

## Minnesota Women of Today Policies Table of Contents

*As amended January 2019*

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## **POLICIES OF THE MINNESOTA WOMEN OF TODAY**

*As amended January 2019*

### **A. POLICY**

1. This set of policies is presented to assist the members in understanding the operations and functions of stated organization. It includes policies and explanations of methods of operations adopted during regular business meetings and Executive Council meetings of the Minnesota Women of Today.
2. Procedures adopted by the corporation at regular business meetings and at Executive Council meetings shall be explicitly stated in these policies and shall remain in force until amended or repealed by the corporation or it's Executive Council.
3. These policies shall be reviewed and revised as necessary at any Executive Council meeting or regular business meeting without prior notification.

### **B. NAME**

1. All member chapters shall be required to use the name in accordance with the state corporation.
2. Only members may use the name Minnesota "Women of Today."

### **C. REQUESTS FROM OUTSIDE ORGANIZATIONS**

1. Requests for assistance and publicity by organizations shall be considered and acted upon by the Executive Council. If time does not permit such consideration, the State President shall make the decision for the group.
2. The general policy of this corporation shall be not to take a stand for or against a cause, not to pledge as a state group to support a fundraising drive. Exception to this may be made when a state project is involved, when the general membership decrees.
3. No one shall give out chapter, district, or state mailing lists to any outside person, or organization, without permission of the State President.

### **D. MEMBERSHIP**

1. Extending New Chapters
  - a. The growth of this corporation is the responsibility of all members. Member chapters shall be encouraged to assist neighboring communities in forming new chapters. This process shall be called "extension."
  - b. Extension of new chapters shall be primarily under the guidance and supervision of the Extensions Director and District Directors.
  - c. The extending chapter/team must submit an Intent to Extend form to the District Director,

Extensions Director and the State President upon beginning the extension of a new chapter.

- d. Initial contact must be made by the extending chapter/team within 30 days of submitting the Intent to Extend form. In the event that an extension is not completed within 90 days after it has begun, the extension may, if deemed in the best interest of the organization, be withdrawn or assigned by the Extensions Director to any interested chapter/team.
- e. The following procedure shall be used for admitting new chapter's petition:
  - 1) Petition for the new chapter's membership shall be presented at a state meeting, upon approval of the Executive Director and State President.
  - 2) The member chapters shall vote on this petition for membership.
  - 3) After the President and State Delegate of the new chapter have taken their oaths of office, they shall be presented with their charter by the State President. If no representative from the chapter is present, their charter shall be presented at the next state meeting to the chapter representative or District Director.
- f. The extending chapter/team will continue to work with the newly extended chapter for a period of two (2) years.

## 2. Reactivated Chapters

- a. Members shall be encouraged to assist neighboring member chapters in rebuilding when necessary. This process shall be called reactivation.
- b. Reactivation of chapters shall be primarily under the guidance of the Chapter Management Vice President.
- c. The assisting chapter/district/team must submit an Intent to Reactivate form to the Chapter Management Vice President and District Director upon beginning the reactivation of a member chapter.
- d. A chapter eligible for reactivation must be identified by the Chapter Management Vice President and State President as a candidate for reactivation and meet one or more of the following criteria:
  - 1) Have voted to fold or scheduled a meeting to discuss folding.
  - 2) Have two (2) or less members on current roster.
  - 3) Have not held general membership meeting for three (3) consecutive months.
  - 4) Chapter is in second trimester in violation of Bylaw Article III, Section 1.G.
- e. Initial contact must be made by the assisting chapter/district/team within 30 days of submitting the Intent to Reactivate form. In the event that reactivation is not complete within 90 days after it has begun, the reactivation may, if deemed in the best interest of the

organization, be withdrawn or assigned by the Chapter Management Vice President to any interested chapter/district.

- f. Reactivation will be considered complete when:
  - 1) Membership is in accordance of Bylaw Article III, Section 1.G.
  - 2) A minimum of three (3) officer positions are filled, including president.
  - 3) The chapter has scheduled and begun to hold monthly membership meetings.
- g. The assisting chapter/district/team will continue to work with reactivated chapter for a period of up to two (2) years.

### 3. Districts

- a. The state shall be divided into districts whose boundaries shall be determined by the Executive Council. These districts shall be designated by number.
- b. No district shall have less than four (4) chapters and no more than 10 chapters.
- c. Each district may adopt rules or policies governing the operation of the organization at the district level when not in contradiction of state bylaws and policies.
- d. Each chapter within the district shall be required to pay district dues to their district's treasury in an amount to be determined by each individual district.
- e. Boundaries and size of districts shall be reviewed every two (2) years and needed changes shall be implemented by the Chairman of the Board. Re-districting requests shall be sent to the Chairman of the Board prior to August 1, with the proposal made at the Fall State Council Meeting and the voting taking place at the Winter State Meeting.
- f. Re-districting requests may be sent to the Chairman of the Board at any time for special consideration of early review.

### 4. Areas

- a. The state shall be divided into areas whose boundaries shall be determined by the Executive Council. These areas shall be designated by number.
- b. Boundaries and size of areas shall be reviewed every two (2) years and/or with each re-districting, and needed changes shall be implemented by the Chairman of the Board.

### 5. Life Members

- a. All Past State Presidents of this corporation shall be made life members and shall not be required to pay state dues. They shall receive the NEWSLET and Chapter Mailings without cost.

6. Chapter Notification of Bylaw Article III, Section 1.G. Violation

- a. All chapters in violation of Bylaw Article III, Section 1.G. must be notified in writing each trimester by the State President or his/her designee.

**E. STATE MEETINGS**

1. Fall State and Annual State Meetings:

- a. Each state meeting shall be bid one (1) year prior to the convention. The Executive Director will send out guidelines and a convention contract upon receiving a completed bid form. The bid form must be submitted to the Executive Director at least four (4) weeks prior to the state meeting where the bid will be presented.
- b. Districts will be divided into three (3) sections for purposes of submitting a priority bid to host a state meeting.
  - 1) Section 1 North/West includes districts 1, 2, 3, 4; Section 2 Central includes districts 5, 6, 7, 8; Section 3 South includes districts 9, 10, 11.
  - 2) Sections will have priority to bid in a rotation, which will rotate with the two (2) state meetings excluding Winter State.
  - 3) To receive priority bid status, a chapter or district must submit a Priority Intent to Bid form to the Executive Director at least two (2) weeks before the state meeting which precedes the state meeting at which the bid will be presented. If a Priority Intent to Bid form is not received by that date from a priority chapter/district, the bidding process will be opened up and chapters/districts from all three (3) sections will be allowed to bid following the normal bidding procedure.
  - 4) More than one chapter from the priority section may bid for the same meeting.
  - 5) Priority rotation will resume giving priority to the next section in the rotation with the next eligible state meeting.
- c. Fall State Meeting shall be held the third or fourth weekend in September. Annual State Meeting shall be held the third weekend in May. The first weekend shall be considered the first full weekend of the month beginning on a Friday.
- d. Bid presentations at the business meetings shall be limited to six (6) minutes. A five (5) minute question and answer period will follow the bid presentation. A five (5) minute caucus will then be allowed. A roll call vote will be taken. In the event that a majority vote is not reached by the end of two (2) ballots, the proposal having received the least number of votes will be withdrawn. With each ensuing ballot, should a majority vote not be reached, the proposal receiving the least number of votes shall be withdrawn. In the event that only one (1) bid is presented, the five (5) minute caucus shall be waived and a voice vote taken.
- e. If bids are not received to host the above meetings more than four (4) weeks prior to the state

meeting where the bid is to be presented, the Executive Director shall solicit bids. The Executive Director shall form a committee of no less than three (3) members to review solicited bid(s). The committee shall be comprised of one (1) staff officer and two (2) previous convention chairs. The decision of host will be announced at the next state meeting.

2. Winter State Meeting

- a. Winter State Meeting shall be hosted by the state organization in the month of January. A committee shall be formed at the previous Winter State Meeting. The members of the committee shall be appointed by the Executive Director. The Executive Director shall be a member of the convention committee.

3. March Planning

- a. The Chairman of the Board will arrange for a host chapter for March Planning. The Chairman of the Board and State President shall announce the location at the Mid-Year Executive Council Meeting.

4. Entertainment at State Meetings

- a. The host chapter shall have the privilege of planning the entertainment and program for each state meeting.

5. No one shall be allowed to make any type of solicitations at state conventions, without approval of the Executive Council.

6. All sales and displays at state meetings, special meetings and training sessions shall be cleared through the Executive Director and can only be displayed through a State Program Manager or a state committee.

7. Chapters/districts hosting state meetings shall submit an official report to the Executive Director within 60 days following the meeting. In the event the official report are not received within 60 days a \$25 charge per month will be assessed to the chapter/district.

## **F. REGISTRATIONS**

1. Registration fees at state meetings shall be set by the host chapter in compliance with the convention contract.

- a. A maximum registration fee of \$7 for advanced registration and \$10 for late registration is allowed for business meetings only.

2. The host chapter for each state meeting shall include in the invitation, the telephone number or website address to call for housing reservations.

3. Every member of the host chapter's general membership attending functions, which require tickets at state meeting, shall pay for such registrations.

4. No more than three (3) weeks prior to the state meeting shall be established as the cutoff date for

reservations. Final deadline shall be left to the discretion of the host chapter with a \$15.00 late charge added.

5. The host chapter may elect not to refund registrations made and not canceled by the final registration deadline as specified by the hosting chapter. Any refund of registration must be requested prior to one (1) week before convention. A \$5 cancellation fee will be deducted from a full refund.
6. Registrations received at the convention may not be guaranteed meals.
7. The registration or room costs of up to two (2) guests invited by the State President, not covered by the state meeting contract, shall be absorbed by the Minnesota Women of Today. In any event, this cost shall not exceed \$150.
8. All past State Presidents shall be issued a permanent nametag that will enable them to attend any and all State Business meetings at no charge. This nametag shall be issued by the Executive Director.

#### **G. DISTRICT MEETINGS AND REGISTRATIONS**

1. Each district shall hold a district orientation to be held in June (after MNJOTS) and three (3) other meetings throughout the year, to be held no more than 60 days prior to state meetings, with the third trimester meeting to be held no later than April 30th.
2. District board training should be held after MNJOTS.
3. The host chapter shall have the privilege of planning the entertainment and program; the business sessions shall be determined by the presiding officer.
4. The District Director's registration fees shall be absorbed by the host chapter.
5. Any district or chapter inviting a State Program Manager or a member of the Executive Council to their meetings should absorb registration fees and the registration of the traveling companion and should reimburse him/her at current Executive Council rate round trip.

#### **H. AREA MEETING REGISTRATION**

1. After expenses are deducted from registration income, the entire proceeds shall be donated to the State Ways and Means.
2. Area meeting reports are due within two (2) weeks of the area meeting to the Administrative Vice President, Financial Vice President, and Chairman of the Board.

#### **I. STATE DELEGATES**

1. The State Delegate shall be the liaison officer between local chapters and the state

corporation. It shall be his/her duty to handle correspondence with the state for his/her chapter. State Delegates shall rise to cast their votes at state meetings.

2. The State Delegate shall endeavor to bring a large delegation to state, area and district meetings and shall make all reservations for the members in his/her chapter when requested to do so by the host chapter.

## **J. OFFICERS' DUTIES**

### 1. State President:

- a. Shall be an ex-officio member of all committees.
- b. Shall visit each district at least once during his/her term.
- c. Shall be available to attend charter banquets whenever possible.
- d. Shall submit an article for every NEWSLET during his/her term.
- e. Shall submit a written report to the incoming State President regarding any incomplete phases of projects, which overlap the two (2) administrations.
- f. Shall ask the voting delegates to rise when casting their votes at state meetings.
- g. Shall appoint a Presidential Assistant, who shall be a member of staff, whose budget shall include registration to state meetings, postage, telephone and supplies.
- h. Shall serve on the Board of Directors of the Minnesota Women of Today Foundation as an ex-officio member.

### 2. Administrative Vice President:

- a. Shall oversee training of State Delegates and District Directors.
- b. Shall coordinate the State President's district and area visitations whenever possible.
- c. Shall serve on the Future Directions Committee as the official liaison for the Executive Council.
- d. Shall be chair of the Success System Appeals Committee.
- e. Shall be responsible for any other activities that the State President deems necessary.
- f. Shall be a member of staff.

### 3. Membership Vice President:

- a. Shall coordinate membership growth awards.



- b. Shall be responsible for any other activities that the State President deems necessary.
  - c. Shall be a member of staff.
  - d. Shall serve on the Membership Management Committee.
4. Chapter Management Vice President:
- a. Shall appoint a chair and supervise LOTS (Local Officer Training Seminar).
  - b. Shall be in charge of TLC chapters.
  - c. Shall promote STEP certification as a chapter management tool.
  - d. Shall plan, coordinate and supervise President/State Delegate Retreat in conjunction with the State President and Executive Director.
  - e. Shall be responsible for any other activities that the State President deems necessary.
  - f. Shall be a member of staff.
  - g. Shall serve on the Membership Management Committee.
5. Internal Vice President:
- a. Shall supervise the Internal Program Managers and their training.
  - b. Shall be in charge of training sessions at state meetings for the internal programming areas.
  - c. Shall perform required triennial evaluations of internal programming areas.
  - d. Shall form and co-chair a committee along with the Records and Recognition SPM to review and revise the Success System by the March Planning meeting in accordance with the three (3) year review process.
  - e. Shall promote and distribute information on participation and competition for National Internal Programming areas.
  - f. Shall be responsible for any other activities that the State President deems necessary.
  - g. Shall be a member of staff.
  - h. Shall serve on the Finance Committee as an ex-officio member.
  - i. Shall serve on the Marketing Committee.
  - j. Shall promote STEP certifications and communicate with the USWT regarding STEP.

- k. Shall be responsible for coordinating a mini-CIP for distribution at annual convention to include year-end summaries from the current SPMs and information from approved incoming SPMs. This shall be distributed at Annual Special Exec meeting.
6. External Vice President:
- a. Shall supervise the External Program Managers and their training.
  - b. Shall be in charge of training sessions at state meetings for the external programming areas.
  - c. Shall perform required triennial evaluations of external programming areas.
  - d. Shall serve on the Future Directions Committee.
  - e. Shall be the liaison between the Minnesota Women of Today and the foundations.
  - f. Shall verify that any organization or foundation listed in an SPM bid is in good standing (as outlined in K. 1, 2 & 3).
  - g. Shall coordinate the state three-year priority project bidding process.
  - h. Shall serve on the Board of Directors of the Minnesota Women of Today Foundation as an ex-officio member.
  - i. Shall be responsible for any other activities that the State President deems necessary.
  - j. Shall be a member of staff.
  - k. Shall be responsible for coordinating a mini-CIP for distribution at annual convention to include year-end summaries from the current SPMs and information from approved incoming SPMs. This shall be distributed at Annual Special Exec meeting.
7. Extensions Director:
- a. Shall advise chapters/teams on extensions in progress.
  - b. Shall supervise and assist two and under chapters.
  - c. Shall ensure the chapter orientation and officer training is completed for two and under chapters.
  - d. Shall promote STEP certification to two and under chapters to use as an orientation, activation and membership tool.
  - e. Shall determine target communities for extensions and shall initiate contacts in those communities.
  - f. Shall find individual chapters/teams to complete and support initiated extensions.

- g. Shall be responsible for any other activities that the State President deems necessary.
  - h. Shall be a member of staff.
  - i. Shall serve on the Minnesota Women of Today Foundation as an ex-officio member.
  - j. Shall serve on the Membership Management Committee.
8. State Secretary:
- a. Shall be responsible for recording and distributing minutes of all meetings of this corporation.
  - b. Shall be responsible for compiling the Chapter Mailings.
  - c. Shall be responsible for compiling and distributing the Plan of Action.
  - d. Shall coordinate the compiling and distribution of Chapter Information Packets (CIP).
  - e. Shall coordinate the Chapter Mile and Chapter Attendance programs at state meetings.
  - f. Shall be responsible for any other activities that the State President deems necessary.
  - g. Shall be a member of staff.
  - h. Shall be responsible for compiling agenda and staff reports.
9. Financial Vice President
- a. Shall include financial reports in each CIP. The financial reports shall consist of a balance sheet and financial statement.
  - b. Shall become chairman of the Finance Committee at the close of the annual spring Finance Committee Meeting.
  - c. Shall supervise the State Store Manager
  - d. Shall be responsible for any other activities that the State President deems necessary.
  - e. Shall present the annual budget at MNJOTS to the Executive Council and at the Fall State Meeting to the membership.
  - f. Shall be a member of staff.
  - g. Shall serve on the Future Directions Committee.
10. State Parliamentarian:

- a. Shall give advice on parliamentary procedure and in matters involving the Articles of Incorporation, bylaws and policies on either a local, district, or state level to chapters who seek such advice.
- b. Shall be required to submit one (1) updated copy of the bylaws and policies to the incoming State Parliamentarian seven days following annual convention.
- c. Shall help chapters and districts update bylaws and policies.
- d. Shall be responsible for establishing a quorum and verifying credentials at each state meeting.
- e. Shall be responsible for any other activities that the State President deems necessary.
- f. Shall serve on the Future Directions and Credentials Committees.
- g. Shall be a member of staff.
- h. Shall establish a committee and coordinate an annual review of the state bylaws and policies.

11. Chairman of the Board:

- a. Shall be the chairman of the Elections Committee and shall be responsible for maintaining a continuous file of all campaign procedures, literature and financial reports.
- b. Shall serve as Historian for the Minnesota Women of Today.
- c. Shall host other Past State Presidents in attendance at state meetings.
- d. Shall be chairman of the Re-districting Committee.
- e. Shall be the liaison between the US Women of Today and the Minnesota Women of Today and will serve as chairman of the ONTO Committee for National Conventions.
- f. Shall be a member of staff.
- g. Shall be the Chair of March Planning.
- h. Shall serve on the Future Directions Committee.
- i. Shall be an ex-officio member of Finance Committee.
- j. Shall serve on the Marketing Committee.
- k. Shall serve on the Membership Management Committee.
- l. Shall review Bylaw Article III, Section 1, G, every four (4) years effective 2014-2015 year.

12. District Directors:

- a. Within 30 days from the day he/she assumes office, each District Director shall appoint a district board member to perform the duties in the case of the District Director's absence, or until the district elects a new District Director in the event he/she is unable to complete his/her term of office.
- b. Each District Director shall visit each chapter's general membership meeting within his/her district during the year and shall be reimbursed mileage for up to two (2) visits per district chapter. It is up to the chapters to extend an invitation to the District Director as early in the year as possible so that a schedule may be set up; however, the District Director shall feel free to initiate plans for chapter visitations, which will suit his/her convenience.
- c. District Directors shall be required to submit oral and/or written reports at the request of the State President or the Administrative Vice President.
- d. Each Incoming District Director shall be required to submit a budget to the Administrative Vice President by the Annual Special Executive Council Meeting.
- e. In addition to the State President each District Director shall invite at least one (1) member of staff to visit their district during the year.
- f. Shall appoint a district representative to serve on the Credentials Committee.
- g. The District Director shall be required to have a separate district checking account from their personal checking account for all district business with two (2) signatures required. All expenses paid will require an expense voucher.
- h. Shall be responsible for any other activities that the President and Administrative Vice President deem necessary.

13. State Program Managers:

- a. All State Program Managers shall bid for their areas at the Winter State Executive Council Meeting and positions shall be awarded by the Executive Council at that time. Any remaining open program areas may be bid at the Executive Council Meeting at Annual (does not include special Executive Council Meeting at Annual) and/or MNJOTS. The State President has the authority to appoint an SPM to fill the position if no bids have been received by the MNJOTS Executive Council meeting. The program shall remain vacant until the following year, if an SPM has not been appointed by the end of the first trimester.
- b. Their terms shall run from Annual State Special Executive Council Meeting during the year of their selection through the Annual State Meeting of the following year.
- c. All proposed Plans of Action will be due prior to their bid presentation. All approved Plans of Action will be due at MNJOTS.
- d. Persons wishing to bid for NEWSLET Editor shall have their NEWSLET and promotional budgets approved by the Finance Committee.

- e. Bid presentations shall be limited to five (5) minutes. Time for questions, answers and discussion will follow the bid presentation.
- f. Plans of Action for State Program Managers shall be accepted at the time that the bid is accepted. Items to be sold or promoted for sale by a Program Manager must be included in the original bid or by amendment or may be approved by the appropriate Vice President; however, if there is any agreement to purchase, the Vice President shall also seek the approval of the State President and the Financial Vice President. An appointed SPM's Plan of Action shall be approved by the Executive Council. Until approval, the appointed SPM may proceed, following Policy J. 13, under the direction of the State President and their Supervisor.
- g. Prior to bidding, the bidder and the External Vice President shall make sure that all charities listed in the POA are in good standing (Reference K. 1, 2 & 3).
- h. State Program Managers' Plans of Action should be limited to one major state supported fundraiser per foundation. Exceptions to this must be approved by a majority vote of the Executive Council.
- i. Voting for all State Program Managers' bids shall be by paper ballot.
- j. Suggested amendments to an accepted Plan of Action may be submitted to the appropriate Vice President (Internal or External) and the individual program manager, with the amendment to be considered at the following Executive Council Meeting. Amendments may be presented to the appropriate Vice President for approval by the Executive Council.
- k. All State Program Managers shall be required to submit information to the NEWSLET with approval by the Internal or External Vice President.
- l. All State Program Managers shall be required to submit highlights, with a written copy for the State Secretary's use in the Chapter Mailing. Oral reports will be given at all Executive Council Meetings. Oral reports given at the state business meeting shall be at the discretion of the Internal or External Vice President and the State President.
- m. All State Program Managers shall be required to present at least one (1) training session at a state convention during his/her year.
- n. All State Program Managers shall be required to distribute project ideas and materials in each CIP during his/her term, the first distribution at MNJOTS shall contain detailed information on how to implement his/her Plan of Action.
- o. All State Program Managers shall be required to keep inactive programming materials for at least three (3) years and shall be responsible for disbursing materials upon request of chapters.
- p. Each State Program Manager may recognize an Outstanding Program Manager at each convention with a certificate.

- q. All State Program Managers shall report monthly to their national counterpart.
- r. He/She shall be responsible for any other activities that the State President or supervising Vice President deem necessary.
- s. State Program Managers' responsibilities include:
  - 1) Community Connections
    - a) Shall assist and encourage MNWT chapters to become significantly involved in their local communities, resulting in "community connections".
    - b) Shall oversee patriotic readings at conventions.
    - c) Shall promote True Friends for one trimester.
    - d) Shall promote Domestic Violence Awareness (DVA) as a Community Connections area.
    - e) May promote up to two (2) other Community Connections areas.
    - f) Shall oversee the Community Connections awards.
    - g) Shall promote the Outstanding People with Developmental Challenges Award including presentation of the award at Winter State and shall serve as a member of the Awards Committee.
    - h) Shall promote National projects not already promoted by the Minnesota Women of Today that do not fit into any other programming area.
  - 2) Living and Learning
    - a) Shall promote participation and provide information and project ideas in the areas of personal growth of members; intellectually, spiritually, civically, and through family.
    - b) Shall oversee on the state level, the Effective Writing, Effective Speaking and Impromptu competitions.
    - c) Shall promote local and district competitions.
    - d) Shall promote and distribute information on participation, certifications, and competition, and report to the national level.
    - e) Shall provide information for and encourage chapter/members to certify.
    - f) Shall provide inter-denominational spiritual leadership.
    - g) Shall address the concerns of the modern family.

- h) Shall oversee fellowship services at MNJOTS, Mid-Year Exec, and Winter State.
  - i) Shall oversee the Invocations and Benedictions at all State Meetings and Conventions.
- 3) NEWSLET Editor
- a) Shall serve as NEWSLET Editor from the Annual State Special Executive Council Meeting during the year of their selection through the NEWSLET edition printed after the Annual State Meeting of the following year.
  - b) He/she shall be responsible for the NEWSLET edition, which follows the Annual State Meeting of his/her term.
  - c) He/she shall file for postal permit and complete all required postal forms for the NEWSLET by October 31.
  - d) He/she shall be responsible for soliciting advertising as requested by the Finance Committee.
  - e) He/She shall be a member of the Marketing Committee.
- 4) Public Relations
- a) He/she shall promote and coordinate public relation programs, including the submission of publicity on the Minnesota Women of Today and their chapters to news media throughout the state.
  - b) He/she shall promote and coordinate activities and publicity for Founder's Day to be held the first day of July and for United States Women of Today Week to be held the last full week in September.
  - c) He/she shall promote and distribute information on participation and certification at the national level.
  - d) He/she shall be a member of the Marketing Committee.
- 5) Records and Recognition
- a) Shall promote and coordinate chapters' Success System submissions.
  - b) He/she shall provide chapters with a tool for keeping chapter records of their projects and year's activities and shall promote the use of this tool.
  - c) He/she shall keep the Records and Recognition Manual updated, providing new information for chapter and individual member awards as required.
  - d) He/she shall distribute information regarding individual reports and promote



participation and judging at mid-year and at year-end.

- e) He/she shall promote and distribute information on USWT project recognition participation and competition at the national level.
- 6) Priority Programming area
- a) He/she shall promote participation and provide education ideas in the priority area as approved in the bid.
  - b) He/she shall cooperate with the priority Foundation/organization(s).
- 7) Women's Wellness
- a) Shall promote participation, provide educational information and project ideas in areas supporting women's health and issues through traditional and/or alternative medical practices.
  - b) Shall provide educational information on a maximum of two (2) health areas a year.
  - c) Shall promote the March of Dimes March for Babies third trimester.
    - 1) Shall contact March of Dimes for pertinent information regarding the walk prior to presenting bid.
  - d) May promote up to one other charity besides the March of Dimes March for Babies.
  - e) May promote March of Dimes for the full year as the other Charity.
  - f) If bidder chooses to promote one other charity; bidder must comply with policy K. 7. b.
  - g) Shall promote the Women Who Impact Award including presentation of the award at Winter State and shall serve as a member of the Awards Committee.
- 8) Youth of Today
- a) Shall promote ideas and activities that allow youth to discover and experience the importance of volunteering.
  - b) Shall promote one (1) youth centered focus area which may include an appropriate foundation.
  - c) Shall promote the Outstanding Young Adult Awards Program including the presentation of the award at Winter State and serve as a member of the Awards Committee.
  - d) Shall promote participation on the local, district and state level in Kid's Week. Kid's

Week shall be the third full week in August.

e) Shall provide educational information related to youth.

14. Other Positions:

1. State Store Manager

- a. He/She shall be appointed by the Finance Committee no later than the May (Annual Finance Meeting.)
- b. He/She shall be a member of at least two years upon assuming Store Manager position.
- c. He/She shall be a member of the Finance Committee.
- d. He/She shall be responsible for ordering and sales of the State Store inventory, with the approval of the State President and Financial Vice President.
- e. He/She shall be bonded for \$10,000. This bond shall be approved by the Finance Committee.
- f. He/She shall be responsible for any other activities that the State President and Financial Vice President deem necessary.
- g. All Minnesota Women of Today products shall be ordered directly through the organization with the assistance of the Executive Director and the Financial Vice President.

A. Accountant

- a. He/She shall be appointed by the Finance Committee no later than the May (Annual) Finance Meeting and reviewed annually at the March Finance Meeting and renewed
- b. Shall be bonded for the amount of the budget. This bond shall be approved by the Finance Committee
- c. Shall prepare financial reports for each CIP. The financial reports shall consist of a balance sheet and financial statement.
- d. Shall prepare financial reports and budget worksheets for finance committee meetings and budget meetings.
- e. Shall have the books available for examination by the Finance Committee at mid-year budget review. Reviews will be done each trimester by a reviewer appointed by the Finance Committee.
- f. Shall deposit all incoming checks in a timely manner.
- g. Shall never make a check out to cash on the Minnesota Women of Today account.
- h. Shall send any deposits not made in person by mail, with all cash being deposited in the form of a check.
- i. Shall have all outstanding checks to be written off approved at the year-end Finance Committee meeting in May.
- j. All checks written in an amount over \$5 outstanding over six (6) months of issuing shall be sent a letter regarding the status of the check
- k. Shall request Executive Council approval in order to reimburse council

members who have exceeded their budget.

1. Shall pay accrued liabilities to foundations annually by the end of the fiscal year or as requested by the foundation, depending on the balance of funds.

## **K. STATE PROGRAMMING**

1. Minnesota Women of Today will provide the following to any foundations that are chosen to be supported:
  - a. State Program Managers and Internal/External Vice Presidents as resource people;
  - b. Information network;
  - c. Fundraising, if appropriate to the area and part of the state program manager's plan of action.
  - d. Our reputation and public relations.
2. The foundation/organization will provide the Minnesota Women of Today:
  - a. Availability of contact person.
  - b. Availability of any educational materials, resource, and project ideas.
  - c. Training by foundation and orientation on how foundation works.
3. Selection and enactment of state programs involving foundations:
  - a. A credibility check on all foundations listed in the proposed Plan of Action shall be done by the External Vice President and the member submitting the program area bid. All foundations must be approved in accordance with policy K. 7. b.
4. Priority Programming Area
  - a. A credibility check on all foundations listed in the proposed Plan of Action shall be done by the External Vice President and the member submitting the program area bid. All foundations must be approved in accordance with policy K. 7. b.
  - b. Individuals, foundations, chapters or districts proposing a new programming area shall submit the proposed Plan of Action, Intent to Bid, to the State President and External Vice President.
    - 1) If voting on a priority programming area, the above information must be submitted by December 1 with approval to be given by January 10.
  - c. In the event that more than three (3) proposals are offered for selection, the Executive Council shall, at its Winter State meeting, thoroughly examine the choices and narrow the number to three (3) after hearing four-minute presentations from each of the proposals. A

- secret ballot will be taken. Voting Executive Council members shall vote for the three proposals they wish to continue. The proposal receiving the fewest votes will be dropped.
- d. The project ideas will then be proposed to the membership at Annual Awards. Individuals, foundations, chapters or districts will be allowed 10 minutes for presentation of their ideas; this time will include any audio-visual presentations and speakers. Following all presentations, 15 minutes will be allotted for questions.
  - e. Voting to select a state program will take place at the Fall State Business Meeting and will be decided by simple majority vote.
    - 1) In the event that a majority vote is not reached by the end of two (2) ballots, the proposal having received the least number of votes will be withdrawn.
5. Guidelines for promotion of State program to be bid:
- a. Two (2) mailings may be sent out to member chapters and the Executive Council between April 15 and September 1. Bidding foundations can purchase mailing labels from the Chapter Service Center for a set fee. Mailing content must be sent to External Vice President and the State President for approval prior to the mass mailing. These mailings are not required, but are the discretion of the bidding organizations. There is no charge for bidders to distribute information through the CIP at MNJOTS.
  - b. Display tables will be provided at the Annual Meeting.
  - c. Hospitality rooms will not be allowed.
  - d. Visitations and personal distribution of brochures may be done at the discretion of those promoting state programming areas.
  - e. No promotion of programs will be allowed at the Fall State Meeting.
  - f. All expenses incurred in the promotion of an area will be paid for by the bidding foundation.
  - g. The priority project is a three (3) year commitment and individuals, foundations, chapters or districts may not re-bid at the end of the three (3) years.
6. All internal and external state program areas shall be included in the three (3) year review process. A new area shall be added in Phase 1 (Implementation). Each internal and external area is assigned a phase number, (i.e., Phase 1, Phase 2 or Phase 3). Each phase is a one (1) year period corresponding with the fiscal year of the Minnesota Women of Today. Each program follows the process indicated for that phase and at the end of the fiscal year rolls to the next phase in the model.
- a. Phase 1 - Implementation: Implement any recommendations and/or eliminate programs or portions of programs.
  - b. Phase 2 - Extension: Continue the program as it stands with any recommendations carried

forward to Phase 3. With limited exceptions, recommendations will not be considered until Phase 3. This phase allows the organization to look at the program as it stands and not change it in any major ways.

- c. Phase 3 - Evaluation: Evaluate the programming area and finalize the recommendations to be presented at Winter State. Included in the evaluation process should be the current program manager, the previous program manager, the Executive Director, State President, the appropriate Vice President, and the appropriate past Vice President and Chairman of the Board. All approved changes would take effect at the start of the next fiscal year (Phase 1), remain in effect through Phase 2 and then be reviewed in Phase 3. This allows any changes a two-year trial to see if they are needed in this program area.
7. Guidelines for evaluation process of programming areas with a foundation and not supported by the USWT:
- a. External Vice President, State President and State Program Manager will meet with affiliated external foundation beginning of every year. They will discuss any recommendations from outgoing State Program Manager and discuss upcoming year.
  - b. For bids supporting a proposed foundation External Vice President and bidder shall evaluate the affiliated foundation in the following areas:
    - 1) Criteria found in Policy K.1, 2 and 3.
    - 2) Audited financial statement; and
    - 3) Review of non-profit credibility as measured by one of the following:
      - a) Positive appraisal from Charity Navigator.
      - b) In the event the foundation is not listed on Charity Navigator, follow the guidelines and fill out the checklist for evaluating foundations not currently rated by Charity Navigator. The checklist will be accepted in place of Charity Navigator upon approval of External Vice President, State President and Executive Director.
    - 4) A report on the credibility of each external foundation will be given by the External Vice President and approved by the Executive Council at Fall State.
  - c. If a foundation fails to meet the criteria in Policy K.7.b, they will be notified within 30 days of review, and a course of action will be determined by the External Vice President, State President and Executive Director.
    - 1) The Executive Council shall be notified by the External Vice President at Fall State and the course of action will be approved.
  - d. Membership will review the programming areas in the following manner:
    - 1) 50% or more of respondents of the most recent programming evaluation state they wish to continue involvement with the programming area.

- a) If a programming area fails to meet this criteria, the foundation will be notified by the External Vice President within 30 days of review that it is in “monitoring status.”
  - b) Foundations/organizations on monitoring status will be placed immediately into full programming review and given one fiscal year to raise the percentage of respondents indicating desired involvement with the foundation to greater than 50%. The membership will vote on disaffiliation at Annual Convention.
- 2) If less than 30% activity/participation in a programming area is recorded, as measured by reviewing one full year of reported chapter activity, which includes the total number of chapters indicated on Programming Trimester reports, with activity and transmittals, taken from third trimester through second trimester. The following will take place:
- a. Membership will be notified in writing by Winter State Convention that the programming area is in jeopardy.
  - b. The foundation will be given immediate notice and the programming area will be given one (1) year to bring reported activity above 30%.
  - c. If the area’s reported activity remains below 30%, immediate written notice will be given to all chapters.
  - d. A vote will take place at the following Winter State Convention as to whether or not the membership would like to keep the programming area.
8. In the event a state program is vacated, a vote will immediately take place as to how or if the project is to be replaced.
- a. The options shall be:
    - 1) Replace as a state programming area.
    - 2) Not replace the state programming area.

## **L. ELECTION OF THE PRESIDENT**

- 1. The Elections Committee shall consist of: the Chairman of the Board who shall serve as chairman and one (1) member representing each area, who shall be appointed by the Chairman of the Board with council approval. These appointments shall be announced at Fall State Executive Council Meeting. If any of these members are unable to serve, substitutes shall be appointed by the Chairman of the Board.
  - a. Those interested in serving on the Elections Committee shall notify in writing the Elections Committee Chairman prior to Fall State. The Elections Committee Chairman shall notify and review with the State President, the appointees prior to Fall State.
  - b. This committee shall meet at least one (1) week prior to Mid-Year Executive Council Meeting for the purposes of reviewing the elections bylaws and policies set forth.

- c. This committee shall be responsible for enforcing these bylaws and policies during the campaign and elections.
2. The Elections Committee may set such basic regulations as they deem necessary for the conduct of the campaign and election as long as such regulations do not contradict the bylaws and policies. This committee shall be responsible for enforcing these regulations during the campaign elections. The nominating forms must be returned to the chairman of the Elections Committee by February 15 so that he/she can write one (1) article on each candidate for the March NEWSLET. Candidates may not submit campaign articles for the NEWSLET.
3. At the Fall State Meeting, the Elections Committee Chairman shall inform the membership that individuals interested in serving in appointed positions must submit one (1) copy of the staff filing form no sooner than December 1. Eligibility for appointments must be approved by the Elections Committee Chairman before they are announced. The Elections Committee Chairman shall promptly notify persons who filed for staff positions but were not selected by any candidate.
4. A candidate shall officially declare his/her intention to run for office by submitting the state filing form, statement of belief, letter of support and letter of intent to the Chairman of the Elections Committee. State filing forms of all members interested in appointed positions shall be sent to all declared state presidential candidates by the Chairman of the Elections Committee. He/she shall not, however, definitely state his/her intention to seek this office prior to February 15 to anyone other than the Elections Chairman. However, a candidate may approach his/her own chapter and district in regard to his/her possible candidacy; his/her district no sooner than the Winter District Meeting and his/her chapter no sooner than the meeting immediately preceding Mid-Year Executive Council Meeting. The Chairman of the Elections Committee shall announce the date on which the candidates may declare at the Fall State Executive Council Meeting.
5. Declared state presidential candidates may begin seeking potential staff appointments January 10. Presidential candidates may not call to recruit prospective staff members any earlier than 8:00 am, January 10. Declared state presidential candidates must submit their proposed staff appointments to the Election Committee Chairman for eligibility verification prior to mailing campaign literature to member chapters.
6. State presidential candidates who do not announce their candidacy until after the announcement date must declare their intentions to run, along with staff appointments, to the chairman of the Elections Committee by 12:00 noon on the day before the Annual State Business Meeting in order to have the credentials checked. Candidates declaring their candidacy after February 15 may not receive NEWSLET publicity prior to the election.
7. A candidate for the office of State President may not spend more than \$600 including expenses and donations for the purpose of his/her campaign. He/she shall submit one (1) copy of his/her expenses and donations and a packet of all campaign materials that have been used on the candidate's behalf to the Elections Committee by 12:00 noon on the day preceding the Annual State Business Meeting.
8. Candidates for State President are not allowed to travel for campaign purposes other than

to spring caucuses at the Area Meetings.

9. Items to be included in the expenses of the candidates shall be stated at actual cost, regardless of who pays for them or how much and shall consist of:
  - a. All correspondence on behalf of the candidate:
    - 1) All expenses incurred in producing material.
    - 2) All expenses incurred in distributing material.
  - b. All promotional material, such as posters and handouts.
  - c. A campaign room (headquarters) at the Annual State Meeting shall be charged to campaign expenses if it is being used only as headquarters. Any refreshments served for campaign purposes shall be charged to campaign expenses.
  - d. All donated items shall be claimed at actual cost.
  - e. Used buttons need not be listed as expense on campaign budget; however, it is necessary to claim expense for paint or covering for buttons.
  - f. Any campaign t-shirts sold to be worn by others, other than the candidate, her prospective staff and her local chapter, are considered fundraising and must be disclosed on the candidate's budget.
10. Items, which shall not be included in the expenses of candidates, shall consist of:
  - a. Postage and paper for personal, non-duplicated letters written by the candidate to individual Minnesota Women of Today. A personal correspondence log shall be sent to the Elections Committee Chairman.
  - b. Costumes or parts of costumes, such as hats or sashes, worn by all individuals supporting the candidates.
  - c. Travel to Area meetings.
  - d. Long distance phone calls.
  - e. Campaign room (headquarters) at the Annual State Meeting if the room is being used for sleeping.
  - f. Cost of doing an audio/visual presentation may be presented, not to exceed five (5) minutes in length. No presentations shall be made prior to election day. No charges will be assessed.
  - g. Banners and personal wardrobe. (e.g. suits)
11. At the spring caucuses the elections representative appointed by the Elections Committee



- Chairman shall supervise the caucus. Each state presidential candidate shall be allowed 15 minutes, which includes the introduction. Fifteen (15) minute question and answer period will follow the candidates' speeches.
- a. The individual conducting the State President segment of the caucus shall not speak on behalf or campaign for any candidate during the caucus.
  - b. Specific regulations about poster hanging, signs, and other relevant information shall be sent to the candidates prior to the caucuses.
12. At the Spring District Meeting, the District Director shall provide five (5) minutes per candidate of agenda time for a member of the district to speak on behalf of the candidate, if requested by the candidate. The District Director has the right to stop a person at the end of the five (5) minutes.
  13. Specific regulations about poster hanging, signs, demonstrations, and other relevant information shall be given to the candidates no later than 30 days prior to Annual State Meeting by the chairman of the Elections Committee.
  14. No campaigning by Executive Council members shall be allowed during the Annual State Executive Council Meeting. Campaigning materials may not be worn into the room or distributed outside the room.
  15. The Elections Committee shall facilitate a caucus to be held on Friday evening at the Annual State Meeting. The purpose of the caucus is to give members an opportunity to hear candidates for state president speak. Each candidate shall be allowed 10 minutes to speak including their introduction. Remaining time will be used for questions to the candidates. Once the caucus has begun, no one will be allowed to enter or leave the room at any time.
  16. Speeches and demonstrations at the Annual State Elections Meeting shall be limited to a total of 15 minutes for each candidate for State President. Each state presidential candidate will be permitted five (5) minutes for audio/visual presentation from his/her allowed 15 minutes. Each candidate shall be allowed an additional five (5) minutes for an acceptance of the nomination. A five (5) minute chapter caucus shall be held after state presidential nominations close. During this time the candidates shall not be available. In the event that only one candidate is running for the office of State President the five (5) minute caucus shall be waived for the uncontested position and a voice vote taken.
  17. The election of the State President shall be held immediately following the Annual State Business Meeting.
  18. Any infraction of the above policies upon review by the Elections Committee may result in the disqualification of the candidate or appropriate penalties levied. The candidate shall receive written notice of his/her alleged infraction and shall be given an opportunity to show cause why he/she should not be disqualified.

## **M. OFFICERS' EXPENSES**

1. Mileage

- a. Each Executive Council member shall be reimbursed at the Executive Council rate of \$.10 per mile round trip for miles actually driven to meetings of the Executive Council. These meetings shall consist of MNJOTS, Fall State Meeting, Mid-Year Executive Council Meeting, Winter State Meeting, and Annual State Meeting.
  - b. Each District Director shall be reimbursed at the Executive Council rate round trip for miles actually driven to meetings of the Executive Council mentioned in M. 1. a., as well as to two (2) visitations to each chapter within the district and to three (3) district meetings. District Directors are allowed reimbursement for only one (1) visitation per chapter during first trimester; second chapter visitation can be reimbursed in any trimester after that. District Directors are not reimbursed mileage for visitation to or hosted by their home chapter.
  - c. The State President shall be reimbursed \$.15 per mile round trip to all meetings of the Executive Council mentioned in M. 1. a., as well as to one (1) meeting in each district, the area meetings, and charter banquets for new chapters.
  - d. District representatives are not allowed reimbursement for chapter visitations.
  - e. The Administrative, Internal, External, Membership and Chapter Management Vice Presidents and the Extensions Director shall be reimbursed at the Executive Council rate round trip for traveling on behalf of the State President.
  - f. The Extensions Director shall be reimbursed \$.07 per mile round trip up to \$20 per trip for traveling to charter banquets for new chapters.
  - g. The State President, State Program Manager and External Vice President shall be reimbursed \$.07 per mile round trip up to \$20 per trip to foundation visits.
2. Supplies, Telephone and Postage
- a. All officers, except District Directors, shall be reimbursed for all moneys spent for supplies, telephone, and postage necessary to fulfill their offices, not to exceed the maximum allowance set by the annual budget.
3. Extension Expenses
- a. Each District Director shall be reimbursed at current Executive Council rate, round trip for two visitations during the extension process if the extension is completed.
  - b. Each District Director shall be reimbursed for supplies, telephone and postage by the state corporation at the following pro-rated amounts set forth in Policy M.2.b, for each completed extension:
    - 1.) Fall State Meeting - Full amount plus two (2) chapter visitations.
    - 2.) Winter State Meeting – Two-thirds (2/3) amount plus one (1) chapter visitation. 3.)

Annual State Meeting - One-third (1/3) amount.

- c. Manuals for newly extended chapters will be provided by the State Store Manager at no cost to the chapter.
4. Miscellaneous
- a. The State President shall be reimbursed for one (1) night's lodging at each state meeting, unless this is covered by the convention contract.
  - b. Any Executive Council member who does not cancel his/her registration with the Executive Director before the registration deadline or does not attend functions at a state convention including the Executive Council meeting and state business meeting, shall be required to reimburse the Minnesota Women of Today for that registration; except in the case of dire emergency.
  - c. Reimbursement for state officer expenses will be disbursed at state meetings. No payments shall be made to District Directors, Staff or State Program Managers until all items are in at each state meeting. These include monthly reports, visitation reports, and mid-year evaluations, which must be submitted by the date determined on yearly state calendar. All required items must be completed and posted on the website each trimester.
  - d. Outstanding financial obligations owed to Minnesota Women of Today by Executive Council members will be deducted from payments.
  - e. The State President shall have the authority to approve expenditures up to \$50 for emergency situations. These expenditures shall not exceed a total of \$150.
  - f. Purchase of State Store items by any member of the Minnesota Women of Today shall be transacted at the established selling price. The Membership Vice President, Extensions Director and the State President may purchase incentives (State President can also purchase gifts for use in his/her office) at cost plus 10%.
  - g. Awards purchased at the State Store for awards which are specified in the policies can be purchased at cost.
  - h. All requests for reimbursement of mileage must be made within four (4) months of being incurred, or they will be non-reimbursable.

## **N. FINANCIAL POLICIES**

1. The Finance Committee shall meet to propose the annual budget after Annual State Meeting and before MNJOTS. The annual budget shall be published in the Chapter Mailing after MNJOTS and presented to the membership at the Fall State Meeting for their approval. A copy of the budget shall be presented to the incoming Financial Vice President. A mid-year review of the budget shall be made between the Fall State and Winter State Meetings.
2. A \$25 NSF fee will be assessed by the Minnesota Women of Today per NSF checks

received and will be charged back to the member, chapter or district issuing the check.

3. Districts, Chapters, or members with outstanding balances of \$3 or more will be assessed an annual 12% finance charge (1% per month) with a minimum of \$.50 per month, accruing 30 days from the end of the month in which the bill was sent.
4. Chapters will be assessed \$10 if renewals are not postmarked to the Chapter Service Center by the 15th of the last month of the trimester.
5. Staff members or State Program Managers, and committee chairs that fail to submit staff reports on time may be required to personally copy and distribute information relating to their position at convention.
6. A \$10.00 fee will be assessed for any chapter not filing their 990 by September 1. An additional \$40 will be assessed if not filed by October 1.
7. A \$10 fee will be assessed for any chapter not filing their State of Minnesota Annual Registration by September 1.

## **O. COMMITTEES**

1. Committees of the MNWT shall be organized into one of four different categories: Statewide Committees, Standing Committees, Sub-committees and Task Forces.
  - a. Statewide Committees are groups made up of members and officers, organized each year and meeting at regular intervals (at least three times) throughout the year for the purpose of making recommendations to the State Staff, Executive Council and/or the Membership. Statewide Committees are supported by Subcommittees and Task Forces as defined in their respective Committee policy. Statewide Committees are Future Directions, Finance, Membership Management and Marketing.
  - b. Standing Committees are groups made up of members and officers, organized each year and meeting as their committee description defines. Standing Committees are Bylaw/Policy Review, Programming Review, Credentials and Success System Appeals. Standing Committees are chaired by a state officer and report to the Executive Council.
  - c. Sub-committees are groups made of members from a specific statewide committee formed yearly for the purpose of accomplishing a certain task as directed by the chair of the supervising committee. Sub-Committees are Manual Review, Strategic Planning, Go-Green, Winter State Awards, Leadership, Online Training, Promoting MNWT, Statewide Project, and Web Development.
  - d. Task Forces are groups of members directed to perform a short term study of a specific topic as directed by a Statewide Committee Chair and/or State President and/or Chairman of the Board. All Task Forces will report to a Statewide Committee. Examples of Task Forces are Programming Report Form, Convention Review, Restructuring, Healthy Chapters and Chapter Structure.
2. Statewide Committees Responsibilities
  - a. Committee Chairpersons shall submit meeting agendas to the Chairman of the Board for approval prior to distribution to committee members.
  - b. Meeting notices and agendas shall be distributed to committee members at least two (2) weeks prior to the committee meeting.

- c. Minutes and action items shall be distributed to committee members within three (3) weeks following the meeting.
  - d. Chairpersons shall submit an Annual report of their committee's activities to the Chairman of the Board before the Annual State Meeting. These shall include conclusions and recommendations to the future chairmen and financial statements (if appropriate).
  - e. The Chairpersons of any committee may, or upon application of a majority of the committee membership, call a special meeting, which may or may not be an online meeting.
  - f. Statewide Committee Chairs shall produce trimester updates to their web page, produce a printed Chapter Information Packets (CIPs) and online CIPs (sent to the COB for posting) and submit meeting minutes to the COB for posting.
  - g. Members of Statewide Committees shall be reimbursed for miles driven to committee meetings, at the rate of \$.07 per mile round trip, to a maximum of \$20 per meeting.
3. Statewide Committee Descriptions and Specifics
- a. The Finance Committee shall be responsible to provide financial direction, designation of funds, as well as to propose the annual budget.
    - 1) The Financial Vice President, immediate past Financial Vice President, Chairman of the Board and 5-10 additional members shall serve on this committee. Ex-officio members shall be the State President, Accountant and the Executive Director. This committee shall be chaired by the Financial Vice President with his/her one (1) year term beginning at the close of the Annual Spring Finance Committee meeting.
    - 2) One-half (1/2) of this committee's membership shall be approved annually at MNJOTS Executive Council for a term of two (2) years beginning at the Fall Finance Committee Meeting.
    - 3) This committee shall meet four (4) times during the year: Between the Annual State Meeting and MNJOTS to prepare the annual budget (Spring Meeting). Prior to the Fall State Meeting, Prior to the Winter State Meeting. During the month of March to approve the Accountant and State Store Manager.
    - 4) Task Forces may be formed to study short term topics. Finance Committee Task Forces shall report to the Finance Committee and need not be defined in the MNWT Policies.
  - b. The Future Directions Committee shall advise and make recommendations to the Executive Council on the organization's structure, administration and programming, shall develop long range planning objectives and methods to obtain them, shall consider changes proposed by members and reporting committees and shall supervise the timely implementation of such changes. Future Directions Committee shall have the authority to make decisions on all matters except for the state bylaws and policies.
    - 1) The Future Directions chair shall be appointed by the State President and approved by the Executive Council no later than MNJOTS. Chairman will serve a one (1) year term commencing at the end of the Annual State Business Meeting and has the option of serving a second consecutive term pending reappointment by the State President and approval by Executive Council. In order to be eligible for appointment to the position of chairman, a person must have served on the Future Directions Committee for one (1) year and file an intent form.
    - 2) Additional committee members shall be the Administrative Vice President, External Vice President, the Chairman of the Board, the Executive Director, the State President, the State Parliamentarian, Marketing Chair, Membership Management Chair, MNWT Foundation Chair, reporting subcommittee chairs, as stated in the past Future

Directions chair, Financial VP and one (1) general member from each area and up to four (4) general members from any area. General members shall serve a two (2) year term and may be appointed for additional terms. Areas one and three will appoint new members on odd number years. Areas two and four will appoint new members on even number years. General members shall be appointed by the Future Directions chair and approved by the Executive Council no later than MNJOTS.

- 3) This committee shall meet at least three (3) times during the year. Each meeting shall be held prior to the state convention for the trimester. The committee chairman shall obtain a copy of the March Planning recommendations for review no later than the spring meeting.
- 4) Subcommittees of Future Directions include Manual Review, Strategic Planning, Go Green, Winter State Awards and Online Training. Subcommittee chairs shall be appointed by the Future Directions Committee Chair (unless otherwise noted) with the approval of the committee each year no later than MNJOTS.
  - a) The Manual Review Subcommittee shall be comprised of a chair and any persons that are working on manuals that are being developed and/or reviewed. The purpose of the committee is to review existing manuals when they are due for review according to the Manual Review Schedule as published in the State Plan of Action; develop new manuals as recommended and approved by Future Directions; report and make recommendations to Future Directions regarding existing manuals; and to coordinate any manual reviews conducted by the Chairman of the Board.
    - i. The Manual Review Chair shall update the Manual Review Schedule annually and submit a copy to the State Secretary by July 1.
  - b) The Strategic Plan Subcommittee shall be comprised of a chair and persons assigned to assist in developing a long-range vision plan for the MNWT that supports its mission and objectives.
    - i. The subcommittee is responsible for preparing a long-term document that identifies the current status of our organization, where it wants to go in the future and what it needs to do to get there. This document is subject to change and will have the capacity to identify our strengths and barriers, develop successful strategies, and prioritize goals.
  - c) The Go-Green Subcommittee shall be comprised of a chair and persons assigned to assist in developing ways to assist the organization to implement ways to improve our environmental footprint.
  - d) The Winter State Awards Subcommittee shall oversee the Outstanding Young Adult, Outstanding Person with Developmental Challenges and the Women Who Impact Awards presented at Winter State.
    - i. The Winter State Awards Committee Chair shall be appointed by the State President and approved by Executive Council no later than MNJOTS. Chair will serve a one-year term commencing at the end of the Annual State Business Meeting, and may be appointed for additional terms. The chair will present an Annual Report to the Future Directions Committee at the Spring Meeting.
    - ii. The committee is responsible for; coordinating judging and informing chapters of banquet details, communicating with the Executive Director, creating the audio/visual presentation(s) and script(s), attending to the Winter State Presentation, and communicating information for press releases.

- e) The Online Training Subcommittee shall be comprised of a chair and persons willing to create and provide training videos and webinars for the organization.
  - f) Additional subcommittees may be formed at the discretion of the Future Directions Committee Chair and approval of the Future Directions Committee.
  - g) Task Forces may be formed to study short term topics. Task Forces shall report to the Future Directions committee and need not be defined in the MNWT Policies.
- c. The Marketing Committee shall strive to create an understanding of Minnesota Women of Today's mission with those inside and outside the organization by elevating the quality and effectiveness of communication vehicles for our programs and services. In addition, this committee establishes, monitors and assists in carrying out an overall media relations plan for the organization and its member chapters.
- 1) The Marketing Chair shall be appointed by the State President and approved by the Executive Council no later than MNJOTS. Chairman will serve a one (1) year term commencing at the end of the Annual State Business Meeting and has the option of serving a second consecutive term pending reappointment by the State President and approval by Executive Council. In order to be eligible for appointment to the position of chairman, a person must file an intent form.
  - 2) Additional committee members shall be the current and immediate past Marketing Chairs, Internal Vice President, current and immediate past Public Relations State Program Managers, NEWSLET Editor, Webmaster, Webmaster Assistant, Chairman of the Board, the State President, reporting subcommittee chairs and one (1) general member from each area, and up to four (4) general members from any area. General members shall serve a one (1) year term, and may be appointed for additional terms. General members shall be appointed by the Marketing Chair and approved by the Executive Council no later than MNJOTS.
  - 3) This committee shall meet at least three (3) times during the year. Each meeting shall be held prior to the state convention for the trimester. The committee chair shall obtain a copy of the March Planning recommendations for review at the spring meeting.
  - 4) Subcommittees of Marketing Committee include Promoting MNWT, Statewide Project, and Web Development. Subcommittee chairs shall be appointed by the Statewide Committee chair with the approval of the committee.
    - a) The objective of the Promoting MNWT Subcommittee is to maintain a consistent message about MNWT across all media outlets while adhering to budgetary guidelines; to develop networking relationships with other organizations; to explore ways to help fund the marketing committee activities; to host the Fall State Expo; and to create a MNWT brand that provides wider public recognition.
      - i. This subcommittee will be comprised of the subcommittee chair, Editor, PR SPM, Expo Coordinator, and any others deemed necessary.
      - ii. Expo Coordinator(s) may be appointed by the Marketing Chair to host the Fall State Expo.
      - iii. This subcommittee will also produce press releases for state conventions and honorees of awards from convention.
    - b) The objective of the Statewide Project Subcommittee is to promote the MNWT while conducting a project that raises funds for an organization.
      - i. The Statewide Project will be the MNWT's official version of the USWT Buckets of Sunshine.
      - ii. This subcommittee chair will produce a MNJOTS CIP and Fall State CIP

NEWSLET  
necessary.

- used to promote the selected organization and any fundraising efforts.
  - iii. Presentation of these efforts will occur at Winter State Convention.
  - iv. An organization will be chosen at the Spring Marketing Committee Meeting.
  - v. This subcommittee will also produce articles for the NEWSLET.
- c) The objective of the Web Development Subcommittee is to create and maintain an online marketing tool that promotes Minnesota Women of Today, and is comprised of the Social Media Team, Web Team, and Web ReDo Team.
  - i. The Social Media Team's purpose is to review and provide approval of the organizations online presence according to the Social Media guidelines on Social Media platforms including, but not limited to, Facebook, Twitter, YouTube, and LinkedIn.
  - ii. The Web Team is comprised of the Webmaster, Web Assistant, Web Helper, and Executive Director, while the State President or Chairman of the Board and Marketing Chair are also invited to participate in the regularly scheduled meetings. This team's purpose is to ensure the mnwt.org website is kept current and functioning.
  - iii. The Web ReDo Team is comprised of the Web Team, and any other individuals who show an interest.
- d) Additional subcommittees may be formed at the discretion of the Marketing Committee Chair and approval of the Marketing Committee.
- e) Task Forces may be formed to study short term topics. Task Forces shall report to the Marketing Committee and need not be defined in the MNWT Policies.
- d. The Membership Management Committee shall be an ongoing committee which will support and assist the State President and staff with membership objectives focusing on yearly membership growth.
  - 1) The Membership Management Committee Chair shall be appointed by the State President and approved by Executive Council no later than MNJOTS. Chairman will serve a one (1) year term commencing at the end of the Annual State Business Meeting and has the option of serving a second consecutive term pending reappointment by the State President and approval by Executive Council. In order to be eligible for appointment to the position of chairman, a person must file an intent form.
  - 2) Additional committee members shall be the State President, Chairman of the Board, Membership Vice President, Chapter Management Vice President and Extensions Director and one (1) general member from each area, and up to four (4) general members from any area. General members shall be appointed by the Membership Management Chair and approved by the Executive Council no later than MNJOTS. General members shall serve a one (1) year term and may be appointed for additional terms.
  - 3) This committee shall be organized annually and shall meet at least three (3) times during the year. Each meeting shall be held prior to the state convention for the trimester. The committee shall obtain a copy of the year's March Planning recommendations for review at the spring meeting.
  - 4) The Membership Management Committee shall be responsible for coordinating the First Timer's Program, coordinating trainings with the area of membership, distributing the Expo names, coordinating National Volunteer Week activities with the Marketing Committee and other assistance as requested by staff.
  - 5) Subcommittees of Membership Management include Leadership.
    - a) The objective of the Leadership Subcommittee is to assist the organization with





2. Individual NEWSLET subscriptions may be purchased for non-members at the rate of \$5 per year. Payment should be sent to the Chapter Service Center, accompanied with the name and address of the recipient.
3. Each chapter shall be assessed \$1 for each NEWSLET that is returned or undeliverable.
4. The number of copies and the publication months shall be determined by the Internal Vice President and the State President.

#### **R. CHAPTER MAILING SYSTEM**

1. This system provides state officers and chapters with the opportunity to send information to member chapters with the minutes of state business and Executive Council meetings. Chapter mailings shall be sent to local Chapters, Committee Chairs, Executive Council Members, Past State Presidents, and United States Women of Today staff.
2. All state officers may use the chapter mailings at no charge. All materials shall be approved by the appropriate Vice President or the State President.

#### **S. PLAN OF ACTION**

1. Plan of Action shall be completed each year by August 1. This booklet shall include information from each of the state officers, a roster of the state officers, Chapter Presidents and State Delegates, a revised copy of the state's bylaws and policies and any other information that the State President or State Secretary feels is necessary to include.
2. Each chapter, Executive Council member, committee chair and National President shall receive a copy.
  - a. Extra copies shall be available for purchase at the state store for \$10.

#### **T. AWARDS**

1. The awards year shall run from May 1 through April 30.

2. Chapter Mile Award:

- a. The Chapter Mile Award shall be awarded to the chapter having traveled the most chapter miles to the state meeting. "Chapter Miles" shall be determined by multiplying the percentage of members in good standing in attendance (as registered with the Credentials Committee) times the number of miles traveled one (1) way to the state meeting. This mileage shall be determined by the State Secretary prior to the state meeting.

3. Chapter Attendance Award:

- a. The Chapter Attendance Award shall be awarded to the chapter having the greatest percentage of members in good standing in attendance at a state meeting. This shall be determined by the following formula: for each chapter - divide the number of members present by the current trimester membership base, add ½ point for each member present (Example: 9 in attendance/ 19 = .4737 + (.5 x 9 = 4.5) = 4.9737). State Delegates shall register the number of members in attendance with their area representative. Host chapter(s) shall not be eligible for this award.
- b. The chapter winning the Chapter Mile Award shall not be eligible for the Chapter Attendance Award.

4. Individual Awards

- a. Individual awards shall be given to outstanding State Staff, State Program Managers, District Directors, Local Presidents, new Local Presidents, State Delegates and new State Delegates.
  - 1) There shall be no entry fee.
  - 2) Keys shall be given to all individual award winners.
  - 3) Certificates suitable for framing shall be presented to the gold key winners.
  - 4) Gold keys:
    - a) Staff keys shall not exceed three (3).
    - b) State Program Manager keys shall not exceed three (3).
    - c) District Director keys shall not exceed three (3).
    - d) Local President keys shall not exceed six (6).
    - e) New Local President keys shall not exceed one (1).
    - f) State Delegate keys shall not exceed six (6).
    - g) New State Delegate keys shall not exceed one (1).
  - 5) Silver and bronze keys will be given at the discretion of the State President.

5. Success System
  - a. Success System is used to promote good chapter management.
  - b. The top 10 chapters for each submission shall be awarded a certificate.
  - c. The overall winner for each submission shall be awarded a Success System Certificate.
  - d. The top 15 chapters for the entire year shall be awarded a certificate.
  - e. The top chapter for the entire year shall be awarded a plaque.
6. Growth Awards
  - a. For the purposes of the following awards, growth shall be defined as ending membership base minus beginning membership base. Percentage of growth shall be defined as ending membership minus beginning membership base, divided by beginning membership base.
  - b. A trimester growth certificate shall be presented to the chapters and districts that show growth by one from trimester base.
  - c. The Chapter Growth certificate shall be presented each trimester to the chapter with the greatest percentage of growth over trimester base. The chapter will also receive a \$5 State store gift certificate that will come out of the MVP incentive budget.
  - d. The District Growth certificate shall be presented each trimester to the district with the greatest percentage of growth over trimester base.
  - e. There shall be recognition at year-end to the chapter and district with the highest percentage of new members over base.
7. Project of the Trimester
  - a. Each State Program Manager will award a Project of the Trimester with the approval of the Internal Vice President or External Vice President.
  - b. The Project of the Trimester will be promoted through the State Program Manager, Internal Vice President or External Vice President.
8. Effective Writing Essay Award
  - a. There will be one (1) state essay competition per year. The essay competition is designed to encourage and recognize writing excellence. The essay contest should be held in the winter with the award being presented at Winter State Convention.
  - b. Entry fee and awards:
    - 1) The entry fee for the Effective Writing essay competition shall be \$5.

- 2) Certificates and an engraved commemorative charm shall be awarded to the second and third place winners.
- 3) A plaque shall be awarded to the first place winner.
- 4) Entry fees shall also include all judging expenses.

#### 9. Effective Speaking Award

- a. The Effective Speaking competition is designed to encourage and recognize speaking excellence. The speaking competition shall be held and awarded at Annual Convention in the spring.
- b. Entry fees and awards:
  - 1) The entry fee for the Effective Speaking competition shall be \$5.
  - 2) Certificates and an engraved commemorative charm shall be given to second and third place winners.
  - 3) A plaque shall be awarded to the first place winner.
  - 4) Entry fees shall also include all judging expenses.

#### 10. Impromptu Speaking Award

- a. The Impromptu Speaking competition is designed to encourage and recognize impromptu speaking excellence. The Impromptu Speaking competition shall be held and awarded at Fall State Convention in the fall.
- b. Entry fee and awards:
  - 1) Entry fee for the Impromptu Speaking competition shall be \$5.
  - 2) Certificates and an engraved charm shall be given to second and third place winners.
  - 3) A plaque shall be awarded to the first place winner.
  - 4) Entry fees shall also include all judging expenses.

#### 11. Community Connections Joint Ventures Award

- a. The Community Connections Joint Ventures Award is an award given by the Minnesota Women of Today recognizing a chapter that has successfully collaborated with another community organization to sponsor a successful community project. The Joint Ventures competition shall be recognized at Annual Convention.

- b. Entry fee and awards:
  - 1) The entry fee for the Joint Ventures competition shall be \$5.
  - 2) The winner and collaborating organization shall receive a certificate suitable for frame.
  - 3) Entry fees shall also include all judging expenses.

#### 12. Community Connection Civic or Environmental Project Award

- a. The Community Connections Civic or Environmental Project Award is an award given by the Minnesota Women of Today recognizing a chapter that has had an impact in their community either civically, or on the environment. The Civic or Environmental Project competition shall be recognized at Annual Convention.
- b. Entry fees and awards:
  - 1) The entry fee for the Civic or Environmental Project competition shall be \$5.
  - 2) The winner shall receive a certificate suitable for framing.
  - 3) Entry fees shall also include all judging expenses.

#### 13. Community Connections Community Impact Award

- a. The Community Connections Community Impact Award is an award given by the Minnesota Women of Today recognizing a chapter that has completed a successful community project that does not fit into one of the other two Community Connections award categories. This competition shall be recognized at Annual Convention.
- b. Entry fees and awards:
  - 1) The entry fee for the Community Impact Award competition shall be \$5.
  - 2) The winner shall receive a certificate suitable for framing.
  - 3) Entry fees shall also include all judging expenses.

#### 14. First Timers Award

- a. The First Timers Awards are given to encourage participation in state meetings by those attending their first state convention.
- b. Two (2) awards are given at each state convention:
  - 1) The overall winner shall receive a certificate for free registration for the next convention, a commemorative charm and a congratulatory certificate.

- 2) The spotlight winner shall receive a commemorative charm and a certificate. In the event that the Overall winner does not register to attend the next convention, the Spotlight winner may attend in their place.
  - 3) The Membership Management Committee shall communicate with the winner prior to the convention registration deadline to determine attendance.
- c. There is no entry fee for the First Timers program. Awards are funded by the First Timers budget.
  - d. The Membership Management Committee will coordinate the First Timer's Program and all certificates.

#### 15. Outstanding Young Adult Award

- a. The Outstanding Young Adult Award is designed to honor any young person who has made a valuable contribution to and an impact on their communities.
- b. This award is open to any young person in 11th or 12th grade.
- c. In order to hold a competition there shall be no less than three (3) entries received by the publicized deadline date.
- d. Entry fees and awards:
  - 1) The entry fee for the Outstanding Young Adult Program shall be \$25.
  - 2) The Awards Committee will determine the number to honor at Winter State convention based on the number of entries, and each shall be awarded an equal monetary amount.
    - a) 6 or less nominations, up to two (2) may be recognized.
    - b) 7 or more nominations, up to three (3) may be recognized.
  - 3) Entry fees shall also include all judging expenses.
  - 4) Honorees shall receive an award.
- e. Completed nominations and fees shall be due to the Awards Chair postmarked by November 1.

#### 16. Outstanding Person with Developmental Challenges Award

- a. The Outstanding Person with Developmental Challenges award is designed to honor an individual who has overcome his/her disability, shown personal growth and has made an impact on their community and family.

- b. In order to hold a competition there shall be no less than three (3) entries received by the publicized deadline date.
- c. Entry fee and awards:
  - 1) The entry fee for the Outstanding Person with Developmental Challenges award shall be \$25. Entry fee shall cover all judging and presentation expenses.
  - 2) Honorees shall receive an engraved paperweight.
  - 3) Certificates shall be given to all state competition nominees.
  - 4) The Awards Committee will determine the number to honor at Winter State convention based on the number of entries and each shall receive an award from True Friends.
    - a) Fewer than 10 entries, up to three (3) may be recognized.
    - b) 10 or more, up to five (5) may be recognized.
- d. Completed nominations and fees shall be due to the Awards Chair postmarked by November 1.

17. Lois M. Christensen Women Who Impact Award

- a. The Lois M. Christenson Women Who Impact Award is designed to honor women who have made a valuable contribution to and impact upon their communities.
- b. This award is open to women over the age of 18.
- c. Award nominations may recognize women in non-profit areas related to community service, volunteerism, spirituality, youth outreach or women's advocacy.
- d. Entry fees and awards:
  - 1) The entry fee for the Lois M. Christensen Women Who Impact Award shall be \$25 for each category. Entry fee shall cover all judging and presentation expenses.
  - 2) Three (3) nominees are needed to award an honorarium.
  - 3) Honorees shall receive an award.
  - 4) The Awards Committee will present at Winter State.
  - 5) The winner receives an honorarium donated to the non-profit of her choice; women of today chapters are not eligible.
- e. Completed nominations and fees shall be due to the Awards Chair postmarked by November 1.



## **U. KEY WOMEN**

1. The Minnesota Women of Today recognize the honor known as the Key Women.
2. The name Key Woman shall be used exclusively in conjunction with the Minnesota Women of Today Key Woman Award.
3. This honor is presented to an outstanding Minnesota Woman of Today member.
4. The Key Women, which is comprised of all past recipients of this honor, shall review all nominations and determine any new recipients.

## **V. UNITED STATES AMBASSADOR AWARD**

1. The Minnesota Women of Today recognize the honor known as the United States Ambassador Award.
2. This honor is presented to an outstanding Minnesota Women of Today member as nominated by a member's local chapter and recommended by the committee for submission to the United States Women of Today.
3. The Ambassador Award Committee shall consist of the Chairman of the Board, the Executive Director, and two past recipients. They will review the submissions and assist with the presentations.

## **W. EXECUTIVE DIRECTOR**

1. A committee led by the chairman of the board and consisting of the State President (with no voting rights), one (1) past president, and three (3) former staff members (within the last five (5) years) shall be responsible for the hiring or dismissal of the executive director.
  - a. In the event of a vacancy, this committee shall have the authority to appoint a temporary director for up to 90 days.
2. The Executive Director shall be responsible to the Finance Committee and shall be under the supervision of the State President.
3. Executive Director duties:
  - a. Dues billing.
  - b. Setting up all regular and special meetings of the Minnesota Women of Today and its Executive Council.
    - 1) The date and place of the Mid-Year Executive Council Meeting shall be announced at MNJOTS.
    - 2) The date and place of MNJOTS shall be announced at the Winter State Meeting.
    - 3) All printings and mailings regarding the state meetings shall be handled by the

Executive Director.

- 4) He/she shall also make advance registrations for Executive council and guests.
- c. Scheduling meetings at the Chapter Service Center.
- d. Serving as a resource for chapters.
- e. Printing and collating materials and mailings.
- f. Other duties as stated in the Executive Director's operations manual or as deemed necessary by the State President.
- g. Supervise the Webmaster and Web Assistant.
  1. Sit on the Web Team along with the Webmaster and Web Assistant.
  2. Provide the Web Team Contract to the Finance Committee's May meeting for approval.
  3. Ensure Web Team members and State President sign the Web Team Contract upon approval by the Finance Committee.
4. He/she shall be bonded for \$60,000.
5. He/she shall be an ex-officio member of staff.

## **X. CONTRACTS**

1. Contracts entered into by the Minnesota Women of Today shall require signatures of the State President and the appropriate Vice President, with approval/review by the FINANCIAL VICE PRESIDENT and State Parliamentarian.
2. Such contracts shall be on file at the Chapter Service Center; a copy shall be retained by the appropriate individual and his/her supervising officer.
3. All contracts entered into shall be approved by the Executive Council prior to final consummation of the contract by the State President and other officers of the Executive Council with the exception of special meeting contracts, which shall be entered into by the Executive Director with the approval of the State President and the FINANCIAL VICE PRESIDENT.
4. The Finance Committee shall review state meetings and other contracts.

## **Y. NATIONAL CAMPAIGN FUND**

1. State supported Minnesota members running for US Women of Today elected positions shall submit expenses for reimbursement prior to the Fall Finance Committee Meeting to the Chairman of the Board. (A photocopy of receipts is acceptable.)
2. Reimbursement for those running for US Women of Today President shall not exceed \$40. Reimbursement for those running for US Women of Today Membership Vice President,

Programming Vice President, Secretary or Treasurer shall not exceed \$20. In the event that there is more than one candidate from Minnesota, the funds will be allocated proportionately under the discretion of the Chairman of the Board and the Finance Committee.

3. Funds to be disbursed at the Fall Finance meeting with funds from the ONTO budget.