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# POLICIES & PROCEDURES of THE WOMEN’S CLUB OF NEW SEABURY

May 5, 2022

* WCNS does not contribute to religious or political organizations or discuss religious or political affairs.
* A list of charities donated to during the fiscal year and proposed for the upcoming year should be presented to the general membership at the May meeting for approval, or majority approval by email vote of at least 25% of the general membership.
* All receipts and requests for reimbursement must be provided for events and presented to the Treasurer.
* General emails to the membership will be used for WCNS business only.
* If a Board member will not be able to attend a Board meeting, a written report of her committee activities must be provided before the meeting.
* Cards are sent to members who are ill; flowers or a plant are delivered to local members who are or have been hospitalized.
* Upon the death of a member, or a member’s immediate family member, a minimum of $25 with a maximum of $50 is contributed to the charity of choice.
* Prior to the beginning of the fiscal year, the Treasurer will collect inputs from the various committees and present a proposed annual budget to the full Board.
* New members’ dues received from April 1st through June 30th are applied to the following year’s membership in addition to the remainder of the current fiscal year.
* Proposals for new actions should be written and submitted to the President in time to be included on the agenda. Presentation of these proposals should include a summary of the committee’s research, specific action(s) requested and the intended impact of the proposed action.
* If there is not aquorum (50%) of the Board present at a Board meeting, a vote on new actions is to be tabled. Then this proposal may be put on the agenda for the next meeting and further discussed.
* Each year the Board sets the specific dates and locations of its meetings, including virtual meetings.
* Membership meeting dates and locations will be established by the Board.
* The Newsletter to be published as needed.
* Standing committees are established by the President. This includes the Marketing Coordinator.
* The Audit Committee (3 members) will be appointed by the President. A vote by the membership shall not be required.
* This Policies & Procedures document may be amended by a majority vote of the Board.