inform Editor of donations received for printing in the NEWS SHEET.
 - h. Keep CWC Board supplied with vouchers for submitting expenses. (Have vouchers approved by CWC Chairman before making payment with exception of CWC Chairman's voucher, which shall be reviewed and approved by CWC Secretary.)
 - i. Present a complete financial report during each CWC Business meeting and at all meetings of the CWC Board.
 - j. Submit quarterly financial statements to CWC Chairman within thirty days of end of quarter. Submit semi-annual financial statements to the CWC board within thirty days of the end of the second quarter. Submit annual financial statements to the Board within sixty days of yearend.
 - k. Prepare documents for financial reports as necessary for the Internal Revenue Service
 - l. Serve as Chairman of the Budget Committee. The Budget committee shall include the CWC Treasurer, Presidents of the national societies or their appointed alternates, and a representative of the Affiliates.
 - m. Prepare proposed CWC Budget with members of Budget Committee and CWC Chairman and submit to Secretary for inclusion with credentials mailing, when applicable, along with prior year's financial report. In absence of a General Meeting, it may be necessary to prepare a budget for two years and have it approved at the General Meeting.
 - n. Present books, statements, records, etc. to the chairman of the CWC Financial Review Committee at General meeting, or as directed by CWC Chairman.

- o Invest all money, except amount budgeted for operating expenses, in consultation with the Chairman. Provide copies of all investment certificates to the CWC Chairman. Place all interest earnings in the General Fund for operating expenses, unless otherwise directed by the Chairman. CWC Chair is to be named as an authorized signer on all accounts.
 - p Invest Ruth B. Sayre Scholarship funds and accrued interest in a separate account.
4. Following confirmation of successor, hand over to incoming Treasurer all files relevant to office except those needed for audit. Incoming Treasurer will be sent only the last three years records with the Outgoing treasurer retaining remaining records. Outgoing treasurer will destroy records as they get older than seven years.
 5. Copies of all Year-end Financial Reports, Budgets, Financial review reports and IRS reports and/or IRS correspondence shall be kept permanently in the current treasurer's files. Originals of same shall be forwarded to the CWC Secretary at the end of term for inclusion in CWC Secretary's mailing of records to the Louise Pettus Archives & Special Collections. All other records, bank statements, expense vouchers, dues notices, bills, etc. shall be retained by the treasurer/past treasurer for seven years and then discarded.

FINANCIAL POLICY

The CWC Treasurer is to pay the following expenses of the members of CWC Board:

1. The registration and lodging (one-half double room) of a CWC Board Member to attend CWC General and Board meetings shall be paid by CWC only if they attend the full meeting, except under extenuating circumstances and approved by the Chair.
2. Allowable budgeted amounts for office expenses, i.e., materials, printing, postage, and necessary phone calls in connection with duties as a Board Member will be paid.
3. Expenses shall be paid up to the budgeted amount for registration, lodging (one-half double room) and most economical way of travel for the CWC Chairman or approved CWC delegate to the ACWW Triennial Conference, only attendance is fulltime, except under extenuating circumstances, and approved by the Board.
4. CWC Board members, USA Area President, Editor, and Webmaster shall submit vouchers with receipts to the CWC Chairman for allowable expenses.

Miscellaneous:

1. If board member's expenses are above those allowed by this policy, the board member is to deduct these costs from her expense voucher.
2. Motions made that require financial payment for non-budgeted items shall be voted by written ballot during General and Board meetings.

FINANCIAL REVIEW COMMITTEE

1. Shall review financial records and make recommendations.
2. CWC Chairman and/or Secretary shall request the Treasurer to bring the following for review: vouchers with attached receipts, check register, all bank statements and 1099 interest earnings notices, cancelled checks (when available), copies of all active CD's, computer accounting records, such as a Summary statement and a By-Category statement, and the last two years' financial reports, along with the previous year's quarterly reports, for comparison. Check the year's beginning balance on the financial report against previous year's closing balance (these amounts should match).
 - a Randomly check some deposits (as listed on bank statements) against income records (such as income receipts in file and annual financial report). For example, verify that a deposit made for a fundraiser was made in the correct amount.
 - b Randomly check expenses (listed in bank statements and annual financial statement) against the cancelled checks to verify amount paid. Alternately, pull several cancelled checks and search for their invoices. There should be receipts and vouchers for all transactions.
 - c Reconcile at least two months' bank statements with the treasurer's register. In addition, balance the last month of the year. If time permits, verify that all checks, used and unused, are accounted for.
 - d Verify the annual financial report's beginning and ending balance with the figures in the check register.
 - e Check bank statements for correct balances of any savings accounts or certificates of deposit against the year-end financial statement. These balances should be indicated on the annual financial statement. Were any transfers made in identical amounts?
 - f Reviewers should feel free to contact the treasurer should there be any questions; however, the presence of the treasurer is desirable during the review.
 - g Prepare a report for General Business meeting which includes statement that records have been reviewed, which records have been reviewed, signatures of the reviewers, and the date of inspection. Comments or suggestions may be added.
 - h Committee Chairman shall present report at General Business meeting and return records to Treasurer. A copy of the report shall be given to the Chairman and Treasurer.

NATIONAL PRESIDENTS

National Presidents shall:

1. Be a member of the CWC Board.
2. Be familiar with CWC Articles of Agreement, and Policy/Guidelines.
3. Attend with vote at all CWC General and Board meetings. Assist Chairman and Board with planning of the General meeting.
4. Have access to electronic communication.
5. Submit written report of activities at Board meetings with copies for Board members.
6. Submit organization article when requested for the CWC NEWS SHEET.
7. Present oral report at General meeting.
8. Serve on Budget committee.
9. Be responsible for reporting back to their respective organizations on CWC activities.
10. Hand over to incoming National President all files relevant to office.
11. Inform CWC Editor of changes in member society's executive committee and/or national board.
12. Consider inviting CWC Chairman and USA Area President to annual meeting of national society and/or state society, with consideration given to the sharing of expenses for such visit. National Presidents are encouraged to work with others on the board to schedule such visits during the term of the Chair and the USA Area President.

ACWW USA AREA PRESIDENT

The ACWW USA Area President shall:

1. Be a member of the CWC Board (with vote.)
2. Be nominated for one (1) three (3) year term to run concurrently with ACWW officers who are elected on this basis. May be nominated for a second three (3) year term (ACWW Constitution Article VIII).
3. Shall be elected by the USA Area delegates at the ACWW Triennial Conference, then follow her duties as published in the ACWW Constitution Bylaw 11.
4. Work in cooperation with the CWC Chairman and Board members to plan General meetings and news releases to members.
5. Have access to electronic communication.
6. Have expenses to CWC Board and General Meetings paid by CWC according to its Financial Policy.
7. Have a line item in the CWC annual budget to offset office and travel expenses to visit societies. It is expected that hosting societies issuing invitations will subsidize registration and lodging expenses. From the 2010 Triennial Surplus, an amount was placed in a separate account to aid in this expense. In addition to the annual budgeted amount from the general fund, an amount will be made available from the 2010 Triennial Surplus Reserve.
8. During the Triennium and at CWC Board and General Meetings, will report as the liaison officer between the USA societies and ACWW.
9. Arrange hospitality in the USA for official ACWW visitors.
10. Be responsible for official greeting of USA group at ACWW Triennial Conference.
11. Share communications and requests from ACWW with the CWC Board and agree on any action to be taken.
12. Write an article including information about ACWW activities and send to the CWC Editor to be published in each issue of the CWC NEWS SHEET.

NOTE: The ACWW USA Area President arranges her travel to attend the ACWW Board Meeting and ACWW Triennial Conference. Reimbursement is made to the Area President from ACWW.

CWC WEBMASTER

A Webmaster shall be appointed by the CWC Chairman with approval of the CWC Executive Committee for a term of three (3) years. The Webmaster may serve more than one term. Access to electronic communication is vital for the editor's role.

Duties of the Webmaster shall be to:

1. Maintain CWC USA website to contain current forms, News Sheet, and up-to-date directory information, etc. as directed by CWC Chairman.
2. Maintain host for CWC USA website, with approval of CWC Chairman, and notify Chairman and Treasurer of changes to the web hosting fee for proposed CWC Budget. Submit billing statement to CWC Treasurer for payment of CWCUSA website hosting fee.
3. Shall be provided a copy of all Board and General Meeting minutes and finances to keep informed and be included on CWC group email.
4. Be a member of the CWC Board without vote and attend all CWC Board and General Meetings.
5. Submit a voucher of expenses to attend CWC Board and General meetings which are paid by CWC according to policies set up for other board members

CWC EDITOR

An Editor shall be appointed by the CWC Chairman with approval of the CWC Executive Committee for a term of three (3) years. The Editor may serve more than one term. Access to electronic communication is vital for the editor's role.

Duties of the Editor shall be to:

1. Secure printing establishment.
2. With help from National and Affiliate presidents, keep mailing list as current as possible.
3. Prepare the CWC Directory and keep current for CWC Board members and ACWW.
4. Prepare and mail to societies the CWC Handbook and/or updated pages. Send remainder to CWC Vice Chairman to include in sales items.
5. Coordinate and edit copy for CWC NEWS SHEET. It is recommended that the Chairman receive a preview before the actual printing.
6. Prepare and distribute 2 issues of CWC NEWS SHEET each year. (Names and addresses with photographs of new CWC Officers shall be in the NEWS SHEET following their confirmation.)
7. Have articles in each issue of NEWS SHEET concerning activities and plans of ACWW and CWC. Others may be asked to contribute.
8. Be a member of the CWC Board without vote and attend all CWC Board and General Meetings.
9. Work closely with host state to promote CWC General Meeting.
10. Submit a voucher of expenses to attend CWC Board and General meetings which are paid by CWC according to policies set up for other board members

RUTH BUXTON SAYRE SCHOLARSHIP

1. The administrator shall be the CWC Vice Chairman.
2. The administrator shall secure independent judges to select the scholarship recipients. Administrative costs will be taken from Sayre Scholarship Account.
3. CWC Board shall make any adjustments to guidelines, application forms and score sheets annually as necessary.
4. CWC Board shall determine number and amount of scholarship(s) to be awarded during the following year.
5. The Ruth B. Sayre account base is created from donations to the principle and shall remain constant, with annual interest and miscellaneous donations providing scholarship disbursements.

THE CWC SAYRE ADMINISTRATOR SHALL:

1. Make adjustments to guidelines and application forms as determined by the above review of CWC Board. Make copies of updated guidelines and application forms.
2. Distribute to all CWC member society Presidents/Chairmen the scholarship guidelines, application forms, and scholarship brochures. Ensure that updated forms are on the CWC USA website each year.
3. Respond immediately to all requests for scholarship information.
4. Receive all applications.
 - a Applications to be postmarked to CWC Vice-Chairman by designated deadline.
 - b Make plans, with approval of CWC Chairman, for judging time line.
 - c Selection is to be completed as quickly as possible.
 - d List applications, recording name, address, and CWC sponsoring society.
 - e Make copies of score sheets as needed.
5. Following selection:
 - a Write a letter of congratulations to recipient(s). Invite to CWC General meeting.
 - b Retain recipient(s) application forms, with attached materials for two (2) years.
 - c Write regret letters to all applicants except recipient(s).
 - d Inform CWC Board providing names and addresses of recipient(s).
 - e Prepare article of winning recipient(s) giving name, state, sponsoring society and brief résumé, along with picture; send to Editor for CWC News Sheet. Send copy to sponsoring society encouraging publication and donations to scholarship fund
 - f Report scholarship information at CWC General Meeting.

RULES FOR GENERAL MEETING

1. The voting delegates at General meetings shall be the officers of CWC, the ACWW-USA Area President, and Presidents/Chairmen of the member societies in good standing, or their accredited alternates. The accredited delegate from each society shall be entitled to one vote. Others may attend as observers.
2. Delegates shall wear their name badges at all CWC meetings. Voting delegates shall sit in a reserved section.
3. All minutes shall be approved by the CWC Board.
4. The Orders of the Day shall be the Official General Meeting program.
5. Only members of the voting body may introduce business or vote; however, both voting and non-voting members shall be allowed to speak. Precedence in speaking shall go to the voting delegates.
 - a A voting member wishing the floor shall stand, address the Chairman, and give her number, name, and affiliation in order to be recognized.
 - b A member may speak twice on the same question (2 minutes each time), but cannot speak the second time as long as any member who has not spoken on the same question desires the floor.
6. All motions shall be presented to the presiding officer, clearly written and signed by the maker. A voting delegate shall stand to second a motion.
7. Debate on each question shall be limited to ten (10) minutes, unless the time is extended by approval of the voting body.
8. All communications to the platform or to the persons in the assembly shall be delivered by pages.
9. No literature or materials of any kind shall be distributed or sold in the General Meeting room or halls without the permission of the CWC Board.
10. These General Meeting rules shall be adopted, suspended, or rescinded by a two-thirds (2/3) vote of the voting delegates.