POLICIES OF THE NEW HOPE WOMEN OF TODAY

(Revisions Approved April 2020)

A. **POLICY**

1. This set of policies is presented to assist members in understanding the operation and functions of this organization.
2. Procedures adopted at regular business meetings and at Board of Directors meetings shall be explicitly stated in these policies. The policies may be amended or repealed by a simple majority vote at any regular business meeting. Advance notice is not required.

B. **REQUESTS FROM OUTSIDE ORGANIZATIONS**

1. Requests for assistance and publicity by outside organizations shall be considered and acted upon by the membership. If time does not permit such consideration, the Board of Directors shall make the decision for the group.

C. **MEMBERSHIP**

1. Each individual member shall be responsible for any financial commitments made and not canceled by date specified by project chair regarding social functions held by the chapter.
2. New members shall be installed at general membership meetings. Members can join at any chapter function.
3. The immediate Past President shall receive a new nametag from the chapter stating her dates of office.
4. Name tags shall be purchased for all new members from chapter funds. All members shall be encouraged to wear their nametags at all functions of this organization. If a member loses her nametag, she must replace it at her own expense.
5. New member mentoring programs, approved by the Board, will be overseen by the Membership VP.

D. **MEETINGS**

1. All general membership meetings will start promptly at 7:00 p.m.
2. A quorum must be established as described in Article XIII, Section 3 of the chapter by-laws for any voting to occur at a general meeting.
3. Members are encouraged to attend all regular business meetings and to express their opinions.
4. A copy of the agenda shall be given to each member in attendance at all regular business meetings. A copy of the agenda shall be given to each Board member in attendance at the Board of Directors meetings.
5. A copy of the minutes of each general membership meeting shall be available at the following general membership meeting and/or sent via mail/email to the members prior to the next meeting.
6. The District Director of the district in which New Hope resides, shall be invited to at least two regular business meetings during each year. In the event that the visit is at a dinner meeting, the chapter shall incur the cost of the meal.
7. Any State Officer or State Program Manager invited to a meeting shall be reimbursed at no more than $.16 per mile for round trip.
8. All Board of Directors meetings are open to the entire membership.
9. All members reporting at a general meeting should have their reports and motions written prior to presentation with a copy given to the Secretary for her minutes.

E. **REGISTRATIONS**

1. All members attending their first District meeting can have their full registration fee paid by the chapter upon request.
2. The chapter shall pay 100% of the registration fees for the President and State Delegate attending State Conventions (Fall State, Winter State and Annual) upon request.
3. The chapter shall pay 100% of the registration fee for the incoming President and incoming State Delegate for Annual Convention in May of the new term, upon request.
4. Any member attending her first State convention shall be reimbursed $10 by the chapter from the membership budget upon request.

5. Anyone registering for a District or State meeting must reimburse the chapter for her/his registration, if not canceled before the deadline.

F. **REPRESENTATION**

1. In the event the State Delegate and President are unable to attend a State or District meeting, the President shall appoint a member in good standing to act as the State Delegate's alternate and the appointed member's registration will be paid by the chapter.
2. The State Delegate must cast the chapter's vote as directed by the membership on all first ballots. On second or subsequent ballots, the State Delegate may cast chapter votes as directed by the chapter members in attendance at the meeting, if new issues or information are presented.

G. **BOARD OF DIRECTORS**

1. Any member considering running for office is encouraged to attend a meeting of the Board of Directors prior to the March general meeting.
2. The incoming members of the Board of Directors shall attend the April Board Meeting so that the outgoing Board of Directors might orientate their replacements on the Board. The incoming Board of Directors shall assume their duties on May 1.

H. **PROGRAMMING**

1. Membership is encouraged, but not required, to offer MN Women of Today programs through Local Program Managers (LPM). Programming may include:
   - Community Connections
   - Living and Learning – Book Club & Prayer Chain
   - MNWT Priority Project
   - Women’s Wellness
   - Youth of Today
2. The chapter may offer coordinator positions in these programming areas:
   - Newsletter
   - Public Relations
   - Records and Recognition or only Success

I. **STANDING COMMITTEES**

1. The Disbursement Committee is composed of the Treasurer and interested members and provides the chapter with suggestions for disbursing funds to charitable organizations or causes.
2. The Heyday Committee (New Hope Festival) is composed of 2 to 6 members. Membership on the committee will be for 2 years. Committee members may choose to serve on the committee beyond the two-year commitment. Other members will be asked to volunteer as needed. When a new co-chair is needed, the chapter members will be informed of an opening.
3. The Cooper Craft Fair Committee is composed of 3 to 6 members. Membership on the committee will be for 3 years. Committee members may choose to serve on the committee beyond the three-year commitment. Other members will be asked to volunteer as needed.
   a. When a new co-chair is needed, the chapter members will be informed of an opening.
   b. Any interested member must notify the existing Cooper Craft Fair representatives for discussion on the commitment.
   c. The Cooper Craft Fair is subject to the separate policies of the Cooper Craft Fair.
4. The 5K Committee is composed of 2 to 6 members. Membership on the committee will be for 2 years. Committee members may choose to serve on the committee beyond the two-year commitment. Other members will be asked to volunteer as needed. When a new co-chair is needed, the chapter members will be informed of an opening.

J. PERMANENT RECORDS, REPORTS, AND CORRESPONDENCE

1. The Secretary shall establish a permanent file of minutes of all meetings of this organization, correspondence, and pertinent information regarding major and/or ongoing projects run by the chapter. These files shall be transferred to the new secretary each year.
2. The immediate Past President is responsible to compile a scrapbook for the President/Chapter including photos from Chapter Records & Recognition projects/functions.
3. Project chair(s) are encouraged to submit a completed Single Project Entry (SPE) or Project Report to the Records and Recognition LPM within 30 days of the completion of each project.
4. All SPE books and Project Report Forms shall be retained in the permanent Records & Recognition file.
5. People obtaining speakers are responsible for thank you's for speakers and guests.
6. The chapter's permanent mailing address is:

   P.O. Box 41592
   Plymouth, MN 55441

K. AWARDS

1. Special awards and gifts may be given at the discretion of the President.
2. The general membership shall select by secret ballot a (a) Member of the Trimester, (b) New Member of the Trimester, (c)LPM of the Trimester, (d) Internal Project of the Trimester, (e)External Project of the Trimester, Non-Fundraising, (f) External Project of the Trimester, Fundraising, and (g)Membership event/other project of the trimester.
3. For trimester voting purposes, new members that join will be considered New Members for 12 months. After that time, they will be referred to as Member for voting purposes.
4. New Member, Member, and LPM of the Trimester award winners are ineligible for additional Trimester Awards in those areas for the remainder of the fiscal year. All members are eligible for Year End Awards.
5. The Year End Awards shall be: (a) Outstanding Internal Project, (b) Outstanding External Project, Non-Fundraising, (c) Outstanding External Project, Fundraising, (d) Outstanding Membership/Other Project, (e) Outstanding Local Program Manager, (f) Outstanding Member of the Year and (g) Outstanding New Member of the Year.
6. The year-end awards shall be voted on by secret ballot by all members present at the April general meeting. The President shall count all ballots and the winners shall be announced and presented with their awards at the Annual Awards and Installation Ceremony. To be eligible for the New Member of the Year award, a member must have joined six months prior to the April meeting but may have been a member no longer than eighteen months.
7. In the event of a tie for year-end awards, awards will be given to each winner.
8. Laurie Centa Gold Team Awards will be given to one or two outstanding members of at least 5 years who have made a significant contribution to the chapter. Selection of recipients will be made by a committee composed of the current Laurie Centa Gold Team members, headed by last year's recipient(s).
9. A record of awards awarded will be kept in the Records & Recognition permanent file.

L. STATE AND DISTRICT FINANCIAL OBLIGATIONS

1. State dues shall be paid to the Chapter Service Center by the first of the month in which they are due. The Treasurer shall promptly submit these and all dues collected throughout the year. No dues shall be sent to the State Organization until the money for the same has been received by the chapter.
2. The Treasurer shall pay District dues in accordance with the District by-laws.
3. The treasurer shall keep the chapter's insurance coverage in force by promptly paying the premiums when due. Any insurance policy changes shall be discussed and approved by the Board of Directors.

M. CHAPTER BUSINESS

1. The chapter newsletter should be distributed monthly to members by mail, email, and/or website posting.
2. Newly proposed projects should be brought before the Board prior to the general membership meeting.
3. Project chair(s) should report on the status of their project at meetings.
4. Any member originating a motion to donate or disburse money shall be responsible for getting pertinent information (i.e. name and address of recipient) to the Treasurer for mailing purposes. Treasurer will report any unavailable information pertaining to the disbursement to the board within 30 days.
5. Projects that include an expenditure of funds are required to present a budget to either the Board or the membership prior to implementation of the project
6. All project chairpersons shall submit motions for expenditures before money is spent except for standing committees. A budget may be submitted to the board if under $50.00. If motion is for over $50, it must be submitted to the general membership.
7. Project chair(s) must stay within their proposed budget. Excess expenses must be approved by the chapter or will become the chairperson's personal expense. In addition, if a member submits for reimbursement for a product, the product becomes the chapters to use for chapter projects or business. If member uses a product for personal use the chapter must be repaid for the product.
8. Project chair(s) must turn in their receipts to the treasurer within 60 days of project completion. Any monies not accounted for by receipt within 60 days are assumed to be the responsibility of the project chair(s).
9. All approved operating expenses should be submitted, with a completed expense report, within 60 days from the date incurred. Receipts can be held until funds are available or April 30, whichever comes first. All prior period expenses must be submitted by the following May General Meeting.
10. A separate checking account will be used for the Cooper Craft Fair. Funds will be managed in this account per the Cooper Craft Fair Policies. The balance in this account is not included in the NHWT general fund. All 501C4 rules still apply to this account.
11. A separate checking account will be used for the NHWT 5K. Funds in this account will be managed by the treasurer & 5K Committee Chair. The balance in this account is not included in the NHWT general fund. All 501C4 rules still apply to this account.
12. The Membership Vice President may offer incentives to members for recruiting and attending events in addition to those listed in Policy E. Amount not to exceed what is agreed to by the Board and to be taken from the Membership budget line.