

**THE SEDONA WOMEN  
DAMES WHO MAKE A DIFFERENCE**

**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, Dames Who Make a Difference, 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, Dames Who Make a Difference,” 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 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. Ten (10) percent of the proceeds is paid by the vendor/speaker directly to the Sedona Creative Life Center, with whom we have our current contract as the location of our general meetings. In most cases, speakers do not have to pay this percentage when we use other locations such as the Elks Lodge.

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- 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 membership year coincides with the fiscal year - July 1 through June 30.
- B. Annual dues are \$65 to be paid by the November general meeting for inclusion in the membership directory.
- C. If a new member decides to join in May, her membership will roll over to include the full upcoming meeting year's membership.
- D. The Membership Committee will begin soliciting the upcoming year's membership at the May meeting. Notification of this early renewal of membership will be by an E-blast and in the monthly newsletter.
- E. A voluntary donation may be paid by non-members who attend any general meeting.

### **IV. GENERAL MEETINGS**

General meetings are typically held on the second Wednesday of each month, September through May, at the Sedona Creative Life Center on 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. 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**

1. Presides over all meetings;
2. Creates agendas with input from the Board for all Board, general, and annual meetings;
3. Guides the organization to achieve its goals;
4. Cultivates leadership skills within the Board and the membership;
5. Represents the organization within the community and promotes positive relationships with other organizations;
6. Delegates responsibilities to others as needed.

### **B. Vice President**

1. Assists the President as required;
2. Assumes all the duties of the President in her absence;
3. Completes the term of the President if she leaves office for any reason;
4. Ideally holds a committee chair position along with being Vice President;
5. Ideally, succeeds the current President as President for the following year.

### **C. Treasurer**

1. Is signatory for all bank accounts;
2. Maintains accurate records of all financial transactions;
3. Processes all membership payments and keeps member information current for the membership directory;
4. Distributes information from membership forms to the Membership Chair;
5. Pays bills and reconciles bank statements;
6. Keeps receipts of all disbursements;
7. Keeps a computer back-up of all financial records;

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8. Prepares financial statements for monthly Board meetings, financial and budget reports for planning meetings, and gives an annual financial report to the general membership at the annual meeting held in May;
9. Monitors the filing of state and federal tax returns;
10. Works with various committees in preparing and monitoring annual budgets;
11. Assures that the organization is in compliance with state and federal requirements as a result of 501(c)(3) status;
12. Arranges to have the members of the Executive Committee as substitute signatories;
13. Provides the Membership Chair and the Communications Committee with the names of new members who paid by check/cash;
14. Manages various insurance plans for the organization such as liability, board liability, etc.;
15. Is responsible for and oversees the printing of the membership directory and the directory addendum with the help of the Membership Chairs;
  
16. Manages the Square technology and provides training as needed;
17. Currently prints the seat sheet for the monthly meetings.

D. Recording Secretary

1. Takes, or designates, the taking of minutes of each Board meeting;
2. Collects monthly reports from each committee chair prior to each Board meeting which are used as back-up information for the taking of minutes;
3. Distributes copies of minutes to Board members for review as soon after each Board meeting as possible;
4. Revises minutes as necessary after corrections are offered via email prior to the following Board meeting;
5. Takes minutes at the annual meeting or designates someone to take them;
6. Chairs the Archives Committee and maintains an up-to-date archival record for the organization.

**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:

1. Exercises the powers of the Board of Directors, with the exception of electing officers, fill vacancies on the Board or change established policies when The Sedona Women is not in session;
2. Functions in accordance with the responsibilities outlined in the Bylaws of the organization;
3. Develops the financial policies of the organization;
4. Acts as a signatory for all bank accounts.

B. Archives Committee

The Secretary is Chair of Archives. However, Archives are hugely dependent on the Board and committee members for providing PR coverage, internal communications and photographs 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, offers a pictorial record of activities in which the organization has engaged and affords a safe, central repository of important documents. Chair of Archives:

1. Maintains or oversees the maintenance of a digital record of all Board meeting minutes, and other pertinent information, press coverage, photographs, etc.;
2. Oversees that E-blasts and TSW Newsletters are preserved digitally on our email marketing tool, Vertical Response;
3. Appoints one or two Board members to help review what is in the Archives at the end of each meeting year. This committee will be knowledgeable in maintaining chronological and subject matter records.

C. Communications Committee

The Communications Committee consists of the E-Communications Manager, Website Manager, Facebook Manager, Program Audio-Visual 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.

1. E-Communications Manager

- a. Maintains current and accurate member email distribution list information;
  - i. Adds new members as they join. (Treasurer provides new member information who pay by cash. The Web Manager provides the names of those who paid by PayPal.)

- ii. Follows-up with members who emails bounce back or become unsubscribed and fix as necessary.
- iii. Reconciles the list, at least yearly, to remove non-current members.
- b. Sends timely email blasts of monthly meetings and other events to The Sedona Women membership;
- c. Edits and emails to the membership, no later than the Sunday before the next general meeting, The Sedona Women E-Newsletter; (E-Newsletter article submission deadline is the Friday before that Sunday. These articles are submitted by the committee chairs.)
- d. Edits and provides for printing the monthly seat sheets.

2. Website Manager

- a. Supervises the maintenance and updating of the website;
- b. Edits information and posts it to the website, as needed;
- c. Receives and posts information regarding the upcoming general meeting by approximately the 25<sup>th</sup> of each month;
- d. Depends on Board members to regularly review and comment on website format and information;
- e. Provides the Membership Chair the names of new members who paid by PayPal;
- f. Provides username/password and data backup;
- g. Assures that The Sedona Women website is a positive and professional reflection of the organization.

3. Facebook Manager

The Facebook Manager coordinates with Web Manager and E-Communications Manager to deliver current and appropriate content to TSW Facebook Page. Manages and updates TSW FB Page as new information becomes available, and at least once per month. She responds to comments if necessary.

4. Audio/Visual Manager: Attends all Program rehearsal meetings to set up audio/visual needs. Attends Program planning meetings if asked. Provides help with developing PowerPoint presentations if asked. Prepares TSW Mission Statement slide and Ending Quote slide for meetings.

5. Sunshine Manager

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

a. Member is ill or hospitalized:

- i. 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.
- ii. If a member is ill or hospitalized for an overnight, a card will be sent to the home.
- iii. 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.
- iv. If the member has outpatient surgery, a card will be sent to the home.
- b. Family member of a member is ill or hospitalized:
  - i. With approval of the member, TSW membership will be notified of the illness or hospitalization at a regular general meeting.
  - ii. Card will be sent to the family member.
- c. Death of member or immediate household:
  - i. With approval of the family, the TSW membership will be notified of the death at a regular general meeting or by email.
  - ii. 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.
  - iii. 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.

D. Community Service Committee

1. Vets any project that is submitted by the membership, and if it meets the requirements, takes it to the Board for approval;
2. Two objectives must be met for a project to move forward:
  - a. Meets a significant need in the community;
  - b. Creates opportunities for friendships to be developed among the women working on the project.
3. Makes sure a project is financially feasible, and works with the project team and the Board if financing is necessary;
4. Focuses on projects to benefit Sedona and the greater Verde Valley area, unless a unique project with a greater scope is planned;
5. Emphasizes short term/high impact projects;
6. Maintains a visual history (photographs) of all projects to share with the membership, to use for community publicity, and for the archives;
7. Ensures that the project team works with The Sedona Women Public Relations Coordinator and Directors of any organization being helped to obtain optimal news coverage;

8. Makes sure the project team maintains lists of all donors and in-kind and cash contributions so thank you cards/emails can be sent at the conclusion of the project;
9. Includes men and non-members to work on individual projects;
10. Remains receptive to creating new models for projects and not be limited to “doing it the same way” each year.

E. Membership Committee

1. Staffs membership table at each monthly general meeting to offer club information and register new members;
2. Maintains a sign in sheet for guests with phone numbers and emails; contacts guests following meetings;
3. Communicates with all guests about the benefits of becoming a TSW member;
4. Shares information about upcoming coffees and social events and answers questions;
5. Creates and keeps current a calendar of events, club information, membership registration forms and non-member club information packets and makes these available at all meetings;
6. Distributes The Sedona Women Directory and updates to registered members;
7. Maintains a list of members interested in working on a committee or events and distributes these names to committee chairs of these other committees and activities;
8. Oversees coordination of socials and ensures flowers are ordered for hostesses in a timely way;
9. Gathers input from Board members, assembles, and mails summer membership renewal packages, including the mailing labels;
10. Organizes the “New Member Lunch” scheduled for January;
11. Organizes three “Socials” at a member’s home usually in October, January and March.

F. Nominating Committee

1. 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.
  2. The duties of the Nominating Committee are to seek candidates for the Board, via an
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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.

3. 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.
4. Members and Board members can nominate candidates. Individual members can nominate themselves.
5. The general membership will be informed that nomination forms are on our website.
6. 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.
7. 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.
8. The Nominating Committee will provide all Board nominees' biographies to the E- Communications Director for distribution by email to the general membership at least 15 days prior the May annual meeting. It is at the May annual meeting the general membership votes to elect the nominees to the Board.
9. 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.
10. 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.

G. Program Committee

1. Develops a diverse mix of programs for meetings throughout the 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. Recruits a chairperson for each of these separate committees;
  4. Arranges for a Board member to serve as a liaison for each monthly program;
  5. Develops and implements "A Day Just for Me," when scheduled;
  6. Provides the Communications Committee with a synopsis of each planned program;
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7. Provides the Creative Life Center with a program synopsis;
8. Provides guidelines to program planners;
9. Advises the Creative Life Center if we not using their facility for a particular monthly meeting. If the Creative Life Center cancels us, the Program Committee finds an alternative site for our regular meeting.

#### H. Public Relations Committee

1. Solicits 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;”
3. Designates a photographer for each TSW event;
4. Solicits from the membership photographs that they took at TSW events;
5. Determines, with the Board, which specific news forums to contact;
6. Edits and submits final press releases;
7. Works closely and develops a relationship with local media;
8. Disseminates activity and event information to community news sources;
9. Works with the Website Coordinator and E-Communications Coordinator to have important information available online and/or sent by E-blast.
10. Designs and produces TSW promotional material such as brochures, letterhead, business cards, special event flyers, etc.

#### I. Scholarship Committee

1. Shall consist of at least two Board members, who will act as Co-Chairs, and at least 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.

#### J. Social Committee

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Makes restaurant arrangements for luncheons to follow most general meetings, organizes the annual “In-Home, Member-Hosted Lunch (usually in February) and May Year-End Luncheon, special parties and events including finding the location for the Board Reunion Party.

K. Trips Committee

Organizes outings that provide members opportunities for camaraderie, education and pleasure at an affordable price.

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

L. Ways and Means Committee

1. Creates and implements the ways and means with which to raise revenue for the funding of community projects and the Helen Wolfe Scholarship Fund. Currently, these funds are principally provided by membership dues, fund-raisers, donations and raffles.

M. Welcoming Committee

1. Works closely with the Membership Committee at all meetings;
2. Greets and welcomes members and guests and monitors flow of attendees;
3. Staffs table at meetings to distribute name tags to members and guests (pre-printed for members, hand written for guests);

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4. Directs women to the Membership table if they wish to join;
5. Directs previous year's members who have not rejoined to the Membership table to rejoin (she is not given the regular name tag, but that of a guest);
6. Identifies members without name tags and orders them on a monthly basis;
7. Distributes the following to new members: Name Badge, Welcome Letter, TSW Membership Directory, New Member Ribbon, and Buddy Contact Information;
8. Acts as "buddies" to new members who wish to have a point of contact to answer questions about TSW, and to ease them into membership;
9. Ensures that all meeting attendees are in the meeting room by 10:00 AM for the start of meeting;
10. Keeps the box of supplies stocked with pens, markers, name tags and other materials in a closet at Sedona Creative Life Center.

## **VII. BOARD ACTIVITIES**

### **A. Monthly Meetings**

1. Board meetings are normally scheduled on the first Wednesday of each month from September through May. The meetings begin at 9:30 AM and may continue until noon. A social time may be scheduled from 9:00-9:30 AM prior to the start of the business meeting. 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 or event planner on the agenda is to submit a written report, via email, to the Recording Secretary.
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.

### **B. Board Member Orientation:**

A meeting is to be held shortly after the May annual meeting to welcome new Board members. This meeting includes the President, a nominating committee member, and at least one other current Board member. Board expectations, By-laws, and Policies & Procedures will be reviewed. Founding members and/or past presidents will be invited to this meeting in order for them to give an historical perspective of the organization and share their experiences.

C. Planning Meeting

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 April 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.

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

A. Budget Review Meeting

The fiscal year runs from July 1 through June 30. At the April 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 September meeting each committee will be asked to submit to the Board its final 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 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 Board.
6. Community projects that require financial support require approval of the Board.
7. Annual Income and Expenditures will be reviewed at planning meetings so as to guide meaningful fiscal decisions.

**IX. DIRECTORY**

- A. The Sedona Women Directory is prepared by the Treasurer and is distributed at the December general meeting by the Membership and Welcoming Committees and to new members in their "Welcome Package" throughout the year. The Directory is a benefit of
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membership and distributed exclusively to members. The Directory will include:

1. The Mission Statement.
2. Listings of current Board Members, Committee Chairs and founding Board members.
3. A short history of The Sedona Women, Dames Who Make a Difference, and the meaning of the word “dame.”
4. A general calendar of meeting dates and programs.
5. Member name.
6. Spouse/Partner name, if provided.
7. Mailing address.
8. Email address.
9. A maximum of two phone numbers.
10. The year a member first joined The Sedona Women.
11. Birthday (month and day), if provided.
12. Hearts, or other identifying symbol, placed after the names of all past Board members and Presidents. Deadline for membership sign-up for inclusion in the Directory is the November general meeting. The Directory is distributed at the December general meeting.

B. A Directory update is distributed to the membership at the April general meeting.