

POLICY MANUAL



**GAMMA CHAPTER
Women in Leisure Services
Chi Kappa Rho, Inc.**

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1.0 AWARDS AND SCHOLARSHIPS

A. Awards Committee shall include previous year's Mary K. Peterson Memorial Merit Award winner as Chairperson, current President, current Past President, a Past President, and the Committee Coordinator. (1-3-03)

1.1 President's Award's

A. The President shall select award recipient(s) based on criteria set by current President. (1-3-02)

B. Recipient will be recognized at the Awards and Installation Banquet with an award or gift with a value determined by the Board.

C. The recipient shall uphold and display high professional standards and leadership skills. (3-4-04)

1.2 Mary K. Petersen Memorial Merit Award

Qualifications shall be:

A. The Mary K. Petersen Memorial Merit Award is the highest award presented by Gamma Chapter. Candidate must be a current member of Gamma. (2-14-85)

B. Minimum of eight years of Active, Associate, Life, or combination thereof, membership in Gamma. (1-3-02)

C. The recipient shall uphold and display high professional standards and leadership skills. (3-4-04)

D. Candidates must meet at least five of the criteria listed below with emphasis on contribution to the Gamma Chapter: (1-4-07)

(1) Actively served on a Gamma Committee, minimum of three years.

(2) Chaired of a Gamma Committee, minimum of three years.

(3) Exceeds expectations of a Gamma Chapter officer, minimum of two years.

(4) National officer, minimum of one year.

(5) Published articles and/or have given three or more presentations on the recreation and leisure services profession.

(6) Introduced new ideas/programs, which have had a positive impact/influence on the Gamma Chapter.

- E. Must be prior recipient of the Helen Green Memorial Citation Award. (1-3-02)
- F. An individual may receive this award one time only. (12-14-89)

1.3 Helen Green Memorial Citation Award. (12-13-90)

Qualifications shall be:

- A. Minimum of five years Active, Associate, or Life Membership, or combination of the aforementioned, in the Gamma Chapter. (2-8-07)
- B. More than one award may be presented in the same year. (12-14-89)
- C. Candidates shall meet at least three of the criteria listed below: (1-4-07)
 - (1) Actively served on a Gamma Committee, minimum of three years;
 - (2) Chaired of a Gamma Committee, minimum of two years;
 - (3) Exceeds expectations of a Gamma Chapter Officer, minimum of one year; (1-4-07)
 - (4) Introduced new ideas/programs, which have had a positive impact/influence on the Gamma Chapter. (1-4-07)
 - (5) Previous recipient of two Gamma Service Awards. (1-4-07)
- D. The recipient shall uphold and display high professional standards and leadership skills. (3-4-04)
- E. An individual may receive this award one or more times. (12-14-89)

1.4 Service Award

Qualifications shall be:

- A. Minimum of one year of Active, Associate, Affiliate, or Life Membership, of the aforementioned in the Gamma Chapter. (2-8-07)
- B. Candidate must meet at least two of the criteria listed below during the current President's term: (1-4-07)
 - (1) Performed a commendable job as a Gamma Chapter Officer, committee chair or member; (1-4-07)

- (2) Performed a commendable job conducting a Chapter program or activity; (1-4-07).
 - (3) Introduced new ideas/programs, which have had a positive impact/influence on the Gamma Chapter; (1-4-07)
- C. The recipient shall uphold and display high professional standards and leadership skills. (1-4-07)
 - D. An individual may receive this award one or more times. (1-4-07)

1.5 Outstanding Contribution During First Year of Service

Certificates may be presented to recognize the efforts of new members.

- A. Nominations will be made to the First Vice President or Committee Coordinator and will not be included on the Awards Nominations Form.
- B. Certificates will be presented at the Awards and Installation Banquet. (1-4-07)

1.6 Scholarships

- A. Women In Leisure Services California Regional Scholarship – Gamma Chapter will contribute annually to the WILS California Regional Scholarship, which is presented at the California and Pacific Southwest Recreation and Park Training Conference. In addition, the Gamma Chapter will take the lead in contacting other WILS Chapters in California to ask for their contribution to the costs of the scholarship, and also coordinating the scholarship with CPRS. (1-4-07)
- B. Gamma Chapter Scholarships: (1-4-07)
 - (1) Qualifications shall be:
 - a. Live, work, or attend a school in the Gamma Chapter boundaries.
 - b. Undergraduate or graduate student at an accredited College or University.
 - c. Major in recreation and leisure services or a closely related field.
 - d. Currently carry a 2.5 or greater grade point average
 - e. Enrolled in a minimum of six (6) semester units, or the quarter equivalency
 - (2) A non-specific number of scholarships will be given to qualified applicants to be determined by the Scholarship Committee and the budget funds available. (1-4-07)

- (3) Current Gamma Members receiving a scholarship will not have their membership paid for by the Chapter. (1-4-07)
- (4) Non-members receiving a scholarship will have their first year membership paid for by the Chapter. (1-4-07)

C. Dolores E. Thompson XKP Scholarship

- (1) This scholarship will be given annually in her name in the amount contingent upon her donation.

D. Past President's Scholarship

- (1) This scholarship will be given annually in the amount contingent upon donations from Gamma's Past President's (1-4-07)

E. Privately Sponsored Scholarship

- (1) This scholarship will be given annually in the amount contingent upon private corporations and/or businesses' donations. (1-4-07)
- (2) The scholarship will be given in the donor's name provided the contribution is \$500 or greater. (2-8-07)
- (3) Scholarship donations less than \$500 will be incorporated into the Gamma Chapter Scholarship. (2-8-07)

2.0 COMMITTEES

2.1 **Ad Hoc Committees** shall be: Professional Mentoring, Scholarship, Meet and Greet, Bosses Day, Holiday Breakfast, Holiday Craft Affair, Gamma Gram, Bylaws, Finance, Gamma Golf Tournament, January and February Workshops, Website Committee, Member Training Fund, Historian, Awards, and Installation Banquet.. (1-4-07)

2.2 When the Annual California and Pacific Southwest Recreation and Park Training Conference is held within Gamma's jurisdiction, the Gamma Chapter shall provide assistance to the National Board as requested by the National President. (1-4-07)

2.3 Any **Committee Chairperson** may attend a Board of Directors meeting. If however, a chairperson is requested to give a report, the First Vice President or Committee Coordinator shall notify them.

- 2.4 It shall be the responsibility of each committee chairperson to maintain a **Committee Organizational Notebook** which will be turned over to her successor, the Committee Coordinator, or the First Vice President. (1-3-02)
- 2.5 The Historian shall present the President with a **pictorial notebook** of her term of office as a gift from the Chapter at the Awards and Installation Banquet.
- 2.6 For details of a Committee Chair's responsibility, refer to the Committee Chair Handbook. (2-8-07)
- 3.0 **ENDORSEMENTS**
- 3.1 The Chapter shall not endorse any **candidate running** for any professional organization office without approval of the Board of Directors. (3-14-02)
- 3.2 Candidates running for any professional organization office shall not be permitted to address the participants at any Gamma Chapter sponsored activity. (2-8-07)
- 3.3 **Printed material or e-mail** from a candidate running for any professional organization office outside Gamma Chapter shall not be permitted. (2-8-07)
- 3.4 Committee chairs shall not endorse any **profit or non profit** agency without approval of the Board of Directors. (9-25-91)
- 3.5 **Use of chapter stationery** if for the sole purpose of Chapter or National business. (2-8-07)
- 3.6 No member of the Chapter shall **presume to speak for the Chapter** unless specifically authorized by the Board of Directors. (9-25-91)
- 3.7 Members shall only use the **Chapter's mailing list or e-mail** list for official Chapter or National business, unless specifically authorized by the Board of Directors. (2-8-07)
- 4.0 **FINANCES**
- 4.1 The **fiscal year** for the Chapter shall be July 1 to June 30. The Mid-Year review will be conducted in January with an annual Year-End-Report completed by June 15. (9-13-07)
- 4.2 The **Finance Committee** shall include the current and past Finance Chair, Committee Coordinator, President, First Vice President, and newly elected and past Treasurer. (5-12-93)

- A. The **annual year-end report** shall be conducted by three (3) members of the Finance Committee not currently listed on the official bank signature card. In order to achieve a quorum of three (3) eligible members, the Finance Chair may appoint a general member to the Finance Committee. The Finance Committee will submit a report upon completion of their review within 2 weeks. (9-13-07))
- B. The Finance Committee shall submit a **proposed budget** at the July Board of Directors meeting for approval. (9-13-07)
- C. The Board approved proposed budget and the Year-End Report shall be **submitted to the membership** by mail for review prior to the August Business Meeting, which is the first general membership meeting of the fiscal year. (9-13-07)
- D. The Chapter's **Year-End Report, and** the Board approved proposed budget, and review shall be presented by the past **Finance Chair and/or a member of the Finance Committee** at the August Business Meeting, in accordance with Bylaws. (9-13-07)
- E. **Upon ratification** at that meeting, the proposed budget shall be considered adopted. (8-9-90)

4.3 Membership dues are for the fiscal year and shall be due and payable between April 15 and May 30 of each year. Memberships shall become delinquent on June 1. Delinquent members shall be considered as inactive and shall not have the right to exercise any membership privileges. Delinquent returning members shall be charged a \$15 late fee beginning June 1st. late fees will be appropriated as determined by the Chart of Accounts. (9-13-07)

- A. **New members' dues** submitted after March 1 shall be applied to the upcoming fiscal year. (3-14-02)
- B. **New membership dues** shall be \$30. Effective March 2, 2009 new membership dues shall be \$45, and \$35 for renewing members (does not include a pin,) and are distributed in the following manner: (9/4/08)
- C. **Membership Status as of March 2, 2009:**

	Chapter Fee:	National Dues:
Active	\$ 35	\$ 15
Associate	\$ 25	\$ 5

Life Member	\$ 0	\$ 0
Friend	\$ 25	\$ 0
Affiliate	\$ 5	\$ 0

- 4.4** The Chapter's **checking and savings account** shall have the President, First Vice President and Treasurer listed on the official signature card. Only one signature shall be required on checks for the expenditure of funds. Each signer on account will have a debit Visa card and must be surrendered at the end of office term. (9-13-07)
- 4.5** Please consult the Treasurer for the **Federal Tax Identification** number for Women in Leisure in Services, Chi Kappa Rho, Inc. (3-04-04)
- 4.6** The Chapter shall maintain a **minimum balance** of \$2,500 in operating reserve funds as a line item so the Chapter may continue to operate during time of major emergency. (9-25-91)
- 4.7** All **invoices** relating to Chapter functions and activities shall be submitted to the Treasurer with a Request for Reimbursement/Deposit Form and receipt or invoice within fourteen (14) days of the event. (5-12-93)
- 4.8** There shall be **no refunds** for cancellations made after the deadline as stated on a chapter meeting/reservation flyer. (11-3-83)
- 4.9** Those who make a reservation for an event without payment, and fail to attend the event, shall be billed. (3-14-02)
- 4.10** Solicitations or **acceptances of gifts**, contributions, rebates or grants from organizations or individuals, may be permitted with the approval of the Board of Directors. (4-11-85)
- 4.11** The Chapter budget shall provide for one half of all expenses of the **National Delegate** to attend meetings as required by the National Board with the other remaining half paid for by the National Board. (9-13-07)
- 4.12** All **non-budgeted expenses** must be pre-approved by the Board of Directors (9-25-91)
- 4.13** Committee Chairs shall submit accumulated funds to the Treasurer weekly, accompanied by an **Event Income Deposit Form**. Cash shall not be mailed, it must be hand delivered. (9-13-07)

4.14 All expenses and revenue shall be handled as outlined in the Chart of Accounts (9-13-07)

5.0 NOMINATIONS AND ELECTIONS

5.1 The **Nominations and Elections Committee** shall make every effort to secure two qualified candidates for each office. Exceptions may be granted with Board approval. (9-13-07)

5.2 The Nominations and Elections Committee shall list the First Vice President as **“First Vice President/President-Elect”** on the ballot. (2-14-85).

5.3 The **National Delegate**, who serves a two (2) year term, shall be a past President or have served a minimum of three (3) years on the Board of Directors. (3-14-02)

5.4 The **Committee Coordinator** shall be appointed to the Board of Directors by the First Vice President/President Elect prior to the May Board meeting and shall be considered a voting member. (1/99)

*Please Refer to Bylaws, Article II, For More Information On
Election of Officers*

6.0 BOARD MEETINGS

6.1 The Board of Directors shall meet a minimum of eight (8) times during the organizational year. Special meetings may be called by the President with the majority approval of the Board of Directors. (9-13-07)

6.2 The President shall set the agenda one week prior to each meeting. (3-14-02)

6.3 Members of the Board of Directors shall **report planned absences** to the President one week prior to the meeting date. (9-13-07)

6.4 All incoming and outgoing Board of Directors shall attend a **Transitional Board Meeting in June** designated as a training workshop to exchange organizational information. (9-13-07)

7.0 BOARD OF DIRECTORS DUTIES

7.1 **President**
Duties shall be:

- A. Call and conduct the **Transitional Board Meeting**, following the Installation and as part of the June Board of Directors meeting, for the purpose of orienting new board members. (3-14-02)
 - (1) Provide a copy of the current Bylaws and Policy Manual to the Board of Directors by the first Board meeting of the year in June. (9-25-91)
- B. Coordinate dates as much as possible with other professional organizations to avoid scheduling conflicts. Distribute the calendar and proposed budget to all Board Members, Committee Chairs, Website Chair, and to the Second Vice President for inclusion in the chapter membership recruitment brochure. (4-10-08)
- C. In preparation for the **August Business Meeting**, ensure that each member receives a packet, which includes:
 - (1) The August Business Meeting notice;
 - (2) The proposed annual budget, which should also reflect the previous year budget and year-end fiscal report (as of May 31), with any pertinent comments or information;
 - (3) The calendar of chapter activities for the coming year; and
 - (4) If appropriate, a copy of newly revised Bylaws and/or Policy Manual. (5-12-93)
- D. **Preside at all meetings** of the organization including Board of Directors and general membership meetings and special events. For meetings other than Board of Directors meetings, coordinate meeting agendas and protocol with the First Vice President or Committee Coordinator. Consult with Recording Secretary regarding Board of Directors meeting agendas and minutes. (3-14-02)
- E. Act as **Board of Directors liaison** for the California and Pacific Southwest Recreation and Park Training Conference, including the Conference Institute, National Luncheon and Hospitality Suite, and for the Bylaws committees. (5-12-93)
- F. Serve as **ex-officio member** of all committees except Nominations and Awards. (11-1-07)
- G. Send letters acknowledging the transition of Active Members to **Life Member**

status as appropriate. Ensure that Life Members receive a Life Member gift. (3-14-93)

- H. Per budget allocations coordinate the annual Life Member recognition at the Holiday Craft Affair and purchase gifts for the Life Members in attendance.
- I. Per budget allocations coordinate the annual Past President's recognition at the Holiday Breakfast and purchase gifts for the Past Presidents in attendance. (11-1-07)
- J. Compose a **presidential message** for the chapter newsletter. Consult with Board as necessary regarding newsletter content or topic recommendations. (5-12-93)
- K. Per budget allocation, purchase **gifts for outgoing officers** and committee chairs to present during the Awards and Installation Banquet. (11-1-07)
- L. Provide information to the Awards Committee Chair on the person(s) to receive the annual **President's Award(s) in the form of a plaque**, which will be presented at the Awards and Installation Banquet. (5-12-93)
- M. Review Policy Manual as deemed appropriate.
- N. Maintain a record of Chapter's Policy Manual and Bylaws.

7.2 First Vice President/President-Elect

Duties shall be:

- A. Consult with and advise the President on **programs and events** for the coming year. The **calendar shall be** finalized by August 1st. (5-12-93)
- B. Act as **Board** of Directors **liaison** for the educational program meeting chairpersons, which include general membership meetings, Professional Mentoring, Educational Workshop, Scholarship, Member Training Fund and Gamma Gram Committees. (11-1-07)
 - (1) Provide guidance to Educational program chairs and the President, develop topics and agendas, approve speakers, approve publicity and recognize speakers and meeting hosts as appropriate (certificates with presentation folders, small gifts, flowers, cards, etc.) Review and approve all contracts before contracts are signed. (4-10-08)

- C. Compile a **master list of members interested** in serving on various committees. Share the list with the President and Committee Coordinator for disbursement to committee chairs by August 1st. (4-10-08)
- D. Serve on the **Finance Committee**. (5-12-93)
- E. Coordinate with Committee Coordinator to prepare and distribute **Committee Chair Procedure Manual and Handbook** which includes information concerning: facilities and meals, flyer preparation and approval, program arrangements, program budget, corporate sponsorship/solicitation guidelines, maintaining the committee notebook and where and when to obtain the mailing list. Forms to be included are requests for Reimbursements/Deposit Requests, the Membership Reservations List, Reservation Invoice, Event Income Deposit Receipt Form and Meeting Summary Report. (4-10-08)
- F. Provide hardcopy forms and chapter stationery in notebook and in electronic form. (11-1-07)
- G. Work with Scholarship Chair to obtain annual contributions for scholarship award. This includes confirming the annual Dolores Thompson Scholarship award donation. (4-10-08)
- H. For the **Awards and Installation Banquet** choose the installing officer and facility. Work closely with the President and Second Vice President who chairs the Installation Banquet to organize the program agenda and script. (11-1-07)
- I. **On behalf of the membership** purchase a gift for the outgoing President. (5-12-93)
- J. **On behalf of the Board** of Directors collects donations from the Board to purchase a gift for the outgoing President. (5-12-93)
- K. **As President-Elect**, following election of officers for the upcoming year, these duties shall be undertaken:
 - (1) Select a **Committee Coordinator** to serve on the Board of Directors, and make the appointment prior to the installation. (1/99)
 - (2) Appoint **committee chairs** to serve in the presidential year. (5-12-93)

- (3) Prepare and distribute the **Committee Interest and Renewal Form** to members by March 31, to determine individual interest in serving on committees and to solicit programming ideas for educational/informational meetings and workshops. Refer information from member responses to the newly elected First Vice President for preparation and planning. (5-12-93)
- (4) In anticipation of meeting with the **Finance Committee**, develop a budget for the next fiscal year, and solicit comments and recommendations from the outgoing Board of Directors. (5-12-93)
- (5) Consult with incoming Board members and designate the annual Board meeting schedule and meeting location. Provide this information to Board Members. (5-12-93)

7.3 Second Vice President

Duties shall be:

- A. As **Membership Chair**, establish membership recruitment goals with the Board of Directors. (5-12-93)
- B. Update, publish and distribute the **Chapter Membership Application by July 1** and **Membership Brochure by August 1**. (11-1-07)
- C. Initiate contact with **prospective members**. Follow up with an interest letter, brochure and application. Re-contact persons who have shown interest in the past or are non-renewing members. Keep track of all contacts and indicate the status of each. (1/99)
- D. After ensuring applicant meets membership qualifications, present all **Applications to the Board** and submit membership information and payment to Treasurer. (It is important to note that the Board's role is to accept membership recommendations made by the Second Vice President.) (11-1-07)
- E. After **presentation to the Board**, send a congratulatory letter and follow up with a phone call to the new member. Invite the new member to the next Gamma activity. Inform her that they will be formally introduced at the next Chapter event they attend. Present the new member with a packet which will include: membership pin, Certificate of Membership, National Directory and Chapter Bylaws and Policy Manual. (11-1-07)
- F. Send **new member information** to Corresponding Secretary for inclusion in

the chapter mailing list, to the Gamma Gram Editor for publication and to the First Vice President, and Committee Coordinator for committee assignments. Also, check that new members are receiving chapter correspondence. (4-10-08)

- G. **Assist new members** with networking and chapter involvement. (5-12-93)
- H. Maintain the member **Chapter Involvement** data file and make it available to the Awards Committee Chair and Treasurer by March 31. (11-1-07)
- I. Create and maintains a file, which is separated by membership category and in Remembrance and send completed roster to National Delegate. Add new member information as it becomes available. (4-10-08)
- J. Maintain inventory of **National Pins and Membership Certificates, and request membership packets as needed from National Delegate** (5-12-93)
- K. Chair the **Awards and Installation Banquet**. Work closely with the First Vice President (President-Elect) and Awards Chair to select facility and theme. Coordinate program, agenda and budget with Awards Chair and Scholarship Chair. Recognize all new members in attendance who have not been previously introduced. (4-10-08)
- L. Coordinate and conduct the **dues renewal process**. The dues renewal period runs April 15 through May 31. (11-1-08)
 - (1) Send **dues renewal forms** to all Active, Associate, Honorary, Affiliate, Post Professional and Friends of Gamma members by April 15. Include, as a separate item, the **Chapter Membership Update Form**. Although Life Members are not sent dues invoices, they should receive a Chapter Membership Update Form. For a better response, avoid combining this mailing with any other chapter business. (11-1-08)
 - (2) Prepare a **master list** of members sent renewal notices and record dues payment as received. (5-12-93)
 - (3) Review any **non-renewed memberships** by June 1 and send delinquent notices to appropriate members. Members not paid by July 15 will not be included in the National Directory. Members not renewed by June 1 are considered **inactive or non-member status**, and are ineligible for further member services. Notify non-renewed

members of their inactive status. (5-12-93)

(4) Delinquent returning members will be charged a late fee. (4-10-08)

- M. Coordinate with the incoming and outgoing Treasurers throughout the **dues renewal period** to achieve a high member retention through follow-up contact with late renewing and non-renewing members:
- N. Create Gamma Directory formatted with National template and forward to Gamma Board members by August 1. (4-10-08)

7.4 Recording Secretary

Duties shall be:

- A. **Record minutes** for all Board of Directors meetings and the Annual Business Meeting, which is the first general membership meeting of the year. Record in the minutes the attendance and the absence of each Board of Directors member at all Board of Directors meetings. (5-12-93)
- B. In coordination with the President, **distributes an agenda and refreshment schedule** for the Board meetings. (4-10-08)
 - (1) Finalize agenda with President. (4-10-08)
 - (2) Distribute Board packet prior to or at a scheduled Board meeting. (4-10-08)
- C. Distributes minutes to: Board Members, Gamma Gram Editor (highlights only) and to all National Board Officers and Delegates. (5-12-93)
- D. Maintain an up-to-date file of Board **approved minutes** filed in chronological order. Records are kept and passed along to the next Recording Secretary. (5-12-93)
- E. Serve on the **Bylaws Committee**. (5-12-93)
- F. Maintain an up to date record of the Chapter's **Policy Manual and Bylaws**. (11-1-07)

7.5 Corresponding Secretary

Duties shall be:

- A. Maintain and keep up to date the chapter **membership distribution list**.

(11-1-07)

- (1) Submit to Gamma Gram Editor a request for member contact updates to be included in Gamma Gram. (4-10-08)
- (2) Provide **mailing labels** promptly when requested by officers, committee and program chairs, or others as the Board directs. (Requests for the membership mailing list or labels for other than chapter business must be approved by the Board.) Mailing labels may only be requested one month prior to each mailing in order to insure the most current addresses are included. (11-1-07)
- (3) Include National Board and Corporate Sponsors in the mailing list. (11-1-07)
- (4) Create a standard information sheet, which accompanies each set of mailing labels. Provide requester the Chapter policy for use of member labels. (11-1-07)

B. **Draft correspondence** as directed by the Board of Directors. (4-13-90)

C. At the direction of the Board, and on behalf of the membership, **recognize at minimum:**

- (1) The birth of a child, marriage, and death of a member's family member with a card;
- (2) Serious illnesses and hospitalization with flowers;
- (3) The death of a member with an appropriate donation to a charity of the deceased's family's choice; and
- (4) Promotions, retirements, Board appointments and awards from other organizations with a gift, card or flowers. (11-1-07)

D. When necessary or requested, **assist the Recording Secretary**. (11-1-07)

7.6 Treasurer

Duties shall be:

- A. In collaboration with the outgoing Treasurer, maintain **bank accounts** as necessary, and change **signature cards/debit cards** to reflect the incoming officers; President, 1st Vice-President, Treasurer, incoming Treasurer.

Signature cards need to be effective by July 31. (11-1-08)

- B. Serve as member of the **Finance Committee**. (5-12-93)
- (1) Based on the recommendation of the Finance Committee, and in collaboration with the outgoing Treasurer, develop a working **budget** which the committee will work from to draft a proposed budget for review by the Board of Directors. (11-1-08)
 - (2) Assist in the **Financial Review**, as appropriate or necessary. (5-12-93)
- C. **Receive, deposit, and maintain appropriate records for all funds** of the organization. (5-12-93)
- (1) Contact program or committee chairs as needed to remind them to send **accumulated funds** weekly, accompanied by an Event Income Deposit Form. (5-12-93)
 - (2) If unable to personally **receive funds** from the program or committee chair at the event itself, insure funds will be forwarded in a proper (no cash) manner within 5 working days for deposit. (3-14-02)
 - (3) Prepare and make **deposits** within 5 working days. (3-14-02)
- D. **Make payments** to cover organizational expenses in accordance with the approved chapter budget, and subject to the review of the Board of Directors. (5-12-93)
- (1) All requests for invoice payment, reimbursement for expense, or cash advancement must be accompanied by a completed **Reimbursement/Check Request Form**. (5-12-93)
 - (2) All **non-budgeted expenses** must be approved by the Board of Directors prior to payment. (9-25-91)
 - (3) All **requests for payment** must be submitted prior to June 15. (1/99)
- E. Reconcile the **bank statement** with the financial statement each month. (9-25-91)
- F. Collect an **Event Summary Form** from each program or committee chair at

event conclusion. Coordinate with the First Vice President or Committee Coordinator as necessary if the Event Summary Form is not received within 5 working days. Keep summaries on file for three (3) years.
(1/99)

- G. Prepare and submit to the Board of Directors a written **monthly financial statement**. (1/99)
- H. Prepare and submit to the Board of Directors in February a **Mid-Year Review** of revenues and expenditures from July 1-December 31. Consult with the Board to revise year-end projections as necessary. (1/99)
- I. Prepare a **Year-End-Report**, which summarizes all revenues, expenditures, account balances, a budget comparison, and membership status in each category. This document is filed under Year-End Reports, and is maintained in perpetuity in chapter records. (4-10-08)
- J. Submit **National dues**, the Gamma Directory and the National Invoice with form to the National Treasurer for all appropriate membership categories, upon request of National Delegate. (4-10-08)
 - (1) For the Mid-Year National Dues payment, Gamma includes a listing of only new members along with the National Invoice. (4-10-08)
- K. Maintain three (3) previous years of **chapter finance records**. (1/99)
- L. Maintain a current list of all Corporate Sponsors that have made their Corporate Sponsorship payment.

7.7 Past President

Duties shall be:

- A. Assist the President during the **transition into office**. (5-12-93)
- B. Act as **parliamentarian** during Board of Directors meetings. (5-12-93)
- C. Serve as **Chair of the Nominations and Elections Committee**. (5-12-93)
 - (1) Make every effort to secure two candidates per office and present **proposed slate** to the Board of Directors for approval. (5-12-93)
 - (2) Mail **election ballots** to the membership by March 15, and conclude

the election by April 1. (5-12-93)

- (3) Contact all candidates, the President and the First Vice President with results as soon as the election has concluded. Notify the Board of Directors either by phone or at the following Board meeting. After all candidates, the President and First Vice President have been notified, the **election results** may be submitted for the monthly newsletter and may be announced at a Gamma event or meeting. (5-12-93)

D. Serve as Corporate Sponsorship Chair.

- (1) Recruit Corporate Sponsors for the Chapter
- (2) Administer the Corporate Sponsorship program.
- (3) Ensure that all Corporate Sponsors are recognized at each Gamma Chapter activity.
- (4) Ensure that written Gamma materials, fliers, etc. acknowledge and include the Corporate Sponsors with logo.
- (5) Ensure that all corporate sponsors receive invitations with two complimentary tickets to the Annual Awards and Installation Banquet.
- (6) Select a corporate sponsor recognition gift to be presented at the Awards and Installation Banquet; this is in addition to the engraved plaque or perpetual clock.

E. Solicit and collect donations for the Past President's Scholarship Award. (4-10-08)

7.8 National Delegate

Duties shall be:

- A. Represent Gamma Chapter on the **National Board**. Report on Chapter and National concerns, and report input from the National Board, the Gamma Board or the Gamma membership regarding organizational concerns as requested or as needed. (11-1-07)
- B. Attend **National Board meetings** as designated by National Board. (11-1-07)
- C. Prepare reports as directed by the National Board per its Policy Task Manual. Present to Board for their review. (11-1-07)

- D. Submit information and articles for the **National newsletter, “The Connection.”** Chapter President or officer shall review prior to final submittal. (11-1-07)
- E. Shall see that updated chapter labels are forwarded to the National Board upon their request.
- F. Ensure that the chapter receives the Helen I. Pontius nomination papers from the Chair of the National committee.
 - (1) Coordinate with the Gamma President on the preparation and submittal of nomination packet to the Committee Chair. (3-14-02)
 - (2) Seek Gamma Chapter for the nomination of the Helen I. Pontius Award. (11-1-07)

7.9 Committee Coordinator

Duties shall be:

- A. Working in conjunction with the First Vice President, act as Board of Directors Liaison for social program chairs including: Gamma Golf Classic and Bunko Tournament, Holiday Breakfast, Bosses' Day; Holiday Craft Affair, Meet and Greet and Historian Committees.(11-1-07)
- B. As Board of Directors liaison, attend initial **committee planning meetings** to insure committees are working within the goals and objectives of the Board and of the organization; to provide consultation and communication between the chairs and the Board of Directors.
- C. In collaboration with the First Vice President, prepare and distribute the **Chair Procedure Manual and provide electronic version.** (11-1-07)
- D. In collaboration with the First Vice President and committee chairs, begin to secure **dates for committee events.** (11-1-07)

8.0 POLICY MANUAL

8.1 Gamma policies shall not be in conflict with the policies established by Women in Leisure Services, Chi Kappa Rho, Inc., National. (9-25-91)

8.2 The Board of Directors shall **review and update** the Policy Manual as needed.

(11-1-07)

8.3 Chapter policies may be changed at anytime with a **simple majority vote** of the Board of Directors. (4-11-85)

9.0 GAMMA CHAPTER CALENDAR

July 1	Fiscal year begins (5-12-93)
August 1	All programs for current year are identified and scheduled. (11-1-07)
August 1	Membership Recruitment Brochure ready for distribution to members and interested professionals (Second Vice President). (5-12-93)
March 15	Gamma Election ballots mailed to members (Past President). (5-12-93) Begin consideration of Helen I. Pontius Award candidates. (5-12-93) Begin nomination process for National Board Officers . (5-12-93)
April 1	Gamma Election concludes (5-12-93) Committee Interest Form distributed to members for the upcoming program year (President-Elect). (5-12-93)
April 15	Distribute Membership Renewal Forms . (Second VP) (11-1-07)
May 30	Dues renewal period ends (11-1-07)
June 1	Dues delinquency notices sent to members not renewed by May 31 (Second VP) (11-1-07) Sponsor Recruitment Begins
June 30	Fiscal year ends. (5-12-93)
July 25	Sponsor Recruitment Ends
September 15	Deadline for members to be included in the National Directory . (5-12-93) National Directory Updates sent to National for publication,

including only those members whose dues are paid for the coming year (Treasurer/Corresponding Secretary). (5-12-93)
Dues paid to **National (Treasurer)**. (5-12-93)

10.0 Corporate Sponsorship Program Policy

- 10.1** A Corporate Sponsor is defined as a business, service, consultant or professional which is asked to participate in the corporate sponsorship program as outlined in this policy. Under the direction of the Past President, the sponsor shall finance Gamma Chapter activities throughout a fiscal year. (11-1-07)
- 10.2** The Corporate Sponsor shall be recognized at all Gamma Chapter functions as a Corporate Sponsor and will receive written and verbal recognition. The Corporate Sponsor will also be recognized at the Annual Awards and Installation Banquet and shall receive a Certificate of Recognition and two complimentary dinners to the Annual Awards and Installation Banquet. (11-1-07)
- 10.3** Donations to offset the expenses of a specific event are not considered as corporate sponsorship and shall not receive the same recognition as the Board designated corporate sponsors. These donators are, however, recognized for their contribution **only** at the specific event for which the donation was solicited. (11-1-07)
- 10.4** The existing corporate sponsorships remain in effect as long as their sponsorship payments have been made to Gamma Chapter in accordance with the schedule outlined in this policy. Any corporate sponsorship that fails to meet the payment schedule may be eliminated as a corporate sponsor for Gamma Chapter in favor of a new corporate sponsor.
- 10.5** A Corporate Sponsorship shall cover the time period of one year, July 1 through June 30 of the following year. (11-1-07)
- A. Corporate Sponsors shall pay an annual fee of \$400, which is due by August.
 - B. Any Sponsor who is 30 days delinquent in the payment of the Annual Corporate Sponsor fee shall be withdrawn from the **Women in Leisure Services Gamma Chapter Corporate Sponsorship Program**. (11-1-07))
 - C. Corporate Sponsors that are approved by the Board of Directors prior to December 1 will be required to pay the Annual Corporate Sponsorship fee of \$400 in full. Those approved after January 1 will be required to pay a fee of \$200. Any business inquiring to be a Corporate Sponsor after August 1 shall be encouraged to sponsor an upcoming Gamma event or program. (11-1-07)

10.7 The Corporate Sponsorship is designed to improve the quality of program speakers, and to improve the quality of the events.

10.8 Selection Process

Corporate Sponsors shall be selected according to the following criteria:

A. Long-time Gamma Supporters

10.11 Establish a List of Corporate Sponsor Benefits and Exposure

The Corporate Sponsor shall be recognized at all Gamma events, on the Gamma website and all printed event flyer material with the company name and/or company logo. These include: at the functions, in all literature, and Gamma Gram. They shall also be recognized at all events.

1 REVISED 9/2008