

**2018-2019**  
**BYLAWS OF THE MONTICELLO WOMEN OF TODAY**  
**Reviewed (07/23/18)**

**ARTICLE I – NAME**

The name of this corporation shall be the Monticello Women of Today.

**ARTICLE II - PURPOSE, MISSION STATEMENT AND CREEDS**

- Section 1. To promote civic, educational, social and recreational activities for the members of this corporation.
- Section 2. To provide an opportunity for leadership training and development.
- Section 3. To instill a spirit of patriotism in chapter members.
- Section 4. The mission of this corporation is to help women improve their own lives and the lives of the people in the communities around them. This organization shall be a place in which young women are actively encouraged to become involved and hold positions of leadership. This organization shall provide opportunities for members:
- A. To contribute to their communities by raising funds for worthy causes and by providing services or education to benefit community members.
  - B. To develop and to foster skills and talents related to becoming successful individuals, interacting well with other people, and becoming capable leaders.
  - C. To develop friendships and to find personal support within the organization.
- Section 5. Minnesota Women of Today Creed: We, the Women of Today, are Service, Growth, and Fellowship. We believe that through us great lessons can be learned, worthy deeds performed, and a hand of fellowship extended to millions of women everywhere. May we leave this world a better place because we lived and served within it.
- Section 6. United States Women of Today Creed: We, the United States Women of Today, are dedicated to serving our community and nation, are committed to strengthening our individual talents, and stand united by our friendship and belief in the future.

**ARTICLE III - MEMBERSHIP**

- Section 1. This organization is a member of the United States Women of Today, Minnesota Women of Today, and the District 5 Women of Today in regard to the dues, support of projects whenever possible, and compliance with the bylaws and policies.
- Section 2. The location of the registered office of this organization is 206 E7th Street, P.O. Box 1202, Monticello, Minnesota 55362.
- Section 3. A member in good standing is any person at least 18 years of age when her/his dues are paid and she/he shall have full voting privileges pertaining to chapter, district or state business.
- Section 4. Any member may resign from this corporation. At such time, she/he shall be required to turn over any and all records belonging to this organization to the local President.
- Section 5. The objectives of this corporation are purely civic, educational, recreational, and social. It is not organized for religious, political, or private purposes and shall not function for profit or for personal gain of any of its members.

**ARTICLE IV - FISCAL YEAR AND DUES**

- Section 1. The fiscal year shall begin June 1 and end May 31 of each year.

- Section 2. State and National dues must be paid by all of the individual members of this corporation. Fifty dollars (\$50.00) must be paid to the Minnesota Women of Today per member. Forty-five (\$45.00) are for State dues and five (\$5.00) are for National dues. These dues shall be payable in each member's respective anniversary trimester.
- Section 3. A member transferring within the state will not pay their dues until their next dues renewal date. A member transferring in from out-of-state shall be treated as a new member in regard to dues.
- Section 4. Members up for renewal must be notified by the Membership Vice President by the beginning of each anniversary trimester. Dues shall be paid to the Membership Vice President, who shall submit to the chapter Treasurer.
- Section 5. The Treasurer shall not remit renewals to the Chapter Service Center until she/he has received payment in full from the renewing member. Dues may be paid in monthly installments, the full payment being due by the member's anniversary trimester due date. Any member whose dues are not paid by the end of their anniversary trimester shall no longer be a member.

#### ARTICLE V - FINANCE AND MANDATORY LIABILITY INSURANCE

- Section 1. The official bank of this corporation shall be the First Minnesota Bank of Monticello. Monticello Women of Today shall maintain a checking and a savings account. The outgoing Secretary or other board member shall amend the bank signatures after May 31 of each year, consisting of the President, Treasurer, Programming Vice President(s) and State Delegate.
- Section 2. The President and the Treasurer shall be required to co-sign all checks; however, in the absence of the President or Treasurer, a Programming Vice President or State Delegate may co-sign. No check shall be signed by the Treasurer unless it is completely filled out.
- Section 3. The Budget Committee shall be made up of the incoming Board of Directors, outgoing President, and the outgoing Treasurer (Budget Committee chair). The proposed budget shall be presented for approval no later than the June meeting.
- Section 4. The Audit Committee shall be comprised of the incoming Treasurer (Audit Committee Chair), one outgoing board member and one general member. The outgoing Treasurer shall provide the records and be available to assist as needed, but is not a member of the committee. In the instance of the Treasurer holding the position for two terms, another incoming board member will act as Audit Committee Chair. They shall audit the books after the close of the fiscal year and shall present their report no later than the August meeting.
- Section 5. The Board of Directors shall be able to authorize disbursements of fifty (\$50.00) or less. All disbursements in excess of fifty dollars (\$50.00) shall be made only upon the authorization of the general membership. All disbursements authorized by the Board of Directors shall be reported at the following general meeting.
- Section 6. Liability insurance shall be obtained through the Minnesota Women of Today with remittance made annually at the request of the state organization.
- Section 7. At any function where cash is used, two members attending the event shall count the money and must complete a Receipt Memo. Funds shall be given to the chapter Treasurer to be deposited within two weeks of a project/event.
- Section 8. Any expense incurred by any member for projects must be turned into project chair within 30 days. Project chair must turn in all expenses and Check Requisition forms to Treasurer within 90 days of project completion. Expenses not related to a specific project can be submitted directly to the Treasurer within 90 days for reimbursement along with a Check Requisition form. This does not include chapter coupons which must be turned in by Annual Convention of the same fiscal year.

## ARTICLE VI - OFFICERS AND DUTIES

Section 1. The officers of this corporation shall be the President, Programming Vice President(s), Membership Vice President(s), Secretary, Treasurer, State Delegate and Past President/Parliamentarian.

Section 2. The duties of the officers shall be as follows:

A. President:

1. Shall preside at all general membership, Board of Directors, and any special meetings of this corporation and perform all duties pertaining to this office.
2. Shall be an ex-officio member of all committees, except the nominating committee.
3. Shall not be a voting member, except in the case of breaking a tie.
4. Shall see that the Success System and all District, State and National Awards get submitted on time.
5. Shall attend new member orientations coordinated by the Membership Vice-President.
6. Shall submit monthly reports to the District Director and State President.

B. Programming Vice President(s):

1. Shall preside at the general membership, Board of Directors and any special meetings in the absence of the President and Past President/Parliamentarian.
2. Shall oversee the Programming areas including trimester programming reports. May recognize an Outstanding Local Program Manager of the Trimester.
3. Shall perform such duties as assigned by the President.
4. Shall assist the President with the year-end awards.
5. Shall disburse all Local Program Areas Chapter Information Packets (CIP's) within two weeks of a State meeting.
6. May sign checks in the absence of the President or Treasurer.
7. Shall serve as chair of a chapter committee for any MNWT Outstanding Awards nominations.

C. Membership Vice President(s):

1. Shall initiate activities that encourage new member adds and activation, promote member retention, and help plan orientations.
2. Shall coordinate and facilitate new member orientations and include the President.
3. Be in charge of The Big Sis/Little Sis program (optional).
4. Shall introduce new members through chapter communications.
5. Shall assist in keeping an up-to-date membership roster.
6. Members up for renewal must be notified by the Membership Vice President by the beginning of each anniversary trimester.
7. Shall coordinate with Chapter Treasurer to send the dues along with a renewal form to the Minnesota Women of Today Chapter Service Center for each member by the state deadline.
8. Each month shall submit new members and name/address changes to the Chapter Service Center (on an Add & Change form).

D. Secretary:

1. Shall keep minutes of all proceedings at all general membership meetings and may keep minutes at all Board of Directors and any other special meetings as necessary.
2. Shall record all motions by using motion slips.
3. Shall inform the general membership of any motions made at the prior board meeting.
4. Shall distribute minutes to membership prior to following board meeting.
5. Shall perform other duties as the office shall require.
6. Shall coordinate Year End gift for the President, not to exceed fifty dollars (\$50.00). A scrapbook commemorating the President's year is a suggested gift.

E. Treasurer

1. Shall keep the books of the corporation, disburse funds upon authorization and report monthly on the financial condition of the corporation.
2. Shall file Sales Tax, liability insurance, annual state registration, and 990 forms when they are due.

3. Each trimester, shall coordinate with the Membership Vice President to send the dues along with a renewal form to the Minnesota Women of Today Chapter Service Center for each paid member (that has paid in full) by the state deadline.
4. Shall serve as chairman of the Budget Committee and Audit Committee (for previous year). In the event that the treasurer serves a 2<sup>nd</sup> term, another incoming board member shall be appointed as Audit Committee Chair.
5. Each month, shall coordinate with the Membership Vice President(s) to remit dues along with Add & Change form for new members to the Chapter Service Center.
6. Shall require the submission of a completed Expense Voucher with receipts attached prior to making reimbursements.
7. Shall require the submission of a completed Receipt Memo with two signatures for any deposit, and shall deposit monies in the official bank of the chapter.

F. State Delegate:

1. Shall represent the chapter as the head of the voting delegation at all District and State meetings.
2. Voting delegates shall be selected from the members in good standing attending the meeting.
3. Shall attend to all District, State and National correspondence.
4. Shall endeavour to bring a large delegation to state, area, and district meetings and shall make room arrangements for the chapter members attending.
5. Shall see that news articles concerning the local chapter are submitted to the District and State Newsletter for publication.
6. Shall complete and send in the State Delegate's Trimester Report to the District Director.
7. Shall promote visitations to other chapters and attendance at District, State and National meetings.
8. Shall pick up and distribute convention materials to Officers within one week of convention.
9. Shall oversee registrations for LOTS, district meeting, area meeting, and conventions.

G. Past President/Parliamentarian:

1. Shall preside at the general membership, Board of Directors, and any special meetings in the absence of the President.
2. Shall act as an advisor to the Board of Directors.
3. Shall advise the President and work with her/him in selecting the proper procedure to transact business.
4. Shall be in charge of revising Bylaws and Policies and shall present to the general membership by the August meeting to be voted on at the September meeting.
5. Shall serve as the chair of the Nominating Committee.
6. Shall submit Chapter Officer Sheet to the Chapter Service Center in March.

ARTICLE VII - MEETINGS AND QUORUM

- Section 1. The general membership meeting shall be held on the first Thursday of each month unless changed by the majority of the chapter.
- Section 2. The March general membership meeting shall be known as the Annual Meeting and shall be for the purpose of electing officers and any other business.
- Section 3. One-third (1/3) of the membership in good standing, including three (3) members of the Board of Directors, shall constitute a quorum for the transaction of business. The Past President/Parliamentarian or designee shall establish the quorum at meetings.
- Section 4. Special meetings may be called by the President or a majority of the members, provided a three (3) day notice is given.
- Section 5. A majority of the Board of Directors shall constitute a quorum at the Board of Directors meetings.

- Section 6. All members present in good standing shall have voting privileges. Absentee and proxy votes shall not be accepted.
- Section 7. In matters where an order of business needs to be conducted prior to a membership meeting, an email vote may be acceptable with the following criteria:
- A. All motions must be started through the President, who will initiate the email discussion.
  - B. If motion includes a budget, shall not exceed an expenditure of fifty dollars (\$50).
  - C. At least 2/3 of the membership needs to respond to the vote.
  - D. All votes must be cast after the President calls for a vote.
  - E. The President has the discretion to end discussion and call for a vote or a Special Meeting.
  - F. The President shall tally voting results and send to the membership.
  - G. The Secretary will report voting results at the meeting following the vote, to be included in the official minutes.

#### ARTICLE VIII - BOARD OF DIRECTORS

- Section 1. This Board shall be composed of the elected officers of the corporation and the immediate Past President/Parliamentarian.
- Section 2. The Board of Directors shall meet monthly or at any additional time deemed advisable by the President or a majority of the members of the Board.
- Section 3. The Board of Directors shall be authorized to act on all matters relative to the policies of the corporation, its welfare and membership, and may direct activities for the general good of the corporation.
- Section 4. The general membership can overrule any decision made by the Board of Directors by a simple majority vote.
- Section 5. Any Board member who misses three (3) consecutive Board of Directors' meetings without a legitimate reason may be dropped from the Board and another member appointed to the position by the Board.
- Section 6. Any Board member not fulfilling assigned duties may be asked to resign by a majority vote of the Board of Directors.

#### ARTICLE IX - ELECTION OF OFFICERS

- Section 1. The Nominating Committee shall be composed of three (3) members, with the immediate Past President/Parliamentarian serving as chair. Two (2) months before the Annual Meeting, two (2) members shall be appointed to this committee from the membership.
- Section 2. The Nominating Committee shall present its slate of candidates at the February general meeting.
- Section 3. The Nominating Committee shall conduct the election at the Annual Meeting, with paper ballot for a contested position. The candidate receiving the majority number of votes shall be declared elected. In case of a tie, nominees are each allowed a 2-minute speech. Ballots will be passed again for a revote.
- Section 4. Vacancies in any elected office shall be filled within 30–60 days by majority vote of the Board of Directors for the unexpired term of that office. In the case of a vacancy in the office of president, Past President/Parliamentarian shall take over until the election of a new president.
- Section 5. The officers of this corporation are elected for a term of one (1) year. They are not eligible for election to the same office until a one (1) year period has elapsed, except that an appointed officer shall be eligible to run for the same office the following year. The treasurer position shall be exempt with a maximum term of two (2) years. Outgoing treasurer may serve an additional year as advisor to the incoming treasurer, but shall not be a signer on any and all financial documents acting as Treasurer.

## ARTICLE X - DISSOLUTION OF THE MONTICELLO WOMEN OF TODAY

- Section 1. In the event the membership desires to dissolve this corporation, a special meeting shall be called to vote on dissolution of the chapter with a written notice sent to all members, the State President, and the District Director ninety (90) days prior to the special meeting.
- Section 2. This corporation may be dissolved at the special meeting called for that purpose upon the affirmative vote by ballot of two-thirds (2/3) of the membership provided a quorum is present.
- Section 3. Upon dissolution of the chapter, all debts owed to the Minnesota Women of Today shall be paid. All remaining assets shall be given to organizations that qualify exempt under Section 501(c)(3) of the Internal Revenue Code as organized for charitable, educational, or scientific purposes.
- Section 4. Dissolution will not be final until the proper papers have been completed and received by the Chapter Service Center and all required records turned over to the Minnesota Women of Today.

## ARTICLE XI - AMENDMENTS AND SUSPENSION OF THESE BYLAWS

- Section 1. These Bylaws may be amended by a two-thirds (2/3) vote of the members present and voting, a quorum being present, provided the amendment has been submitted in writing and read to the membership at a general membership meeting at least thirty (30) days prior to voting on the proposal. The proposed changes shall be provided to each member in good standing at least 10 days prior to the meeting where action will be taken.
- Section 2. Such proposed amendments may be revised at the meeting, before being acted upon, without further notice being given to the membership.
- Section 3. These Bylaws may be suspended by a two-thirds (2/3) vote of those present at a meeting.

## ARTICLE XII - AUTHORITY

- Section 1. Robert's Rules of Order, Newly Revised shall govern the corporation except when in conflict with these Bylaws.
- Section 2. The Minnesota Women of Today Bylaws and Policies shall have final authority over the Monticello Women of Today.

**Approved** September 6, 2018

## **POLICIES OF THE MONTICELLO WOMEN OF TODAY**

**Reviewed (07/23/18)**

### **A. POLICY**

1. This set of policies is presented to assist members in understanding the operations and functions of this corporation. It includes motions and policies adopted during general membership meetings and explanations of methods of operations.
2. The Bylaws and Policies shall be reviewed annually by the general membership under the supervision of the Past President/Parliamentarian.
3. As it becomes necessary, these policies may be amended, repealed, or added to at any general membership meeting by a majority vote of the members present, providing a quorum is present.

### **B. OTHER REQUESTS**

1. No member of this chapter shall publicly state any policy or opinion, enter into or refuse any agreement, or obligate this chapter except under authority of the general membership.
2. As a common courtesy the chapter Board should be made aware of new projects, activities, and motions prior to discussion at a general meeting.

### **C. REGISTRATIONS, FEES, AND OTHER MEETING EXPENSES**

1. The President and the State Delegate shall have their registration paid to State, District and Area meetings provided they register at credentials, attend required meetings and are present to accept chapter awards. Incoming and outgoing presidents and state delegates shall have their full registration paid for Annual convention.
2. In the event the President or State Delegate cannot attend a State, District or Area meeting, the board may select another member to attend on their behalf, with registration paid, and under the same conditions.
3. If chapter members register for District meetings and do not attend, they shall pay for their full registration or reimburse the chapter.
4. Depending on the financial well-being of the chapter, the chapter will pay the registration for LOTS for any board member attending. The chapter will pay for the officer training materials supplied if the member is unable to attend. If not attending after registration has been paid, members shall reimburse the chapter the difference in the expense of registration.
5. The chapter's post office box fee shall be paid for by the chapter's miscellaneous budget. Craft fair post office box fee shall be paid from Fall and Spring craft show budgets.
6. All District, State and/or National competition fees for members shall be paid for by the chapter.
7. For any first timer attending a State Convention, the chapter will pay \$10.00 of their full registration.
8. Depending on the financial well-being of the chapter, the chapter will contribute to both the State Ways and Means and the MNWT Foundation each year according to success points and/or chapter budget.
9. The chapter may pay a portion of room costs for convention with members paying a minimum of \$10.00 per night per member. A separate fundraiser must be designated to cover these costs. The following fundraisers may be designated for convention rooms: Team Ortho, change from Coins for a Cause Well, Coborn's Concessions stands, and Riverfest Dance Concessions.
10. Member Convention credits can be earned by participating in a designated convention fundraiser. The chapter's State Delegate or designee shall be in charge of the fundraiser, shall keep track of credits earned, and shall provide convention credit slips to chapter members.
  - a. Guidelines
    1. Members earn \$5 credit for every 4 hours or shift worked at a fundraiser
    2. Limit of 3 credit slips redeemed per trimester
    3. Credits shall be used from first trimester to Annual Convention of the same fiscal year
    4. Members can be reimbursed for credits after a qualifying event or turning in a receipt by Annual Convention of the same fiscal year.
  - b. Member Convention credits can be used for these qualifying events or purchases:
    1. Convention rooms and registration (MNWT or USWT).
    2. District meeting registration
    3. Purchases at state and national store with receipt
    4. Annual membership dues

## **D. COMMITTEES**

1. The Board of Directors shall determine the standing committees deemed necessary and proper to fulfilling the object and purpose of the chapter.
2. Standing Committees:
  - a. Membership Committee shall be comprised of two or more members including the Membership Vice-President. They may assist in membership orientations, handle the Big Sis/Little Sis program, and organize M-Nights and socials.
  - b. Funshine Committee Chair shall report to the Programming Vice President(s) and shall be responsible for coordinating Secret Sis and may send cards for various occasions.
  - c. Helping Hands Committee shall consist of 3 chapter members and be responsible for organizing meals or other assistance for members in need or for special occasions.
  - d. Website Committee Chair shall be responsible for the chapter website and reports to the Public Relations Local Program Manager.
  - e. Coins for a Cause Committee Chair shall report to the Ways & Means Local Program Manager and is responsible for collections, maintenance and sponsorships for the well.
  - f. Domestic Violence Awareness Committee Chair shall report to the Programming Vice President(s) and is responsible for promoting the USWT External Programming area to the chapter.
  - g. Dues Scholarship Committee shall consist of three members and shall report to the Women's Wellness Local Program Manager. The committee is responsible for promoting scholarship for recruitment of young members age 18-24. The board shall provide general direction to the committee.
3. Project Committees:
  - a. A budget shall be submitted and approved before a project starts.
  - b. Absolutely no expenses shall be spent on any project until a budget is approved by the general membership.
  - c. No member shall be reimbursed for any expenses that exceed the approved budget, unless approved by motion at a general membership meeting.
  - d. No expenses shall be paid out of the receipts of a project but only through chapter's checking account.
  - e. All expense vouchers must be completed and by the requestor before reimbursements are made.
  - f. Each project committee shall submit a written report upon completion of its project.
  - g. The chair shall submit a Project Report Sheet to the Records and Recognition Local Program Manager within sixty days of project completion
  - h. Project chairs, committee members and workers are expected to pay for admissions, if applicable.
  - i. Project receipts shall be turned into the Treasurer within one week after the project/activity. If receipts are deposited directly to the bank, member shall report and give deposit slip to the Treasurer.

## **E. GIFTS**

1. The chapter shall contribute a minimum of ten dollars (\$10.00) each year toward the purchase of a gift for the outgoing State President.
2. The President shall be responsible for seeing that the State President's quilt square/scrapbook page and the District Director's gift has been prepared and delivered.
3. All invited guest speakers shall be presented with a card of thanks. MNWT Executive Council guest speakers may receive a gift and/or mileage paid at ten cents(\$0.10) per mile up to \$15.00 total.
4. The immediate past president shall be in charge of the Past Presidents Club.

## **F. AWARDS**

1. The following awards to be voted on by the general membership at the April meeting of the membership may be given at the end of the year:
  - a. Outstanding Officer
  - b. Outstanding New Member - Joined between Feb 1 of previous year and Jan 31 of current year
  - c. Outstanding Member
  - d. Outstanding Local Program Manager(s) and/or Committee Chair(s).
  - e. Outstanding Social/M-Event.
  - f. Outstanding Internal Project
  - g. Outstanding External Project
2. The Chapter President may present the following awards:
  - a. Member and/or New Member of the Month/Trimester (for achievements not related to the Board)



- b. Internal and External Project of the Trimester (recognize chairpersons)
- c. Board Member of the Month/Trimester
- 3. The Programming Vice President(s) may recognize an Outstanding Local Program Manager(s) of the Trimester.
- 4. Other awards may be decided on at the discretion of the President and/or Board.
- 5. Chapter President and at least one other board member must be notified of district, state and national award nominations made by the general member
- 6. Trimester ballots may include the following months:
  - a. Trimester 1: April, May, June, July. Vote in August.
  - b. Trimester 2: August, September, October, November. Vote in December.
  - c. Trimester 3: December, January, February, March. Vote in April.

**G. STATE EXECUTIVE COUNCIL**

- 1. Any local member running for a State Executive Council position must obtain the endorsement of the local chapter. The President shall write the Letter of Endorsement to the State Chairman of the Board.
- 2. Any local member serving as a member of the State Executive Council shall be a non-voting member of the Board of Directors for that year (unless also serving as a chapter officer).
- 3. If the budget allows, the chapter shall pay MNJOTS and mid-year Exec Council registration for members on Exec Council, if not already paid by the district or state. The chapter may also pay for the Executive Council nametag and shirt if budget allows and it is not already paid by the district or state.

**H. LOCAL PROGRAM MANAGERS (LPM's)**

- 1. All Local Program Managers and Standing Committee chairs shall be approved by the President and the Board of Directors with respect to an individual's interest.
- 2. Local Program Managers and committee chairs shall come prepared with a written report to all general membership meetings, stand while giving their reports, and submit written reports to the Secretary.
- 3. Any positions not filled at the beginning of the year can be left vacant. The Programming Vice President(s) shall keep a file of all state and district materials relating to the vacant area (in the event that the position is filled later).
- 4. All materials given by the State shall be disbursed within two (2) weeks after all appropriate State meetings. They shall be disbursed by the State Delegate to the chapter officers within seven (7) days. Then the Programming Vice President(s) shall distribute to their appropriate Local Program Managers within seven (7) days.
- 5. Outgoing Local Program Managers, Standing Committee chairs and Officers shall transfer all materials to the incoming Officers no later than the April board meeting.
- 6. Living & Learning Local Program Manager shall oversee collection and submission of all certifications including: Living & Learning, Health & Wellness, Personal Development, Outstanding Achievement in Programming, PEP courses, and STEP I-II-III-IV. Copies shall be provided for Success System submission, as needed.
- 7. MNWT Outstanding Award nominations for the following areas shall fall under the Programming Vice President(s) with assistance from the appropriate external local program managers or other committee members.
  - a. Outstanding Young Adult (OYA) – Youth of Today
  - b. Women Who Impact (WWI) – Women's Wellness
  - c. Outstanding Person with Developmental Challenges (OPDC) – Community Connections

**I. NAME BADGES**

- 1. The Membership Vice President(s) shall oversee the ordering of the name badges.
- 2. Name badges for new members and incoming President shall be paid for by the chapter. Members are responsible for paying for replacement name badges.
- 3. Name badges are to be worn at all meetings (local, district, state, and national) and at all projects.
- 4. The Secretary may collect a fee from each member not wearing her/his name badge at the general meeting.

**J. CHAPTER SHIRTS**

- 1. The chapter shall provide opportunities for members to order/purchase chapter shirts.
- 2. Each member is responsible for paying for their shirt orders.
- 3. The Ways and Means Local Program Manager or project chair oversees the ordering of shirts.

**K.**     **POST OFFICE BOX KEYS**

1. The post office box keys for chapter mail should be held by the president and treasurer. Mail should be checked on a weekly basis. Mail pertaining to bills and donation requests should be left for the treasurer with all other mail going to the president.
2. The post office box keys for craft show mail should be held by the current craft show chair and treasurer. At the completion of the craft show the key should be handed into the treasurer. Chairs for the next craft show should contact the treasurer and arrange to get the key from her/him.

**Approved September 6, 2018**