

# Your Guide to Extending a Minnesota Women of Today Chapter

Extending a new chapter can be an exciting and unpredictable experience. Using this guide with the support of your Minnesota Extensions Director, along with the many tools available through the MNWT Website will help make extending your new chapter a simple and fun juncture.

The requirements to start a new chapter within the MNWT are simple. You need to complete the proper forms and have ten new members each paying their dues of \$50. You may also want to add chapter dues to cover local expenses. A new chapter shall be recognized upon receipt of dues to the Chapter Service Center (CSC) from a minimum of ten (10) new members and submission of a completed new chapter form.

## Step 1: Create a plan.

After Creating your plan, the extension process should take approximately twelve weeks. If an extension is taking too long, it may be best to pause your efforts until there is more community interest.

- Who will support the extension and new chapter?
- How will you fund the extension?
- What area are you looking to extend to?
- Why are you looking to extend there?
- What are the needs within the community?
- Name of your New Chapter?
- Use the official MNWT District Map to determine the district your chapter will be part of.
- Plan/Schedule 4 to 8 events you will hold in the next twelve weeks to recruit for your new chapter. Consider both social and service opportunities. Use the Recruiting New Members information (page 3) for help.

## Step 2: Complete your USWT Intent to Extend.

When the decision has been made to work on extending a new Women of Today Chapter, you have a plan in place, held a few events and are confident in the ability to extend the new chapter complete the “[USWT Intent to Extend](#)” form found on the USWT Website. Fill in as much information as you know. Responses to the online form will be viewed by the USWT Extension Director and the MNWT Extensions Director.

## Step 3: Put your Plan into action.

Having a plan and utilizing your plan can be two completely different things. To help you move forward and complete your extension complete the following.

- Contact the Market VP to set up an extensions Facebook page for your extending chapter. Include photos, and information about why you are coming to the community and the benefits for not only the community, but new members as well. Make a public event for all of your planned recruiting events.
- Work with the MNWT Extensions Director and members of the extensions team to host events and create opportunities in the extension area.

*Step 3 continued on page 2...*

- Print the “New Member” Form (page 3) and bring to all recruiting events.
- Actively ask ALL guests to join. Collect checks and information at ALL events. Checks written before you complete the extension can be made out to “MNWT” with your extension in the memo. After completing your extension all checks will need to be made out to your chapter.
- Keep holding your events. Do not cancel! Do not be discouraged if no one shows up. Use the time to brainstorm new ways to promote and reach your target audience.
- Encourage newly signed members to invite their family and friends to join.
- Plan a chartering event near the 12 week mark. Collect dues from anyone who still needs to join, elect the president for the new chapter and vote on the bylaws.
- Note: You don’t need to stop at 10. If you get 10 members before completing your 12 week plan, keep recruiting and continue holding your events.

#### **Step 4: Make it official.**

Congratulations on your new chapter! Now comes what some would consider the most difficult part, the paperwork.

- Secure a PO Box for your chapter’s official mailing address.
- Complete the “USWT Intent to Charter/Intent to Follow Up.” This form simply states that the extensions team is making a commitment to the newly extended chapter to support them during their first year.
- Submit the “USWT New Chapter” form. A chapter becomes an official member of Women of Today upon receipt of this form and membership dues from at least ten (10) new members. Each new chapter will receive an engraved gavel.
- Complete your chapter’s bylaws and file your Articles of Incorporation with the secretary of state in your state. An example of chapter bylaws can be found on page 5.
- Apply for your Federal EIN Application (Tax ID Number) for your chapter.
- Apply for your State Sales and Use Tax Permit (Tax ID Number) for your chapter.
- Get a chapter Checking Account.

#### **Step 5: Getting down to business.**

You have a new chapter, now what? You are not alone. Utilize your extensions team and the MNWT Extensions Director, MNWT Membership Vice President, and MNWT Marketing Vice President.

- Contact the MNWT Extensions Director to see what financial incentives are available to your new chapter and when/how you will receive them.
- Contact the MNWT Foundation for information on grants and loans available to newly extended chapters.
- Complete the “USWT Extension Funding Application” and the “USWT Founders Charities Extension Funding Application.” You may receive up to \$30 from each to cover your expenses.
- Create your policies. For an example see page 10.
- Select a date for your monthly meeting and plan your first ways and means fundraiser.
- Transition your Facebook page to an official chapter page.

## **Recruiting New Members**

When looking for people, find places to promote and advertise where people will be looking for you. Find community boards and activities that people go to looking for volunteering opportunities and social activities. They are not looking for Women of Today or Service, Growth, and Fellowship. They are looking for specific community service activities to participate in, an opportunity to feel valued, ways to support their community, new social circles, etc.

- Advertise at local colleges, universities, churches, and parents of grade school age kids and at childcare centers.
- Advertise in local newspapers, cable TV, public access TV and radio
- Attract a wide age spectrum by offering a variety of programs and events
- Booths at malls, fairs, school events, festivals, craft shows etc.
- Create a newsletter and circulate widely (everywhere)
- Create customized bookmarks and place in books at local library
- Contact the Chamber of Commerce, City Hall and local businesses
- Follow up with guests after they attend meetings and events
- Hand out membership “join” cards at events
- Utilize your Facebook page to promote
- Sponsor a table at trade shows
- Include testimonial statements from other MNWT members on why they joined, display at your events
- Hold your meetings and events in a public locations
- Host a joint meeting / event with another organization
- Host an open house
- Host a coloring contest for youth
- Host a public workshop
- Host a wine and cheese reception for prospective members
- Invite the local media to your events
- Look for members in all ethnic groups
- Make direct contact with women’s business associations
- Network with your co-workers, friends, family and neighbors
- Never cancel a meeting or event, especially last minute
- Participate in community events
- Put posters, flyers in stores, coffee shops, etc.
- Sponsor a sport event
- Write letters to newspapers about your membership campaign



# Minnesota Women of Today

## New Member Information Sheet

### Contact Information

Please complete the following section in full.

Name: \_\_\_\_\_ Preferred pronouns: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Best time of day to call: \_\_\_\_\_

Email: \_\_\_\_\_ Birthdate (MM/DD/YYYY): \_\_\_\_\_

### Get to Know You Better

Optional, please complete as much as you are comfortable sharing.

Spouse/Partner: \_\_\_\_\_ Anniversary: \_\_\_\_\_

Children: (names, ages): \_\_\_\_\_

Occupation, if retired what industry: \_\_\_\_\_

Hobbies: \_\_\_\_\_

Are you a member of any other organizations? \_\_\_\_\_  
If so, please list them: \_\_\_\_\_

How long have you lived in the community: \_\_\_\_\_

What special areas of interest do you have? (Community in general, youth, senior citizens, personal development, socials, education, fundraising, etc.)?  
\_\_\_\_\_  
\_\_\_\_\_

What are you hoping to get out of your membership with Women of Today?  
\_\_\_\_\_  
\_\_\_\_\_

What projects have you heard about that you would be interested in learning more about?  
\_\_\_\_\_  
\_\_\_\_\_

Anything else you would like to share: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# BY-LAWS OF THE {chapter} WOMEN OF TODAY

(Approved {month} {year})

## ARTICLE I Name and Headquarters

**Section 1.** This organization's name shall be the {chapter} Women of Today.

**Section 2.** The mailing address of this organization shall be the PO Box of the {chapter} Women of Today.

## ARTICLE II Purpose, Mission Statement, and Creeds

**Section 1.** The purpose of this organization shall be to:

- A. Make possible joint action and expression of opinion regarding civic, educational, recreational, and social interests within the local community.

**Section 2.** The mission of this organization is to help people improve their own lives and the lives of the people in the communities around them. The organization shall be a place in which all members are actively encouraged to become involved and hold positions of leadership. This organization shall provide opportunities for members to:

- A. Contribute to their communities by raising funds for worthy causes and by providing services or education to benefit the local community.
- B. Develop and foster skills and talents related to becoming successful individuals, interacting well with other people, and becoming capable leaders.
- C. Develop friendships and find personal support within the organization.

**Section 3.** Minnesota Women of Today Creed: We, the Women of Today, are Service, Growth and Fellowship. We believe that through us great lessons can be learned, worthy deeds performed, and a hand of fellowship extended to millions of women everywhere. May we leave this world a better place because we have lived and served within it.

**Section 4.** United States Women of Today Creed: We, the United States Women of Today, are dedicated to serving our community and nation, are committed to strengthening our individual talents, and stand united by our friendship and belief in the future.

**Section 5.** {chapter} Women of Today is a non-profit IRS 501(c)4 fraternal organization.

## ARTICLE III Membership

**Section 1.** This organization is a member of the U.S. Women of Today and the Minnesota Women of Today in regard to payment of dues, support of their programs whenever possible, and compliance with their by-laws and policies.

**Section 2.** The objectives of this organization are purely civic, educational, recreational, and social. It is not organized for religious, political, or private purposes and shall not function for profit or for personal monetary gain to any of its members.

**Section 3.** A member in good standing is any person at least 18 years of age when that person's full dues are paid.

**Section 4.** Members in good standing shall have voting power in all {chapter} Women of Today business affairs and may hold any local, district, state, or national position.

#### **ARTICLE IV Dues and Fiscal Year**

**Section 1.** The organization's year runs from May 1 – April 30 each year. The fiscal year runs from June 1 – May 31 each year.

**Section 2.** The dues for a new membership of this organization shall be \$60 (\$10 Chapter, \$45 State, \$5 National). The annual renewal for membership of this organization shall be \$50 (\$45 State, \$5 National).

**Section 3.** Any member transferring to this organization from another Women of Today chapter within the State of Minnesota shall be required to pay the chapter portion of the dues only. Any member transferring from out of state shall be treated as a new state member in regard to dues.

**Section 4.** Notices of dues owing the chapter shall be given to members by the Treasurer sixty days before date payable. Members whose dues are not paid by the end of the trimester in which they are due shall cease to be members.

**Section 5.** No refund of annual dues shall be made under any circumstances.

#### **ARTICLE V Board of Directors**

**Section 1.** The primary officers of this organization shall include the President, Treasurer, and Secretary.

**Section 2.** The secondary officers of this organization may include the Programming Vice President, Membership Vice President, Marketing Vice President, State Delegate, and Parliamentarian.

**Section 3.** The Programming Managers of this organization may include Community Connections, Living and Learning, MNWT Priority Area, Youth of Today, and Women's Wellness.

**Section 4.** The Board of Directors of this organization shall be composed of all the officers and program managers of this organization.

**Section 5.** The Board of Directors shall meet online once monthly at a time and date deemed advisable by the President.

**Section 6.** The Board of Directors shall be authorized to act on all matters relative to the policies of the organization. Any board action, however, may be overruled by the membership with a simple majority vote.

**Section 7.** In the event that any action regarding policies must be taken by the Board of Directors, a telephone call will be promptly made to the member(s) involved. Membership will be notified when applicable.

**Section 8.** No member may hold the same position on the Board of Directors for more than two years in a row, with the exception of Treasurer who may hold the position for up to three years.

#### **ARTICLE VI Election of Officers**

**Section 1.** Any candidate for President must have served on the Board of the {chapter} Women of Today for at least one year.

**Section 2.** Any candidate for all offices not including the president must have been a member for a minimum of six months.

**Section 3.** Any candidate for programming manager must have been a member for a minimum of two months.

**Section 4.** A nominating committee shall be formed at the January general membership meeting. The nominating committee shall be composed of the immediate past president and parliamentarian.

**Section 5.** The nominating committee shall be responsible for obtaining a slate of candidates for an election at the March general meeting.

**Section 6.** At least 15 days prior to the election, the nominating committee shall mail, email, or include in the newsletter, a list of nominees to the membership.

**Section 7.** Campaigning for contested elections shall be limited to the election evening. For uncontested elections campaigning shall not be allowed.

- A.** For contested elections a campaign speech by the candidates not exceeding 5 minutes shall be allowed.
- B.** Nominating speeches shall not be allowed.
- C.** For contested elections campaign brochures may be distributed before the meeting is called to order.

**Section 8.** The nominating committee shall conduct the annual election at the March general meeting as follows:

- A.** The position of President.
  - 1. The nominating committee will present the candidates for President. When a candidate is available no nominations from the floor may be added to the list of nominees.
- B.** Contested positions will be voted on in the following order: Secretary, Treasurer, Programming Vice President, Membership Vice President, Marketing Vice President, State Delegate, Parliamentarian, Community Connections, MNWT Priority Area, Youth of Today, and Wellness and Personal Development.
- C.** When uncontested, the remaining slate of candidates will be voted on in one motion. When a candidate is available no nominations from the floor may be added to the list of nominees.
- D.** Following the election, the president-elect may solicit members to fill the open Board of Directors positions.
- E.** The president-elect shall have no other duties until May 1<sup>st</sup>.

**Section 9.** Officers and Program Managers shall be elected by a simple majority of the members present and voting.

**Section 10.** In the case of a tie, 5 minutes shall be allowed for candidates to answer questions from the membership. Following this, a second vote shall be taken.

**Section 11.** The officers and program managers of the organization are elected for a term of one-year coinciding with the year of this organization.

**Section 12.** After May 1<sup>st</sup> open officer and program manager positions shall be appointed by the president.

## **ARTICLE IX Disbursements**

**Section 1.** This organization shall maintain a checking account in the bank to be determined by the Board. The President and/or the Treasurer shall sign checks thereon. A separate savings account may also be used to manage the funds within the chapter. The President and/or the Treasurer shall have approval for deposits and withdrawals.

**Section 2.** In the end of the fiscal year, there shall be between \$500 and \$1,000 carried over in the chapter checking account to the next fiscal year. The chapter savings account may have no more than \$10,000 at any given time.

**Section 3.** The Board of Directors may authorize disbursements and/or reimbursement of incurred or anticipated expenses of up to \$50.

**Section 4.** All disbursements shall be made by check, signed by the Treasurer and/or the President. The Treasurer shall require receipts and vouchers before reimbursement of money owing to members.

**Section 5.** Funds that are raised for a designated charitable event/organization cannot be used for chapter expenses.

**Section 6.** Liability insurance shall be obtained through the Minnesota Women of Today with remittance made annually at the request of the State organization.

## **ARTICLE X Annual Budget**

**Section 1.** The annual budget shall be drawn up by the newly elected Treasurer, with the support of the past Treasurer, current President and Past President. The annual budget meeting shall be open to the membership. This proposed budget shall be presented to the membership for approval by the general membership meeting in May before the beginning of the Fiscal year.

## **ARTICLE XI Auditing of the Books**

**Section 1.** The treasury books of this organization shall be reviewed each June of an odd year by a volunteer who does not have check writing privileges, to be approved by the general membership.

**Section 2.** Once the review is complete, the report must be presented to the chapter at the August general meeting.

## **ARTICLE XII Parliamentary Authority**

**Section 1.** Roberts Rules of Order Revised shall prevail at all meetings except when in conflict with the organization's by-laws and policies.



## **ARTICLE XIII Meetings**

**Section 1.** The order of business for all general membership meetings shall be determined by the President but may be changed by a majority vote of the members present.

**Section 2.** General meetings will be held the {2nd Tuesday} of each month, unless conflicting with a holiday.

**Section 3.** A quorum is one third of the membership.

## **ARTICLE XIV Chapter Business**

**Section 1.** No member of this organization shall publicly state any policy, enter into any agreements or otherwise obligate this organization except upon authority of the general membership. If a question must be decided prior to the next general meeting, it may be decided by an email vote of all chapter members.

**Section 2.** Any member who accepts an item for sale or resale on behalf of this organization shall be responsible for the selling price of the item. Any items not sold must be returned to the organization in time for resale or the end of the project.

## **ARTICLE XV Dissolution**

**Section 1.** In the event the membership desires to dissolve this organization a special meeting shall be called to vote on dissolution of the chapter with a written notice sent to all members, the State President and the District Director ninety (90) days prior to the special meeting.

**Section 2.** This organization may be dissolved at the special meeting called for that purpose upon the affirmative vote of two thirds (2/3) of the general membership provided a quorum is present.

**Section 3.** Upon dissolution of this chapter, any remaining assets, after the payment of existing debts including money owed to the Minnesota Women of Today are to be given to organizations organized exclusively for charitable, educational, or scientific purposes as shall at that time qualify as exempt under Section 501(c)(3) of the Internal Revenue code.

## **ARTICLE XVI Amendments and Suspension of the By-Laws**

**Section 1.** Amendments to the by-laws may be proposed to the membership by any member at any regular business meeting. All Amendments to the by-laws shall be proposed in writing by giving notice to each member at least 60 days before final voting on the amendment using email or standard mail.

**Section 2.** Amendments to the by-laws shall be adopted by a 2/3 vote of the members present and voting providing a quorum is present.

**Section 3.** By-laws may be suspended by a 2/3 vote of the members present and voting at any general meeting of this organization providing a quorum is present.

## POLICIES OF THE {chapter} WOMEN OF TODAY

(Approved April 1, 2020)

### 1) POLICY

- a) This set of policies is presented to assist members in understanding the operation and functions of this organization.
- b) Procedures adopted at regular business meetings and at Board of Directors meetings shall be explicitly stated in these policies. The policies may be amended or repealed by a simple majority vote at any regular business meeting with 15 days advance notice to membership.

### 2) REQUESTS FROM OUTSIDE ORGANIZATIONS

- a) Requests for assistance and publicity by outside organizations shall be considered and acted upon by the membership at general meetings. If time does not permit such consideration, the President shall introduce a motion by email for vote available to all members needing a majority of all members in good standing to vote in favor for it to pass.

### 3) MEMBERSHIP

- a) Each individual member shall be responsible for any financial commitments made and not canceled by the date specified by project lead regarding social functions held by the chapter.
- b) New members shall be installed at general membership meetings. Members can join online or at any chapter function.
- c) Name tags shall be purchased for all new members from chapter funds. All members shall be encouraged to wear their nametags at all functions of this organization. If a member loses their nametag, they must replace it at their own expense.

### 4) MEETINGS

- a) All general membership meetings will start at between 6:00 p.m. and 7:00 p.m. based on programming held before the meeting is called to order.
- b) A quorum must be established as described in Article XIII, Section 3 of the chapter by-laws for any voting to occur at a general meeting.
- c) Members are encouraged to attend all regular business meetings and to express their opinions.
- d) A copy of the agenda shall be given to each member in attendance at all regular business meetings. A copy of the agenda shall be shared with each Board member in attendance at the Board of Directors meetings.
- e) A copy of the minutes of each general membership meeting shall be available at the following general membership and/or sent via mail/email to the members prior to the next meeting.
- f) The District Director of the district in which {chapter} resides shall be invited to up to two regular business meetings during each year. In the event that the visit is at a dinner meeting, the chapter shall incur the cost of the meal.
- g) Any National Officer, State Officer or State Program Manager specifically invited by the chapter president to a meeting shall be gifted a \$10 gift card or check for gas.
- h) All Board of Directors meetings are open to the entire membership.
- i) All members reporting at a general meeting should have their reports and motions written prior to presentation with a copy given to the Secretary for their minutes.

### 5) REGISTRATIONS

- a) The chapter shall reimburse 50% of the registration fees for the President and State Delegate attending District Meetings, State Conventions (Fall State, Winter State and Annual) upon request.

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

## 6) REPRESENTATION

- a) The State Delegate will report on chapter activities as requested at district and state meetings, and collect recognition and awards given for chapter members not in attendance. In event there is no State Delegate, or they cannot attend, the President will assume these duties.
- b) In the event both the State Delegate and President are unable to attend a State or District meeting, the President shall appoint one member in good standing to act as an alternate and 50% of the appointed member's registration will be paid by the chapter upon request
- c) The State Delegate shall cast the chapter's vote as directed by the membership on all first ballots. On second or subsequent ballots, the State Delegate may cast chapter votes as directed by the chapter members in attendance at the meeting, if new issues or information are presented.

## 7) BOARD OF DIRECTORS

- a) The incoming members of the Board of Directors shall attend the April Board Meeting so that the outgoing Board of Directors might orientate their replacements on the Board. The incoming Board of Directors shall assume their duties on May 1 regardless of the banquet date.
- b) The duties of the President shall be to:
  - i) Supervise the affairs of the organization.
  - ii) Represent the organization within the community.
  - iii) Preside over and maintain order at all meetings of this organization.
  - iv) Represent the chapter at all district and state meetings when the state delegate is not available.
  - v) Supervise and assist the officers in the performance of their duties.
  - vi) Provide an agenda for all general membership and Board of Directors meetings.
  - vii) Assist the Treasurer in preparing the annual budget.
  - viii) Provide a Year at a Glance for the months of June through May with the help of membership for vote at the May General meeting.
  - ix) Manage chapter email.
- c) The duties of the Treasurer shall be to:
  - i) Pay Post Office box rent in {Month(s) to Be Paid}.
  - ii) Post a complete written financial statement at each meeting. Copies shall be made for the President and anyone else who requests a copy. Any checks not cleared within 90 days, shall be stated separately on the report
  - iii) Be responsible for the collection of dues. Forward dues and appropriate information by the 15<sup>th</sup> of the 4<sup>th</sup> month of each trimester to the Chapter Service Center.
  - iv) Notify Chapter Service Center of member's transfer and/or change of address.
  - v) Keep records of money owed by or to the chapter.
  - vi) Maintain a list (including location) of the chapter's assets.
  - vii) Prepare a year-end financial report for the chapter google account.
  - viii) Determine and submit the proper sales tax, if any, each year.
  - ix) Prepare the proposed annual budget with assistance from the President and serve as an advisor for the following year's budget preparation.
  - x) Remit promptly mandatory liability insurance payment to the Chapter Service Center.
- d) The duties of the Secretary shall be to:
  - i) Keep general membership and Board of Directors meeting minutes of this organization. Include attendance including members and guests in minutes.

- ii) Provide minutes of the general meeting within two weeks of the meeting to the chapter president within two weeks of the meeting.
- iii) Maintain a permanent chapter record of all board and general meeting minutes and other pertinent chapter documents in the chapter Google drive.
- iv) Keep motion slips on hand and ensure that they are available at meetings.
- e) The duties of the Programming Vice President shall be to:
  - i) Support Local Program Managers (LPMs) and project leads when there is no program manager for an area.
  - ii) Report to the Board of Directors on the progress of programming.
  - iii) Report at general meetings on all Programming Projects when the program manager and lead are not available to report.
  - iv) Shall complete the MNWT Programming Trimester Report by September 1<sup>st</sup>, January 1<sup>st</sup>, and May 1<sup>st</sup>.
  - v) Shall complete the USWT Domestic Violence Awareness Transmittal after completion of programming activities that involve supporting and or educating on Domestic Violence.
- f) The duties of the Membership Vice President shall be to:
  - i) Communicate with all members a minimum of once a trimester via, mail, email or phone to encourage fellowship and a sense of belonging.
  - ii) Host a member orientation a minimum of once a year.
  - iii) Support membership event leads.
  - iv) Report at general meetings on all Membership events when the lead(s) are not available to report.
  - v) Keep updated chapter roster and send it to the membership at the beginning of every trimester.
  - vi) Maintain the dropped members roster for future reference.
- g) Duties of the Marketing Vice President shall be to:
  - i) Create an informative chapter Newsletter to be emailed to all members by the 5th of each month.
    - (1) Send a copy of the chapter newsletter to the state Marketing Vice President and national secretary once per trimester.
  - ii) Manage chapter Facebook page and other social media accounts.
  - iii) Promote Founders Day held on July 1st and Women of Today Week held the 4<sup>th</sup> week of September.
  - iv) Send press release to local paper.
  - v) Support public promotion of chapter membership and programming efforts
- h) The duties of the State Delegate shall be to:
  - i) Represent this chapter at all State and District meetings. The State Delegate shall be the head of the voting delegation from this chapter.
  - ii) Inform the membership of and encourage membership participation in State and District activities and projects.
  - iii) Distribute materials, incentives, and awards at the general meeting proceeding any District or State Meeting. Incentives, and awards for recipients not in attendance should be announced and recognized at the meeting. Items should be mailed or hand delivered to the recipient within 60 days.
  - iv) Register our delegation with the appropriate person at State meetings.
  - v) Make all reservations for District meetings for members. When requested, give a report of the chapter's activities.
  - vi) Give a summary of the activities at District and State meetings to the membership through the newsletter and at the general meetings.

- i) The duties of the Parliamentarian shall be to:
  - i) Serve as Parliamentarian at general membership and Board of Directors
  - ii) Be responsible for revising chapter by-laws and policies and keep updated copies of the same.
  - iii) Send revised copies of chapter by-laws and policies to the chapter secretary to be stored in the chapters google drive and state parliamentarian to archive.
- j) The duties of the local program manager(s) shall be to:
  - i) Community Connections, external focus
    - (1) Support projects, events and organizations not defined in MNWT Priority Project, Women’s Wellness, and Youth of Today.
    - (2) Communicate with project lead(s). Share updates with the Board of Directors on their behalf and report at general meetings when the lead(s) are not available.
    - (3) Support the area with educational materials, activities and or projects each trimester.
    - (4) Report at general meetings.
    - (5) Submit a minimum of one article to the chapter newsletter each trimester.
    - (6) Communicate with State Community Connections Program Manger.
  - ii) Living and Learning, internal focus
    - (1) Support projects, events and organizations that develop members personal growth and explore mental and physical wellbeing.
    - (2) Communicate with project lead(s). Share updates with the Board of Directors on their behalf and report at general meetings when the lead(s) are not available.
    - (3) Support the area with educational materials, activities and or projects each trimester.
    - (4) Report at general meetings.
    - (5) Submit at minimum of one article to the chapter newsletter each trimester.
    - (6) Communicate with State Living and Learning Program Manger.
  - iii) MNWT Priority Project, external focus
    - (1) Support the 3-year MNWT assigned organization with educational materials, activities and or projects each trimester.
    - (2) Communicate with project lead(s). Share updates with the Board of Directors on their behalf and report at general meetings when the lead(s) are not available.
    - (3) Report at general meetings.
    - (4) Submit a minimum of one article to the chapter newsletter each trimester.
    - (5) Communicate with State Priority Area Program manager.
  - iv) Women’s Wellness, external focus
    - (1) Support projects, events and organizations that focus on volunteering with and/or supporting Women’s needs.
    - (2) Communicate with project lead(s). Share updates with the Board of Directors on their behalf and report at general meetings when the lead(s) are not available.
    - (3) Support the area with educational materials, activities and or projects each trimester.
    - (4) Report at general meetings.
    - (5) Submit a minimum of one article to the chapter newsletter each trimester.
    - (6) Communicate with State Community YT Program Manager.
  - v) Youth of Today
    - (1) Support projects, events and organizations that focus on volunteering with and/or supporting youth needs.

- (2) Communicate with project lead(s). Share updates with the Board of Directors on their behalf and report at general meetings when the lead(s) are not available.
- (3) Support the area with educational materials, activities and or projects each trimester.
- (4) Report at general meetings.
- (5) Submit a minimum of one article to the chapter newsletter each trimester.
- (6) Communicate with State Community YT Program Manager.

#### 8) IMMEDIATE PAST PRESIDENT

- a) The Immediate Past President is not a member of the Board of Directors and is not required to attend such meetings.
- b) Support and mentor the chapter president as needed throughout the year.
- c) Serve as lead of the Elections Committee.
- d) Serve as lead of the Year End Banquet Committee.

#### 9) STANDING COMMITTEES

- a) The Disbursement Committee is composed of the Treasurer, President, and interested members.
  - i) Provides the chapter with suggestions for disbursing extra funds at the end of the year to charitable organizations or causes.
  - ii) Runs from March through April each calendar year.
- b) The Elections Committee is composed of the immediate Past President and Parliamentarian.
  - i) Supports the process of assembling a board for the next year.
  - ii) Runs from January through April each calendar year.
- c) The Year End Banquet Committee is composed of the Immediate Past President and interested members.
  - i) Works with President and President Elect to find a date for yearend banquet.
  - ii) Organizes banquet, creates yearend slideshow and updates membership.
  - iii) Plan the annual awards and installation ceremony.
  - iv) Collects donations from members for President year end gift(s).
  - v) Runs from January through April each calendar year.

#### 10) PERMANENT RECORDS, REPORTS, AND CORRESPONDENCE

- a) The Secretary shall establish a permanent file of minutes of all meetings of this organization, correspondence, and pertinent information regarding major and/or ongoing projects run by the chapter. These files shall be stored in the chapter google drive.
- b) Project chair(s) are encouraged to submit a completed Project Report to the secretary within 30 days of the completion of each project. Completed Reports are stored in the chapter's Google drive.
- c) People obtaining speakers are responsible for thank you's for speakers and guests.
- d) The chapter's permanent mailing address is: P.O. Box {#####}, {City}, MN {zip code}

#### 11) AWARDS

- a) Special awards and gifts may be given at the discretion of the President.
- b) The general membership shall select by secret ballot in August, December, and April a Member of the Trimester, Internal Project of the Trimester, External Project of the Trimester and Membership event of the trimester to be awarded at the following months general meeting.
- c) The general membership shall select by secret ballot in April an Outstanding Member of the Year, Outstanding Internal Project of the Year, Outstanding External Project of the Year and Outstanding Membership event of the Year to be awarded at the Year End Banquet.

#### 12) STATE AND DISTRICT FINANCIAL OBLIGATIONS

- a) State dues owed shall be paid to the Chapter Service Center by the fifteenth of the month in which they are due. The Treasurer shall promptly submit these, and all dues collected throughout the year. No dues shall be sent to the State Organization until the money for the same has been received by the chapter.
- b) The Treasurer shall pay District dues in accordance with the District by-laws.
- c) The Treasurer shall keep the chapter's insurance coverage in force by promptly paying the premiums when due.

### 13) CHAPTER BUSINESS

- a) The chapter newsletter should be distributed monthly to members by email by the 5<sup>th</sup> of each month.
- b) Newly proposed projects should be brought before the Board prior to the general membership meeting.
- c) All projects, events, and socials not included in the Year at a Glance must be approved by the membership.
- d) Project leads should report on the status of their project at meetings.
- e) Any member originating a motion to donate or disburse money shall be responsible for getting pertinent information (i.e. name and address of recipient) to the Treasurer for mailing purposes. Treasurer will report any unavailable information pertaining to the disbursement to the board within 30 days.
- f) Projects that include an expenditure of funds are required to present a budget to either the membership prior to implementation of the project.
  - i) The chapter is not responsible for expense amounts exceeding the approved budget.
  - ii) If a member submits for reimbursement for a product, the product becomes the chapters to use for chapter projects or business. If a member uses a product for personal use the chapter must be repaid for the product.
  - iii) Members must turn in their receipts and a reimbursement form to the treasurer within 60 days of project completion. Any monies not accounted for by receipt within 60 days are assumed to be the responsibility of the project member making the purchase.
- g) All approved operating expenses should be submitted, with a completed expense report, within 60 days from the date incurred. Receipts can be held until funds are available or April 30, whichever comes first. All prior period expenses must be submitted by the following May General Meeting.