ANEW Policy

 & Procedures

 **Revised 3/8/20**

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**POLICY: ADVERTISING SPONSORSHIPS**

Statement: There will be two advertisements in the monthly ANEW newsletter.

PROCEDURE:

* The Board Secretary is responsible for securing monthly advertisers. After the board has budget discussions for the following year, the Board Secretary will contact all current advertisers to see if they would like to continue as next year’s advertiser. Each advertiser from the previous year has the “First Right of Refusal” for the upcoming year. If there are available slots after speaking to current advertisers, the wait list should be contacted then the rest of ANEW membership.
* The Executive Secretary will invoice advertisers by January 31 for the entire calendar year.
* The Executive Secretary will communicate directly with the advertiser to ensure timely placement in the ANEW newsletter.
* The cost of the large advertisement is $300.00
* The featured advertiser sponsor for the month will purchase an advertisement that will be placed in the online newsletter, on social media during the month of their sponsorship, on the website, and on the power point presentation shown at the monthly meeting and their name will appear each month as a sponsor in the newsletter once the ad space is paid for.
* This advertisement will be placed in the newsletter. The ad size is 250 x 500 pixels.
* A representative of the “featured” large advertiser may speak about their product or service for no longer than 5 minutes at the sponsored meeting. The representative does not necessarily have to be an ANEW member but can be a guest. Further the “featured” advertiser may choose to donate its speaking time to a nonprofit. The Board Secretary should coordinate who will be speaking and should inform the Executive Secretary and the President. A second advertiser may purchase a “monthly” small advertisement. The “monthly small advertisement will be placed in the online newsletter, on social media at the end of the year during which their advertisement occurred, on the website during, and on the power point presentation shown at the monthly meeting, and their name will appear each month as a sponsor in the newsletter once the ad space is paid for.
* This advertisement is 250 x 200 pixels and will be placed in the newsletter.
* The cost of the small advertisement is $150.00
* The advertiser’s name will appear monthly in the newsletter as a sponsor once the ad space is paid for. Advertising sponsorship is non-transferable and non-refundable.
* The Board Secretary and Executive Secretary should coordinate with the Marketing Chair to ensure the appropriate information is conveyed via social media.
* The Board Secretary will send thank you cards to monthly advertisers and copy the President as the task is complete.
* No advertiser will be listed as a sponsor until the advertising slot has been paid in full.

After payment has been received, an advertiser may request to change the month in which they are advertising provided that the advertiser is able to find another advertiser at the same level who is willing to change months.

* Before making an increase in advertising costs, speak with an accountant to find out tax ramifications.

RESPONSIBLITIES:

Board Secretary

Executive Secretary

Initiated: 11/13/06

Revised: 12/2013, 5/16, 9/16, 12/17, 12/18

**POLICY: APPRECIATION - ADVERTISER and DONOR**

Statement: Thank you cards will be sent to advertisers, underwriters and monthly door prize donors.

PROCEDURE:

* The 1st Vice President, Membership will send thank you cards to monthly door prize donors.
* The Board Secretary will send thank you cards to monthly advertisers and underwriters.
* Notes are to be written on ANEW note cards or ANEW letterhead.

RESPONSIBLITIES:

1st Vice President, Membership

Board Secretary

Initiated: 5/14/07

Revised: 12/2013

**POLICY: APPRECIATION - SPEAKER**

Statement: Speakers will be recognized for their presentations.

PROCEDURE:

* The President will send thank you cards to the monthly Speakers.
* The Program Committee will determine if a donation will be made for the monthly speaker and what type of donation.
* If a donation will be made to a charity, the Program Committee will select the charity of choice in January and it will need to be approved by the Board of Directors. The President can mention to the speaker in person or in the thank you card that this donation will be made in their honor.

RESPONSIBILITIES:

President

2nd Vice President, Programs

Initiated: 1/14/08

Revised: 12/2013

Revised: 2/16

Revised: 12/18

**POLICY: ATHENA SPONSORSHIP AND EVENT**

Statement: ANEW is a sponsor of the annual Athena Award Ceremony in partnership with Chamber of Commerce.

PROCEDURE:

* The President has been a member of the Athena Award Committee until it was dissolved in winter of 2018. As of 2019, the Chamber of Commerce will handle all duties related to ATHENA.
* Prior to 2016, ANEW has donated $1000 to the Athena Award Ceremony and was a scholarship sponsor unless otherwise decided by the Board of Directors. Beginning in 2016 and in order to be a sponsor of the annual Athena Award Ceremony, ANEW was required to become a member of the Chamber of Commerce and reduced the sponsorship level to that of a corporate table donor.
* In 2019, ANEW will be a silver sponsor at $1100.
* ANEW has provided volunteers to assist with the luncheon when requested.
* The President solicits volunteers from the Board of Directors and the general membership.
* The President coordinates the volunteers for the Athena Award Ceremony, if applicable.
* The President coordinates the Board of Directors and/or committee members who will be attending the luncheon.

REPONSIBLITES:

President

Board of Directors

Initiated: 1/14/08

Revised: 12/2013

Revised: 9/2016

Revised: 12/2018

**POLICY: BOARD OF DIRECTORS – RESIGNED DIRECTOR REPLACEMENT**

When a board member resigns or dies, the President has the discretion to identify a replacement in accordance with the Board of Director guidelines. If the resignation or death occurs in September or later, at the President’s discretion, the director position may remain unfilled through the remainder of year and the Nomination Committee can select a replacement during their efforts.

When a new director is fulfilling an unexpired term as a result of a board resignation, and a new board member takes their position the newly appointed member will then be eligible for (2) 3 year terms.

RESPONSIBLITIES:

President

Nominating Chair

Initiated: 12/2014

Revised: 9/16

Revised: 12/18/17

**POLICY: BOARD MINUTES DISTRIBUTION AND REVIEW**

Statement: The Executive Secretary will prepare the monthly written board meeting minutes and Board Secretary will review.

PROCEDURE:

* The Executive Secretary will prepare the written minutes from the monthly board meeting.
* The Executive Secretary will forward the minutes via e-mail to the Board Secretary for review within three business day following the board meeting.
* The Executive Secretary will send minutes to the Board of Directors within one week following the board meeting. The Board Secretary will accept revisions from the BOD as needed and send out final minutes to the BOD prior to the next scheduled board meeting.

RESPONSIBLITIES:

Board Secretary

Executive Secretary

Initiated: 12/11/09

Revised: 12/2013

Revised: 11/2016

**POLICY: BY-LAWS AND POLICY ANNUAL REVIEW**

Statement: The By-Laws and policies that govern the organization shall be reviewed by the President on an annual basis.

PROCEDURE:

* The By-Laws and policies should be reviewed on an annual basis at a minimum. It is recommended that the incoming President review at the beginning of the year and again at the end of the year as outgoing President.
* By-Law changes should follow the communication procedures with membership outlined in the by-laws.
	+ **From By-Laws:** These By-laws may be amended at any regular meeting of the organization by a two-thirds (2/3) vote of the members present and voting, provided that a copy of such amendment has been sent to each member by the First Vice-President not later than five (5 days) in advance of the meeting at which final action is to be taken.
* Policy changes, new policies, or deletions can be proposed by any Board Member.
* Policy changes, new policies, or deletions shall be proposed and approved by the Board of Directors.

REPONSIBLITIES:

Board of Directors

President

Initiated: 12/2013

**POLICY: DOCUMENT RETENTION AND DESTRUCTION**

Statement: The following table shall govern the document retention and destruction.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Description** | **Retention Period** | **Item Description** | **Retention Period** |
| Accident Reports and claims | 7 years | Insurance policies (expired) | 3 years |
| Accounts payable ledgers and schedules | 7 years | Insurance records and policies | Permanently |
| Accounts receivable ledgers and schedules | 7 years | Internal reports (miscellaneous) | 3 years |
| Bank reconciliations | 1 year | Investment records (CD) | 7 years |
| Cash books | Permanently | Invoices from vendors | 7 years |
| Checks (cancelled, but see exception below) | 7 years | Membership applications (active members) | Permanently (while active) |
| Checks (cancelled for important payments i.e. taxes, purchased on property, special contracts) | Permanently | Membership applications (inactive members) | 3 years |
| Contracts and leases (active) | Permanently (while active) | Membership applications (not approved) | 3 years |
| Contracts and leases (expired) | 7 years | Minute book, including by-laws and charters | Permanently |
| Correspondence (routine) with customers or vendors | 1 year | Payroll records and summaries | 7 years |
| Correspondence (general) | 3 years | Property records including depreciation schedules | Permanently |
| Correspondence (legal and important matters only) | Permanently | Tax returns, revenue agents’ reports, and other supporting documents | Permanently |
| Employee personnel records (after termination) | 4 years |  |  |
| Employment applications | 3 years |  |  |
| Expense analysis and expense schedules | 3 years |  |  |
| Financial statements (end-of-year, other months optional) | Permanently |  |  |
| General ledgers/end-of-year trial balances | Permanently |  |  |

RESPONSIBLITIES:

Board of Directors

Initiated: 12/2013

**POLICY: DONATION REQUESTS OF ANEW**

Statement: The following guidelines shall be considered when a business requests a donation from ANEW.

The purpose of ANEW is to assist the advancement of women to equal participation in business, industry, and the professions, to foster a favorable climate for women entrepreneurs, and to encourage women to assume greater leadership roles within the business community. With this in mind any organization ANEW chooses to support either financially through donations or sponsorships or through spreading awareness of events to members should meet the following criteria:

1. Provide programming for leadership for women and/or girls or,
2. Support the cause for equality of women in business, industry and professions or,
3. Support other women’s issues as determined appropriate by the board of directors and
4. The organization must be a 501(c)3.

Initiated: 2014

**POLICY: DUES - needs edited after board discussion**

Statement: Membership dues shall be determined annually by the Board of Directors and shall be payable by January 1 of each membership year.

PROCEDURES:

* **See By-Laws for more details about dues as well as Statement of Dues Policy.**
* Dues cover the cost of the program and all meals, excluding the founder’s day breakfast and other special events as determined by the board.
* Membership, annual dues, and prepaid meals are non-transferable to another ANEW member or guest and not refundable in the event of resignation.

**Current Due Structure for Renewing Members\*\***

* Annual Membership dues for the following year are $255 and are due by December 31st.
* Dues received between January 1st -31st are $265. Dues received between February 1st -15th are $290.
* Members not renewing by February 15th are asked to reapply for membership. Members who choose to renew after Feb 15th but within the same calendar year will submit the application and will be required to pay the $290.
* The member has the current calendar year to renew but will pay the $290 fee to retain their membership. Once that calendar year has passed, they will have to resubmit an application for membership and their years of membership starts again at 1.

\*\* Outlined in By-Laws, Membership Application Guidelines, and Statement of Dues Policy

**New Members approved during ANEW’s fiscal year**

* Membership applications approved at the monthly Board Meeting are effective the 1st of the following month. Member is considered a guest of ANEW until dues are received. Pending members should not be added to membership directory, newsletter, or email distribution until payment is received. Dues are not reduced if payment is not received by effective date.
* Membership Dues will be based on the following schedule:

|  |  |  |
| --- | --- | --- |
| Month Application Approved | Membership Effective Date and due date of dues | Prorated Dues |
| January | February 1st | $220 |
| February | March 1st | $200 |
| March | April 1st | $180 |
| April | May 1st | $160 |
| May | June 1st | $140 |
| June | July 1st | $120 |
| July | August 1st | $100 |
| August | September 1st | $80 |
| September | October 1st | $60 |
| October | November 1st | $40 |
| November | December 1st | $20 |

RESPONSIBLITIES:

Board of Directors

President

1st Vice President, Membership

Treasurer and/or Assistant Treasurer

Executive Secretary

Initiated: 6/2/08

Revised: 12/2013, 11/2016, 12/2018

**POLICY: EXECUTIVE SECRETARY PAY**

Statement: Executive secretary is paid as an independent contractor based on board approved budget. Executive Secretary’s pay is based on hours of work submitted bi-monthly to the Treasurer and paid on the 15th and last day of each month (exceptions to this bi-monthly rule may be granted due to holidays and vacations). Pay is based on an hourly rate, not to exceed the annual budgeted amount established by the board of directors, excluding what is owed pursuant to federal and state laws. Annual budgeted amount is based on hours worked not to exceed 1040 hours.

Duties and Responsibilities

Create and email monthly newsletter

Submit reminders for monthly Board meeting

Create and email monthly Board meeting agenda

Submit monthly general membership meeting reminders

Maintain and reconcile monthly general membership meeting reservations

Work the check in table at monthly meetings

Makes deposits at the bank, and tracks deposits for the appropriate line item in the budget

Responds or relays all membership and non-membership questions to appropriate persons

Maintains Website and membership directory including updating forms, awards and job postings within the organization

Takes, writes and distributes monthly board meeting minutes

Check the PO Box at least twice a month

Distributes all mail to appropriate person in a timely manner at least twice a month

Assists with the monthly advertisers by invoicing advertisers and recording payments

Creates and emails annual invoices for dues, and maintains excel spreadsheet with all current information

Retain all organization records, applications for membership and stationery items

Distributes stationery items to the board of directors as needed

Creates new Board of Director binders for new directors, and updates all contact information annually

Maintains and notifies board of any job changes from membership

Assists with new member process

* Sends welcome packet
* Invoices for dues
* Orders name tags
* Adds new member to website

Works on special projects as requested by the Board of Directors, and will evaluate pay based on size and time needed to complete this request

Other duties as assigned by the Board of Directors

REPONSIBLITIES:

Board of Directors

President

Treasurer and/or Assistant Treasurer

Initiated: 04/2014

**POLICY: EXECUTIVE SECRETARY ANNUAL REVIEW**

Statement: ANEW (A Network of Evansville Women) (the “Organization”) is committed to lawful and ethical behavior in all of its activities and requires that all of its directors, employees, and consultants (“Organization Persons”) conduct themselves in a manner that complies with all applicable laws and policies. Set forth below is the Corporation’s policy with respect to Annual Review of the salaried Executive Secretary.

PROCEDURE:

* The President would send out the Evaluation to all board members during the month of November during her presidency.
* The Evaluations will be returned to the President during the stated timeframe set by the President.
* The Current President and President Elect will discuss the results and determine the Evaluation and salary increase, if budget and circumstance allow.
* The Presidents will then meet with the Executive Secretary in December and offer the results of the Evaluation.
* The Executive Secretary will be given the chance to offer a written document to be placed in her/his file with the Evaluation.
* The merit increase, if any, will be effective January 1 after the review. See Executive Secretary Pay policy for more details.

REPONSIBLITIES:

Current President and President Elect

Initiated: 12/2013

Revised: 11/2016, 12/2018

**POLICY: FINANCIAL RECORD KEEPING**

Statement: The Treasurer will create and provide a monthly financial report to the Board of Directors.

 The Executive Secretary will reconcile the General Membership meeting close out sheet by the end of the meeting and provide to the Treasurer to balance with deposit receipts.

PROCEDURE:

* The monthly financial report that will be distributed monthly at Board meetings.
* The report will include:
	+ Total Revenue breakdown: total lunch receipts for members.
	+ Total Expense breakdown: lunch count, dollar amount paid to vendor, speaker or other fees.
	+ Profit/loss from lunches
	+ Balance of checking and investment accounts
	+ Total of outstanding checks
* The Executive Secretary will keep an Accounts Receivable sheet of unpaid meeting lunches. Each member will be invoiced for their guest to be paid promptly.
* The Accounts Receivable sheet will be provided by Executive Secretary and reviewed quarterly by the Board of Directors.

RESPONSIBLITIES:

Treasurer and/or Assistant Treasurer

Executive Secretary

Initiated: 2/1/12

Revised: 4/2014

**POLICY: GUEST POLICY**

Statement: Members are encouraged to bring guests to the monthly membership meetings who are good candidates for membership.

PROCEDURE:

* + Guests may visit two times in a calendar year.
	+ Guest meeting/lunch fees are $22 each. (exceptions: special events, annual meeting and holiday luncheon)
	+ Members must make a reservation for their guest. Members are responsible for the guest’s lunch fee should the guest fail to use the reservation.
* Participating vendors at the Special Events (Annual Meeting and Pampering Session, Holiday Luncheon and Bazaar) may be invited to attend the ANEW meeting as a guest of the ANEW Board.
* The participating vendors are excluded from the guest limit of 2 meetings per calendar year if they have paid their vendor booth fee and are actively working their vendor booth.
* Participating vendors would still be responsible for making a reservation and paying the guest fee at the meeting.

RESPONSIBLITIES:

Board of Directors

1st Vice President, Membership

2ND Vice President, Programs

Initiated: 11/2013

**POLICY: INSURANCE**

Statement: ANEW Board of Directors shall hold and renew annually Directors and Officers Insurance and Liability Insurance.

PROCEDURE:

**Directors and Officers insurance** is maintained with Cincinnati Insurance Company, Inc./Schultheis Insurance Agency, Inc.. This policy provides coverage as follows: Under the common law, and under the statutes of most jurisdictions, directors and officers owe certain duties and standards of care in managing the affairs of the members they serve. Basically, directors and officers must discharge their duties with the care and skill of a reasonably prudent person. If failure to perform these duties with due care results in financial damage to the organization, the negligent director or officer can become personally liable to make restitution to the organization’s members. Or, under different circumstances, directors and officers can become liable to parties outside the organization, such as creditors or competitors, as a result of their mismanagement.

Although the usual liability policies of the organization—commercial general liability or auto, for example—extend coverage to directors and officers serving the organization, these policies have no coverage against liability for the financial loss described above. Moreover, the liabilities of directors and officers are outside the scope of conventional homeowners or personal umbrella policies that may be carried by directors and officers themselves. In fact, most personal umbrella policies have an exclusion of liability arising out of the insured's activities as a director or officer of any corporation or association. Even in the absence of a directors and officers exclusion however, a homeowners or umbrella policy may not cover the directors and officers exposure; the business pursuits exclusion often eliminates coverage.

The appropriate insurance treatment for this liability exposure—which is an exposure like the professional liability of doctors and lawyers—is directors and officers liability insurance. Because of the threat to directors' and officers' personal assets, and because of the increasing frequency and size of actual awards against directors and officers, D&O liability insurance purchased by the organization has become for many executives a prerequisite to accepting a position as a director or an officer.

**General Liability insurance** is maintained with Cincinnati Insurance Company, Inc./ Schultheis Insurance Agency, Inc. This policy provides coverage for Commercial general liability (CGL) insurance is designed to cover an insured's liability stemming from exposures on the insured's premises or off premises, and from the actions of the insured's operations or members. The general liability insuring agreement promises to pay on behalf of the insured all sums that the insured shall become legally obligated to pay as damages because of bodily injury or property damage caused by an occurrence.

* Budgeted amount for the Directors and officers insurance is $450 and the liability insurance is $250 subject to review and adjustment as needed based on insurance pricing or renegotiations.
* Current Director/Officer Insurance is $464 annually and the General Liability is $500 annually. (as of May 2016)

Note: First policy was taken out in: General Liability 3/16/2009 and Directors and Officers 3/14/2012

RESPONSIBLITIES:

Board of Directors, President, Treasurer and/or Assistant Treasurer

Initiated: 12/2013 (to formalize policy).

**POLICY: INVESTMENTS**

Statement: ANEW will maintain $10,000 in a certificate of deposit (CD) or Money Market account as recommended by the Treasurer.

PROCEDURE:

* The Treasurer will review the investment options available and make a recommendation to the Board of Directors at its regular board meeting.
* The Board of Directors will vote on the Treasurer’s recommendations.
* The Treasurer will be authorized to take any necessary action to renew or move the $10,000 investment to another investment type and/or financial institution.

RESPONSIBILITES:

Board of Directors

Treasurer and/or Assistant Treasurer

Initiated: 4/13/06

Revised: 12/2013

**POLICY: JOB POSTINGS**

Statement: An ANEW member may post job openings on the ANEW website and in the ANEW newsletter.

PROCEDURE:

* An ANEW member may submit a job posting with brief information about a job opening in the tri-state area and submit it to the Executive Secretary.
* The job opening form is available from the Executive Secretary.
* The Executive Secretary will remove the posting after 30 days has expired.

RESPONSIBLITIES:

Board of Directors

Technology Chair

Executive Secretary

Initiated: 6/11/07

Revised: 12/2013

**POLICY: LEGAL ORGANIZATION STATUS AND FISCAL YEAR**

Statement: The ANEW Board Secretary and Treasurer are responsible for maintaining ANEW’S 501(c)6 not-for-profit league status.

PROCEDURE:

* Per the By-Laws, the legal name of this organization shall be A Network of Evansville Women ("ANEW")
* Per the By-Laws, the fiscal year of the Corporation shall begin on the 1st day of January in each year and shall end on the last day of December in each year.
* The Board Secretary and Treasurer are responsible for understanding and maintaining the state code, which qualifies ANEW for its 501(c)6 not-for-profit league status.

RESPONSIBLITIES:

Board Secretary

Treasurer and/or Assistant Treasurer

Initiated: 4/14/08

Revised: 12/2013

**POLICY: MEMBER CHANGE IN EMPLOYMENT STATUS**

Statement: If a current ANEW member retires, she may continue as a member. If a current ANEW member resigns or leaves their employer, she may remain a member for the balance of the calendar year.

PROCEDURE:

* The ANEW member should inform the 1st Vice President, Membership of her change in employment status.
* The Executive Secretary will update the Membership Directory to reflect employment change.
* If a member is still unemployed at the beginning of the calendar year, she may be asked to reapply for membership based on the length of unemployment. If the member is a retiree, they have the option to apply for retiree membership status.

RESPONSIBLITIES:

1st Vice President, Membership

Executive Secretary

Initiated: 6/2/08

Revised: 12/2013

**POLICY: MEMBER INFORMATION DISTRIBUTION AT LUNCHEON**

Statement: Members of ANEW may provide flyers, brochures, etc. in the lobby at the General Membership monthly meeting for the membership. Only the featured advertiser and the monthly advertiser may place information at the seating.

PROCEDURE:

* ANEW members may place handouts on the lobby table prior to the beginning of the General Membership monthly meeting.
* ANEW members should direct questions regarding handout distribution to the 2nd Vice President, Programs
* The Board of Directors does not have to approve the handouts.
* The ANEW member advertiser is responsible for distributing the handouts and cannot request Executive Secretary assistance.
* The ANEW member advertiser is responsible for picking up remaining handouts at the conclusion of the meeting.

RESPONSIBLITIES:

2nd Vice President, Programs

Initiated: 2/12/07

Revised: 12/2013

**POLICY: MEMBER REQUEST TO SELL TICKETS/ITEMS - may need to be edited based on board discussion**

Statement: ANEW members are permitted to sell tickets, items and promote services at a designated space at the General Membership meetings.

PROCEDURE:

* Any ANEW member may request to sell tickets, items, promote their services, and/or promote a special event for their organization or a not-for-profit organization for which they volunteer at the General Membership meetings.
* ANEW members must request a table by contacting the Executive Secretary. The Secretary will inform the 2nd Vice President, Programs that there is a request for a table.
* The 2nd Vice President, Programs is responsible for communicating the table request to luncheon vendor to secure table space.
* Three tables will be available for set up in the networking area of the meeting venue based on member requests.
* Table request are available on a first come first serve basis.
* Members are not allowed to announce the promotion during introduction.
* Table space is not to be used by retailers selling items in the normal course of their business.
* The Annual and Holiday meetings are excluded from this policy. Examples of appropriate use of the tables include but are not limited to:
	+ Not-for-profit fundraising events
	+ Seminars hosted by an ANEW member’s place of business
	+ Promotion of a special event

RESPONSIBILITES:

2nd Vice President, Programs

Executive Secretary

Initiated: 11/13/06

Revised: 12/2013

**POLICY: MEMBERSHIP DIRECTORY**

Statement: The Membership Directory is maintained monthly by the Executive Secretary.

PROCEDURE:

* The membership directory is updated online for new members or changes to membership status.
* ANEW members have access to the membership directory with their unique login to the ANEW website. However, the membership directory is not provided to non-ANEW members. ANEW members can also update their contact information through the website.
* The Membership Directory should be used for activities related to a member’s primary job for which she is a member of ANEW.

RESPONSIBLITIES:

Board of Directors

1ST Vice President, Membership

Executive Secretary

Initiated: 2/12/07

Revised: 12/2013

Revised: 11/2016

Revised: 12/2018

**POLICY: MEMBERSHIP INCENTIVE**

Statement: The three ANEW members who have sponsored the most new members will be given a prize at the Annual Meeting in October.

PROCEDURE:

* The budgeted amount for prizes to be distributed is $300.00
* $150.00 will be given to the member with the most newly sponsored members.
* $100.00 will be given to the member with the second most newly sponsored members.
* $50.00 will be given to the member with the third most newly sponsored members. The prize will be given at the Annual Meeting in October.
* The 1st Vice President, Membership, may change the distribution of the prize money specifically in the event of a tie at any level (e.g. split between recipients, draw a winner).

Any newly sponsored member whose dues are paid, even if after the September cut off, will be counted as a new member in the current year for incentive prize.

RESPONSIBLITIES:

1 st Vice President, Membership

Treasurer and/or Assistant Treasurer

Initiated: 11/13/06

Revised: 12/2013

Revised: 5/2016

**POLICY: MEMBERSHIP TRANSFER**

Statement: If an ANEW member leaves their employment, their membership will not transfer to a new employee. The new employee must apply for membership to ANEW.

PROCEDURE:

* ANEW member leaves the employer and requests transfer of membership to new employee.
* The 1st Vice-President, Membership Chair, will inform the ANEW member that their membership is non-transferable and the new employee must apply in their own name.
* The ANEW member may keep their membership for the balance of the calendar year.
* The Executive Secretary will update the Membership Directory to reflect the employment change.

RESPONSIBLITIES:

1st Vice-President, Membership

Executive Secretary

Initiated: 6/2/08

Revised: 12/2013

**POLICY: NAME BADGES**

Statement: ANEW will purchase one name badge per member. If a member needs a replacement name badge, a replacement name badge will be ordered during the next group order. The member will be responsible for the cost of the replacement badge.

PROCEDURE

* Upon approval of membership, one name badge will be ordered for each new member.
* New members name badge information will be taken from the approved membership application form.
* Name badges will be ordered in a timely manner based upon group pricing.
* Current name badge vendor is AlphaGraphics.
* An ANEW member may request a replacement name badge.
* The Executive Secretary will email the member to confirm receipt of correct information for name badge. Their email reply will serve as approval for the replacement order.
* The Executive Secretary will invoice the member for the replacement badge.
* The name badge will be available after payment at the next ANEW meeting.
* The 1st Vice President, Membership will supervise this procedure.

RESPONSIBILITES:

1st Vice President, Membership

Executive Secretary

Initiated: 8/11/08

Revised: 12/2013

Revised: 9/2016

**POLICY: NEWSLETTER**

Statement: Executive Secretary should publish the monthly newsletter to the membership.

PROCEDURE

* Except as otherwise provided, the newsletter should be issued to membership with reservation email no later than Friday after BOD meeting. In the event the monthly membership meeting has been moved forward then the newsletter should be issued to the membership earlier, preferably ten (10) days before the membership meeting.
* Newsletter is created in Constant Contact and distributed to the membership. Newsletter will also be published to Facebook and the ANEW website.
* Newsletter materials to be provided to Executive Secretary:
	+ President Letter - President
	+ Door Prize sponsors – 1st VP
	+ Membership appreciation event promotions, when applicable – 1st VP
	+ Program information (current month and future programs) – 2nd VP
	+ Advertising sponsors – Board Secretary
* Marketing committee will provide editing and review prior to President approval.
* Newsletter to be provided to President, 1st VP, and 2nd VP for review by Wednesday after BOD meeting unless monthly membership meeting has been moved forward
	+ President review newsletter overall
		- Confirm Sponsor information - featured advertiser on Page 2 and all advertising and door prize sponsors on Page 5
		- Promotional material for upcoming special events (Women’s Equality Day Luncheon in August, Athena Award Luncheon in September/October, National Speaker, Annual Meeting, Athena Recipient Panel, Holiday Luncheon)
	+ 1st VP, Membership Chair review membership related data
	+ 2nd VP, Program Chair review program content for current and future programs
* The President shall establish a timeline with respect to the publication of the newsletter and provide the same Executive Security, 1st Vice President, 2nd Vice President, and Marketing chair.

RESPONSIBILITES:

President

1st Vice President, Membership

2nd Vice President, Programs

Technology Chair

Executive Secretary

Initiated: 12/2013

Revised: 2/2016

Revised: 11/2016

Revised: 12/2018

**POLICY: NOMINATING COMMITTEE**

Statement: The Nominating Committee will follow all By-Laws and Procedures as described below.

**From the By-Laws:**

*Nominating Committee*

The Nominating Chairman shall be the immediate Past President. In the event that the immediate Past President is unavailable to serve as the Nominating Chairman, the position will be appointed by the President. The Chair is to be either a Past President or a Current or Past Board Member. The Nominating Committee shall consist of two (2) additional members appointed for a term of one (1) year by the Nominating Chair. The Nominating Chair will present the slate to the President prior to final presentation to the Board.

*Nominations and Election*. At or before the September Board of Directors’ meeting, the Nominating Committee shall present the slate for election to the Board of Directors. The slate shall include one (1) eligible voting member candidate for each available Office and Directorship position.  No name may be placed in nomination except with consent of the nominee.  The slate shall be presented to Membership prior to the Annual Meeting and the election will be held at the Annual Meeting in October.  Nominations may be made from the floor at the Annual Meeting.  The election shall be by voice.  Any contested Office or Directorship shall be by written ballot.

**Procedure for Nominating Chair:**

1. Board members should be solicited by Board Members and Committee Chairs. In addition, membership can also self-nominate. The Executive Secretary will send an email to all Membership inviting them to respond if interested in a position on the ANEW Board of Directors. Beginning in 2015, interested candidates will complete an application and Executive Secretary will validate/update membership and attendance information on application before providing to Nomination Committee Chair.
2. Nominating Chair should select at least two (2) members for the Nominating Committee. Consider ANEW members who previously served on the BOD, current ANEW involvement, and those who have a strong network.
3. Request a list of Committee Members from each ANEW Officer or Committee Chair.
4. Request Board of Directors to submit interest in ANEW Officer or Committee Chair position. Also, request interest in specific committees. Board members are required to serve on a minimum of one committee.
5. Meet with the Nominating Committee to review the Nominees. The following must be reviewed:
	1. Review each Nominee’s application, ensuring complete information from the nominee and the additional information from the Executive Secretary.
	2. Nomination Committee should use Board of Directors Evaluation Guidelines to develop scoring of the candidates.
		1. Nominees from employers already represented on the BOD must be disqualified per our bylaws. Only one (1) employee from any firm, corporation, institution or agency may be an active member of the Board of Directors at any given time. Special consideration should be given to Nominees who have demonstrated a passion for the Organization by their current involvement in ANEW Committees.
		2. Evaluate Nominees to ensure we do not have a concentration on the BOD from same industries.
		3. Evaluate Nominees based upon the length of their membership in ANEW. A minimum of 2 years of membership is required.
		4. Evaluate Nominees based on their attendance at ANEW meetings. If no meetings attended during current year, not eligible.
		5. Evaluate Nominees for their committee involvement. A minimum of 1 year on a committee required.
		6. Evaluate nominees based upon their community involvement.
6. After determining final Board of Director Nominees, determine Officer and Chair positions. Ideally, a new BOD member should not be nominated for an Officer position. Evaluate past Officer positions held and try to match BOD members with positions that fit their skill set.
7. Contact all Officer Nominees to confirm their willingness to serve, if interest not previously expressed.
8. After presenting slate to President in advance, present recommendations to the BOD during the September BOD meeting.
9. Following BOD approval, contact all New Members and Officers to advise them of their selection.

Contact all BOD Nominees not selected via email to thank them for their nomination and encourage them to participate in an ANEW Committee.

RESPONSIBILITIES:

President

Nominating Chair

Initiated: 1/14/08

Revised: 12/2013

Revised: 12/2014

**POLICY: PAYMENTS AND CHECK SIGNATURES**

Statement: There is no second signature required on checks for the Treasurer to pay bills.

PROCEDURE:

* The Treasurer must email the Executive Committee for approval to pay the bill if not specifically authorized and approved in the budget and/or board minutes.
* The monthly program bill from the venue must be approved by the Program Chair prior to payment to validate reservation count.
* When necessary, email approval must be acknowledged by at least one member of the Executive Committee before the check can be issued.
* The Treasurer should keep a record of the email approvals.
* Check bank statements are used to clarify the Statement of Financial Condition.

RESPONSIBLIITES:

Board of Directors

Treasurer and/or Assistant Treasurer

Initiated: 12/10/07

Revised: 12/2013

**POLICY: PHOTOGRAPH (USE OF AND PERMISSION)**

Statement: Members grant permission to ANEW to take and use photographs and digital images of the members.

PROCEDURE:

* On an annual basis, members grant permission for the taking and use of photographs and digital images of the member. Members shall complete with the following signed statement (hereinafter “Photograph Use Statement” which shall be included on the annual statement of dues:
	+ I, the undersigned, hereby grant permission to A Network of Evansville Women, its employees, agents and representatives (“ANEW”), to take and use: photographs and/or digital images (hereinafter collectively “images”) of me for use in news releases, publicity, educational materials and/or public information. These materials might include printed or electronic publications, Web sites or other electronic communications. I further agree that my name and identity may be revealed in descriptive text or commentary in connection with the image(s). I authorize the use of these images without compensation to me and hereby release and discharge ANEW from any claims, liability or results caused by the lawful use of said images.
* The Photograph Use Statement shall also be included on the membership application for new members. The First Vice President of Membership shall ensure that that the Photograph Use Statement is signed by all applicants for membership with ANEW.
* The Photograph Use Statement shall be included on the retiree application. The First Vice President of Membership shall ensure that that the Photograph Use Statement is signed by all applicants for membership with ANEW.
* The Executive Secretary shall maintain the Photograph Use Statements in according with the ANEW Document Retention Policy.
* The Photograph Use Statement may be modified from time to time as the ANEW Board of Directors sees fit and/or as required to comply with applicable state and federal laws.

RESPONSIBLIITES:

Board of Directors

1st Vice President, Membership

Initiated: 12/2013

**POLICY: PROJECTOR and AUDIO VISUAL NEEDS**

Statement: The Executive Secretary will store and transport ANEW’s projector and laptop. The 2nd Vice President, Programs and the Executive Secretary will coordinate the monthly speaker’s AV needs.

PROCEDURE:

* The Executive Secretary is responsible for storing and transporting ANEW’s AV projector and laptop.
* The 2nd Vice President, Programs will determine the AV needs of the monthly speakers and communicate these needs to the Executive Secretary.
* The Executive Secretary will communicate directly to the monthly speaker to confirm any AV needs.
* Both the 2nd Vice President, Programs and the Executive Secretary will inform the speakers that they will need a flash drive or a lap top computer if they wish to use ANEW’s projector and/or laptop. While using the Evansville Country Club as our current venue, ECC supplies the AV projector for no additional charge.
* Unless otherwise determined, the 2nd Vice President, Programs will assist the speaker to set-up the projector on the day of their presentation.

RESPONSIBLITIES:

2nd Vice President, Programs

Executive Secretary

Initiated: 1/14/08

Revised: 12/2013

Revised 2/16

**POLICY: RECOGNITION OF EXITING BOARD MEMBERS**

Statement: Exiting board members will be recognized for their service at the Annual Meeting in October.

PROCEDURE:

* In 2018, it was determined that exiting board members would receive special recognition and thanks at the Annual Meeting in October. In the past, gift cards were given and a plaque. Beginning in 2018, a certificate was given without a gift card.
* Board members will be recognized after completing the 3 year term and again at 6 years. If a board member exits in the middle of their term, they may still be recognized for the years of service completed.

RESPONSIBLITIES:

President

Treasurer and/or Assistant Treasurer

Board Secretary

Initiated: 5/12/08

Revised: 12/2013

Revised: 12/2018

**POLICY: RECOGNITIONS**

Statement: The Board Secretary is responsible for recognition of individual and family related events involving the Board of Directors.

PROCEDURE:

* The Board Secretary will coordinate press releases and media announcements.
	+ Appointment of the new President
	+ New Board Members
	+ Woman of Action Award recipient
* The Board Secretary will acknowledge important events of Board Members such as death of a family member, promotions, awards, etc.
* The Executive Secretary will assist the Board Secretary with media announcements and important events concerning the Board.
* The annual budget will be determined each year by the board of directors and approved for the following year.
* Potential media venues include:
	+ Courier and Press
	+ Evansville Business Journal
	+ Evansville Business Magazine
	+ USI
	+ UE

RESPONSIBLITES:

Board Secretary

Executive Secretary

Initiated: 1/14/08

Revised: 12/2013

Revised: 9/2016

Revised: 12/2018

**POLICY: RESERVATION/MEETING CHECK-IN**

Statement: Two people will work the reservation check in. The Treasurer or Assistant Treasurer will oversee the close out process.

PROCEDURE:

* The 2nd Vice President, Programs will schedule greeters, coat check-in and registration volunteers from the Board of Directors or Program Committee.
* The 2nd Vice President, Programs, will give the names of the volunteers to the Executive Secretary and the President.
* The Treasurer will be responsible for counting the cash collected at each meeting and retrieving the deposit and Account Receivable copies. The Treasurer will bring the start- up bank to each meeting and pick up at the end of each meeting. ($50, 30 – 1’s and 4-5’s)
* The Treasurer will assign someone to count the cash collected if she is unable to attend the meeting.

REPONSIBLITIES:

2nd Vice President, Programs

Treasurer and/or Assistant Treasurer

Executive Secretary

Initiated: 11/13/07

Revised: 12/2013

Revised: 2/16

**POLICY: RESERVATIONS**

Statement: ANEW lunch invitations will be emailed 10 days to 2 weeks prior to the membership meeting or event date.

PROCEDURE:

* The Executive Secretary will email the General Membership the luncheon invitation no less than 1 week prior to the meeting.
* Reservation invitation will direct membership to the ANEW website. Executive Secretary is responsible for monitoring the online reservations as well as those received by email.
* Deadline for reservations is 2 pm on the Friday prior to the meeting.
* No late reservations will be accepted.
* The 2nd Vice-President will supervise the invitations for luncheon reservations and the Annual Meeting event.
* The 1st Vice-President will supervise the invitations for the Membership Appreciation event.
* Marketing Chair will be responsible for oversight and/or troubleshooting the electronic reservations.

RESPONSIBLITES:

1st Vice President, Membership

2nd Vice President, Programs

Treasurer and/or Assistant Treasurer

Technology Chair

Executive Secretary

Initiated: 12/10/07

Revised: 12/2013

Revised: 12/2018

**POLICY: RETIREE MEMBERSHIP**

Statement: Current ANEW members retiring from their profession and wishing to retain membership benefits within the organization but at a reduced level.

PROCEDURE:

* Retirees will receive a retiree only annual statement of dues to complete
* Retirees can choose from 3 levels of membership
	+ $130 - attend up to 6 general membership meetings per calendar year
	+ $65 - attend up to 3 general membership meetings per calendar year
* Retiree statements shall be mailed at the same time as the Annual Statement of Dues.
* Executive Secretary will make 1st Vice President, Membership Chair aware of any retiree status requests.
* Executive Secretary will update ANEW membership directory online to reflect change in job status and contact information for Retiree member.

RESPONSIBLITIES:

1st Vice President, Membership

Executive Secretary

Initiated: 12/2013

Revised: 11/2016

Revised: 12/2018

**POLICY: SECRETARY OF STATE REPORT**

Statement: A financial report is due to the Secretary of State in May.

PROCEDURE:

* The Treasurer is responsible for determining what type of report is required by the Secretary of State.
* The Treasurer will be responsible for compiling the report and sending it to the Secretary of State.

RESPONSIBLITIES:

Treasurer and/or Assistant Treasurer

Initiated: 1/8/07

Revised: 12/2013

**POLICY: SOCIAL MEDIA POLICY**

Statement: Guidelines for All Members for Social Media (Facebook, Twitter, Linked IN) and any future uses of social media on the internet.

Procedure:

GUIDELINES FOR CONTENT

Ensure that all content on social media is appropriate, reflects public and accurate information, and portrays ANEW in a positive light.

Acceptable Posts – News relating to ANEW such as ANEW events or professional recognition of a member. This applies to all Social Media outlets including Facebook, Twitter, Google Plus, and LinkedIN.

All social media content is subject to the approval by the ANEW Technology Committee; inappropriate content will be removed.

Do not post members’ contact information on any social media outlet.

Promotion of community service or nonprofit events and/or organizations is not allowed.

It is not appropriate to use ANEW’s social media sites to solicit fundraising requests from a member or for product endorsements or personal/commercial advertising.

Members may not tag the venue where an event is held on an ANEW social media outlet.

Each member must abide by any and all applicable federal, state and local laws, especially those governing computer and telecommunication use, privacy and publicity rights and defamation.

FACEBOOK

Facebook currently offers Pages and Groups to promote an organization.  ANEW currently only has a Facebook Page. A Page is a good way to share information about ANEW and its members, as well as to create interest for potential new members. Pages can be viewed by anyone with a Facebook profile who chooses to “Like” the page.

TWITTER

The Technology Committee will monitor Twitter followers, and block ones who are deemed inappropriate.

ANEW discourages members from using MT (modified Tweet), as the original tweets may become muddled or misunderstood when they are edited or shortened.

LINKEDIN

LinkedIn is useful in finding people who share the same occupation or career goals as you do. Appropriate uses for LinkedIn include asking an individual in a shared field for career advice, or obtaining contact information or an introduction to a company in which you are interested in learning more.

Initiated: ?????

**SPEAKER / PRESENTATION / CRITERIA**

Statement: ANEW will schedule professional speakers for the General Membership meetings. Topics presented at the General Membership meetings must be educational and not for the solicitation of business. The presentation should be directed to membership of ANEW for professional and personal growth.

PROCEDURE:

* The 2nd Vice President, Programs, is responsible for forming the Program Committee made up from ANEW members in good-standing. Committee must be approved by the Board of Directors.
* The Committee will determine ANEW’s program with the Board of Directors approval.
* Each speaker will complete a form prior to their presentation, detailing their experience, biography, topic, and audio-visual needs.
* Speakers may distribute material at the meetings but are not permitted to sell or endorse products or services unless specifically authorized and approved by the Board of Directors.
* The 2nd Vice President, Programs, is responsible for providing the Historian a complete spreadsheet of the year’s program topics, speakers and other pertinent information.

REPONSIBLITIES:

Board of Directors

2nd Vice President, Programs

Historian

Initiated: 2/12/07

Revised: 12/2013

Revised: 11/2016

**POLICY: SPECIAL EVENTS SUBCOMMITTEE**

Statement: A Special Events Subcommittee will be formed to manage the Annual Meeting in October and the Holiday Luncheon in December. The Special Events chair is responsible for these events and formation of the committee.

PROCEDURE:

* The Special Events Committee Chair is appointed by the Nomination Committee at the same time officers are nominated.
* The Special Events Chair will form a Committee from ANEW members in good standing and Board of Directors who will organize and manage the Annual Meeting in October and the Holiday Luncheon including the following:
	+ Site selection
	+ Invitations
	+ Menu selection
	+ Favors or commemorative items
	+ Entertainment
	+ Attendance/Door Prizes
	+ Contests, ice breakers, etc.
	+ Decorations
	+ Budget management
	+ Evolution
* The Special Events Chair can work with the 2nd Vice President, Programs to coordinate the event and utilize the existing program committee.

RESPONSIBILITIES:

2nd Vice President, Programs

Special Events Chair

Initiated: 3/10/08

Revised: 12/2013

**POLICY: SPECIAL EVENTS UNDERWRITERS**

Statement: The Annual Meeting in October, Founders Day Event, and the Holiday Luncheon in December each require an Underwriter.

PROCEDURE:

* The Annual Meeting in October, Founders Event (hosted every 5 years), and the Holiday Luncheon in December do not have advertisers but rather each has an underwriter.
* The underwriter will sponsor the meeting for $500.00 or another amount determined by the Board of Directors and Committee Chair. They will receive in return:
	+ Large advertisement 350 x 500 pixels related monthly newsletter.
	+ Recognition at the meeting.
	+ Five minutes for a presentation regarding their products and/or services.
	+ Recognition on social media during the month of their sponsorship, on the website, and their name will appear each month as an underwriter in the newsletter once the sponsorship is paid for.
* The Board Secretary will be in charge of obtaining underwriters for the October and December meetings and Founders Event.
* If the power point is used, the underwriter’s advertisement will be shown.
* The Board Secretary will communicate these differences to the Underwriter and Advertisers when securing advertisers for the monthly meetings.
* The Board Secretary will coordinate the advertisements needs of the underwriter and communicate these to the Executive Secretary.
* The Executive Secretary will communicate directly to the underwriter for what is needed when designing the newsletter and PowerPoint.

RESPONSIBLITIES:

Board Secretary

1st Vice President, Membership

2nd Vice President, Programs

Executive Secretary

Initiated: 11/13/07

Revised: 12/2013

Revised: 2/16

Revised: 11/2016

Revised: 12/2018

**POLICY: STATEMENT FOR DUES – should this be combined with the Dues page 11? It will need to be edited as well.**

Statement: ANEW members will be invoiced via email each year in October. The following year’s membership dues are to be collected by February 15th in order to retain membership.

PROCEDURE:

* The Executive Secretary will prepare statements for the upcoming year and have them ready for distribution at the October Annual Meeting date.
* The Executive Secretary will email statements prior to the Annual Meeting.
* See Dues Policy above for dues for renewing members.
* Members who choose to renew after Feb 15th but within the same calendar year will submit the application and will be required to pay the $285.
* The member has the current calendar year to renew but will pay the $285 fee to retain their membership. Once that calendar year has passed, they will have to resubmit an application for membership and their years of membership starts again at 1.
* President/BOD will review the Statement for Dues for needed updates / corrections.
* Statements will include any uncollectable fees due by a member i.e., unused reservations, guest’s fees, reordered name tags, etc.

RESPONSIBLITIES:

Board of Directors

President

1st Vice President, Membership

Executive Secretary

Initiated: 5/11/09

Revised: 12/2013

Revised: 11/2016

**POLICY: WEBSITE**

Statement: The Marketing committee is responsible for oversight of the maintenance and updates to the ANEW website and the vendor relationship. This committee will also be responsible for the selection of new website hosts and revisions as necessary.

PROCEDURE:

* The Marketing Chair is responsible for maintaining the website and social media accounts. The Marketing Chair should examine the website monthly for any issues or errors. In January, the Marketing Chair should complete necessary updates including adding the Past President and Woman of Action Winner. The new Board of Directors should be updated and checked for accuracy.
* The Marketing Chair will be responsible for oversight and/or troubleshooting the electronic reservations.

See Social Media Policy located on Page 39.

Note: Marketing committee (previously called Technology committee) was formed in mid-2012.

RESPONSIBLITIES:

Marketing Chair

Executive Secretary

Initiated: 12/2013

Revised: 12/2018

**POLICY: WOMAN OF ACTION AWARD**

Statement: ANEW recognizes one woman of remarkable talent, skill and community service at the Annual Meeting.

PROCEDURE:

* The Board Secretary chairs this Committee and the last Woman of Action award recipient in good standing is invited to co-chair.
* The Chair and co-chair choose at least three ANEW members in good standing to serve on the Woman of Action Award Committee.
* Criteria for the Woman of Action Award nominees are as follows:
	+ The nominee must be an ANEW member in good standing.
	+ The nominee must be an ANEW member for at least one year.
	+ The nominee must be nominated by an ANEW member in good standing.
	+ The application form must be completed in full and signed by the nominator.
	+ The application form must be received by the application deadline in order to be considered.
	+ Criteria for award consideration is based on an ANEW member’s outstanding service to the community. The qualified candidate’s activities demonstrate leadership, volunteerism and service to others that goes above and beyond the norm.
* ANEW members in good standing are invited to nominate starting in July.
* The nomination form will be given to the General Membership during the July and August meetings as well as is available on the website.
* The Woman of Action Committee will meet in September to determine the recipient.
* The Woman of Action recipient will receive a trophy with their name, title of award, year and A Network of Evansville Women. For example:

Shannon Frank

Woman of Action

2001 Award Winner

A Network of Evansville Women

* The Executive Secretary will order and pick up the trophy.
* Current vendor is Tri-State Trophies, West. Budget is specifically identified as Woman of Action and has been $100 historically.
* The Chair/last Woman of Action recipient will introduce the winner at the Annual Meeting.
* The Board Secretary will inform all local and regional media of the Woman of Action Winner.

RESPONSBILITIES:

Board Secretary as Chair

Previous Woman of Action Award Recipient as Co-Chair

Initiated: 9/11/06

Revised: 12/2013

**POLICY: WOMEN’S EQUALITY DAY SPONSORHIP AND EVENT**

Statement: ANEW has provided sponsorship to the Women’s Equality Day event held in August.

PROCEDURE:

* In 2019, ANEW has decided to forgo the support of Women’s Equality Day due to budgetary constraints.

RESPONSBILITIES:

Board of Directors

President

Treasurer and/or Assistant Treasurer

1st Vice President, Membership

2nd Vice President, Programs

Initiated: 12/2013

Revised: 11/2016

Revised: 12/2018