

THE SEDONA WOMEN

POLICIES AND PROCEDURES

I. INTRODUCTION

Policies and Procedures provide guidelines to assist with the day-to-day workings of the organization and to elaborate on the Bylaws. Their purpose is to provide a reference point for decision-making and to assist the Board in maintaining focus without encumbering its function. In order to accurately reflect the changing needs of the organization, Policies and Procedures will ideally be reviewed annually and may be revised at any time by a consensus of the Board of Directors.

II. GENERAL INFORMATION

Mission: The Sedona Women is dedicated to making a positive and lasting impact on the community of Sedona by providing opportunities for women to build relationships, to learn about the community and our world, to support community needs and to enhance the natural beauty and distinctive character of Sedona.

- A. We are a 501(c) (3) tax-exempt organization. Our tax number is 73-1670267.
- B. The organization should be referred to as “The Sedona Women” on all printed materials for public release, not simply “Sedona Women.”
- C. The Sedona Women is apolitical and does not take positions on community issues.
- D. The Sedona Women is not a business or professional networking organization and as such no solicitation is permitted at our meetings, at The Sedona Women sponsored events, via our website, or by use of information in our online membership directory.
- E. Program presenters/speakers at our general meetings may provide handouts with biographical information and information on products and services that are directly related to their presentations. This handout may contain website or contact information.
- F. With prior approval of the Program Committee and the Board, and only if it is directly related to the presenter and/or the program, presenters/speakers may be offered the opportunity to display, sell or give away their goods or services at the general meeting.
- G. On a case-by-case basis, the Board of Directors will review, approve or deny items for sale or raffle, that support our Community Service Projects, Helen Wolfe Scholarship Fund or other Board projects.
- H. Use of The Sedona Women name is allowed only by permission of the Board of Directors.
- I. The logo is to be used whenever possible on communications and printed information involving the organization.

III. MEMBERSHIP

Membership is open to any woman committed to, and passionate about, making a lasting and positive impact on the Sedona community.

- A. The fiscal membership year coincides with the fiscal year - July 1 through June 30.
- B. Membership renewal runs from August 1st until December 1st.
- C. Annual dues are \$75.00 for inclusion in the online membership directory.
- D. Any new or renewing payment of dues after July 1 will generate a full membership for the current year.
- E. Guests are welcome two times each year. A voluntary donation may be paid by non-members (Guests) who attend any general meeting. The guest's email will be included as a non-member in our system.

IV. GENERAL MEETINGS

General meetings are typically held on the second Wednesday of each month, September through May, at the Sedona Creative Life Center, 333 Schnebly Hill Road, unless otherwise announced. Social gathering begins at 9:30 AM and the business meeting starts at 10:00 AM.

- A. The President, or her designee, sets the agenda for the meeting with input from the Board.
- B. The President, or her designee, presides over the meeting.
- C. The Sedona Women's mission statement will normally be communicated at the beginning of each meeting.
- D. If time permits, women who are attending the meeting for the first time will be asked to stand and briefly introduce themselves.
- E. The business portion of the meeting should not exceed 40 minutes and preferably less, allowing the remaining time for the scheduled program and other activities. Any announcements made during the meeting should be pertinent to the organization's activities and interests.
- F. If time permits, the program organizers, along with the President, will end the meeting with a "Thought for the Day" or some kind of closing remarks.
- G. The annual meeting of the membership occurs every May on the same day as the general meeting. At this meeting, the membership votes for a slate of candidates, nominated by The Board of Directors, to serve on the Board of Directors. Minutes of this meeting will be taken by the Recording Secretary or her designee. Anyone attending the meeting who is a member is eligible to vote.

V. BOARD OF DIRECTORS/OFFICERS

The Board of Directors, elected by members of the organization, manages the affairs of The Sedona Women and represents the interests of the general membership. Each Board member is expected to attend regularly scheduled meetings and take an active role in projects, programs and committees. The Board members' and officers' terms coincide with the fiscal year of July 1 through June 30.

The Officers of the Board are:

A. President

- i. Presides over all meetings;
- ii. Creates agendas with input from the Board for all Board, general, and annual meetings;
- iii. Guides the organization to achieve its goals;
- iv. Cultivates leadership skills within the Board and the membership;
- v. Represents the organization within the community and promotes positive relationships with other organizations;
- vi. Delegates responsibilities to others as needed.

B. Vice President

- i. Assists the President as required;
- ii. Assumes all the duties of the President in her absence;
- iii. Completes the term of the President if she leaves office for any reason;
- iv. Ideally holds a committee chair position along with being Vice President;
- v. Ideally, succeeds the current President as President for the following year.

C. Treasurer

- i. Is signatory for all bank accounts;
- ii. Maintains accurate records of all financial transactions in Quick Books;
- iii. Processes all membership payments and keeps member information current in Quick Books;
- iv. Distributes membership forms paid by cash or check and correspondence from the TSW PO Box to the proper Board members and keeps a copy of the membership forms;
- v. Pays bills and reconciles bank statements;

- vi. Keeps receipts of all disbursements;
- vii. Keeps a computer back-up of all financial records;
- viii. Prepares and distributes monthly and annual reports;
- ix. Monitors the filing of state and federal tax returns;
- x. Works with various committees in preparing and monitoring annual budgets;
- xi. Assures that the organization is in compliance with state and federal requirements as a result of 501(c) (3) status;
- xii. Arranges to have the members of the Executive Committee as substitute signatories;
- xiii. Manages various insurance plans for the organization such as liability, Board liability, etc.

D. Recording Secretary

- i. Collects consent agenda items from each committee chair prior to each Board meeting which are used as back up information for the taking of minutes. Once approved, forwards them to the archivist.
- ii.
- iii. Takes, or designates, the taking of minutes of each Board meeting;
- iv. Distributes copies of minutes and dashboard (assigned tasks) to Board members for review as soon after each Board meeting as possible;
- v. Revises minutes as necessary after corrections are offered via email prior to the following Board meeting;
- vi. Takes minutes at the annual meeting and planning meeting or designates someone to take them;
- vii. Maintains an up-to-date archival record for the organization.
- viii. Archivist

Archives are hugely dependent on the Board and committee members for providing PR coverage and internal communications that can be digitally stored for future reference. Its responsibilities are to keep an up-to-date archival record for the organization. It provides a historical record of all the business the Board has transacted, and affords a safe, central repository of important documents.

- ix. The Archivist maintains or oversees the maintenance of a digital record of all Board meeting minutes, and other pertinent information and oversees that E-blasts, TSW Newsletters, photographs, and news stories are preserved digitally;

VI. STANDING COMMITTEES

All committees shall have a Chair, ideally a co-chair or vice chair, who will succeed the Chair for the following club year.

A. Executive Committee

It consists of the President, Vice President, Secretary, Treasurer, and Immediate Past President. It meets when convened by the President. The Executive Committee:

- i. Exercises the powers of the Board of Directors, with the exception of electing of officers, fill vacancies on the Board or change established policies when The Sedona Women is not in session;
- ii. Functions in accordance with the responsibilities outlined in the Bylaws of the organization;
- iii. Develops the financial policies of the organization;
- iv. The President, Vice President, Treasurer and Co-Treasurer are signatories for all bank accounts.

B. Communications Committee

The Communications Committee consists of the E-Communications Manager, Assistant Newsletter Editor, Wild Apricot System Manager, Website Manager and Sunshine Manager. The Chair of the Communications Committee can be any one of these managers. The committee's job is informing members of meetings and special news items in a clear, positive and timely manner. It requires that these managers work closely with each other and with all other committees and Board members. The notices they receive from other committees that are to be shared with the membership and are to be in "e-news or email ready" form. The communications managers are not expected to compose these announcements.

i. E-Communications Manager & Assistant Newsletter Editor

1. Edits and emails to the membership, no later than the Sunday before the next general meeting, The Sedona Women E-Newsletter; (E-Newsletter article sub- mission deadline is the Friday before that Sunday. These articles are submitted by the committee chairs.);
2. Sends timely email blasts related to other issues as requested to The Sedona Women membership.
3. Together with the Wild Apricot System Manager, maintains and updates the calendar of events on the TSW website, to include:
 - a. Receiving and posting information regarding the following month's general meeting by approximately the 25th of the prior month;

- b. Posting information about other events and activities as notified by committee chairs and updating event organizers regarding registration and other event details.
 - c. Working with committees to create reminders that will be automatically sent to members for events as appropriate.
 - 4. Receives emails from the “Contact Us” link on the TSW website and forwards them to the appropriate Board member for response.
 - ii. Wild Apricot System Manager
 - 1. Administers the Wild Apricot membership system, including:
 - a. Managing the organization’s Wild Apricot account, and interfacing with Wild Apricot as needed to ensure the system is serving the organization’s purposes;
 - b. Maintaining and updating the TSW website, posting information as needed and assuring that The Sedona Women website is a positive and professional reflection of the organization;
 - c. Working with the Membership Chair to set up templates for member communications regarding membership renewal;
 - d. Working with the Membership Chair to create the format for the membership directory and revising as necessary to meet the needs of the organization;
 - e. Establishing the process for posting events and creates templates for event reminders to be sent to members;
 - f. Working with the treasurer to establish and oversee the online payment system for membership renewals and other purposes;
 - g. Working with the Communications Chair and E-Newsletter assistant manager to ensure the Wild Apricot email system functions as intended;
 - h. Maintaining and monitoring The Sedona Women gmail account info@thesedonawomen.com on a timely and regular basis in order to respond to emails regarding the Wild Apricot system, and maintains the cloud storage on the account for all pertinent documents of The Sedona Women;
 - i. Pulling reports off Wild Apricot as requested by Board Members/ Committee Chairs.
 - iii. Sunshine Manager

The Sunshine Manager recognizes significant events which occur in the lives of our membership.

 - 1. Member is ill or hospitalized:

- a. With approval of the ill member and/or her family, the TSW membership will be notified of the illness or hospitalization at a regular general meeting in an appropriate manner.
 - b. If a member is ill, has outpatient surgery or is hospitalized for an overnight, a card will be sent to the home.
 - c. If a member is hospitalized for three nights or more, flowers or some other token of our concern may be sent, at the discretion of the manager.
2. Family member of a member is ill or hospitalized:
- a. Card will be sent to the family member.
3. Death of member:
- a. With approval of the family, the TSW membership will be notified of the death at a regular general meeting or by email.
 - b. In the event of the death of a member, flowers or a donation of \$100 will be sent to a charity chosen by the family.
- In the event of the death of a relative or partner living in the home of a member, flowers or a donation of \$50 will be sent to a charity chosen by the family.

C. Community Service Committee

- i. Vets any project that is submitted by the membership, and if it meets the requirements and the committee is willing to undertake it, brings it to the Board for approval;
- ii. Three objectives must be met for a project to move forward:
 1. Meets a significant need in the community;
 2. Creates opportunities for friendships to be developed among the women working on the project.
 3. The committee identifies one or two persons to take the lead on the project.
- iii. Makes sure a project is financially feasible, and works with the project team and the Board if financing is necessary;
- iv. Focuses on projects to benefit Sedona and the greater Verde Valley area, unless a unique project with a greater scope is planned;
- v. Maintains a digital history (photographs) of all projects.
- vi. Ensures that the project team works with The Sedona Women Public Relations Coordinator committee and Directors of any organization being helped to obtain optimal news coverage;
- vii. Makes sure the project team maintains lists of all donors and in-kind and cash contributions if appropriate, so thank you cards/emails can be sent at the conclusion of the project;
- viii. May include men and non-members to work on individual projects;
- ix. Remains receptive to creating new models for projects and not be limited to "doing it the same way" each year.
- x. Take into account the criteria of make a difference, variety, sociability and fun.

D. Membership Committee

- i. The Membership Committee will begin soliciting the upcoming year's membership at the beginning of August to encourage members to renew. Notification of this early renewal of membership will be by the "Wild Apricot" platform and in the monthly newsletter.
- ii. Membership Chair:
 - (a) Works with the Wild Apricot Manager to set up templates for member communications regarding membership renewal;
 - (i) Maintains the membership database and ensures it is accurate and that member information is secure.
 - (b) Responds to questions regarding the process of joining or renewing membership.
 - (c) Works with the Wild Apricot Manager to create the format for the membership directory and revise as necessary to meet the needs of the organization;

- (d) Generates a list of members interested in working on a committee or events and distributes these names to committee chairs of these committees and events;
- (e) Staffs membership table at each monthly general meeting to offer club information and register new members, giving new members a hand-written name tag and new member ribbon;
- (f) Maintains a sign-in sheet for guests with phone numbers and emails; contacts guests following meetings;
- (g) Keeps information on how to join, and new member information packets available at all meetings;
- (h) Contacts guests following meetings to discuss the benefits of becoming a The Sedona Women member and upcoming events;
- (i) Follows up with call to new members to discuss upcoming events and answers questions.
- j) Maintains inventory of “new member” and “guest” ribbons, and name tags as needed.

E. Nominating Committee

- i. By December, if not before, the President shall appoint three to five (3 to 5) members to serve on the Nominating Committee. Committee members do not have to be Board members. The President shall serve on this committee and will also appoint its Chair. All nominees are to be confirmed by the Board.
- ii. The duties of the Nominating Committee are to seek candidates for the Board, via an open nomination process, who represent the organization’s diversity and who are energetic, friendly, cooperative, dependable, and able to extend themselves to the general membership. Committee chairs should assist the Nominating Committee in identifying candidates whenever possible.
- iii. There are no minimum requirements for nomination to the Board. However, a one-year membership in The Sedona Women and a preference that the candidate has served on a committee would be ideal.
- iv. Members and Board members can nominate candidates. Individual members can nominate themselves.
- v. The general membership will be informed that nomination forms are on our website.
- vi. To give the membership ample time to seek candidates for serving on the Board, The President or Membership Chair will open the nomination process with an announcement to the membership at two general meetings, once in January and again in February.

- vii. The Nominating Committee shall vet all candidates. They will explain the responsibilities and requirements of being a Board member, and provide any information that will answer any questions or concerns these candidates might have. Once all vetted candidates have been agreed upon by the Nominating Committee these candidate's biographies will be distributed by email to all Board members for a vote to nominate them to the Board. This vote should be done in March, in advance of the April planning meeting so that these Board candidates can participate in this meeting.
- viii. The Nominating Committee will provide all Board nominees' biographies to the E- Communications Director for distribution by email to the general membership at least fifteen (15) days prior to the May annual meeting. It is at the May annual meeting the general membership votes to elect the nominees to the Board.
- ix. At the May Board meeting, the President or Nominating Committee Chair presents the nominees of the Officers for the upcoming year. The Board votes to elect these Officers, and they are introduced to the general membership at the annual meeting in May.
- x. At the May annual meeting, the President or Nominating Committee Chair presides over conducting the vote from the general membership to elect new Board members.

F. Program Committee

1. Develops a diverse mix of programs for monthly meetings throughout the program year;
2. Recruits women from the general membership to serve on the committee who reflect the interests of the membership and bring creative energy to the planning process;
3. Identifies a "lead" person for each separate program;
4. Includes a volunteer or paid audio/visual manager who attends all program rehearsal and program meetings to set up audio/visual needs. Attends program planning meetings if required. Provides help with developing PowerPoint presentations if required.
5. Prepares TSW Mission Statement slide and ending quote slide for meetings.
6. Develops and implements "A Day Just for Me," when scheduled;
7. Provides the Communications and Public Relations Committee with a synopsis of each planned program and works closely with the committees prior to montly programs;
8. Provides the Sedona Creative Life Center with a program synopsis;
9. Provides guidelines to program leads;

10. Advises the Sedona Creative Life Center if we are not using their facility for a particular monthly meeting. In the instance where the Sedona Creative Life Center cannot accommodate our monthly meeting, the Program Committee will work with the President to provide an alternate meeting location.

G. Public Relations Committee

1. Receives newsworthy information from committee and project chairs;
2. Assures that information shared both internally to the membership and externally to the public is in one voice;" Designates a photographer for each TSW event, all photos to be sent to a PR designee for distribution to the website, social media and archives.
3. Solicits from the membership photographs that they took at TSW events;
4. Determines, with the Board, which specific news forums to contact;
5. Edits and submits final press releases and social media posts (Facebook page): Updates page at least once a month and responds to comments as necessary.
6. Works closely and develops a relationship with local media;
7. Disseminates activity and event information to community news sources;
8. Works with the Website Coordinator and E-Communications Coordinator to have important information available online and/or sent by E-blast;
9. Designs and produces TSW promotional material such as brochures, letterhead, business cards, special event flyers, etc.
10. Maintains a digital record of PR coverage with photographs and videos of activities in which the organization has engaged.

H. Scholarship Committee

1. Shall consist of one Board member, who will act as a Chair, one or two Co-Chairs And at least four (4) members from the general membership;
2. Notifies colleges and vocational institutes, annually, of our scholarship program before the information is made public;
3. Places notifications of our scholarships on our website, in newspapers, on bulletin boards and in the Cottonwood and Sedona libraries;
4. Ranks and reviews all applications as soon as possible after the deadline;
5. Contacts references before presenting the finalist(s) to the Board for a vote;
6. Notifies applicants who have not been accepted in a timely manner;
7. Has the discretion, with prior Board approval, to award funds to recipients for academic-related expenses other than tuition or textbooks;
8. Announces to the general membership the winner(s) at the May annual meeting;
9. Reviews the application form annually to assure that the qualifications and criteria remain consistent with the policies of the Board;

10. No prospective scholarship recipient shall be contacted by anyone on the Board or committee prior to the final vote of the Board.
11. Maintains a digital record of their award recipients and activities.

I. Social Committee

1. Makes restaurant arrangements for luncheons to follow most general meetings,
2. Organizes the annual Welcome Back Party, Valentine's Day Lunch and special parties and events.
3. Organizes any other socials during the year.

J. Trips Committee

1. Organizes outings that provide members opportunities for camaraderie, education and pleasure at an affordable price.
2. Consists of a chair who is a Board member plus a committee of members from general membership;
3. Solicits and welcomes suggestions for destinations for trips;
4. Presents ideas for trips to the Board for approval prior to making final arrangements and financial commitments;
5. Budgets trips on a double occupancy basis, with accommodation for single occupancy when possible;
6. Contracts with licensed and insured transportation companies;
7. Confirms that trip participants are current members of The Sedona Women and/or their guests if space is available;
8. Accepts trip sign-ups on a first-come basis and collects non-refundable, pre-payment when registration begins;
9. Communicates to members that individual registrants are responsible for finding replacements should they need to cancel out of a trip;
10. Makes every effort to assure that trips are financially self-sustaining with any profits earned going into the general fund of the organization;
11. Has her TSW bank credit cards for the use of paying deposits and other trip related expenses.

K. Ways and Means Committee

1. Creates and implements the ways and means by which revenue is raised to fund community service projects and the Helen Wolfe Scholarship Fund. These funds are principally provided by, fund-raisers, donations, Amazon Smile and grants and donations to our Endowment..

**L. Welcoming Connections Committee
Welcoming Team**

1. Works closely with the Membership committee at all general meetings.
2. Meets monthly to assess effectiveness.
3. Greets and welcomes members and guests and monitors flow of attendees.
4. Staffs table at meetings to distribute name tags to members.
5. Directs women to the Membership table if they wish to join.
6. Directs lapsed members to the Membership table to renew
7. Identifies members without name tags and provides them monthly.
8. Ensures that all attendees are in the meeting room by the 10:00 a.m. start.
9. Keeps the box of supplies stocked with pens, markers, name tags etc.
10. Collects and files all name tags and ribbons at the end of the meeting.
11. Organizes the new member orientation in October/November and March/April if needed.

Connections Team

1. Works closely with Membership committee which sends referrals of guests, lapsed members and new members who would like additional contact and support.
2. Makes one-on-one calls to these women as requested.
3. Meets with these women where possible for deeper connection.
4. Refers as necessary to known resources.
5. Meets regularly to assess effectiveness and share new information. Volunteers may be part of both teams.

I. BOARD ACTIVITIES

A. Monthly Meetings

1. Board meetings are normally scheduled on the first Wednesday of each month from September through May. Board members should notify the President when unable to attend a meeting.
2. The President, with input from the Board, creates the agenda and emails it to Board members prior to the meeting. Each Board member is responsible for contacting the President if she would like to be included on the agenda.
3. Prior to the meeting, each committee chair is to submit a written report, via email, to the Recording Secretary and President.
4. The Secretary is to take active minutes. This includes any information that requires an assignment or is voted on by the Board. It is not necessary to include general discussion of agenda items in the minutes.
5. Board meeting minutes are to be emailed to all Board members as soon as possible after the meeting for review and correction, as necessary, and in corrected form prior to each Board meeting.

1. Planning Meeting and New Board Member Orientation

The planning meeting is a time for strategic planning and policy direction. Major decisions on finances, programming, trips, projects and other activities for the coming year are finalized as much as possible at this time.

1. The planning meeting is held in May following the regular Board meeting.
2. The in-coming President for the upcoming year plans and presides over the planning meeting, creates the agenda with input from Board members, and emails the planning meeting agenda to the Board members prior to the meeting.
3. Bylaws and Policies & Procedures are updated as needed.
4. Minutes shall be taken by the Recording Secretary or her designee.

II. **BUDGET REVIEW AND DISTRIBUTION OF FUNDS**

A. Budget Review Meeting

The fiscal year runs from July 1 through June 30. At the May planning meeting the Treasurer will provide each committee an up-to-date summary of their expenses versus budget for the year. Once the books are closed on June 30, at the first meeting of the new club year, September, a complete review of the previous year's budget will be given by the Treasurer, as well as a report of each committee's actual spending versus budget for the previous year. At the May planning meeting each committee will be asked to submit to the Board its proposed budget requests for the upcoming year. Budget requests will be discussed and approved by the Board.

B. Distribution of Funds

1. Monies brought into the club are to be used for its ongoing operating needs and specific needs and projects in the greater Sedona Area.
2. Luncheons, special events, trips and "A Day Just for Me" should strive to be self-sustaining.
3. Revenue generated from fundraisers and special events is to go into the general fund, unless these monies are earmarked for specific projects.
4. Itemized receipts must accompany all requests for reimbursement. Reimbursement forms are available on the web site.
5. Any monthly general meeting expenditure over \$250 should be discussed at a Board meeting and approved by the Board.
6. Community projects that require financial support require approval of the Board.

