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Revised 6/2018

Executive Committee Guidelines

Members will follow the current Constitution of The College Women's Club of Dayton, Ohio.

Members will attend Executive Committee and General meetings.

Make revisions to "Blue" Books and give to the Second Vice President in April.

Provides all up-dated guidelines and helpful materials to successors before or no later than the June Annual Membership meeting.

Annual Report – the following members of the Executive Committee will prepare and submit information to the Recording Secretary for the Annual Report: President, Corresponding Secretary, Hospitality, Membership and Reception at May meeting.

How to pay for supplies and/or request reimbursement.

If you buy something, pay for it in one of the following ways:

- request that the vendor to bill the treasurer of The College Women's Club, take the treasurer's address with you
- determine the cost ahead of time and request a check from the treasurer made out to the vendor
- pay for the merchandise yourself; submit the receipt to the treasurer for reimbursement. If you notify the treasurer before the monthly Executive Committee meeting, the check will be given to you at the meeting

ARCHIVES

- please refer to page 18 to know what is needed

President

- The CWC Constitution Article V, Section 1, 2, 3a, 3b, 3c; Article VI, Section 4; Article VII, Section 1, 2, 3, 4; Article VIII

Consult First Vice President Guidelines, page 8, for responsibilities required before taking office as President

Follows The CWC Executive Committee Guidelines, page 2

Prepares End of the Year (EOY) report for Recording Secretary

May

- Schedules & sends written invitation to a combined Executive Committee Officers and Standing Committee Chairpersons meeting of "old" and "new". A reasonable date and time would be the first Monday in June, 10:30 a.m., place at discretion of new president. The "old" and "new" board should precede the June Annual Membership meeting include the following:

Agenda should include the following:

1. Introduction of Executive Committee members
2. Minutes of the last regular Executive Committee meeting, first Monday in the month prior to the general meeting
3. Current treasurer's report
4. Presents, accepts programs for the year
5. Reports of officers, committee chairpersons, study group leaders as necessary
6. Agenda outline for June Annual Membership Luncheon meeting

Summer

- assists First Vice President as needed with the annual "Yearbook"
- meeting place: The Dayton Woman's Club (DWC)
 - review contract agreement and cost; if contracts are needed, contracts should be signed in May
- President's Message, Treasurer's summary of the budget by August 15th

September

- newsletter deadline for the October issue, first Tuesday in September

~ continues on the next page ~

October

Executive Committee Agenda

Call to Order

Roll Call – Recording Secretary

Officer's reports: President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Assistant Treasurer, Parliamentarian

Old Business

New Business

Adjournment

General Meeting

- pre-meeting – distribute new annual “Yearbooks”

- If the fall luncheon takes the place of the October general meeting, the host Study Group may conduct the meeting. Otherwise, the monthly agenda should include the following:
 - Welcome
 - Lunch
 - Introduction of Program “Chairperson of the Day” who introduces the speaker/program
 - Call the meeting to order
 - Pledge of Allegiance to the flag
 - Introduction of new members
 - Introduction of guests
 - Minutes of the last general meeting
 - Treasurer’s report
 - Any other announcements, i.e. cards sent, reminder of the newsletter deadline
 - Closing remarks
 - Thank by name the host Study Group and committee
 - Adjournment

November

~ Executive Committee Agenda

- Follow October notes for the Executive Committee Agenda

~ General Meeting Agenda

- Follow October notes for the general agenda, **ADD**
 - Scholarships awarded
 - thank by name the Reception Committee
 - name the past Presidents who are “pouring” coffee, tea
 - invites everyone to tea

December

- it is a tradition that The CWC makes a Christmas donation to The Dayton Woman's Club (DWC)

January

Nominating Committee

- Constitution Article V, Section 2
- President selects nominating committee: five (5) members on the Nominating Committee
 - a. two (2) members are from the Executive Committee
 - b. three (3) members are from the general membership
- President informs Second Vice President of Nominating Committee members

February

Executive Committee Agenda

- announces the Nominating Committee, advises the committee to confer with the historian if they need a prospective nominee's past participation record in CWC
- reminds Study Group leaders to have their elections, begin to plan the upcoming year's programs

General Meeting Agenda

- announces Nominating Committee by name as approved by the Executive Committee

March

Executive Committee Agenda

- Nominating Committee report by the chairperson
- acceptance by Executive Committee
- reminds Study Group leaders: election of new leaders, begin to plan programs for the upcoming year
- reminds Study Group leaders to decide on amount to be given to Felker Fund, leaders send agreed amount to The CWC Treasurer

General Meeting Agenda

- report of Nominating Committee, First Vice President automatically President, retiring President automatically Second Vice President
- calls for nominations from the floor for each office
- if there aren't any floor nominations, declare the nominations closed
- calls for a motion that the nominative ballot becomes the elective ballot
- introduces the new officers, offers congratulations and success
- asks for changes in information for annual "Yearbook", changes to be given/sent to First Vice President

April

- Newsletter
 - new officers are published
 - publishes announcement: April is traditionally the monthly to visit Study Groups, any member may make arrangements with a courtesy call to the Study Group Leader to visit any time during the year
- June Annual Meeting
 - checks with June Annual Meeting Chairperson on arrangements for event
 - invites the chairperson to the April, May Executive Committee meetings

Executive Committee Meeting

- all Executive Committee members are asked to present outstanding bills for approval at the May meeting
- Study Group leaders send names of new leaders to the Newsletter Editor by the first of May
- Study Group leaders sends the names of new leaders, names of monthly hostesses, programs for the annual "Yearbook" to the First Vice President by the June Annual Meeting
- June Annual Meeting Chairperson gives report
- reminds Newsletter Editor to publish a request that members give changes in name, address, telephone or other changes to the incoming First Vice President for next year's annual "Yearbook"
- announces that the reservation form for the June Annual Meeting will appear in the June Newsletter

General Meeting Agenda

- traditionally, April is Study Group guest month. However, First Vice President, as well as, members may visit Study Groups any month by calling the leader
- June Annual Meeting Chairperson: gives the plans, issues an invitation to all members to the event, guests are welcome, encourage to attend
- announces that a reservation form will appear in the June Newsletter for the June Annual Meeting
- requests any changes to the information that is found is in the current annual "Yearbook" be given to the incoming First Vice President

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NOTE: give the President Elect a copy of the agenda from the previous year for her first Executive Committee meeting and for the June Annual Meeting

May

Executive Committee Meeting

- final Executive Committee meeting for current members
- invites the new First Vice President to the May meeting if she is not currently a member of the Executive Committee
- reminds Group Leaders to have the new leaders to send typed information for the annual "Yearbook" to the First Vice President by the June Annual Meeting
- announce budget meeting if the current Treasurer chooses to schedule a budget meeting
- reminds officers and chairpersons to send "End of the Year" (EOY) report to the Recording Secretary so the Annual Report can be prepared, deadline May 15th President, Corresponding Secretary, Hospitality Chairperson, Membership Chairperson, Reception Chairperson
- June Annual Meeting plans reviewed by chairperson
- thank members of the Executive Committee for their cooperation and help during the year

General Meeting Agenda

- asks again for any changes in information for the annual "Yearbook" to be given/sent to the First Vice President at once
- June Annual Meeting Chairperson extends the invitation to the June event

NOTE: Newsletter prints a reservation form for the June event, names of new group leaders, notice of the first meeting for next year

- coordinates the luncheon agenda with the President Elect and June Annual Meeting Chairperson
- make sure the Annual report is ready for distribution
- the current President may make a personal contribution to the Scholarship Fund if desired

NOTE: The June Annual Meeting Chairperson is selected at the time the Executive Committee members are chosen. A chairperson chooses her own committee and makes all the arrangements.

First Vice President

- Constitution Article V, Section 1, 3b; Article VII, Section 1, 2, 3, 4
- follows The CWC Executive Committee Guidelines, page 2

Annual "Yearbook"

- May after the election, First Vice President's responsibility is to prepare the annual "Yearbook" for the coming year
- outgoing First Vice President and incoming First Vice President, June meet to discuss the "Yearbook" revision process
- has the authority to select the printer of her choice that is accurate, economical
- will collect from the membership changes of personal information
- receives the flash drive that will be used to make revisions
- end of August, take flash drive to selected printer; Randd, West Carrollton, has been used for a number of years; request that the printing bill is sent to The CWC Treasurer
- order one (1) copy of the annual "Yearbook", fifteen (15) copies for new members, some Executive Committee and Standing Committee members may want two (2) copies of the annual "Yearbook", ask at May/June Executive Committee meeting
- ask Newsletter Editor to print two (2) sets of membership address labels, address labels are to facilitate distribution, a label for mailing envelope to send to members not attending
- pick up annual "Yearbook", affix labels to mailing envelope
- distribute annual "Yearbook" at October General meeting, to distribute "Yearbook" to those not attending, ask members to pick up for a member that might not be in attendance and hand deliver, determine how many "Yearbooks" that need to be sent, take one (1) yearbook in envelope/mailer to the post office to determine the cost of mailing, the past cost to mail at the Vandalia post office has been \$1.40; keep receipt(s) to receive reimbursement from CWC Treasurer

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Other First Vice President Responsibilities

- stand in for the President when necessary
- visit each Study Group during the year

February/March

- appoints Parliamentarian; Parliamentarian is not a Standing Committee
- start chairpersons selection Standing Committees for your Presidential year: Auditor, Historian, Hospitality, June Annual Meeting, Membership, Newsletter, Outreach, Photo Directory, Program, Reception, Scholarship, Webmaster

April/May

- appoint and announce Standing Committee Chairpersons, give copy to Newsletter Editor and First Vice President Elect
- distribute forms for additions, corrections, changes in member personal information to prepare for the coming year

June

- arrange for a gift to be presented at the June Annual Meeting to the out-going President. Plaques, certificates, books, engraved crystal paper weights, donations to a scholarship fund have been given in the past
- present gift of appreciation to the out-going President at the June Annual Meeting, cost assumed by CWC treasury

Second Vice President

- Constitution Article V, Section 1, 3c; Article VII, Section 1, 2, 3, 4
- follows Executive Committee Guidelines, page 2
- acts as an advisor to the Executive Committee members
- directs members to the buffet table
- March Executive Committee remind all members to make any necessary updates to the “Blue” Book, revisions should be given to the Second Vice President
- after revisions are complete, The CWC “Blue” Book flash drive is passed onto the incoming Second Vice President
- updates guidelines originating in the Executive Committee
- monitors changes
- sees that all committee members understand their duties
- may serve as chairperson of nominating committee; President selects the nominating committee in January, refer to Constitution Article V, Section 2
 - a. two (2) members are from the Executive Committee
 - b. three (3) members are from the general membership

Corresponding Secretary

- Article V, Section 3e; Constitution Article VII, Section 1, 2, 3, 4
- follows Executive Committee Guidelines, page 2
- presents a monthly report for the newsletter and Executive Committee members
- takes care of all correspondence
- provides a detailed record of the number of cards sent during the year and the expenses for the Annual Report at the June Annual Meeting
- sends cards, on line condolences or notes to members as the need arises: illness, thinking of you, sympathy upon a death of a parent, child, spouse or anyone in the immediate household
- sends a message of sympathy to the nearest relative upon the death of a CWC member
- write a note of thanks to the monthly program speaker if requested by the Program Chairperson
- prepares "End of Year" (EOY) report for Recording Secretary, Historian

Recording Secretary

- Constitution Article V, Section 3d; Article VII, Section 1, 2, 3, 4
- follows Executive Committee Guidelines, page 2
- records the minutes of the Executive Committee and general meetings
- maintains an attendance sheet of the Executive Committee for the current year, some members, i.e. Reception Committee may not be in attendance but are counted as present
- precedes the wording of each motion made in the Executive Committee meeting and the general meeting with the word MOTION by name of the person who makes the motion, motion seconded, motion passed; name of the person who seconded the motion does not need to be recorded
- sends a copy of the minutes of the Executive Committee meeting and the general meeting to the President, First Vice President, Parliamentarian, as soon as, possible following the meetings
- if Executive Committee votes to spend funds, send a copy of minutes to Treasurer
- retains the original meeting minutes to be turned over to the Historian after two (2) years
- prepares the Annual Report for June Annual Meeting reports needed:
 - President
 - Corresponding Secretary
 - Hospitality
 - Membership
 - Reception

Treasurer

- Constitution Article IV, Section 1, 2, 3; Article V, Section 3f; Article VII, Section 1, 2, 3, 4
- follows Executive Committee Guidelines, page 2
- prepares budget, presents it at the combined June Executive Committee meeting
- Treasurer must receive from the Program Chairperson for each monthly speaker a copy of contract or copy of letter stating the amount of the check to be paid, to whom the check is payable to attach to the voucher that authorizes payment
- budgets contributions for the Aullwood Audubon Center & Farm, Boonshoft Museum of Discovery, Dayton Art Institute and Sunwatch Indian Village/Archeological Park
- transfers the books to the Auditor by July 15th and to the new Treasurer, as soon as possible when the audit has been completed
- pays/transfers \$2.00 per member to Felker and The CWC Scholarship Funds
- re-invests the Certificate of Deposits as recommended by the Executive Committee
- "End of Year" (EOY) report and the auditor's report turn over to Historian after the books are closed and auditor's report becomes available
- cost of gift to be presented to outgoing President is to be absorbed by The CWC Treasury

Assistant Treasurer

- Constitution Article V, Section 3g; Article VII, Section 1, 2, 3, 4
- follows Executive Committee Guidelines, page 2
- collects reservation checks for monthly luncheons including the October and June Annual Membership meetings
- checks payable to The College Women's Club (CWC), stamp the back of each check with The CWC stamp
- makes number of reservations at The Dayton Woman's Club (DWC), 228-1124, for October, November, December, February, March, April, May luncheons and June Annual Membership event
- October Chairperson and June Annual Membership Chairperson will work closely with the Assistant Treasurer in order to call in the reservation number to The DWC or facility to where the event will take place
- every month before the general meeting, place sheet at each luncheon table for those attendees to sign so that the Assistant Treasurer can check reservations made and checks received against the list, list sent via email to reception

Parliamentarian

- Constitution Article IX, Section 1, 2
- follows Executive Committee Guidelines, page 2
- Presidential appointee
- advises the President, officers, committee chairpersons
- not a standing committee
- knowledgeable in parliamentary procedures
- knowledgeable in the association's current Constitution and "Blue" Book
- does not make motions
- maintains a position of impartially
- maintains order to keep the meeting running smoothly
- President should discuss the agenda prior to an Executive Committee and general meetings to anticipate any problems that may arise and to avoid
- call attention as inconspicuously as possible to any error in the proceedings

Auditor

- Article VII, Section 1,2,3
- receives the books from the Treasurer by July 15th for audit
- understands The CWC activities, resulting in receipts and disbursements that might trigger Federal reporting taxable income
- reviews for new or unusual transactions in conjunction with the Treasurer to determine any impact on internal reporting; IRS filing requirements or taxable income alerts the Board of any significant items
- recommends to the Executive Committee if necessary, professional tax consultation
- accepts the Treasurer's End of the Year (EOY) report, June 30th and books by July 15th
- maintains Auditor's practices and procedures notebook and transfers it to the new Auditor by July 15th
- reviews fiscal year end report and the next year's budget in accordance with these procedures
- submits written results of this review to the Executive Committee by the first board meeting in October
- obtains Executive Committee resolutions and files any required forms
- provides a copy of approved audit to historian for the archives

Reporting Requirements:

Form 990T "Exempt Origination Business Income Tax Return"

Trigger: gross investment income (even is set aside) and/or any non-member activities in excess of \$1,000.00. Due Date: 15th day of the 5th month after fiscal year end, currently November 15th

Form 990 "Return of Organization Exempt from Taxation"

Trigger: gross receipts in excess of \$25,000.00, rolling three (3) year average

Due Date: 15th day of the 5th month after the fiscal year end

Currently, CWC is well below the reporting requirement and would not be expected to reach this limit without a significant change in membership numbers or a major non-member activity. Should the club approach this limit, a CPA with familiarity with non-profit organization should be consulted

Tax Exempt Organization (irs.gov)

Trigger: gross receipts less than \$25,000.00

Due Date: 15th day of the 5th month after fiscal year end, currently November 15th

State of Ohio reporting requirements: none

Revised 6/2018

Fall Luncheon

- Constitution Article VI, Section 2

Committee

- selects program/theme
- designs/creates luncheon program
- name tags
- table decorations
- determines equipment needed by speaker
- reservation checks are sent to The CWC Assistant Treasurer
- works closely with The CWC Assistant Treasurer in order to call in the reservation number to The Dayton Woman's Club
- publicity

Chairperson

- gives program agenda/schedule to CWC President
- CWC President is first on the program to give the "Welcome" to the members

Financial

- obtains a signed contract from speaker or musical group
- gives signed contract to CWC Treasurer prior to meeting
- a check will be given to Fall Luncheon Chairperson at October CWC Executive Committee meeting
- all bills with sales receipts for decorations, programs, etc. submitted at the fall luncheon for reimbursement from CWC Treasurer

Publicity

- article/write up is given to The CWC Newsletter Editor by the first Tuesday in September for publication in the October Newsletter

Historian

- Article VII, Section 1, 2, 3
- serves with unlimited tenure and is always a past president
- receives changes of membership information at each Executive Committee meeting and during the summer
- keeps copies of all records: yearbooks, newsletters, membership lists history to be turned to be turned over to the Wright State Archives

All Board Members are asked to follow the guidelines listed below.

- according to your office, please accumulate the following papers during the year
PLEASE DATE EVERYTHING
- copies of the minutes of all Executive Committee and general meetings October through June including the Reception Committee report
- Fall and June Annual Membership meetings: programs, place cards, pictures, etc.
- current annual "Yearbook"
- monthly newsletters
- copies of monthly membership reports include a copy of current application blank
- copies of tributes given to members, any newspaper items concerning a member
- Treasurer, Auditor, Recording Secretary reports are turned over to the archives at Wright State after two (2) years
- Program Committee Report: original contract, month of program, program, presenter, cost of program
- copy of scholarship with names of recipients and other news
- Recording Secretary turns in all minutes every two (2) years

Wright State University houses a collection of CWC's history in the archives section. This collection is very impressive and open to the public. Also, the downtown Montgomery County Public Library has all of CWC's annual "Yearbooks".

Revised 6/2018

Hospitality

- Article VII, Section 1, 2, 3

~ provides refreshments & tea table décor for CWC general meetings

~ prepares "End of the Year" (EOY) report for Recording Secretary

Co-Chairperson & Committee

~ sets up the hospitality CWC general meeting monthly yearbook schedule with the Study Group leaders

~ contacts and reminds

- Study Group Leaders to fill in the cookie baker information sheet with four (4) cookie bakers who each will provide four (4) dozen cookies. The sheet is returned to the Hospitality Chairperson by the previous CWC Board meeting thirty (30) days prior to the general meeting
- provides a sign-up sheet for other CWC members to provide additional cookies
- tea table décor person who signed up in the spring to provide silk or dried arrangements, fresh flowers, holiday decoration, ceramic pieces, collections or antique items
- past CWC presidents pour coffee and tea
- gives cookie baker, tea table décor, past president names to Newsletter Editor
- polishes silver service in October

On the meeting day:

- DWC arranges tea table with tablecloths, silver service, cups/saucers, glass cookie plates
- CWC owns the following, stored upstairs at The DWC
 - 4 tablecloths, 10 glass plates
 - Silver Service: 2 tea samovars, 3 coffee pots, 2 silver trays, 2 cream pitchers, 2 sugar bowls, 2 nut dishes & spoons, 2 lemon plates & forks
 - Co-chairs, two (2) committee members and tea table décor arrive by 11:00 a.m. to check, prepare tea table plus welcome and help members
- CWC bakers bring cookies by 12:30 p.m. to a small table near DWC kitchen door
- Co-Chairpersons and committee arranges all cookies on glass plates, fill nut dishes, remind DWC staff to have tea, coffee, cream ready by serving time, 2:00 p.m. or after the CWC meeting
- Co-Chairpersons bring paper tea napkins dollies, nuts; if the Co-Chairpersons wish, all expenses may be itemized with receipts, give to The CWC Treasurer for reimbursement

The DWC Contact: Heather Riley, DWC Events, dwcmanager@gmail.com or 228-1124

Revised 6/2018

June Annual Meeting

- Constitution Article VI, Section 3; Article VII, Section, 1, 2, 3
 - chairperson appointed by President Elect
 - chairperson selects members of the committee; number of committee members should be sufficient to cover all the tasks

Committee

- selects program/theme
- engages entertainment
- selects menu
- determines price for members based on venue cost
- designs/creates event program; refer to past years programs for ideas
- name tags
- table decorations
- determines equipment needed microphone, podium, flag, etc.
- reservation checks are sent to The CWC Assistant Treasurer
- works closely with The CWC Assistant Treasurer in order to call in the reservation number to the venue
- publicity

Chairperson

- attends April and May Executive Committee meetings to review plans
- gives program schedule to retiring CWC President and The CWC President Elect

Financial

- gives signed contract to venue to The CWC Treasurer
- all bills with sales receipts for decorations, programs, etc. submitted to The CWC Treasurer ASAP

Publicity

- article/write up is given to The CWC Newsletter Editor by the first Tuesday in May for publication in the June Newsletter

Membership

- Constitution Article III, Section 1, 2, 4, 5, 6, 7; Article VII, Section 1, 2, 3
- ~ manages the details of admitting new members
- ~ prospective members attend two (2) regular CWC Meetings before applying for membership
- ~ works with Reception Chairperson
 - First time guest, "Welcome First Time Guest" envelope contains: CWC letter from the Executive Committee, CWC brochure
 - Second time guest, "Welcome Second Time Guest" envelope contains: CWC Executive Committee welcome letter, membership application, publicity release form
- ~ submits names of qualified applicants to the Executive Committee for consideration to be voted on by written ballot or without objection by a voice vote
- ~ notifies and welcomes approved new members in writing
- ~ limits introductions at the general meeting to three (3) minutes or less
- ~ returns applicant's credentials to be new member following introduction to the membership
- ~ maintains current membership
- ~ prepares "End of Year" (EOY) report for Recording Secretary, Historian

Newsletter

➤ Article VII, Section 1, 2, 3

- sets deadline for newsletter items to be received in writing
- publishes pertinent information from the Executive Committee, monthly issues will publish the input for the following: President, Program Chairperson, Hospitality Chairperson, Reception Chairperson, Membership Chairperson
- includes any honors, recognition received by members
- turns complete set of the current years' newsletters over to The CWC Historian
- nine (9) newsletters will be published each CWC year
- deadline for articles: **1st Monday of the month, Executive Committee meeting day,** unless otherwise announced in the previous month's newsletter
 - summer – newsletter editor should have the program information for the coming year
 - August, early fall edition, includes deadline for October Newsletter
 - September, Study Group meetings, dues statement, other pertinent member information
 - October, fall luncheon reservation form
 - March, new officers are published
 - April, publish announcement "April is traditionally the month to visit Study Groups, any member may make arrangement with a courtesy call to the Study Group leader to visit any time during the year".
 - May, print information about the June Annual Membership meeting
 - June, print a reservation form for the June meeting, names of new Study Group leaders, notice of the first meeting for the individual Study Groups for the new year

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- newsletters are sent via email or USPS first class. The newsletter should be received approximately two (2) weeks before the next general meeting.
- maintains the email address list and communication additions, changes, deletions to President, First Vice President, Second Vice President, Treasurer, Assistant Treasurer, Recording Secretary
- mails newsletter to guests who may become members for six (6) months
- prints a few extra copies for the registration table to be put in guest envelopes

Outreach

- Article VII, Section 1, 2, 3

Mission: to carryout one random act of kindness per month for twelve (12) months beginning in October of the current year to October of the follow year.

Chairperson

This is a "Random Acts of Kindness" committee. The chairperson will select the committee members.

Photo Directory

➤ Article VII, Section 1, 2, 3

~ book of individual pictures with names of each Club member

~ directory will assist members to know each other by name

~ Photographer responsible for directory

- take picture of each new member after introduction to membership
- keep record of each new member picture joining each year October – June
- Membership Chairperson gives a list of new members with correct spelling of names, other information
- summer, create a new page of members for the past year, to be placed in books, October Executive Committee meeting
- take books home after June meeting
- a copy of the book with new member page is given to the President at October Executive Committee meeting
- a copy placed on the reception table for members to view
- a new copy of the directory should be made every four (4) to five (5) years with Executive Committee approval; at this time, directory should be updated to reflect the current membership

Program

- Article VII, Section 1, 2, 3
- receives appointment by the President Elect as soon as possible, February or early March
- selects six (6) people for the Program Committee
- plans a Program Committee meeting as soon as possible
- invites the President Elect to all planning meetings
- via email you may ask CWC members for program ideas
- once programs have been selected, send each speaker a contract, a publicity release form, program description form; included a self-addressed envelope to Program Chairperson, ask if a picture that can be included in publicity be emailed to the Webmaster
- gives the contracts for the year to the President Elect
- informs the monthly "Program Chairperson for the Day" to prepare the introduction of speaker not to exceed three (3) minutes

Committee

- committee meets to "brain storm" ideas for programs as soon as possible
- programs are to be decided for six (6) meetings: November, December, February, March, April, May
- each person on the committee will be the "Chairperson for the Day", responsible for that month's program, develop an introduction for the program that day
- makes contacts for programs inquiring about the available, fee, equipment, etc.

Equipment:

The DWC House has PowerPoint equipment except a lap top. It is suggested that the PowerPoint presentation should be on their personal PC and plug the PC into the House's PowerPoint equipment.

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CONTRACTS:

- ~ signs and fills in The CWC part of the 2 contracts
- ~ mails both contracts, a publicity release form, a program description form to the Speaker/performer, request that a photo be emailed to the webmaster
- ~ requests that one contract is signed, returned to you as soon as possible
- ~ the signed copy of the contract, serves as the confirmation
- ~ the signed contract should be given to the Program Chairperson
- ~ the original contract should be given to the Historian for the Archives

A copy of the contract is given to the Treasurer. It is recommended that the Program Chairperson retains a copy of the signed contracts.

Send a copy of all speakers with addresses to the Corresponding Secretary so that she may send a thank you following the presentation

FEES:

- ~ the usual fee for a speaker is \$100.00 - \$150.00/program
- ~ check with the Treasurer on the amount that has been budgeted for programs. In the past, the budget has been between \$800.00 - \$1,000.00/year
- ~ if the program is a "super duper" program, check with the Treasurer to see if The CWC can afford the cost

ARTICLES:

Two written articles are needed. One article is for the First Vice President to be published in the annual "Yearbook". The articles need to be given to the First Vice President by the June meeting. The second article is for the newsletter. Check with the Newsletter Editor if she wants the article monthly or for the year.

The individual "Chairperson for the Day" is responsible for the program article.

Annual Report:

An annual report is made at the "End of the Year" (EOY), given to the Historian. The report includes the month of program, presenter, program cost.

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CHAIRPERSON for the DAY

Program Chairperson sends to the "Chairperson for the Day" the following schedule:

A WEEK BEFORE THE SCHEDULED PROGRAM, the "Chairperson for the Day"

- reconfirms time, date, equipment needed with speaker
- invites the speaker to have lunch, 11:30 a.m.
- reminds speaker(s) that the program will begin around 12:15 p.m.
- program length 30 minutes, not more than 45 minutes including questions
- asks for an estimated arrival time
- tells speaker, a reserved parking place is reserved next to the building
- makes luncheon reservation for the speaker(s) with the Assistant Treasurer
- prepares program introduction
- remind speaker that according to our Constitution "No member, speaker, or charity shall profit from the sale of any article or collect money or signatures for any cause."
Article XI, Section 2

PROGRAM DAY

- ~ may attend The CWC Executive Committee meeting not required
- ~ obtains check from the Treasurer at The CWC Board meeting
- ~ meets the speaker
 - A parking place will be reserved beside The DWC House, north side of the building
 - A cone with a sign "**CWC EVENT SPEAKER**" will designate the parking place
- ~ lunch served at 11:30 a.m.
- ~ program is scheduled to start approximately at 12:15/12:30 p.m. The presentation is no longer than thirty (30) minutes including questions and answers, **MAX** is 45 minutes.
 - The speaker may need to leave after the presentation. However, extend an invitation to tea. If s/he stays for tea, please escort your guest to the tea table
- ~ presents check to the speaker after the program
- ~ a "thank you" is sent to the speaker on behalf of The CWC by Corresponding Secretary

Public Relation

- Article VII, Section 1, 2, 3
- ~ provides media with announcements for the general meetings
- ~ initiates any other appropriate publicity
- ~ saves newspaper articles and other publicity materials for The CWC Historian
- ~ promotes internal and external communications
- ~ plans marketing strategies to increase CWC's membership, i.e. "Bring a Friend"
- ~ promotes CWC's image and status with the club logo and membership pin
- ~ prepares and revises brochure and other informational materials as needed
- ~ generates ways to improve CWC's community awareness
- ~ supports standing committees

Reception

- Article VII, Section 1, 2, 3
- attends CWC Executive Committee meetings
- attends CWC general and special meetings
- name tags: cares for, distributes, collects, orders new member name tags, kept upstairs The DWC building
- receives new CWC members names from Membership Chairperson, orders new name tags from Kistler Company via email ksg@kistlers.com, invoice sent to CWC Treasurer
- keeps monthly attendance record of attendance at general meetings
- compiles general meeting attendance from sign in books at the conclusion of each meeting, formats attendance that includes: date, Executive Committee members present, members present, guests, hostess, total people present attending meeting
- people names attending meeting, as shown on Registration Table sign in sheets, receives list from Assistant Treasurer members' names attending lunch using Table Sign in sheets; reconciles table names with sign in sheets
- account of those present, divided into: **Guests** and **Hostess**, guest count also included the speaker, plus caregivers present signs in as a guest noting member; **Executive Committee, General Membership**; count given President, Recording Secretary, Newsletter Chairperson, Assistant Treasurer
- guests' names, addresses, emails, names of guest hostesses, give to Newsletter Editor
- Reception Chairperson recruits an assistant to assist at the Reception table
- March meeting: recruit two (2) committee members for the following year's November, December, February, March, April, May; gives volunteer list to First Vice President at June Combined Executive Committee meeting to be included in CWC annual "Yearbook"; give list to Newsletter Editor to be included in the respective months
- prepares monthly attendance "End of Year" (EOY) report for Recording Secretary

Committee

- ~ arrives at The Dayton Woman's Club (DWC) no later than 10:00 a.m. to set up
- ~ luncheon begins at 11:30 a.m.
- ~ reception table set up at the side entrance area, between the parlor and dining room areas; large square red bag contains supplies found on table
- ~ sits at the table, assists members to find their name tags
- ~ each member signs the proper book upon receiving name tag
- ~ name tags are grouped by the first letter of the last name: A–D, E–K, L–R, S–V, W–Z
- ~ guest signs "Guest Book", print member's name who invited her, circle if she is a first or second time guest

~ continues on the next page ~

- ~ works with Membership Chairperson, guests receive envelope marked "First" or "Second" Time guest, each envelope contains a temporary name tag; "First" Time guest envelope contains CWC Executive Committee Welcome Letter, CWC information brochure; "Second" Time guest envelope contains CWC Executive Committee letter, membership application, publicity release form
- ~ after tea and members have had time to socialize, prepares to collect the name tags
- ~ return name tags back to the reception table, place name tags back on holder in alphabetical order
 - check list provided that Executive Committee name tags have a "star" beside the name, separate holder
- ~ total member number signed in on each page in books, write at bottom of page
- ~ all members of committee should help storing the name tags and books in appropriate bags
- ~ all materials are placed into the "large red square" bag, leave on table, DWC staff will put the bag away
- ~ sign in sheets in notebooks are taken home by the Reception Table Chairperson to reconcile attendance

Scholarship

- Article VII, Section 1, 2, 3
- appointed as soon as possible following February
- committee: three (3) members, chairperson, two (2) others appointed by the chairperson to select applicants
- responsibility: write letter, enclosed the check, send to the organizations listed below under the Felker Fund in May or as soon as the money becomes available

The Dr. Gertrude Felker Children's Scholarship Fund

This fund is named in honor of Dr. Felker, the first President and Co-Founder of The College Women's Club.

Purpose: Research shows that we have to reach youth at a younger age to stimulate their interest in the arts and sciences. The College Women's Club hopes to foster this interest by giving scholarships to female and male students chosen from grades K through 12 from schools in the Dayton metropolitan area.

Scholarships: Scholarships will be given to the Aullwood Audubon Center & Farm, Boonshoft Museum of Discovery, Dayton Art Institute and Sunwatch Indian Village/Archeological Park. The scholarship given is based on economic need and the student's interest. The organizations will choose their own scholarship recipient(s).

Funds: In the past \$200.00 is given to each of the institutions listed above. The current amount will be determined by The CWC annual budget.

The College Women's Club Scholarship Fund

The College Women's Club Scholarship Fund was created in 2003 by The CWC Executive Committee. Traditionally, \$500.00 has been given to a deserving Miami Valley female desiring to further her education in a degree program. The funds may be used for books, fees, tuition, lab fees. The current amount will be determined after The CWC annual budget has been developed.

The criteria for qualifying for the scholarship include:

- female
- full or part time student currently enrolled in college or university
- 2.5 GPA or better may be high school GPA
- resident of the Miami Valley
- may be receiving state aid or other tuition only scholarship
- must provide a written personal statement including a statement of goals
- references

The Scholarship Chairperson will identify the amount in the spring or as soon as the scholarship money becomes available. The chairperson will contact following community programs and college/university: Dayton YWCA, the Glen, Mercy Manor, Sinclair Community College and Wright State University. Completed applications will be returned to the Scholarship Chairperson by the date determined by the committee. The committee will select the recipient(s) and notify her by the date determined by the committee. The recipient(s) will be invited to the November luncheon to meet The CWC membership.

~ following documents should be reviewed and updated by the Scholarship Chairperson

1. The College Women's Club Scholarship Procedures
2. The College Women's Club Scholarship Application

~ contact the facilities to introduce you, available scholarship, arrange to hand carry or USPS the information to the respective facilities, schools

~ write a cover letter for the scholarship information

~ deliver information

~ cover letter to schools, community programs, a reminder that money is used for tuition, books, lab fees

~ money is to be used within the year of deposit in individual Bursar's account

~ after one (1) year, if money is not used, money returned to The CWC

Webmaster

- Article VII, Section 1, 2, 3
- created December 2016

The Webmaster shall maintain and update The College Women's Club of Dayton website with the domain name and URL (**U**niform **R**esource **L**ocator) of www.collegewomensclubofdayton.org, as well as, a Facebook page for the association.

The Webmaster will serve on The College Women's Club (CWC) Executive Committee as the Webmaster Standing Committee. She will maintain and post historical, static and dynamic information on the website as deemed necessary and/or advantageous to The CWC program and the substance of the association. Typical tasks and estimated timeline are listed below.

Finances and set-up

- website is hosted by Weebly.com as of January 4, 2017
- domain name, collegewomen'sclubofdayton.org will typically continue to be annually purchased through Weebly.com
- January 4, 2017, cost of a two (2) year "Weebly Starter Site", service ID 368905334673573736, hosting contract was \$120.00, expiring January 3, 2019
- domain name was included, free-of-charge, year one (1), a savings of \$19.99
- expiration date for the domain name is January 4, 2018, service ID is 199005882324360707
- Webmaster advances the charge card payment and receives reimbursement from The CWC Treasurer
- Website/Facebook start up tasks, spoke to CWC President about website needs and options, fall 2016

Presented a draft model to CWC Executive Committee and requested approval of website and Facebook page, as well as, approval for funding the website and domain purchase, December 2016; ordered domain name/hosting option, built website using the annual "Yearbook" and newsletter as primary sources of information, December 2016/January 2017

Presented the working website to the general membership, March 2017 luncheon, providing handouts with instructions to access The CWC website and Facebook page. Website/Facebook tasks and general program, year on going timeline

- June through August, review the site, page by page for necessary update including but not limited to new Executive Committee officers, Standing Committee Chairpersons membership information, Study Groups events, programs and luncheons for the coming year

After each luncheon, following the general meeting, update the links to the next upcoming program

- place photos of the general meeting in a collage, post to website
- receive appropriate publicity information from Study Groups for posting on website

December

- check on billing for Domain name with Weebly, arrange for annual payment, reimbursement, approximately \$20.00.
- check on billing date for hosting the website through Weebly.com, approximately \$120.00 for two (2) years, arrange for payment if payment is due that year

- place most current information from the newsletters on website
- obtain information from the Executive Committee meetings for posting on the website and/or Facebook page
- obtain publicity release forms from membership and create/maintain a list of members who have and who have not completed the waiver release forms
- each month, several days prior to the general meeting, post a "teaser" on Facebook about the upcoming meeting
- include in the application form, new members, a copy of the "Publicity Release" form

STUDY GROUP GUIDELINES

- Article VI, Section 2; Article VII, Section 1; Article VIII
- Group leaders attend all Executive Committee meetings or send a substitute
- Reports important transactions The CWC Executive Committee to the respective Study Groups
- New Study Group leaders nominated in March, elections are in April
- Each Study Group leader provide to The CWC First Vice President and The CWC Newsletter Editor, the Study Group listing for the annual "Yearbook": leaders, hostesses, meeting times, dates and programs by the June Annual Membership meeting
- Informs Newsletter Editor of any schedule change other than what appears in the annual "Yearbook"
- Study Groups in March will discuss their donation to the Felker Scholarship Fund
- The Treasurer submits amount to The CWC Treasurer before the April Executive Committee meeting
- Prepared a final treasurer's report for The CWC Treasurer by the end of May
- Provides a copy of the membership roster, minutes of the meetings, year end financial report, summary of the group's activities, programs for the year to The CWC Historian by the end of May
- Study Groups provide cookies for the Hospitality Committee once each year. The current year schedule found in the annual "Yearbook"
 - a. Hospitality Chairs will provide the Study Group Leaders a form to fill in the cookie baker information and four (4) cookie bakers who each will provide four (4) dozen cookies.
 - b. The form is to be returned to the Hospitality Chairperson by the previous CWC Executive Committee meeting thirty (30) days prior to the general meeting.
- One Study Group each year becomes the Committee for the October Fall Luncheon, schedule located in the annual "Yearbook"; information, directions about Fall Luncheon found page 17 "Blue" Book

Revised 6/2018

Book Group

Organized: 1930

Meeting: 4th Monday, September, October, February, March, April, May, 1:00 p.m.

Place: Shroyer Road Baptist Church, 508 Shroyer Road

Dues: \$2.00 payable in the fall or when someone becomes a member

Leader

- follows Executive Committee Guidelines, page 2, Study Group Guidelines, page 36
- attends The CWC Executive Committee meetings or provides a substitute
- presides at the Book Group meetings
- meeting: short business meeting, book review, refreshments served by three (3) hostesses
- prepares the list of next year's programs, new leaders by June Annual Membership meeting, gives information to CWC First Vice President for annual "Yearbook"
- one week prior to the meeting, notifies Communication Team to remind members of upcoming meeting

Assistant Leader

- previous past leader
- presides in the absence of the leader

Secretary/Treasurer

- calls the roll
- prepares and keeps the minutes
- collects the dues
- pays bills
- gives the group's donation to CWC Treasurer, Felker Fund by April general meeting
- membership list is given to CWC Historian for the archives at the end of the year
- prepares final treasurer's report

Communication Team

- notifies members via email or telephone one week prior to meetings
- notifies the hostess of the number expected by the Friday before the meeting

March/April

- sign up for book reviews
- hostess sign up for upcoming year
- members vote on donation amount to be given to the Felker Fund from the group treasury, present at February meeting, approve at March meeting, do by April meeting
- leadership change for upcoming year
- new leaders will begin duties in June, serves for one (1) year

Revised 6/2018

Arts and Crafts

Organized: 1949

Meetings: 4th Tuesday, September through November, February through May, 10:00 a.m.

Place: The Dayton Woman's Club (DWC) or another designated place

Dues: \$5.00

Members: 24

Leaders

- follows Executive Committee Guidelines, page 2, Study Group Guidelines, page 36
- new leaders nominated in March, vote in April
- new leaders serve one (1) year, assumes office in June
- new leader's names given to the Newsletter Editor at The CWC May meeting
- yearly minutes, members list submitted to Historian in May

Leader

- presides at meetings
- attends Executive Committee meetings
- reports Executive Committee actions to the study group
- informs Newsletter Editor of any program change
- submits next year's program calendar to The CWC First Vice President by the June Annual Membership meeting for annual "Yearbook"
- discusses in March the groups' donation to the Felker Fund, treasurer submits that amount to The CWC Treasurer

Co-Leader

- presides at meetings in absence of leader
- attends Executive Committee meetings in leader's absence
- prepares next year's calendar of programs
- informs group of scheduled craft for the following month, required materials, cost, etc.

Secretary/Treasurer

- prepares minutes
- collects dues
- submits annual financial report to CWC treasurer

Telephone Chairperson

- arranges for the group to meet at The Dayton Woman's Club (DWC)
- calls members before each meeting as a reminder
- informs members what supplies, tools to bring
- informs DWC the number attending meeting and eating lunch at The Club

Revised 6/2018

Interior Design Group

Organized: 1960

Meeting: 2nd Tuesday, October through May except January, February, 11:30 a.m.

Dues: \$3.00 payable in fall or when becoming a member

Leader

- follows Executive Committee Guidelines, page 2, Study Group Guidelines, page 36
- conducts monthly meetings or provides a substitute
- attends all CWC Executive Committee meetings or sends a substitute
- reports to the Interior Design Group important transactions of The CWC Executive Committee
- appoints a Nominating Committee, three (3) Interior Design members in March
- presents the Nominating Committee nominees for Leader, Program Chairperson(s), Secretary/Treasurer, Telephone Chairperson(s) at the April Interior Design meeting
- gives the names of the newly elected Interior Design leaders to The CWC Newsletter Editor at the May Executive Committee meeting
- provides a summary of the club's activities and programs for the year to The CWC Historian by the end of May
- gives a list of next year's Interior Design programs to The CWC First Vice President by June 1st for annual "Yearbook"

Secretary/Treasurer

- calls the roll
- prepares and keeps the minutes
- collects dues
- pays any bills
- gives the group's donation to Felker Fund, CWC Treasurer, March
- prepares a final treasurer's report for The CWC Treasurer by the end of May
- gives a copy of the membership roster, minutes to The CWC Historian by the end of May

Program Hostess (es)

- study group members discuss, decide programs for coming year, March meeting
- six (6) individual "hostesses" volunteer to make contacts, reservations for the chosen programs
- compile program list, give to Leader by June 1st for the annual "Yearbook"

Telephone Chairperson(s)

- calls members to remind them of an upcoming meeting at least one (1) week in advance
- reports count estimate to Program Chairperson(s) in advance of each meeting

Revised 6/2018

Gourmet Group North

Organized: 1960, divided regionally in 1970

Meetings: 2nd Thursday, November, December, February through May, 12:15 p.m. A combined meeting with Gourmet South is held once a year.

Place: member's homes

Dues: \$5.00

- Follows Executive Committee Guidelines, page 2, Study Group Guidelines, page 36
- Payment for luncheon meetings in homes is \$4.00 each meeting. Any excess expense will be taken from the treasury until such time as the balance in the treasury is \$150.00. Reservations for luncheons must be paid for unless cancelled three (3) days prior to meeting.
- Active Membership – shall be limited to sixteen (16) members.
- For each meeting there shall be a hostess and two (2) or more co-hostesses. Each member must serve as a hostess or co-hostess each year.
- A nominating committee is to be appointed by the leader in March. In April the slate of officers will be announced and the election held.
- Expenses for postage, typing, etc. should be paid from the treasury.
- If a member of Gourmet North wishes to transfer to Gourmet South (or vice versa) due to move, she would remain a member of her own group until a vacancy occurred in the new location. Her name would be placed at the top of the waiting list of the other group upon her request.
- The Telephone Committee is to notify members of upcoming luncheon and get an accurate account of those planning to attend. One of their members of the committee is designated as chairperson for the year.
- The committee members will make the calls at least ten (10) days before the luncheon so that the hostesses can be notified of the number of those expected to attend at least a week ahead of the luncheon.
- Immediately after telephoning, the committee members pool their findings and the chairperson calls the main hostesses, reports the number and names of those planning to attend.

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Revised 6/2018

- Each member is to receive a copy of the *Gourmet North Guidelines*.

HISTORICAL NOTE:

The Gourmet Group of The College Women's Club by March 1970 had outgrown most members' homes. The group decided by vote to divide by regions into the north and south areas. It was determined that Third Street would be the dividing line.

Gourmet Group South

Organized: 1970, regionally divided with Gourmet North

Meetings: 1st Thursday, October, November, December, March, April, May, 12:30 p.m.

The group will meet at a restaurant for lunch in February and in March with Gourmet North.

Place: member's homes

Dues: \$5.00/year

Leaders: Leader, Secretary, Assistant Secretary, Treasurer, Program Chairperson, Telephone Chairperson. The Program Chairperson prepares the information for The CWC annual "Yearbook".

- Follows Executive Committee Guidelines, page 2, Study Group Guidelines, page 36
- A nominating committee is to be appointed by the leader in March. The slate of recommended leaders will be presented and the election of new leaders will be held in April.
- Each member will receive an up dated copy of the *Gourmet South Guidelines*.
- Annual dues of five dollars (\$5.00) will be paid in October of each year.
- Active membership will be limited to twenty (20) members.
- The Leader will be responsible for a current, dated waiting list for new members. The Secretary will keep a duplicate copy of this list.
- A new member must be able to entertain the group in her home or to provide a suitable alternative place.
- A member may not miss more than three (3) meetings a year or her name will be dropped from the membership list. If such a member wishes to stay connected to the group, she may become an associate member. She will be invited to attend meetings if there are less than twenty (20) reservations. Illness or other exceptional reasons for missing three (3) or more meetings will be considered by the group before the associate member designation is made.
- Members must have the permission of the hostesses before bringing a guest.

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Revised 6/2018

- Expenses for postage, typing, etc. will be included in the luncheon cost. Each member will receive a copy of the menu recipes for the monthly luncheon. One copy for each absent member will be held by the Secretary for later distribution.
- The cost of luncheons held in homes shall be the amount of the total cost of the luncheon and recipe duplication divided by the number of reservations. The committee members should have the amount they spent ready to be added together by the hostess, who will present the amount to be collected from each person to the Treasurer. The Treasurer will round up the amount to the nearest quarter with any excess money collected to go into petty cash.
- Cancellation of a luncheon reservation shall be made by the Tuesday preceding the luncheon. A call is made to the hostess to cancel a reservation. Members are expected to pay for reservations not cancelled after the reservation is made.
- The duties of the hostess will be as a member of the committee, to assist in planning for the luncheon, to provide coffee, tea, sugar, cream, lemon and to work with the co-hostesses in preparing and serving the luncheon.
- The duties of the co-hostesses will be to plan the menu, to prepare and serve the food for the luncheon. One committee member will provide a set of the recipes for each member.
- The member who resigns may be reinstated at a later date with the consent of the membership. Her name will be placed at the top of the waiting list.
- The leader will have copies of the membership list ready to present to The CWC Executive Committee in October.

HISTORICAL NOTE:

The Gourmet Group of The College Women's Club in March 1970 decided by vote to divide in regions, north and south, Third Street is the dividing line.

College Women's Investment Club (CWIC)

Organized: 1999

Meetings: 3rd Friday, each month except December, 10:00 a.m.

Place: The Dayton Woman's Club (DWC), 225 North Ludlow Street

Purpose: to benefit partner, educationally and financially by investing in securities while employing fundamental principles, techniques of sound investment practices

Presiding Partner (President)

- follows Executive Committee Guidelines, page 2, Study Group Guidelines, page 36
- attends CWC Executive Committee meetings or provides a substitute
- presides over the meetings
- sets meeting dates
- reserves meeting location
- appoints committees
- sees that resolutions passed by partnership are carried out

Recording Partner (Recording Secretary)

- presides in absence of Presiding Partner
- keeps the record of the actions authorized by the partners
- maintains partnership files
- keeps a record of attendance

Financial Partner (Treasurer)

- keeps a record of the club's receipts and disbursements, partners' interests in the club
- place, buy, sell orders authorized by the partners
- prepares club's monthly reports: Valuation Statement, Member Status Report, Transactions Summary
- sees that the year end tax information is compiled
- an assistant to Treasurer will be appointed to aid the Treasurer, keep on file a prospectus for company's of interest

An audit committee of the partners will be appointed by the Presiding Partners. The audit committee will be made up of two (2) members. An annual audit will be performed following the year end close out in agreement with the treasurer.

The annual meeting will be held in April in conjunction with the regular business meeting at which time new partners will be elected. New leaders will assume their duties in June.

