

ADMINISTRATIVE GUIDELINES October 9, 2008

These Administrative Guidelines are a working document and may be changed at any time by a vote of the Board.

While a Board member may take on the duties of a committee, the latter's responsibilities are defined separately.

The Officers and committee chairs are to maintain files and records.

I MEMBERSHIP

A. Application for either Regular, Associate or Guest membership shall be on a specified form to include name, address and overseas affiliation.

B. Membership shall be automatically conferred with the payment of dues. The name shall be added to the mailing list and a Directory sent. New members paying dues after August 1 shall be members for the following year.

C. Notice of new members shall be published in the Newsletter.

D. The First Vice-president shall be responsible for maintaining the membership database. She shall:

- 1) Process the application.
- 2) Transmit any dues received by check to the Treasurer.
- 3) Notify the member, the Newsletter Editor, the Directory Chair and the Second Vice-president.

E. A renewal notice and a renewal form shall be mailed out with the Fall newsletter; dues are to be paid by January 1. The Directory shall include only those members who have renewed by January. 31.

II MEMBERSHIP NETWORK

A. The goal of the network is to provide a forum for the members.

B. Under the direction of the Second Vice-president, the United States shall be divided into regions, i.e. New England, Mid-Atlantic, Capital, Southeast, Great Lakes, Great Plains, Mountain West, Southwest and Pacific Northwest. In addition, some regions have large metropolitan areas.

C. The Second V.P will appoint both Regional Representatives and Metropolitan Coordinators.

D. The Regional Rep is the liaison between the Second V.P and the members in her region. She contacts those in her region and puts them in touch with each other.

E. The Metropolitan Coordinator is the liaison between her group and the Regional Rep. She makes contact with her members and organizes specific events so that they can meet each other.

III MEETINGS

A. Board

1) The Board shall meet twice a year, if possible, one meeting to be at the Annual Meeting. A second meeting may be at the FAWCO Conference when there is a quorum.

2) In the case of an election year, the outgoing and incoming boards shall meet together at the end of the Annual Meeting.

B. Annual Meeting

1) To be held between 15 September and 15 October, from Thursday dinner through Sunday breakfast.

2) The agenda shall include Association business and topics relevant to the Association's purpose.

3) The Association shall be responsible for those authorized expenses not covered by the participants.

IV OFFICERS

A President

1) Plan a two-year agenda and select the appropriate standing and ad hoc committee chairs.

2) Maintain an active involvement with the committee chairs on a regular basis; invite them to Board meetings if appropriate.

3) Write a column for every Newsletter.

4) Seek to enlarge the membership and to promote the Association.

5) Attend any regional meetings and represent the Association at FAWCO Conferences and Interims.

6) Oversee all Association communication efforts, including Quarterly Newsletter, Website, Public Relations and e-mail links.

7) Produce a monthly e-mail for the membership to highlight activities and convey timely information.

B. First Vice-president

1) Keep the membership records and process them per the Administrative Guidelines under "Membership."

- 2) Produce the annual Directory and mail it to each member by 31 March.
- 3) Assume the office of President, if vacated.
- 4) Attend all Board meetings.

C. Second Vice-president

- 1) Organize Regional Representatives and Metropolitan Coordinators; initiate ideas and programs with them in order to activate membership participation.
- 2) Communicate with the Reps and Coordinators on a regular basis.
- 3) Assume the office of President, if needed, per the Bylaws.
- 4) Attend all Board meetings.

D. Secretary

- 1) Take minutes of Board meetings and send to Board members.
- 2) Take minutes of the Annual Meeting and publish them to the members.
- 3) Assume the office of President, if needed, per the Bylaws.
- 4) Attend all Board meetings.
- 5) Maintain custody of the corporate seal and the official incorporation documents.
- 6) Ascertain the information required to open alumnae bank accounts, including that of the Annual Meeting; sign the bank forms and affix the FAWCO Alumnae seal as requested.

E. Treasurer

- 1) Open and maintain the bank account(s).
- 2) Accept online PayPal dues and maintain the PayPal account.
- 3) Keep adequate records of all receipts and expenditures, in appropriate financial format, and submit a written report at all Board meetings. Prepare a financial report for the Annual Meeting to be presented to the membership.
- 4) Plan a two-year budget with officers and committee chairs and monitor any significant variations.
- 5) File any appropriate documentation to keep the association in compliance with its 501(c)(4) status. Make sure appropriate documents have also been filed within the state of corporation. Upon approval of the Board, this may require hiring outside professional personnel.
- 6) Make all records available for outside audit if required by the Board.
- 7) When the term of office ends, make sure necessary address and signature responsibilities are changed with existing bank account(s).

F. Parliamentarian (non-voting)

- 1) Advise the president on meeting procedure; preside with her at the Annual Meeting.
- 2) Use "Robert's Rules of Order Newly Revised" when not specified in the Constitution & Bylaws or the Administrative Guidelines.

F. Counselor (non-voting past-president)

Work closely with the President and Board on issues affecting the Association.

V STANDING COMMITTEES

A. Awards

- 1) Seek support for the scholarship fund through the Newsletter
- 2) Promote applications for the scholarship award.
- 3) Publicize the result.

B. Annual Meeting

- 1) Locate a venue providing the services needed for the meeting: transportation, rooms, meeting rooms, food service.
- 2) Plan additional events of local interest outside the conference center.
- 3) Ascertain a package cost per person plus an administrative fee, which goes to the meeting chair. The room reservations may be made directly to the hotel.
- 4) Publicize the meeting in the Newsletter at least 6 months in advance, including the deadline for payment. Direct mailing may also be employed.
- 5) Create a theme for the meeting. With the help of others, elicit speakers and seminar leaders, the costs to be borne by the Association.
- 6) Prepare a budget for Board approval; unforeseen expenses shall be the responsibility of the Association.
- 7) Establish a short term FAUSA Annual Meeting account at a local bank. The signatories shall be the Meeting Chair and at least one Board member. The bank may require the FAUSA Secretary to authorize the signatories (see D. Secretary, item 6).

- 8) Administer all income and expenses, and submit a financial report to the Board within 45 days of the Annual Meeting.
- 9) Return any remaining funds to the FAUSA Treasurer within 45 days.

C. Constitution/Bylaws/Administration Guidelines

- 1) Constitution and Bylaws: review the content and interpret the same to the Board and membership, as needed. Propose any amendments, first to the Board. Present the amendments to the membership at the Annual Meeting for a vote. Publicize the amendments and the purpose for the changes at least two months before the Annual Meeting.
- 2) Administrative Guidelines: work closely with the Board on any changes, and write them up in the established format.

D. Directory

- 1) Publish once a year, to be mailed by March 1.
- 2) Decide on criteria to be included.

E. Historian

- 1) Establish a file and storage system.
- 2) File all Newsletters, Annual Meeting reports, photographs and newspaper clippings.
- 3) Assist with Association history publications when requested.

F. Newsletter (The Quarterly)

- 1) Distribute four times a year.
- 2) Plan ahead to publish articles that require deadlines, i.e. dues, Annual Meeting, nominations, amendments, etc.
- 3) Establish a budget with the Treasurer and seek sponsorships where possible.

G. Nominating

- 1) Publish job descriptions of the Officers in The Quarterly and solicit willing candidates names and curriculum vitae. Members of the Nominating Committee are ineligible to be nominees.
- 2) Decide whether to offer a single, double or triple slate.
- 3) Make every effort to select nominees from different locales and different former FAWCO clubs.
- 4) Publish the slate in the appropriate Newsletter.
- 5) Set up and publish the procedures for write-in ballots.
- 6) Present the Nominating Committee report at the Annual Meeting; conduct the election, count the votes, and announce the results, to be also published in the Newsletter.

H. Website

- 1) Establish and maintain a web presence for the Association that includes information on the history, purpose, administration, membership and current events, in consultation with the President, who is responsible for content.
- 2) Liaise with the FAWCO web committee to maintain and update Association information and links

VI AD HOC COMMITTEES

A. International liaison

- 1) Make FAWCO Club Reps aware of the Alumnae Association.
- 2) Promote the Association at regional FAWCO events.
- 3) Work closely with the Association President and Board to distribute membership applications and other materials to the Reps.

B. Public Relations

- 1) Identify public relation needs in order to promote the Association, its goals and membership growth.
- 2) Plan and organize promotional programs & projects in support of these identified needs.
- 3) Work closely with the President and Board in order to encourage awareness of the Association among identified groups.

C. Repat Resources

- 1) Identify and update resource information for repatriating members.
- 2) Furnish this information on a timely basis to Newsletter and Website Chairs.
- 3) Work with the President and Board to build awareness of the repatriation issues affecting our members.

D. Charity Projects

- 1) Research and locate specific projects in The Americas that are appropriate for FAUSA.
- 2) Ascertain that projects have a personal recommendation or contact, and a procedure for follow-through.
- 3) Refer those projects to the Board for consideration.

- 4) Note projects that are appropriate for a Foundation Development Grant and, with Board approval, proceed to process an application.
- 5) Consult with the Board on the availability of funds. These may come from the budget, from FAUSA fundraisers or from private donations.
- 6) Promote charity projects to the members through the e-mail network or in The Quarterly.

VII FINANCIAL POLICY

- A.** The Board may authorize costs incurred but not budgeted.
- B.** The budget shall include limited administrative expenses for the Directory, the Newsletter, Membership, the Annual Meeting and various committee chairs, as needed.
- C.** Committee chairs may request further expenses not budgeted by writing to the Treasurer in advance; these additional expenses will require Board approval.
- D.** Meeting expenses are the responsibility of the participants, with the exception of Board travel expenses which may be budgeted in a lump sum, to be allocated at the President's discretion.
- E.** All requests for reimbursements, advances or payment must have an original receipt or written quotation from the company or entity who supplied the service or product; also a signed request for payment or reimbursement from the board member or committee chair who is responsible for the expenditure.
- F.** Budgeted items will be paid forthwith; unbudgeted items require Board approval.

Nancy Thornley, Constitution & Bylaws, /Administrative Guidelines, Oct. 8, 2008