

POLICIES OF THE MONTICELLO WOMEN OF TODAY

A. POLICY

1. This set of policies is presented to assist members in understanding the operations and functions of this corporation. It includes motions and policies adopted during general membership meetings and explanations of methods of operations.
2. The Bylaws and Policies shall be reviewed annually by the general membership under the supervision of the Past President/Parliamentarian.
3. As it becomes necessary, these policies may be amended, repealed, or added to at any general membership meeting by a majority vote of the members present, providing a quorum is present.

B. OTHER REQUESTS

1. No member of this chapter shall publicly state any policy or opinion, enter into, or refuse any agreement, or obligate this chapter except under authority of the general membership.
2. As a common courtesy the chapter Board or President should be made aware of new projects, activities, and motions prior to discussion at a general meeting.

C. REGISTRATIONS, FEES, AND OTHER MEETING EXPENSES

1. The President and the State Delegate shall have their registration paid to State, District and Area meetings provided they register at credentials, attend required meetings and are present to accept chapter awards. Incoming and outgoing presidents and state delegates shall have their full registration paid for Annual convention.
2. In the event the President or State Delegate cannot attend a State, District or Area meeting, the board may select another member to attend on their behalf, with registration paid, and under the same conditions.
3. If chapter members register for District meetings and do not attend, they shall pay for their full registration or reimburse the chapter.
4. Depending on the financial well-being of the chapter, the chapter will pay the registration for LOTS for any board member and/or LPMs attending. The chapter will pay for the officer training materials supplied if the member is unable to attend. If not attending after registration has been paid, members shall reimburse the chapter the difference in the expense of registration.
5. The chapter's post office box fee shall be paid for by the chapter's miscellaneous budget. Craft fair post office box fee shall be paid from Fall and Spring craft show budgets.
6. All District, State and/or National competition fees for members shall be paid for by the chapter.
7. For any first timer attending a State Convention, the chapter will pay \$10.00 of their full registration.
8. Depending on the financial well-being of the chapter, the chapter will contribute to both the State Ways and Means and the MNWT Foundation each year according to success points and/or chapter budget.
9. The chapter may pay a portion of room costs for convention with members paying a minimum of \$10.00 per night per member. Separate fundraisers must be designated to cover these costs (ex. Riverfest Dance Concessions). Any money remaining from these fundraisers not used shall be carried over into the next year's convention room budget.
10. Member Convention credits can be earned by participating in a designated convention fundraiser. The chapter's State Delegate or designee shall oversee the fundraiser, shall keep track of credits earned, and shall provide convention credit slips to chapter members.
 - a. Guidelines
 1. Members earn \$5 credit for every 4 hours or shift worked at a convention fundraiser
 2. Limit of 3 credit slips redeemed per trimester
 3. Credits shall be used from first trimester to Annual Convention of the same fiscal year
 4. Members can be reimbursed for credits after a qualifying event or turning in a
 - Submit coupon(s) along with payment of dues.
 - Submit check requisition form with coupon(s) for reimbursement

- b. Member Convention credits can be used for these qualifying events or purchases:
 1. Convention rooms and registration (MNWT or USWT).
 2. District meeting registration
 3. Purchases at state and national store with receipt – Keep receipt for reimbursement.
 4. Annual membership dues

D. COMMITTEES

1. The Board of Directors shall determine the standing committees deemed necessary and proper to fulfilling the objective and purpose of the chapter.
2. Standing Committees:
 - a. Domestic Violence Awareness Committee Chair shall report to the Programming Vice President(s) and is responsible for promoting the USWT External Programming area to the chapter.
 - b. Helping Hands Committee shall consist of 3 chapter members and be responsible for approving assistance for members in need or for special occasions
 - c. Membership Committee may assist the Membership Vice-President(s) with membership orientations, Big Sis/Little Sis program (optional), M-Nights and socials.
 - d. Social Media Chair shall be responsible for the chapter website, Facebook page, and any other social media platforms in a timely manner.
 - e. Funshine Chair shall be responsible for recognizing members birthdays and other special occasions.
3. Project Committees:
 - a. A budget shall be submitted and approved before a project starts.
 - b. Absolutely no expenses shall be spent on any project until a budget is approved by the general membership.
 - c. No member shall be reimbursed for any expenses that exceed the approved budget, unless approved by motion at a general membership meeting.
 - d. No expenses shall be paid out of the receipts of a project but only through chapter's checking account.
 - e. All expense vouchers must be completed by the requestor before reimbursements are made.
 - f. Each project committee shall submit a written report upon completion of its project
The chair shall electronically submit a Project Report Sheet. A designated board member shall distribute completed Project Report Sheet to Secretary and Programming Vice President.
 - g. Project chairs, committee members and workers are expected to pay for admissions, if applicable.
 - h. Project receipts shall be turned into the Treasurer within two week after the project/activity. If receipts are deposited directly to the bank, member shall report and give deposit slip to the Treasurer within two weeks of deposit.

E. GIFTS

1. The chapter shall contribute a minimum of ten dollars (\$10.00) each year toward the purchase of a gift for the outgoing State President.
2. All invited guest speakers shall be presented with a card of thanks. MNWT Executive Council guest speakers may receive a gift and/or mileage paid at ten cents(\$0.10) per mile up to \$15.00 total.
3. The immediate past president shall be in charge of the Past Presidents Club.

F. AWARDS

1. The following awards to be voted on by the general membership in April may be given at year-end banquet/awards:
 - a. Outstanding Officer
 - b. Outstanding New Member - Joined between Feb 1 of previous year and Jan 31 of current year
 - c. Outstanding Member
 - d. Outstanding Local Program Manager(s) and/or Committee Chair(s).
 - e. Outstanding Social/M-Event.
 - f. Outstanding Internal Project
 - g. Outstanding External Project

2. The Chapter President may present the following awards:
 - a. Member and/or New Member of the Month/Trimester (for achievements not related to the Board)
 - b. Internal and External Project of the Trimester (recognize chairpersons)
 - c. Board Member of the Month/Trimester
3. The Programming Vice President(s) may recognize an Outstanding Local Program Manager(s) of the Trimester.
4. Other awards may be decided on at the discretion of the President and/or Board.
5. Chapter President and at least one other board member must be notified of district, state and national award nominations made by a general member
6. Trimester ballots include the following months and will include all project that have presented a final report during the trimester.
 - a. Trimester 1: May, June, July, August . Vote after August meeting.
 - b. Trimester 2: September, October, November, December. Vote after December meeting.
 - c. Trimester 3:-January, February, March, April. Vote after April meeting.

G. STATE EXECUTIVE COUNCIL

1. Any local member running for a State Executive Council position must obtain the endorsement of the local chapter. The President shall submit the Letter of Endorsement to the State Chairman of the Board.
2. Any local member serving as a member of the State Executive Council shall be a non-voting member of the Board of Directors for that year (unless also serving as a chapter officer).
3. If the budget allows, the chapter shall pay MNJOTS and mid-year Exec Council registration for members on Exec Council, if not already paid by the district or state.

H. LOCAL PROGRAM MANAGERS (LPM's)

1. All Local Program Managers and Standing Committee chairs shall be approved by the President and the Board of Directors with respect to an individual's interest.
2. Local Program Managers and committee chairs shall come prepared with a written report to all general membership meetings, stand while giving their reports, and submit written or emailed reports to the Secretary.
3. Any positions not filled at the beginning of the year can be left vacant. The Programming Vice President(s) Shall keep a file of all state and district materials relating to the vacant area (in the event that the position is filled later).
4. State Delegate will notify the Officers and the Programming Vice President(s) will notify the Local Program Managers (LPMs) to review Chapter Information Packets (CIPs) on-line available the weekend of MNJOTS, Fall Convention, & Winter Convention and prepare a written report for the next general meeting
5. Outgoing Local Program Managers, Standing Committee chairs and Officers shall transfer all materials to the incoming Officers no later than the April board meeting.
6. Living & Learning Local Program Manager shall oversee collection and submission of all certifications including: Living & Learning, Health & Personal Development, Outstanding Achievement in Programming, PEP courses, and STEP I-II-III-IV. Copies shall be provided for Success System submission, as needed.
7. MNWT Outstanding Award nominations for the following areas shall fall under the Programming Vice President(s) with assistance from the appropriate external local program managers or other committee members.
 - a. Outstanding Young Adult (OYA) – Youth of Today
 - b. Women Who Impact (WWI) – Women's Wellness
 - c. Person with Determination Award – Community Connections

I. NAME BADGES

1. The Membership Vice President(s) shall oversee the ordering of the name badges.
2. Name badges for new members and incoming President shall be paid for by the chapter. Members are responsible for paying for replacement name badges.
3. Name badges are to be worn at all meetings (local, district, state, and national) and at all projects.

4. The Secretary may collect a fee from each member not wearing their name badge at the general meeting.

J. CHAPTER SHIRTS

1. The chapter shall provide opportunities for members to order/purchase chapter shirts.
2. Each member is responsible for paying for their shirt orders.
3. The Membership VP or designated project chair oversees the ordering of shirts.

K. POST OFFICE BOX KEYS

1. The post office box keys for chapter mail should be held by the president and treasurer. Mail should be checked on a weekly basis. Mail pertaining to bills and donation requests should be left for the treasurer with all other mail going to the president.
2. The post office box keys for craft show mail should be held by the current craft show chair and treasurer. At the completion of the craft show the key should be handed into the treasurer. Chairs for the next craft show should contact the treasurer and arrange to get the key from them.

Approved: 8/3/23