POLICIES & PROCEDURES
North Mecklenburg Woman's Club
Huntersville, NC
Revised: October, 2026

ARTICLE I – GENERAL

Section 1. Nondiscrimination Policy

North Mecklenburg Woman's Club (NMWC or Club) hereby certifies that in regard to persons served by the organization, persons serving on the governing Board of Directors (Board) of the organization, the selection of vendors and the provisioning of services to or by the organization, the Club does not discriminate by reason of race, color, religion, national origin, gender, age, sexual orientation, gender variance, gender expression, marital status, political belief, military status, or physical or mental disability.

Section 2. Annual Dues

Individual membership dues are $75 annually and are nonrefundable. These dues are for one (1) fiscal year beginning **June 1** of any given year and ending on **May 31** of the following year. The dues are set by the Board and are subject to membership approval.

The First Vice President – Membership will begin collecting dues for the following fiscal year at the **March** general meetings. Dues may also be paid via the Club's Wild Apricot site beginning in **March**. Dues must be paid by **June 1st** of any year for the member to remain active.

For new members who pay their first dues in January or February, the fee will be $30, which will cover their membership through May 31 of that same year. New members who pay their first $75 dues in March, April, or May will be covered through May 31 of the following year.

Section 3. Membership

Any woman in the community who is interested in supporting the mission, goals, and programs of the Club is a candidate for membership.

a) Active membership status is contingent upon the payment of dues and the completion of a member profile in Wild Apricot.
b) New members are expected to:
    - become familiar with the Wild Apricot membership application used by the Club
    - attend a new member orientation meeting
c) All members are encouraged to:
    - join at least one (1) Club committee
    - participate in Club activities and events
    - support the Club's fundraising efforts, which can include volunteering, selling or purchasing tickets to events, and contributing financial or in-kind donations
    - attend general membership meetings
    - volunteer for at least one (1) service project
    - read the weekly NMWC e-newsletter and other Club communications
    - complete an annual survey to guide the Board in its planning
    - keep an up-to-date profile in Wild Apricot, including a profile picture
    - use their Wild Apricot account to access club information, conduct financial transactions with the club, and register for events, among other functions
d) Recognition is given to members who have five (5) years of service and each five (5)-year service anniversary thereafter.
e) Members with 25 years of service to the Club, or a member(s) recommended to and approved by the Board, are considered "Legendary Leading Ladies." These members are no longer required to pay annual dues and are presented with a small token of appreciation.
    - A member recommended for Legendary Leading Lady status should have served at least fifteen (15) years in the Club.
    - A recommendation to the Board should provide information that demonstrates the member's leadership and service to the Club through their participation in and support of NMWC activities.
f) Members should notify the President and/or Hospitality Chair when aware of:
    - another member's illness or similar need for assistance or support. The Hospitality Committee will provide one (1) meal, if requested, and the Corresponding Secretary will send a card on behalf of the club.
    - the birth or adoption of another member's child. The Hospitality Committee will provide one (1) meal, if requested, and the Corresponding Secretary will send a card on behalf of the club.
    - the death of a member or any death in a member's family. In the case of a member's death or that of her current spouse/partner, child/stepchild, or parent, the Hospitality Committee will provide one (1) meal, if requested, the Corresponding Secretary will send a card on behalf of the

club, and the Club will donate $100 to a charity designated by the family. If no charity is so designated, the Board will select one.

Section 4. Operational Policies

a) *Solicitation*: Any business use of the Club's membership directory for mail, telephone, email, social media, or facsimile solicitation is prohibited. Failure to comply may result in loss of membership privileges.
b) *Member Events*: All Club events are for "adults only" unless otherwise specified. Any exception must be preapproved by the event chair.
c) *Credit Card/Wild Apricot Payments*: A surcharge to cover bank and processing fees may be added to any credit or debit card payment for dues, meals, events and/or activities.
d) *Function Cancellation*: Paid reservations for Club functions may be cancelled only by notifying the appropriate committee chair or through Wild Apricot prior to the published, predetermined reservation cancellation date. For any "no-shows" or cancellations past the cut-off date, no refunds will be given. Event reservations are NOT transferable.
e) *Social Media*: The Club uses social media platforms to share information with the public and its members about events and other happenings. Posts on the Club's platforms should reflect the mission of the Club and promote a positive image of the Club. The President or Third Vice President – Communications and Technology may at their discretion remove posts from the Club's social media platforms which do not meet this requirement. Any such removals will then be reported to the Board.

Section 5. Club Information & Links

a) NMWC Website: www.nmwclub.org
b) NMWC Mailing Address: PO Box 1782, Huntersville, NC 28070
c) NMWC Public Facebook Page: @nmwclub
d) NMWC Private Facebook Group: www.facebook.com/groups/271034692909346/
e) NMWC Instagram: @nmwclub
f) NMWC LinkedIn: North Mecklenburg Woman's Club
g) NMWC X (formerly Twitter): @NMeckWClub
h) NMWC Upcoming Events & Meetings: Wild Apricot. In order to access this site, each member is sent an invitation email from the Club's site host. Members will create an account and may then proceed with use of the site.
i) NMWC Email: nmwclub@gmail.com

ARTICLE II – GENERAL MEMBERSHIP MEETINGS

Monthly meetings for the members are scheduled from **September** through **May**, on the first Wednesday of each month, **unless otherwise noted**.

Members and their guests are expected to practice common courtesy during the meetings. Cell phones are to be turned off during the meetings. Members are asked to respect the venue's dress policy.

General meetings and/or joint meetings (combined single meetings of both day and night attendees) may be scheduled and/or canceled during the year as needed and approved by the Board.

a) Special meetings of the Club's membership may be called by the President, the Board, or by a minimum of three (3) members upon written request to the President. All members are to be notified of such meetings no less than seven (7) days prior to the date on which they will be held.
b) The election of officers for the following fiscal year will take place in the month of **March**. Members will vote from a slate of candidates presented by the Nominating Committee or may consider nominations from the floor.
c) The installation of the Board (elected and appointed officers) will take place in the month of **May**.

Section 1. Day and night meetings typically convene on the first Wednesday of the month. Meeting dates and times may be subject to change.

a) Members and any guests must make reservations for lunch or dinner in advance. The exact deadlines may vary but will always be communicated to the membership via the newsletter, website, and Wild Apricot. If a reservation is made, payment for the meal is required even if unable to attend unless canceled in Wild Apricot before the registration deadline.

Section 2. <u>Meeting Agenda</u>

a) Call to Order
b) Inspiration
c) Pledge of Allegiance
d) Program presentation including follow-up questions: approximately 20 minutes
e) Reports/announcements from the Board
f) Reading of the Collect

Section 3. Quorum and Voting

A quorum for voting on an issue at general membership meetings (including special meetings) requires the presence of at least 25 active members. A simple majority vote of those present will determine any issue except for changes to the Club's Bylaws, which will require a two-thirds (2/3) vote of the members present.

Section 4. Announcements/Distribution of Materials

a) The Club will not permit announcements which conflict with its purpose.
b) The sale or distribution of materials related to a meeting's program (e.g., books, pamphlets, brochures, flyers) must be approved by the Programs Chair and the President prior to a meeting.
c) The announcement or distribution of political statements, advertising, campaign brochures/solicitations, endorsements, or posters is prohibited.

Section 5. Event Sign-Ups

a) Events should be set up on Wild Apricot by the Board member whose committee is organizing the event, or by her designated event chair.
b) Club members are encouraged to sign up for events using Wild Apricot. If any Club member requires or requests an alternative to signing up through Wild Apricot, they may contact that event's designated chair.
c) Paper/clipboard sign-ups at meetings may be offered at the discretion of the Board member whose committee is organizing the event.

ARTICLE III – BOARD OF DIRECTORS

The Board of Directors (Board) is comprised of the elected officers and appointed officers.

The Board assumes its duties immediately following installation at the general membership meeting in **May**.

All meeting dates for monthly general membership and Board meetings are to be determined prior to the start of the Club's fiscal year, though meeting dates and times may be subject to change at a later time based upon factors beyond Club control. The presence of a quorum, defined as seven (7) Board members, is required for the transaction of business at regular and special meetings of the Board.

Board members, both elected and appointed, are expected to:

a) Maintain a procedural notebook containing detailed information documenting their responsibilities, meetings, projects, activities, and expenses. When the current board member leaves her position, this book is to be passed to the incoming Board member taking on that position. Additionally, all digital documents used by a Board member should be placed in a folder on the Club's Google Drive, labeled with the Board position and year.
b) Present a budget request for expected expenses related to committee activities and/or projects for the given fiscal year. Such request will be considered by the Board as part of the Club's annual budget approval process.
c) Schedule meetings with committee members (where appropriate and as necessary) throughout the year to plan for that which fulfills each committee's purpose. Fundraising Committee needs to meet prior to the **July** Board meeting.
d) Post scheduled events, meetings, activities, and projects in Wild Apricot and confirm there is no conflict with anything already listed.
e) Notify the Treasurer to finalize any eligible refunds due for cancelled events or programs under their committee's control and for which fees were collected in Wild Apricot, including meals.
f) Submit announcements related to events and meetings to the Third Vice President – Communications and Technology, or her designee, for the Weekly Update, social media posts, and other publicity. She can also post content, including announcements, post-event photos, etc., directly to the Club's private Facebook page.
g) Ensure that the President is invited to all committee meetings and is kept informed of actions and correspondence (written, verbal, electronic) pertaining to the committee's activities.
h) Photograph, when appropriate, any projects or events for use on the Club website and by the Club Historian.
i) Attend and give verbal/written reports at Board and general membership meetings or appoint a representative to do so.
j) Attend fundraising events.

ARTICLE IV—ELECTED OFFICERS

Section 1. President

The President is the chief executive officer of the Club and will preside at all meetings – general membership, Board of Directors, and special meetings.

Her other duties include, but are not limited to:

a) She will supervise and direct the Club's Board and will ensure that their duties are performed.
b) She is a nonvoting member of the Club, except in the case of a tie vote.
c) She is an ex-officio member of all committees, with the exception of the Nominating Committee, and must be notified of all committee meetings.
d) She will, in consultation with the elected officers, appoint chairpersons for each standing committee and other appointees as deemed necessary. Such appointees are to be determined prior to the installation of the Board at the general membership meeting in **May**.
e) Within one (1) month of the Board's installation, she will call for the Board to meet and determine its meeting schedule for the next fiscal year.
f) She must review and approve all communications (internal and external) presented in the name of the Club.
g) She and the Treasurer must sign all Club contracts. All checks made out for $500 or more must have two (2) of the three (3) following signatures: the Treasurer, the President, or the First Vice President – Membership.
h) In the absence of the Treasurer, she is authorized to write checks on behalf of the Club up to $499.
i) She will represent the Club at events and meetings of other organizations or appoint a representative to attend.
j) She will solicit suggestions from the Board at its January meeting for appointments to the
Nominating Committee and will appoint that committee no later than the end of **January**.
k) She will present a condensed written report of the Club's activities for the year at the general membership meeting in **May**.
l) She will administer the Emergency Fund.
m) The president and one additional member, designated by the president, will each have a key to the Club's post office box and one of them will collect the mail.

Section 2. <u>First Vice President – Membership</u>

The First Vice President – Membership is responsible for the collection of annual dues and the maintenance of the Club's membership database throughout the year.

In the absence of the President, she is vested with all the powers and will perform the duties of the President. In the absence of either the Treasurer or the President, she can provide the second signature required for checks of $500 or more.

Her duties include, but are not limited to:

a) Dues

- She will begin collecting the annual dues in **March** of any calendar year for the next fiscal year of the Club.
- She will deposit such dues in the Club's bank account and provide copies of the deposits to the Treasurer.
- She will keep the Board informed on the current number of paid members.
- She will notify members when delinquent in payment of their dues in **May** of each fiscal year. By **June** of each fiscal year, she will remove such members from the membership directory and request that the Third Vice President – Communications and Technology remove them from the Club's email distribution lists and social media platforms.

b) New Members and Guests

- Prior to the monthly general membership meetings, she will provide the Hospitality Chair a list of newly joined members.
- At the monthly general membership meetings, she will set up a table with a sign-in sheet for guests and a supply of Club brochures and member profile sheets (contact info/committee interest), and she will greet and welcome new members and guests.
- She will enter prospective members into the Club's Wild Apricot database and give them a temporary password and instructions regarding use of Wild Apricot.
- She will contact potential members and guests with a follow-up email encouraging/welcoming them to the Club, and she will forward the Club's Weekly Update to them for a three (3)-month period.
- She will hold orientation meetings for new members at least two (2) times each year, inviting the Board members to attend and encouraging involvement in the Club's committees and volunteer opportunities.
- She will maintain and distribute a Club fact sheet for new members.

c) Membership Database

- In **March**, she will distribute a survey allowing members to share thoughts and concerns about the Club.
- in **March or April***,* she will ask members to update their Wild Apricot profiles.
- She will track paid members and their attendance at the monthly meetings and reach out to those members who have not attended three (3) consecutive general membership meetings.
- She will submit announcements regarding membership-related activities to the Third Vice President – Communications and Technology for the Weekly Update including, but not limited to, updating profiles, paying dues, and adding photos.
- She will work Third Vice President – Communications and Technology to maintain a record of member media and photography consents.

d) Recognition Programs

- With help from Communications and Technology, she will maintain a list or means to identify tenure within the database in order to recognize tenure of five (5) years, and in five (5)-year increments thereafter.
- She will maintain a list of current Legendary Leading Ladies and ensure they are not billed for dues, as well as identify new potential Legendary Leading Ladies to recommend to the Board.

Section 3. Second Vice President – Fundraising

The Second Vice President – Fundraising is responsible for the planning and implementation of, or support for, the Club's fundraising events.

In the absence of the President and the First Vice President – Membership, she is vested with all the powers and will perform the duties of these offices.

Her other duties include, but are not limited to:

a) She will meet with the Fundraising Committee to determine and schedule the Club's fundraising events for the year.
b) She will present such events to the Board for approval at its **July** meeting.
c) She will select chairs, and possible co-chairs, for the events and other fundraising tasks. These chairs and co-chairs must document all details regarding the event/task for which they are responsible.
d) She will support and assist the fundraising chairs and co-chairs and attend all related meetings.
e) In order to maximize the Club's charitable contributions, she will limit event or project net expenses to the amount approved in the annual budget for fundraising.
f) She will coordinate external fundraising opportunities with Board approval.
g) Each year, she will work with the Fundraising Committee to develop and propose a sponsorship program to present to the Board for final approval. This program will define sponsorship levels for that year, including dollar amounts associated with each level and accompanying advantages for each level, such as signage, publicity, and other benefits.
h) She is responsible for developing marketing, publicity, and solicitation materials associated with fundraising projects and sponsorships. She may work with Club members or others in their development, but all materials must be approved by the President prior to distribution.
i) She will encourage partner and donor opportunities from within the general membership as well as from area businesses and establish guidelines for their recognition.
j) She will provide the Third Vice President – Communications and Technology with the names and logos of partners and donors, when applicable, for use

where needed (e.g., inclusion on the Club website, on social media, and in the Weekly Update).

k) She will provide details to the Treasurer on the proper recording of money deposited from fundraising events, partners, and donors, including in-kind donations.

l) She will provide acknowledgement and make available tax receipts to all partners and donors.

m) In coordination with the Treasurer, she will have the necessary credit card equipment and cash on hand for events and membership meetings.

n) She will need approval for and acquire signatures from the President and the Treasurer for all contracts.

o) She will provide the Corresponding Secretary with the contact information for certain donors, as appropriate for the donor level benefits defined that year, for the purpose of sending invitations to the **May** meeting.

General Guidelines

- All fundraisers must comply with applicable local, state, and federal laws.
- All money raised through fundraisers involving the Club name are <u>only</u> for those charities as determined through the Appropriations Committee, member input, and Board approval.
- With the purpose of fundraising being to further the objectives of the Club, 100% of such proceeds will be distributed to area charities.

Section 4. <u>Third Vice President – Communications and Technology</u>

The Third Vice President – Communications and Technology is responsible for ensuring that Club information is made available to the members and, when applicable, to the general public. She, or her designee(s), will oversee all technology platforms utilized by the club including website, social media, and other software.

She will, along with the President, review and approve all communications (information, correspondence, and advertisements) released in the name of the Club. They must approve or disapprove any such communication within 24 hours of receiving; no response will be considered approval.

Her other duties include, but are not limited to:

a) She will select chairs, and possibly co-chairs, who will be responsible for the Club's Weekly Update, website, Facebook pages (private and public), and other social media platforms; provide administration of and training for the Club's Wild Apricot site; and designate a member to be the Club photographer for meetings and events.

b) She will ensure that such chairs or co-chairs deliver all forms of communication in a timely manner and update or maintain the various platforms as needed.
c) She will provide detailed instruction on how to submit entries for the Weekly Update (including deadlines) and how to add and modify entries for the Club calendar.
d) She, or her designee, will create a slide presentation for monthly general meetings to include, at a minimum, the month's upcoming events and all current donors and sponsors.
e) Upon notification from the First Vice President—Membership, she will remove from the Club's email distribution lists and social media platforms the names of those who have not paid the annual dues.

General Guidelines

- Communication to the membership is facilitated via the Club's Weekly Update as well as its website, calendar, Facebook page, and other social media platforms. Informational announcements are also made at the general membership meetings.
- The Weekly Update is sent by email to the membership by the Third Vice President—Communications & Technology, or her designee, every Sunday. All articles, reports, and announcements must be submitted by the set deadline.
- The President's message from each Weekly Update will be uploaded to the website via Wild Apricot.
- In addition to Club information, the Weekly Update will feature the names and/or logos of the partners and donors who have made financial contributions for the current year, as appropriate to their donation level.
- Members may post business events, items for sale, etc., for a $25 fee. Such posts may appear for a maximum of two (2) weeks. The current year's designated charities may post their events at no cost.
- All updates/additions/changes to the Club website and/or postings for the Facebook pages must be submitted to the Vice President – Communications and Technology.
- The Club's private Facebook group page is for current members only. Members can post and interact with one another on this page.
- The Club's public Facebook page allows individuals outside of club members to obtain information about the Club, such as its designated charities and upcoming meetings and fundraisers.

*** <u>Historian Sub-Committee</u>*

The Historian will document Club events and activities using the photographs taken throughout the year. All members are encouraged to take such photos and submit them to the Historian.

At year end, the Historian will write and updated the online Club history including, but not limited to, key measures of monies and goods donated, volunteer hours, and number of organizations served that year.

Section 5. Treasurer

The Treasurer is responsible for the financial transactions of the Club. She will maintain accurate records of all money received and disbursements made, in accordance with a cash basis of accounting.

She will report on and provide written documentation to the Board on the financial status of the Club at its monthly meetings. Such written documentation will also be available at the general membership meetings.

Her other duties include, but are not limited to:

a) She is authorized to write checks on behalf of the Club and will pay all bills as directed by the Board.
b) She and the President must sign all Club contracts.
c) She will reconcile bank account statements and credit card transactions on a monthly basis.
d) She will ensure that the disbursement and reimbursement of funds for expenses incurred is limited to the amounts allocated in the annual budget, unless as otherwise authorized by the Board.
e) She will notify the Second Vice President – Fundraising when checks related to fundraising do not clear.
f) She will have any needed credit card equipment and cash on hand for fundraising events and membership meetings.
g) She will coordinate an independent review of the Club's finances for the year and prepare/submit all tax returns by the end of **June** each year.
h) If a check of any value is made out, in name, to the Club Treasurer, she must endorse it over to the Club and deposit it into the Club's bank account.
i) She will prepare budget documents for Board review at its **June** meeting and deliver all financial records to her successor by the end of that month.

Disbursement and Reimbursement of Funds

- Any check written by the Treasurer for more than $500 also requires the President's signature; in her absence, the First Vice President – Membership may be the additional signer.
- With the approval of a committee chair, members may complete a "Request for

Reimbursement" form, attaching all related receipts. Such a request must be made within 30 days of incurring expenses related to Club activities and must be submitted by the committee chair to the Treasurer.

- The Treasurer can write checks in advance to a vendor for preapproved expenses. A completed voucher and receipts must be submitted to the Treasurer.
- All in-kind donations, which represent an expense, must be submitted to the Treasurer and Second Vice President – Fundraising regardless of whether or not the individual wants to be reimbursed. This expense information is to be documented for the planning of future budgets.

Section 6. Recording Secretary

The Recording Secretary will record the minutes and votes for all proceedings during Board, general membership, and special meetings (called by the Board or the membership) of the Club.

Her other duties include, but are not limited to:

a) She will designate a substitute to record any minutes when unable to attend a meeting.
b) For Board and special meetings, she will record detailed minutes. These draft minutes will be emailed to the Board for review no later than one week before its next meeting, then approved at that Board meeting as part of that meeting's agenda.
c) For general membership meetings, she will record summary minutes, with details only on any actions taken. These draft minutes will be emailed to the President for review and approval, and then to the Third Vice President—Communications & Technology for posting to the membership via inclusion in the Weekly Update no later than the week before the next general meeting(s).
d) From all meetings, she will either summarize reports, handouts, etc., in the minutes, or she will attach a copy of them with their corresponding minutes. She will keep copies of all agendas with their corresponding minutes. She will store all such documentation on the Club's Google drive.

Section 7. Corresponding Secretary

The Corresponding Secretary will conduct the official correspondence of the Club as requested by the President or determined by the Board, including management of the Club's Gmail account.

Her other duties include, but are not limited to:

a) She will send electronic birthday greetings or mail birthday cards to the members.

b) She will send sympathy, get well, congratulations, and encouragement cards to the members when notified by any Board member. Such information should be shared with the President, the Hospitality Chair for possible meal delivery, and the Third Vice President – Communications and Technology for inclusion in the Weekly Update, if approved by the member or her family.
c) She will report on such correspondence at Board meetings.
d) She will send invitations for the May meeting to the Club sponsors per guidelines from the Second Vice President – Fundraising.
e) She will send invitations for the May meeting to the charity contacts designated by the Appropriations Chair.
f) She will maintain an adequate supply of letterhead, notecards, and business cards.

ARTICLE V— Appointed Board Committees and Positions

These committees and positions are created and appointed by the Board to advance the Club's purpose and commitment to serve the community.

Section 1. Standing Committees
Standing committees have an active presence in the operation of the Club and may be added or deleted as needed, without general Club membership approval. The newly elected officers will appoint the chair for each standing committee and are also empowered to remove any such chair without general Club membership approval.

a) Appropriations Committee

The Appropriations Chair will manage a committee responsible for reviewing the Charitable Grant applications and proposing a list of ten (10) or more charities for consideration by the Board and the general membership.

Through information obtained in the grant applications, the Appropriations Committee may refer volunteer and service project opportunities for the membership to the Education and/or Community Affairs committees. However, to avoid raised expectations for funding, no contact with an organization that is new to the Club (i.e., applying for the first time for grant funding) should be made by either of these committees while grant application is under review.

Appropriations Reviewing Process and Timeline

- May: Appropriations Committee will verify existing charities and add any new ones to the Wild Apricot database. Appropriations Committee will send the final version of the invitation letter to the President and the Vice President of Communications and Technology, via email, for review, approval, and retention purposes.
- June 1: Application window opens. Training session(s) will be scheduled for charities interested in applying.

- July 15: Application window closes.
- July 15 – August: Appropriations Committee reviews applications and discusses prioritization/ranking for funding. Appropriations Chair prepares a summary report for the Board.
- September/October: Appropriations Chair presents the summary report to the Board, providing the list of charities and their requested amounts, ranked on merit. At this meeting, the Board will determine which might be funded and a preliminary amount. The Board-approved list of top charities to be awarded is sent via Wild Apricot to the membership for their information. As a last step, the selected grantees are notified of their selection.
- February/March: The Appropriations Committee reviews the fundraising to date and provides the Board with a revised recommendation of allocation of money raised.
- April: The Board makes final award decisions, and a communication and disbursement plan is developed.
- May: Monies disbursed from the Treasurer to the approved charities. Checks to the top recipients are presented at the May membership meeting. All checks must be presented at such meeting, delivered to the charity, or must be picked up; checks will not be mailed.

Grant Stipulations

- NMWC solicits grant applications from charities focused on programs and projects that help women, children, and families in our community. Nonprofit, charitable organizations funded must be tax exempt under Section 501 (c) (3) of the Internal Revenue Code. Detailed information on the criteria for funding of nonprofits by the Club is provided on the NMWC website.
- There shall be no rotation requirements of applicants; however, the provision of a grant by the Club in any given year does not entitle the receiving organization to any future grants.
- There shall be no cap on what a charity can request, assuming a detailed budget is provided to explain the request. The Club reserves the right to provide an award less than what is requested if deemed appropriate or necessary. A charity shall not be awarded more than requested in their application as supported by a detailed budget.
  • All charities receiving grants of $5,000 or more must report back to the Club twelve (12) months after receiving the grant. The report shall include a grant budget and provide answers to questions related to the charity and/or project impact.

b) Community Service Committee

The Community Service Chair will manage a committee responsible for evaluating local needs to determine which organizations to support through the year, either by the donation of services or the collection of goods.

The Community Service Chair will designate co-chairs to be responsible for each service project or collection. She will present such projects and collections to the Board for approval, add these activities to Wild Apricot, and submit related information, in a timely manner, for inclusion in the Weekly Update. She is responsible for obtaining pictures whenever possible to promote and acknowledge service projects via Facebook and the Weekly Update.

c) Education Committee

The Education Chair will manage a committee responsible for evaluating local needs (both children and adult) to determine which schools or education-related organizations to support through the year, either by the donation of services or the collection of goods.

The Education Chair will designate co-chairs to be responsible for each service project or collection. She will present such projects and collections to the Board for approval, add these activities to Wild Apricot, and submit related information, in a timely manner, for inclusion in the Weekly Update. She is responsible for obtaining pictures whenever possible to promote and acknowledge service projects via Facebook and the Weekly Update.

d) Hospitality Committee

The Hospitality Chair will manage a committee responsible for the planning of the monthly general meetings, including planning the year's meeting dates, working with the venue, collecting meal fees, and planning the year's meeting dates.

The Hospitality Chair will designate co-chairs to be responsible for meeting check-ins, greeting of members and guests, and meal delivery for members. The chair will be responsible for:

- working with the venues to determine the lunch and dinner menus for that year's general meetings
- adding the meetings to Wild Apricot
- placing reminders in the Weekly Update (two weeks ahead) of upcoming monthly meetings and requesting RSVPs, including the RSVP deadline
- providing lunch and dinner menus for inclusion in the Weekly Update
- informing the venue of the number of meals needed each month
- ensuring that the venue has proper set-up in place for the monthly meetings (room size, tables, podium, microphone, US flag, etc.).
- depositing any money collected for meals and providing the Treasurer with a detailed report, including the amount owed to the venue for such meals
- maintaining member nametags, updating such for new members, and making for speakers and guests (if known)

The Hospitality Committee is responsible for contacting a member or member's family if needed due to surgery, illness, death, or other life events. The committee can provide one (1) or more meals to a member or member's family. In extenuating circumstances, other arrangements may be made including, but not limited to, phone calls or emails to members, small errands, and additional shows of support. In the case of a death, the Club will donate $100 to a designated charity and the committee will find out from the member or member's family which charity they select; the committee will then communicate that information to the Treasurer for disbursement of the check.

***Inspiration & Care Coordinator Sub-Committee*

Inspirational Duties:

- Responsible for delivering or coordinating the Inspirational Message at the start of NMWC monthly membership meetings
- Reviews the monthly registration list to identify members to share the message and maintains a tracking spreadsheet to ensure a fair and balanced rotation of speakers

Food Train Duties

In support of members experiencing a life event – such as welcoming a new child, recovering from surgery or illness, or grieving the loss of an immediate family member – the Coordinator proactively contacts the member and the volunteers of the **Food Train Program** to organize and schedule a meal delivery on behalf of the Club.

- Receives notification of a member in need and reaches out to the member with a follow up phone call. If no response, a voice mail message and an email are sent
- Expresses the Club's concern and offers the Food Train service to help support the member
- Discusses the member's situation, confirms any dietary restrictions, and identifies the dates when meal assistance is most helpful
- Verifies the member's home address and preferred contact information
- Contacts Food Train volunteers – prioritizing those within the member's location – to schedule meal delivery date(s), and any dietary restrictions
- Confirms that both the member in need and the assigned volunteer have received communication and that the meal delivery has been scheduled
- Provides the Hospitality Chair with confirmation details and records each occurrence in the Food Train spreadsheet
- In the case of death, Coordinator will contact the member or member's family to identify a charity for a $100 memorial donation and communicates that information to Club Treasurer for check disbursement. Coordinate with Club Corresponding Secretary for the mailing of an appropriate card from the Club.

***Programs Sub-Committee*

The Programs Chair will manage a committee responsible for the planning and scheduling of programs for the monthly general membership meetings. In such planning, the committee will consider the interests of members as indicated by the annual member survey. The committee may plan different programs for the day and night meetings, if needed. The chair will present a list of programs and alternatives to the Board for approval.

Speakers will not be paid (unless Board approved) but may be given a small thank-you gift no greater than $50. Speakers will not be provided with any member information, selected to simply sell a product or service, or selected to exclusively promote a charity (unless Board approved) or political candidate or organization. Members may be selected as program speakers if they are professionally recognized regarding the program topic.

For each program the Programs Chair or her designee is responsible for:

- obtaining biographies and possibly photos from the speakers and submitting them to the 3rd Vice President – Communications & Technology or her designee for inclusion in Club communications and other publicity purposes.
- inquiring about any audiovisual or other requirements needed for presentations
- inviting the speaker(s) to stay for lunch or dinner, which will be provided at no charge by the Club and informing the Hospitality Chair of the number of meals needed.
- sitting with the guest speaker(s) at the meeting(s) and giving an introduction to the Club prior to the presentation(s).

e) Nominating Committee

The Nominating Committee will be responsible for determining the slate of candidates for the Club's elected officers – President, 1st VP—Membership, 2nd VP—Fundraising, 3rd VP—Communications and Technology, Treasurer, Recording Secretary, and Corresponding Secretary – that will be presented to the general membership for consideration. Each **January**, the President, with Board approval, will select this five (5)-member committee; one (1) of which will be a current Board member.

The committee will appoint a chair and be familiar with the eligibility requirements for each position. In **February**, the general membership will be informed of who is on the committee and the Nominating Chair will provide contact information in the Weekly Update for soliciting suggestions of possible candidates. No member will be placed into consideration without confirmation from the member of a willingness to serve, if elected. At least 7 days prior to the **March** general membership meeting, the Nominating Committee will present the slate of candidates to the membership via email and/or the Club newsletter.

f) Social Committee

The Social Chair will manage a committee responsible for planning and scheduling social and educational activities for the enjoyment of Club members. These activities are totally self-supporting and receive no monetary support from the Club. Members are able to form interest groups with approval from the Board. The chair will assign co-chairs for the social groups and activities.

All dates related to such social groups and activities will be added to the Club calendar with attention to conflicts with other previously scheduled Club events. The Social Chair (or co-chair) will submit information on Social events for timely inclusion to the Weekly Update and set up the events in Wild Apricot.

Members who sign up for an activity involving payment will only receive a refund if they cancel prior to the pre-established cancellation date. Guests will be able to attend such activities provided the room remains after Club members have had the opportunity to sign up or register.

Section 2. Appointed Position

Parliamentarian

The Parliamentarian will provide advice on matters of parliamentary procedure according to Robert's Rules of Order, Newly Revised. She is a nonvoting member of the Club. Her responsibilities include:

- determining that a quorum is present when voting takes place at Board meetings and general membership meetings
- maintaining/updating the Club's Bylaws and Policies & Procedures as needed
- chairing a committee for the annual review of the Club's Bylaws and Policies & Procedures
- upon Board approval, making proposed Bylaws changes available via the Weekly Update at least seven (7) days prior to a vote by the general membership
- ensuring that the most current versions of the Club's Bylaws and Policies & Procedures are electronically available for the Board and all Club members.
- Before the first general membership meeting in September, she will email copies of: Articles of Incorporation; Bylaws; Policies and Procedures to all Board Members. The Parliamentarian will request that each board member signs Appendix C. Parliamentarian will keep all signed copies of Appendix C from board members and keep hard copies of the documents that were sent to board members via email. These copies will be maintained by the Parliamentarian for 3 fiscal years.

Section 3. Special Committees

The Board will be able to establish special committees as needed to complete a particular task or project not specified in the Club Bylaws or Policies & Procedures. The Board will define the committee's objective and term of appointment. The special committee's chair will report on the committee's progress and completion of its objective.

ARTICLE VI— Miscellaneous Provisions

Section 1. Appendices

APPENDIX A

Emergency Fund Grants – Policies, Procedures, and Application Form

North Mecklenburg Woman's Club Emergency Fund Grants – Policies and Procedures

Emergency Fund grant applicants must be members of North Mecklenburg Woman's Club (NMWC) or be referred by a member of NMWC or an officer or director of an NMWC charity.

All applicants must submit a completed NMWC Emergency Grant Application and documentation supporting their need.

Applicants not members of NMWC must also file at least one reference letter from a member of NMWC or an officer or director of an NMWC charity supporting their need.

Emergency grants will be reviewed by a small subset of the Board in order to ensure privacy to the potential grant recipient. The subset will consist of the President, Treasurer and the three Vice Presidents (Membership, Fundraising, Communications & Technology), who will review the request(s) and bring their recommendation to the full Board giving only information pertinent to the grant. All Emergency Fund grants must be approved by the Board.

Emergency Fund grants shall generally be awarded in an amount not greater than $500 per applicant. Special consideration may be given for extenuating circumstances up to a limit of $1,000 per applicant.

Funding for Emergency Fund grants will consist of Emergency Funds remaining from the prior year, surplus monies remaining in the budget at the end of the year, donations earmarked for the Emergency Fund and such other monies as the Board may from time to time direct, EXCEPT that Emergency Fund grants shall not reduce monies allocated to Fundraising and NMWC charities.

March 14, 2024

NorthMeck
WOMAN'S CLUB
BRANCHING OUT WITH OUR COMMUNITY

The purpose of the North Mecklenburg Woman's Club Emergency Grant is to ease a financial burden caused by an emergency situation. This can include funds for basic needs such as groceries, rent, mortgage or medical needs.

Members of North Mecklenburg Woman's Club or individuals recommended/sponsored by a current member are eligible to apply.

APPLICATION FOR AN EMERGENCY NMWC GRANT

Grants generally range from $250 to $500.

Date of application:_____NMWC Sponsoring Member: _____

APPLICANT INFORMATION

Name:_____ Address:_____ City: _____State:_Zip:__

Phone Contact: _____

Email: _____

Purpose of grant request

Please be specific describing your needs. Add an additional page if needed. Please include supporting documentation like bills or invoices.

Amount of Grant Request: $_____

Please mail or email this grant request and substantiating documentation to NMWC President, at nmwclub@gmail.com. PO Box 1782, Huntersville, NC 28078

*Please be assured that applications are kept confidential and reviewed by a small subset of the NMWC Board

APPENDIX B

DOCUMENT RETENTION POLICY

North Mecklenburg Woman's Club (the "Club")

Huntersville, NC - November, 2025

I. Purpose

This Document Retention Policy is adopted to provide the club, its directors, officers, and other personnel consistent guidance about document retention, management, and destruction, so that compliance with this policy becomes a routine business practice for the Club. This policy will enable the Club to fulfill the duty of care its directors and officers owe to the Club, will establish the transparency of the Club's records, and will ensure compliance by the Club with the laws and regulations governing the retention, management, and destruction of the Club's documents. These standards apply equally to documents saved in the cloud, on a director's, officer's, or member's own hard drive, on a server, or in a filing cabinet. The Club utilizes a Google Drive space for collective digital storage of documents pertaining to meetings, financials, and other documents which the club utilizes to carry on day-to-day business. All Club documents MUST be uploaded by the individual creating them. Compliance with this policy is MANDATORY. The Google Drive space is maintained by the Communications and Technology Chair Person.

Any Club document of whatever kind or nature that contains the personally identifiable information of any individual must a) be marked CONFIDENTIAL; and b) must be stored, whether physically or digitally, in such a manner as to keep it private and un-viewable except by a director or officer of the Club who has been specifically authorized by the Club's board of directors to view such document for a legitimate and approved purpose of the Club.

II. Permanent Retention

a. Articles of incorporation and bylaws including amendments and revisions
b. Audit reports
c. Annual Reports and Year-end Financial Statements
d. Board Meeting Minutes
e. Board Policies / Resolutions
f. Fixed Asset Records
g. IRS Application for Tax-Exempt Status (Form 1023)
h. IRS Determination Letter, and associated correspondence
i. State Sales Tax Exemption Letter
j. Accounting and Corporate Tax Records
    i. Depreciation Schedules
    ii. General Ledgers
    iii. IRS 990 Tax Returns
k. Legal, Insurance, and Safety Records
    i. Insurance Policies
    ii. Stock and Bond Records
    iii. Trademark Registrations

III. Non-Permanent Retention

a. 3 Years
    i. Correspondence (vendors, member issues)
    ii. Insurance Policies (expired)
    iii. Club committee minutes, except Appropriation Committee's

b. 7 years
    i. Contracts (after expiration or termination)
    ii. Budgets
    iii. Monthly financial statements
    iv. Business Expense Records
    v. IRS 1099s
    vi. Journal Entries
    vii. Invoices
    viii. Bank Statements and Reconciliations
    ix. Bank Deposit Slips
    x. Electronic Fund Transfer Documents
    xi. Donor Records & Acknowledgement Letters
    xii. Grant Applications & Contracts
    xiii. General Contracts
    xiv. Grant Applications applied for by the community- from the date of submission of the final report
    xv. Club Appropriation Committee minutes

IV. Storage

The Club's records, if physical, must be stored in an organized, safe, secure, and accessible manner and maintained annually in the Club's Storage Facility. The Club's records that are digital must be stored at NMWC - Google Drive.

V. Document Destruction

The Club's Treasurer or other representative as designated by the Club's board of directors shall be responsible for the ongoing process of identifying records which have met the required retention period and overseeing their destruction. Destruction of financial documents shall be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated 3 years after the conclusion of the investigation or claim, whichever is latest.

VI. Acknowledgements

Annually the board and committee chairs shall sign a statement that they have read this Document Retention Policy and agree to abide by it (see Appendix C)

Annually the board shall assign the board member who shall oversee that this policy is being followed.

*Adapted from the following:

Nonprofit Risk Management Center
Contract and Grants Record Retention | Finance Division NC State University
501 Commons
Reviewed by Colleen Jones, ESQ

APPENDIX C

DOCUMENTS SIGNATURE PAGE
North Mecklenburg Woman's Club (NMWC)
Huntersville, NC

My signature below indicates that I acknowledge that I have received NMWC Documents: Articles of Incorporation; Bylaws; and Policies and Procedures. As an elected or appointed Board member, I agree to adhere to the rules set forth in these documents and to carry out my duties in accordance with the standards and expectations set forth therein. I further acknowledge the Club's status as a 501(c)(3) entity and agree to take no actions which could jeopardize such status.

_____ _____

Signature Date

_____

Print Name