

**POLICY GUIDELINES
COUNTRY WOMEN’S COUNCIL USA**



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CWC CHAIRMAN

The Chairman shall:

1. Attend with vote all CWC General and Board meetings whether video communication or face to face and preside at these meetings.
2. Read and be familiar with CWC Handbook, CWC Articles of Agreement, Policy Guidelines, General Meeting Guidelines and study 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.
5. Prepare agenda for General Meeting and send to Secretary to be included in packet sent to delegates of member societies sixty (60) days prior to meeting.
6. Develop an evaluation sheet for the General Meeting.
7. Receive notice of election from societies of incoming CWC Officers prior to the year when their term begins, and shall inform the board.
8. 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.
9. Be responsible for a retirement gift for the retiring CWC Officers and appointees, not to exceed \$50.00 per gift taken from the general fund.
10. Have article(s) in each issue of CWC News Sheet concerning activities and plans of ACWW and CWC. Articles are due to the Editor for the CWC News Sheet on or before June 1st and November 1st every year.
11. Appoint a Communications Coordinator, (term to be concurrent with Chairman's term), for a three-year term with approval from the board.
12. Appoint an Editor, (term to be concurrent with Chairman's term), for a three-year term with approval from the board.
13. Appoint, when needed, an ad hoc committee chairman with the approval of the CWC board and serve as an ex-officio member.
14. Communications Coordinator and Editor shall be included when sending group emails.
15. Appoint Budget Committee composed of CWC Treasurer as Chairman and Presidents of the national societies along with a representative for the affiliates.
16. Provide host state with guidelines for hosting General Meeting, and work with their coordinator in planning activities.
17. Receive and/or secure invitations from societies to host General Meetings. (See General Meeting Guidelines).
18. Work with the hosting society to establish time and place for meeting and secure approval of CWC board.
19. With the assistance of the Board, and the hosting society, plan program for General Meetings; appoint pages, tellers, time-keeper and parliamentarian.

20. Prepare and send draft of General Meeting program to board for final approval thirty days prior to General Meeting.
21. Have program printed and available for members at registration desk; number to be coordinated with registrar.
22. Set time and place for Board meetings in consultation with Board members and the General Meeting Host when applicable.
23. 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 for transportation toward this expense.
24. As CWC delegate, attend the ACWW Triennial Conference and USA Area Meeting. If unable to attend, the delegate shall be another officer as designated by CWC Board.
25. 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.
26. Submit report of activities, and a voucher with attached receipts of allowable expenses for registration and lodging (one-half double room) and most economical way of travel to be paid by CWC to attend the USA Area Meeting.
27. Submit a voucher of expenses to attend CWC Board and General Meetings which are paid by CWC according to CWC's Financial Policy.
28. Annually, appoint a Financial Review Committee, consisting of the Secretary as Chairman with two (2) qualified members, each from a different society. Committee members should not be from the Treasurer's society.
29. During the third year of term, with a committee, review Articles of Agreement, Policy Guidelines and General Meeting Guidelines. Recommended changes to the Articles of Agreement shall be approved by the CWC Board before presenting to the voting body at the next General Meeting. In absence of a General Meeting, recommended changes shall be presented to the voting body by electronic or general mailing vote. Recommended changes to the Policy Guidelines and General Meeting Guidelines shall be approved by the CWC Board.
30. Assist Communications Coordinator with updating the CWC Handbook annually.
31. Review CWC Policy Guidelines and Budget for allowable expenses. Approve or disapprove vouchers for all expenditures, with exception of the CWC Chairman's voucher, which shall be approved or disapproved and signed by the CWC Secretary.
32. Work with the incoming Chairman to familiarize her with duties of office; hand over all information and documentation relevant to office in a timely manner.

CWC VICE-CHAIRMAN

The Vice-Chairman shall:

1. Attend with vote all CWC General and Board meetings whether video communication or face to face.
2. Read and be familiar with CWC Handbook, CWC Articles of Agreement, Policy Guidelines, and General Meeting Guidelines.
3. Have access to electronic communication.
4. Preside at Board and General Meetings in absence of, or at request of the Chairman.
5. Be responsible for a retirement gift for the outgoing Chairman, not to exceed \$100.00 taken from the general fund.
6. Be in charge of promoting the sale/distribution of CWC materials. Keep a record of funds submitted and disbursed to Treasurer and report annually to the board.
7. Give a report of your CWC activities at each General Meeting.
8. 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.
9. Submit Ruth B. Sayre scholarship winners, their picture, and bios to Communications Coordinator and Editor on or before June 1 to be posted on the CWC website and included in the News Sheet.
10. Forty-five (45) days prior to General Meeting, send any pertinent information to the CWC Secretary to be included in credentials packet distributed to member societies during the General Meeting.
11. Review CWC Policy and Budget for expenses allowed.
12. Submit a voucher of expenses to attend CWC Board and General Meetings which are paid by CWC according to CWC's Financial Policy.
13. Work with the incoming Vice-Chairman to familiarize her with duties of office; hand over all information, sales items, and documentation relevant to the office in a timely manner.

CWC SECRETARY

The Secretary shall:

1. Attend with vote all CWC General and Board meetings whether video communication or face to face.
2. Read and be familiar with CWC Handbook, CWC Articles of Agreement, Policy Guidelines, and General Meeting Guidelines.
3. Have access to electronic communication.
4. Record minutes of General and Board Meetings and prepare separate list of all motions with results of votes; add to Motion Log Document.
 - 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.
 - d. Send CWC Board Meeting minutes to CWC Board ONLY, which consists of the Chairman, Vice-Chairman, Secretary, Treasurer, National Presidents, USA Area President, Communications Coordinator, and Editor.
 - e. Send Executive Board Minutes to only the Executive Board, which consists of the Chairman, Vice-Chairman, Secretary, Treasurer, and USA Area President.
 - f. Be responsible for such correspondence as shall be delegated by CWC Chairman and Board.
5. Serve as Chairman of Financial Review Committee.
6. Review CWC Policy and Budget for expenses allowed.
7. Receive, review, and approve CWC Chairman's voucher for expenses, as outlined in Articles of Agreement, Policy and Guidelines, and Annual Budget.
8. 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, General 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 Meeting.
 - d. Report number required to establish a quorum, a majority, and a two-thirds vote.
 - e. Compile and distribute to the Board the results of the General Meeting Evaluation Forms within (60) sixty days of conclusion of General Meeting.
9. Maintain copies of all minutes for permanent CWC record.

10. Submit a voucher of expenses to attend CWC Board and General Meetings which are paid by CWC according to CWC's Financial Policy.
11. Work with the incoming Secretary to familiarize her with duties of office. Hand over all information and documentation relevant to office, including permanent file of Minutes in a timely manner.
12. At the end of the Secretary's term of office, original and/or electronic copies of CWC records including current CWC Handbook, Minutes, Motion Log Document, Year-end Financial report, shall be filed for possible archival repository.

CWC TREASURER

The Treasurer shall:

1. Attend with vote all CWC General and Board meetings whether video communication or face to face.
2. Read and be familiar with CWC Handbook, CWC Articles of Agreement, Policy Guidelines, and General Meeting Guidelines.
3. Have access to electronic communication.
4. Responsibilities:
 - a. Secure a bond.
 - b. Select a qualified depositor for CWC funds.
 - c. Maintain signature of current CWC Chairman and Treasurer on all bank accounts, with one signature needed for withdrawal.
 - d. Maintain a CWC General, Scholarship, and Area President checking account.
 - e. Send notices of dues to all CWC member societies (Treasurer and President/Chair). Include a request for names of incoming officers in their society to ensure updated rosters.
 - f. Send confirmation of receipt of dues.
 - g. Send notice of dues to any delinquent societies.
 - h. Study CWC Financial Policy and Budget for expenses allowed for Board members.
 - i. Receive funds designated for ACWW (Contributions, Rural Women in Action Fund, etc.) and forward to ACWW office on timely basis.
 - j. Inform Editor of donations received for printing in the CWC News Sheet.
 - k. Keep CWC Board supplied with vouchers for approved or disapproved by CWC Chairman before making payment with exception of CWC Chairman's voucher, which shall be reviewed and approved or disapproved by CWC Secretary.
 - l. Present a complete financial report during each CWC General Meeting and at all meetings of the CWC Board.
 - m. Submit quarterly financial statements to CWC Chairman within thirty days of end of quarter.
 - n. Submit semi-annual financial statements to the CWC Board within thirty days of the end of the second quarter.
 - o. Submit annual financial statements to the CWC Board within sixty days of year end.
 - p. Prepare documents for financial reports as necessary for the Internal Revenue Service.
 - q. 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.

- r Prepare a proposed three-year CWC Budget with members of the Budget Committee and CWC Chairman. Budget is sent to CWC board for review.
 - s Submit reviewed proposed CWC Budget and prior year's financial report to Secretary for inclusion with credentials distribution for General Meeting.
 - t Present books, statements, records, etc. to the chairman of the CWC Financial Review Committee at General Meeting, or as directed by CWC Chairman.
 - u Invest all general fund money, except amount budgeted for Ruth B. Sayre Scholarship funds and Area President's funds with CWC Board approval. Provide copies of all investment certificates to the CWC Board when requested.
 - v Invest Ruth B. Sayre Scholarship funds and accrued interest in a separate account.
 - w Invest Area President's CD and accrued interest in a separate account.
 - x CWC Treasurer and CWC Chairman, at a minimum, is to be named as an authorized signer on all accounts. If possible, incoming Treasurer should be added to the accounts when elected prior to taking office.
5. Submit a voucher of expenses to attend CWC Board and General Meetings which are paid by CWC according to CWC's Financial Policy.
 6. Work with the incoming Treasurer to familiarize her with duties of office.
 7. Following confirmation of successor, hand over to incoming Treasurer all files relevant to office as soon as possible but no later than February 1. The Treasurer will destroy records as they get older than seven years.
 8. Copies of all Year-end Financial Reports, Budgets, Financial review reports and IRS documentation shall be kept in accordance with the current IRS Guidelines. Past documentation shall be destroyed.

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, and postage, 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 if attendance is full time, except under extenuating circumstances, and approved by the Board.
4. CWC Board members shall submit vouchers with receipts to the CWC Chairman for allowable expenses.
5. If board member's expenses are above those allowed by this policy, the board member is to deduct these costs from her expense voucher or request additional reimbursement from the CWC Board.
6. Motions made that require financial payment for non-budgeted items shall be voted on during Board meetings.

FINANCIAL REVIEW COMMITTEE

1. Shall review financial records and make recommendations annually.
2. CWC Chairman and/or Secretary shall request the Treasurer to bring the following for review: vouchers with attached receipts, check registers, all bank statements and 1099 interest earnings notices, canceled 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 statements) against the canceled checks to verify the amount paid. Alternately, pull several canceled 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 Meeting which includes statement that records have been reviewed annually, which records have been reviewed, signatures of the reviewers, and the dates of reviews. Comments or suggestions may be added.
 - h Committee Chairman shall present report at General Meeting annually and return records to Treasurer. A copy of the report shall be given to the Chairman and Treasurer.

NATIONAL PRESIDENTS

National Presidents shall:

1. Attend with vote all CWC General and Board meetings whether video communication or face to face.
2. Read and be familiar with CWC Handbook, CWC Articles of Agreement, Policy Guidelines, and General Meeting Guidelines.
3. Have access to electronic communication.
4. Submit oral and written report of activities at General Meeting for the CWC Chairman and CWC Secretary with electronic copies provided for Board members.
5. Submit organization article when requested for the CWC News Sheet. Articles are due to the Editor for the CWC News Sheet on or before June 1st and November 1st every year.
6. Serve on Budget committee.
7. Be responsible for reporting back to their respective organizations on CWC activities.
8. Hand over to incoming National President all files relevant to office.
9. Inform CWC Treasurer and CWC Editor of changes in member society's executive committee and/or national board.
10. 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 CWC Chair and the USA Area President.
11. Submit a voucher of expenses to attend CWC Board and General Meetings which are paid by CWC according to CWC's Financial Policy.

ACWW USA AREA PRESIDENT

The ACWW USA Area President shall:

1. Attend with vote all CWC General and Board meetings whether video communication or face to face.
2. Read and be familiar with CWC Handbook, CWC Articles of Agreement, Policy Guidelines, and General Meeting Guidelines.
3. Have access to electronic communication.
4. 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).
5. Will be elected by the USA Area delegates at the ACWW Triennial Conference, then follow her duties as published in the ACWW Constitution.
6. Work in cooperation with the CWC Chairman and Board members to plan General Meetings
7. Present an update of ACWW activities at the CWC General Meeting.
8. Have expenses to CWC Board and General Meetings paid by CWC according to its Financial Policy. It is expected that hosting societies issuing invitations will subsidize registration and lodging expenses.
9. During the Triennium and at CWC Board and General Meetings, will report as the liaison officer between the USA societies and ACWW.
10. Arrange hospitality in the USA for official ACWW visitors.
11. Be responsible for official greeting of USA group at ACWW Triennial Conference.
12. Share communications and requests from ACWW with the CWC Board and agree on any action to be taken.
13. Write an article including information about ACWW activities and send to the Editor to be published in each issue of the CWC News Sheet. Articles are due to the Editor for the CWC News Sheet on or before June 1st and November 1st every year.
14. Submit a voucher of expenses to attend CWC Board and General Meetings which are paid by CWC according to CWC's Financial Policy.

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.

INCOMING BOARD MEMBER

Incoming Board Members shall:

1. Prior to officially assuming office January 1st, attend any board meetings at their own expense.
2. Attend without a vote or voice, as an observer.
3. Provide information about themselves at the General Meeting.
4. Submit a bio for the CWC News Sheet by November 1st to the Editor.

CWC COMMUNICATIONS COORDINATOR

A Communications Coordinator shall be appointed by the CWC Chairman with approval from the board for a term of three (3) years. The Communications Coordinator may serve more than one term. Term shall be concurrent with Chairman's term, for a three-year term with approval from the board.

Duties of the Communications Coordinator shall be to:

1. Be a member of the CWC Board without vote and attend all CWC Board and General Meetings whether video communication or face to face.
2. Read and be familiar with CWC Handbook, CWC Articles of Agreement, Policy Guidelines, and General Meeting Guidelines.
3. Have access to electronic communication.
4. Maintain cwcusa.org website to contain current forms, CWC News Sheet, and up-to-date directory information, etc. as directed by CWC Chairman.
5. Maintain Facebook to publicize CWC events.
6. Administer and record Zoom Meetings as directed by the CWC Board.
7. Maintain the CWC Handbook, Policy Guidelines, and General Meeting Guidelines and to ensure that they are up to date and placed on the website. Notify Editor of all updated documentation for inclusion in the upcoming CWC News Sheet.
8. Maintain host for cwcusa.org 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.org website hosting fee.
9. Place Ruth B. Sayre scholarship winners, pictures, and bios on the CWC website by June 1.
10. Shall be provided a copy of all Board and General Meeting minutes and finances to keep informed and be included on CWC group email.
11. Be responsible for securing name badges for incoming CWC Board Members.
12. Submit a voucher of expenses to attend CWC Board and General Meetings which are paid by CWC according to CWC's Financial Policy.

CWC EDITOR

An Editor shall be appointed by the CWC Chairman with approval from the board for a term of three (3) years. The Editor may serve more than one term. Term shall be concurrent with Chairman's term, for a three-year term with approval from the board.

Duties of the Editor shall be to:

1. Be a member of the CWC Board without vote and attend all CWC Board and General Meetings whether video communication or face to face.
2. Read and be familiar with CWC Handbook, CWC Articles of Agreement, Policy Guidelines, and General Meeting Guidelines.
3. Have access to electronic communication.
4. With help from CWC Treasurer, National and Affiliate presidents, keep mailing list as current as possible.
5. Maintain and keep current the CWC Society Officer Contact List and keep a current list of CWC Board members and ACWW USA Officers. Provide CWC Secretary and Treasurer updates to this list as they occur. Make sure to ask society presidents for updates in January and July each year. Some societies officers change in January others in July.
6. Coordinate and edit copy for CWC News Sheet. It is recommended that the Chairman receive a preview before final distribution.
7. Prepare two issues of CWC News Sheet per year and email to all CWC Board Members and appropriate Society Officers.
8. Have articles in each issue of CWC News Sheet concerning activities and plans of ACWW and CWC. Others may be asked to contribute.
9. CWC News Sheet will go out on the 15th of June and November. Deadline for submission of articles to the CWC News Sheet will be on or before the 1st of June and November.
10. June Issue should contain information about CWC Meeting. Ruth B. Sayre Scholarship winners will be featured in the June issue.
11. The November issue should contain ACWW Triennial Meeting information since this meeting usually occurs before the June issue is released. Provide incoming officer information in the November article as well.
12. A biographical article of the newly elected CWC officers should be in the November CWC News Sheet with a photograph. Update the new officers name, address, phone and email in the CWC News Sheet before emailing in June.
13. Work closely with host state to promote CWC General Meeting.
14. Submit a voucher of expenses to attend CWC Board and General Meetings which are paid by CWC according to CWC's Financial Policy.

PARLIAMENTARIAN

A Parliamentarian shall be appointed by the CWC Chairman with approval from the board. Term shall run concurrent with the CWC Chairman.

Duties of the Parliamentarian shall be to:

1. Attend without vote at all Board and General Meetings.
2. Read and be familiar with CWC Handbook, CWC Articles of Agreement, Policy Guidelines, and General Meeting Guidelines.
3. Have access to electronic communication.
4. Study and become familiar with Robert's Rules of Order as a guide for monitoring and maintaining the proper conduct of official CWC business.
5. The rules contained in Robert's Rules of Order Simplified and Applied shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with the Bylaws.
6. Advise CWC Board on parliamentarian procedures.

CWC ACWW Coordinator

A CWC ACWW Coordinator shall be nominated by the Member Society for a term of three (3) years. The Coordinator may serve more than one term.

Coordinators will promote ACWW within their own societies, and will have regular opportunities to meet with members of ACWW's Board - meaning they can relay and represent the feelings and priorities of their society, highlight issues that need addressing in their communities, and reflect their society's thoughts about different ACWW activities and plans.

Coordinators will act as the hands and feet of the Area President, working collaboratively to extend her reach within their own Area.

The CWC ACWW Coordinator shall be a member of the CWC Board without vote and attend all CWC Board and General Meetings.

Coordinator Responsibilities:

1. Have access to electronic communication.
2. Distribute ACWW information to her society
3. Attend monthly Coordinator meetings with her Area President and Central Office
4. Organize an event for Women Walk the World
5. Coordinate responses from her society to ACWW surveys and requests for information
6. Encourage fundraising and donations
7. Encourage individual membership
8. Facilitate participation in ACWW events
9. Attend training and information sessions

Coordinator Support:

1. Personalized presentations
2. Fundraising ideas and resources
3. Regular meetings with World President, Area President and Staff
4. Fundraising guidance (legalities and safeguarding)
5. Technical assistance for virtual events
6. Ad hoc brainstorming with staff about awareness and fundraising ideas
7. Full virtual training, including documents and videos

RUTH BUXTON SAYRE SCHOLARSHIP SELECTION

1. The CWC Vice-Chairman shall serve as Chairman of the Ruth B. Sayre Scholarship Selection Committee.
2. The CWC Vice-Chairman shall secure independent judges to select the scholarship recipients. Administrative costs will be taken from Sayre Scholarship Account.
3. CWC Vice-Chairman shall, with Board approval, make any adjustments to guidelines, application forms and score sheets as necessary.
4. CWC Vice-Chairman shall, with Board approval, determine number of scholarship(s) to be awarded during the following year.
5. The Scholarship recipient or recipients shall be paid up to the amount of \$500 for a year's period of study, the money to be sent to the educational institution she is attending for tuition and/or books. The recipients may apply the succeeding year.
6. 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.
7. State Society Presidents shall ensure all applications meet the following criteria before providing endorsement and forwarding to CWC Vice-Chairman:
 1. Applicant photo attached to form
 2. Only TWO (2) character reference letters included
 3. Current official High School or Secondary Education transcript included
 4. Applicant summary letter must not exceed ONE (1) page

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 cwcusa.org website each year.
3. Respond immediately to all requests for scholarship information.
4. Receive all state-endorsed applications.
 - a Applications to be postmarked to CWC Vice-Chairman by April 1.
 - b Reject all applications not properly reviewed and endorsed by State Society Presidents.
 - c Select three individuals to serve as Judging Committee. These individuals need not be affiliated with any Member Society.
 - d Selection is to be completed by June 1.
 - e Make copies of all materials necessary for each judge (score sheet, selection criteria, copies of all eligible applications, etc.)

5. Following selection:
 - a Send notification of selection to recipient winner(s).
 - b Retain awarded recipient(s) application forms, with attached materials for one year. All other applications will be destroyed at the end of the selection cycle.
 - c Send regret notification 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 Communications Coordinator by June 1 to be posted on the CWC website and 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.
 - g Inform CWC Treasurer of all pertinent information for distribution of funds to higher education facilities for each selected scholarship winner.

RULES FOR GENERAL MEETING

1. The rules contained in Robert's Rules of Order Simplified and Applied shall govern the Country Women's Council USA in all cases to which they are applicable and in which they are not inconsistent with the Articles of Agreement.
2. 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.
3. Delegates shall wear their name badges at all CWC meetings. Voting delegates shall sit in a reserved section.
4. All minutes shall be approved by the CWC Board.
5. The Orders of the Day shall be the Official General Meeting program.
6. 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, give 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.
7. 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.
8. Debate on each question shall be limited to ten (10) minutes, unless the time is extended by approval of the voting body.
9. All communications to the platform or to the persons in the assembly shall be delivered by pages.
10. 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.
11. These General Meeting rules shall be adopted, suspended, or rescinded by a two-thirds (2/3) vote of the voting delegates.

GUIDELINES FOR GENERAL MEETING

The CWC General Meeting should be planned for the year immediately following the Triennial.

HOST SOCIETY RESPONSIBILITIES:

Host societies should submit a request to host the CWC General Meeting to the CWC Chairman at least 18 months prior to the General Meeting date to allow ample time to secure sponsorships, fundraising and planning.

Possible hotel locations should be submitted, along with information on hotel facilities, parking, nearby restaurants and available shuttles from airports to the CWC Board at least one year prior to General Meeting date if possible.

Host Society shall submit information on two reasonably priced hotels/motels; these may also be from different locations in the state/area. Transportation costs to the location should be considered. Use the form attached to these guidelines – one for each site.

ACCOMMODATION INFORMATION NEEDED: (Fill out check list for each site)

- Room rates for single, double, quad, including tax. The meeting estimates an attendance of 40-50 using approximately 20-25 rooms and approximately 6-7 for Board Meeting night, which number shall be reviewed after each General Meeting with the CWC Chairman.
 - CWC Board members will make their own reservations.
 - It shall be the Host Society's responsibility to watch deadline dates to be able to cancel unneeded rooms in time to avoid unnecessary expense.
 - When there is a complimentary suite or room, it shall be provided for the CWC Chairman and/or special guest. Additional comp room or suite will be given to the Host Society.
- Board Meeting room large enough to accommodate 15 people, with table and chairs. The CWC Board will utilize this Meeting Room for its Board Meeting prior to the General Meeting.
 - Banquet Room large enough for approximately 60 people with 6-8 to a round table, a head table, a podium/lectern/stage area and microphone. Projector and screen should be available if necessary for presentations. Confirm with CWC Chairman the need for A/V requirements. The number for head table seating should be confirmed by CWC Chairman at least one week prior to the General Meeting.
 - Meeting room large enough to accommodate 40-50 people, this number to be confirmed by CWC Chairman. This room may be utilized as the Banquet Room, if necessary.
 - Secured room with tables for a silent auction. The silent auction area may be included in the Banquet Room, if space permits.
 - Breakout Rooms (2-3), able to accommodate 20 – 25 persons each. Check with CWC Chairman, if needed.
 - Obtain menus for planned meals, including price, tax and gratuities.
 - Is breakfast included with room rate?
 - If meals are prerequisite by hotel to get comp and meeting rooms, a reasonably priced meal package including breakfast is recommended.
 - Host society to provide sales tax exempt number to hotel.
 - Selection of meals to be made by Host Society with approval of CWC Chairman.

PROPERTIES NEEDED:

- Registration table(s) to be staffed by Host Society (s).
- Table(s) for display, distribution, and sales of ACWW and CWC materials. ACWW USA Area President and CWC Vice-Chairman will provide the materials, but may request someone from the Host Society to assist in manning the distribution table.
- Tables for silent auction/fundraising items.
- USA flag and flag stand for banquet room.
- Podium/lectern and public address system for banquet room as needed.
- Platform (if possible) with skirted head table and seating for 6-8 in banquet room.
- Projector and screen may be needed for Breakout Rooms based on presentations. Confirm if hotel will allow personal A/V equipment to be used instead of renting from hotel.

HOST SOCIETY SHALL:

- Provide name of the Host Society Coordinator(s) and committee chairs who will work with the CWC Chairman when the society is approved to host.
- Contract with Hotel in Host Society's name, providing their appropriate tax identification number. Will provide copy of signed contract to CWC Chairman.
- Supply CWC Chairman with name of hotel contact.
- Work with Editor of CWC's NEWS SHEET in preparing promotional article for November issue; and registration, tours, and travel (plane, train, bus or driving), parking fees, etc. information for the June issue, with copies to CWC Chairman. (CWC News Sheet will go out on the 15th of June and November. Deadline for submission of articles to the CWC News Sheet will be on or before the 1st of June and November.)
- Prepare and provide official printed programs for the Meeting, with input from and final approval given by the CWC Chairman. The number to be printed will be determined by registration numbers.
- Prepare and provide meeting evaluation forms with the CWC Chairman's approval before printing.
- Provide names for two evening entertainment options during the program with final approval of CWC Board; entertainment expenses to come out of Host Society budget. Be responsible for providing thank you cards/gifts to entertainment.
- At the request of the CWC Chairman, provide a list of recommended speakers, including all costs to the CWC.
- Arrange for official greetings. May provide a local group to perform flag ceremony. Be responsible for providing any thank you cards/gifts if deemed necessary.
- Provide and notify CWC Chairman names of tellers and pages for meeting.
- Arrange for skirted head table with six to eight chairs on platform, if possible.
- Pay the cost of any hotel equipment used or meeting room charges.
- Pay all food bills and related expenses incurred at the hotel.
- Pay the cost of any publicity, other than CWC News Sheet.
- Provide Registrar and collect registration forms and fees. All checks are to be payable to the Host Society. Prepare list of registered attendees and make copies available for all in attendance.
- Organize and staff silent auction room including collection and payment for items. Provide silent auction forms using the CWC sample (pg. 7).
- If asked, provide staff for the ACWW and CWC sales table.

- ❑ Provide baskets/containers for Sayre Scholarship collection during the first dinner and Rural Women in Action Fund collection during the final dinner.
- ❑ Provide containers for collection of evaluation forms at end of meeting; the forms should be collected by the Host Society and provided to the CWC Chairman before departure. A report needs to be made to the CWC Board at the following CWC Board Meeting.
- ❑ Write check(s) for Rural Women in Action Fund collection, sales table receipts, and silent auction receipts payable to Country Women's Council USA and deliver check(s) to CWC Treasurer at close of meeting.
- ❑ Compile and give registration report at the Board Meeting prior to the General Meeting, and during the General Meeting.
- ❑ Compile and provide to the CWC Chairman a copy of your CWC meeting budget and financial report, and completed Post Meeting Report, within 30 days of conclusion of the meeting, for use in future planning.
- ❑ To help curtail costs to the Host Society and CWC members, CWC recommends eliminating bags, door prizes, etc. If Host Society wishes, a favor may be provided at the banquet.
- ❑ One year prior to the start of the meeting all raffles and/or fundraisers desired by hosting society should be presented to the CWC Board for approval.

SUGGESTED COMMITTEES FOR HOST SOCIETY:

- Registration Chair
- Name Badges, and Folders for Participants
- Budget and Financial
- Silent Auction
- Meeting Room Properties
- Banquet and Meals
- Entertainment
- Tours
- Airport Shuttle Transportation
- Hostesses
 - provide aid to members, guests and presenters
 - be clearly visible
 - collect tickets, when necessary

COUNTRY WOMEN'S COUNCIL RESPONSIBILITIES:

- As part of the meeting publicity, the Host Society may send a pdf copy of the CWC NEWS SHEET to key people in their state to receive the registration and information issue.
- CWC Chairman will provide input to the Host Society for the official printed programs and provide final approval prior to printing.
- CWC Chairman shall approve meeting evaluation forms provided by the Host Society prior to printing.
- Assume the cost of presenters invited by the CWC board, transportation, meals, and lodging when needed.
- Will provide Parliamentarian for General Meeting.
- CWC Chairman will preside at all General Meetings.
- CWC Chairman will provide head table seating arrangements for General Meeting, luncheons, and banquet.
- CWC Board will determine the meeting fee at least one year in advance of the meeting.

MEETING FEES:

- All fees, including meal and tour costs, shall be submitted for approval of the CWC Board.
- The meeting fee (not including the Meals and Tour Fees) shall be divided with 50% going to CWC and 50% to the Host Society.
- All Meals and Tour Fees go to the Host Society.
- Late Fees shall be received and retained by the Host Society.
- Fees for Registration (which include meeting fee and meals) and Tours are nonrefundable, BUT are transferable after the late fee date.
- Total refunds may be made if requested before the late fee date. Any refunds of registration fees requested after the late fee date but under extenuating circumstances shall be determined by the CWC Board.

SUGGESTED TIMETABLE

The CWC General Meeting should be planned for the year immediately following the Triennial.

Eighteen months prior to General Meeting

Societies desiring to host the General Meeting should submit a request to the CWC Board for approval. Provide name of Host Society Coordinator to the CWC Chairman. It is recommended that the Coordinator not be the President of the hosting society.

One year prior to General Meeting

Host society should provide two possible hotel locations along with information on hotel facilities, approximate meal costs, parking availability, nearby restaurants, transportation options to/from airports, and possible day tour suggestions to the CWC Board. Prepare budget using approximate number of participants expected. As soon as CWC Board approves location and date, prepare promotional article for the November CWC News Sheet announcing the location and date of the General Meeting. Send article directly to the CWC Editor with a copy to the CWC Chairman.

Nine months prior to General Meeting

Select committees and their chairman and provide names to CWC Chairman. Suggest tour day itinerary and prices to CWC Chairman. Work with CWC Chairman to select meals and set overall registration fee. Shall suggest entertainment choices for two evening meals to CWC Chairman.

Six months prior to General Meeting

Work with CWC Editor to prepare for the June issue of News Sheet, including registration form, tentative overall agenda, description and pictures of entertainment and tour options, travel options, etc. Communicate to CWC Chairman the local welcome and flag ceremony information. Review items listed in checklist of Host Society.

General Meeting

Host Society make a final review of host checklist responsibilities. Host Society present welcome at General Meeting. Be available to CWC Chairman and Board.



Country Women's Council USA General Meeting EVALUATION FORM

Your feedback is important and will be used as a guide in the planning of future CWC General Meetings. Please place your completed evaluation form in the box provided at the Gala Dinner.

The overall CWC Meeting met my expectations.

Strongly agree	Agree	Neither agree Nor disagree	Disagree	Strongly disagree

The overall CWC Meeting met my expectations

Strongly agree	Agree	Neither agree Nor disagree	Disagree	Strongly disagree

I had adequate time to visit the displays and silent auction.

Strongly agree	Agree	Neither agree Nor disagree	Disagree	Strongly disagree

The hotel accommodations and service met my expectations.

Strongly agree	Agree	Neither agree Nor disagree	Disagree	Strongly disagree

I can put what I learned to immediate use.

Strongly agree	Agree	Neither agree Nor disagree	Disagree	Strongly disagree

I plan to attend the next CWC General Meeting.

Strongly agree	Agree	Neither agree Nor disagree	Disagree	Strongly disagree

The main sessions were relevant and useful.

Strongly agree	Agree	Neither agree Nor disagree	Disagree	Strongly disagree

The educational breakout sessions were beneficial and applicable.

Strongly agree	Agree	Neither agree Nor disagree	Disagree	Strongly disagree

The speakers were knowledgeable and dynamic.

Strongly agree	Agree	Neither agree Nor disagree	Disagree	Strongly disagree

Please leave any additional comments or recommendations you may have on the reverse side of this form. Thank you for attending and providing feedback.



INFORMATION NEEDED FOR CWC MEETING

DATE OF BID _____

FILL OUT A SEPARATE SHEET FOR EACH LOCATION/HOTEL

NAME OF HOTEL: _____

LOCATION/ADDRESS: _____

DATES AVAILABLE: _____

ROOM RATES: (for 1-4 in room)_____ Double beds?_____ Queen beds?_____

COMPLIMENTARY ROOMS: (How many per sleeping nights?) _____ SUITE?_____

MEETING ROOMS: (Free with how many meals/sleeping rooms?) _____

MEALS: (Range of prices) _____

Can the lunch menu be used for evening meals? _____

Can meal prices be locked in a year in advance?:_____ How long in advance?:_____

Complimentary breakfast?:_____

Walking distance to restaurants? (for meals other than the planned conference events) _____

TRANSPORTATION LOGISTICS: (Airports, trains, etc.)_____

COST OF AIRPORT SHUTTLE TO HOTEL: _____ Contact:_____

HOTEL PARKING FEES? _____ FREE?_____

PROPERTIES: (Attach list of audio visual costs)

IS PUBLIC ADDRESS SYSTEM INCLUDED WITH THE MEETING ROOM? _____

CAN EQUIPMENT BE BROUGHT IN? (i.e.: TV/VCR, overheads, etc.)_____

AREA ATTRACTIONS/TOUR POSSIBILITIES: _____

APPROXIMATE COSTS: _____

ADDITIONAL COMMENTS ABOUT SITE: _____



CWC General Meeting Budget Planner

Society				
Income		<i>Budgeted</i>		<i>Actual</i>
# Registered				
Registration Includes Meeting Fee and Meals				
Room Rate				
# of Rooms Booked				

Expenses				
Meeting Rooms/Extras				
Meals Included in Registration				
Sleeping Rooms & Meals for Speakers and/or Presenters				
Speakers/Entertainment				
Registration Supplies				
Postage/Phone				
Audio/Visual				
Shuttle Transportation				
Decorations/Favors				
Gifts to Presenters, etc				
Welcome Reception				
Misc.				
Total				

Projected Funds:

$$\begin{array}{r}
 \underline{\hspace{2cm}} \times \hspace{1cm} = \underline{\hspace{2cm}} + \underline{\hspace{2cm}} = \underline{\hspace{2cm}} \\
 \# \text{Participants Expected} \times \text{Registration Fee} = \text{SubTotal} + \text{Donations} = \text{Projected Funds}
 \end{array}$$

CWC SILENT AUCTION

Item number: _____

Name (optional): _____

State: _____

Article: _____

Increase bids in \$1.00 increments.

Minimum bid: _____

Bid	Name
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____

CWC SILENT AUCTION

Item number: _____

Name (optional): _____

State: _____

Article: _____

Increase bids in \$1.00 increments.

Minimum bid: _____

Bid	Name
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____

CWC POST MEETING REPORT



Year _____

(To be completed by Host Society Coordinator & given to CWC Chairman within 30 days following the meeting.)

Dates of General Meeting: _____

Registration Deadline: _____

Meeting Hotel: _____

Address of Hotel _____

Host Society: _____

Total # of Registrations: _____ Amount \$ _____

(Includes # _____ of Partial Registrations @ \$ _____)

Hotel Room Rate: _____ Number of Hotel Rooms Used: _____

First night _____ Second night _____ Third night _____ Fourth night _____

Tour 1 - # attending _____ Tour 2 - # attending _____ Tour 3 - #attending _____

Meeting Fees: \$ _____ (Amount to be split doesn't include Meals or Tour Cost)

50% of Meeting Fee Paid to CWC Board: \$ _____

50% of Meeting Fee Retained by Host Society: \$ _____

Late Fees Retained by Host Society \$ _____

Report Completed by: _____

Host Society Coordinator: _____

Address: _____

Phone: _____ E-Mail Address: _____

For use by board:

Registration Fee: \$ _____ Total Expense \$ _____

Registered Delegates: _____