

Fort Myers Beach Woman's Club  
Policies and Procedures  
2022-2023



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2021-2022

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**ARTICLE I: GOVERNANCE**

**A. Board of Directors**

The basic components of the Board of Director’s roles and responsibilities include fundraising participation, determining the Fort Myers Beach Woman’s Club (FMB-WC) mission and direction and protection of public interest and the interest of FMB-WC Members.

**B. Strategic Planning**

Every two years there will be a strategic planning board meeting; a membership survey and information member meeting for feedback on the updated strategic plan.

**C. Bylaws**

The procedure for amending the bylaws is described in the bylaws and requires a vote of the membership at a regular or special meeting.

**D. Conflict of Interest**

The purpose of the conflict of interest policy is to protect the FMB-WC’s tax-exempt status, when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the FMB-WC, or may result in a possible excess benefit transaction. This policy is intended to supplement, but not replace any applicable state and federal laws governing conflict of interest, applicable to the non-profit and charitable organizations.

1. Definitions

- a. Interested Person: Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
- b. Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment or family:
  - i. An ownership or investment interest in any entity with which the FMB-WC has a transaction or arrangement.
  - ii. A compensation arrangement with the FMB-WC or with any entity or individual which the FMB-WC has a transaction or arrangement, or
  - iii. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the FMB-WC is negotiating a transaction or arrangement.

2. Conflict Procedures

- a. Duty to Disclose: In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

- b. Determining Whether a Conflict of Interest Exists: After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
- c. Procedures for Addressing the Conflict of Interest:
  - i. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
  - ii. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
  - iii. After exercising due diligence, the governing board or committee shall determine whether the FMB-WC can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
  - iv. If a more advantageous transaction or arrangement isn't reasonably possible under circumstance not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the FMB-WC's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
- d. Violations of the Conflicts of Interest Policy:
  - i. If the governing board or committee has a reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
  - ii. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.
- e. Records of Conflict of Interest Proceedings:
  - i. The minutes of the governing board and all committees with board delegated powers shall contain:
    - 1. The names of the person who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest, in fact existed.

2. The names of the people who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

#### **E. Compensation**

- a. A voting member of the governing board that receives compensation, directly or indirectly, from the FMB-WC services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the FMB-WC for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the FMB-WC, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

#### **F. Annual Statements**

- a. Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms each person:
  - i. Has received a copy of the conflicts of interest policy.
  - ii. Has read and understands the policy.
  - iii. Has agreed to comply with the policy.
  - iv. Understands the FMB-WC is charitable and in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

#### **G. Periodic Reviews**

- a. To ensure the FMB-WC is operated in a manner consistent with charitable purposes and doesn't engage in activities that could jeopardize its tax exempt status, periodic reviews shall be conducted. The periodic review shall, at a minimum, include the following subjects.
  - i. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
  - ii. Whether partnerships, joint ventures, and arrangements with management organizations conform to the FMB-WC's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and don't result in inurement, impermissible private benefit, or in an excess benefit transaction.
- b. Use of outside Experts:
  - i. When conducting the periodic reviews as provided for an Article IX (FMB-WC Bylaws), the FMB-WC may, but not required, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

## **H. Document Retention**

- a. Records:
  - i. Articles of Incorporation
  - ii. Bylaws
  - iii. Meeting Minutes
  - iv. Policies and Procedures

## **I. Financial Policies and Procedures**

- a. The Fiscal Year shall be from April 1<sup>st</sup> through to March 31<sup>st</sup>.

## **J. Donations**

- a. Definitions:
  - i. Donation: A voluntary transfer of property without valuable consideration. In order for a gift to qualify for a charitable tax receipt the following three conditions must be satisfied:
    - 1. Some property, usually cash, is transferred by the donor to the FMB-WC
    - 2. The transfer is voluntary.
    - 3. The Transfer is made without expectation in return.
- b. Donation Gift Criteria
  - i. FMB-WC recognizes that donations are a valuable supplement to the budgetary funds normally available to support the charity in fulfilling its mission under the rules and regulations associated with a 501(c)3 Charity.
  - ii. FMB-WC welcomes donations that will help equip and operate and improve its facility and its mission. FMB-WC is a registered charity and receives donations from a wide variety of sources, including; associations, corporations, foundations and individuals. Activities associated with acceptance, receipting, management and donor recognition (naming and renaming buildings, facilities or objects), of donated fund are addressed in procedures associated with this policy.
  - iii. In alignment with Internal Revenue Service (IRS) guidelines: It may be permissible for donors to receive recognition for their gift, including donor wall listing, signage and plaques, or naming opportunities for buildings, displays, landscaping, etc.
- c. Donations can be in many forms including; cash, gift in kind, planned gift, and endowment:
  - i. Gift in Kind: Gifts in kind, also known as non-cash gifts, are gifts of property. Examples of a gift in kind includes; equipment, software, books, artwork, publicly traded securities, real estate, collections, etc. A contribution of service, that is, of time, skills or efforts, is not property, and therefore does not qualify as a gift of gift in kind for purposes of issuing official donation receipts.
  - ii. Planned Gift: A gift made during a donor's lifetime or at death as part of a donor's overall financial and/or estate planning. Planned gifts include bequests, life insurance policies, and gift annuities.

- iii. Endowment: A restricted donation made to the FMB-WC where the capital value is invested, and the annual investment income is used for a specific purpose, which may be designated by the donor. All cash or property gifted to the FMB-WC for the purposes of an endowment fund becomes the property of the FMB-WC. The principal of the endowed fund is retained, administered, and managed by the FMB-WC in accordance with its investment policy. Endowed funds generally are meant to exist in perpetuity.
- d. Policy:
  - i. Donations will be assessed for acceptance and managed in a manner that :
    - 1. Provides for effective, fair and equitable donor recognition.
    - 2. Provides for effective stewardship of donations.
    - 3. Is respectful of donor wishes.
    - 4. Supports and aligns with the FMB-WC mandate, missions, objectives and values as articulated in the FMB-WC Articles of Incorporation.
    - 5. Reflects fundraising professional practice.
    - 6. Complies with:
      - a. Income Tax Act (United States) requirement for issuing tax receipts.
      - b. Generally Accepted Accounting Principles for financial reporting purposes.
      - c. Florida Freedom of Information and Protect of Privacy Act.
      - d. Charitable Fund-Raising Act (Florida).
  - ii. Donations will be accepted subject to the following principles:
    - 1. Donation or donation conditions must be legal and ethical as determined by the FMB-WC.
    - 2. Donations must not jeopardize the FMB-WC charitable status.
    - 3. Donations made to establish an endowment require establishment of an Endowment Agreement.
    - 4. The minimum donation for establishing an endowment is \$20,000, unless otherwise approved by the Executive Committee.
    - 5. Donations will not financially or morally jeopardize the donor and/or the FMB-WC
    - 6. Donations must not improperly benefit the FMB-WC.
    - 7. Donors will not require valuable consideration, in any form, in return for a donation.
    - 8. Donations must provide a net benefit to the FMB-WC.
    - 9. Donations cannot result in unwarranted or unmanageable expenses to the FMB-WC.
    - 10. Conditions associated with a donation, if any, must be administratively practical.
    - 11. Donations must not result in real or potential risk to the FMB-WC, including physical or environmental hazards.
    - 12. A fair market value must be able to be established for the donation.

13. Donors will bear the cost associated with valuation or appraisal of any gift in kind donation.
14. Gift in kind donations, other than real estate for securities, must be of the nature that can be retained as an FMB-WC asset and used in connection with their activities, with discretion as to its use and management or disposed of for cash.
15. FMB-WC reserves the right to reject any donation.

#### **K. Reserve Fund**

Ten percent of all revenue received by the FMB-WC through its events and facility use, will be deposited into a Building Fund account to be used for emergency facility repair, and upkeep. Specifically, the Building Fund account can be used for building improvements, major repairs and major maintenance. The Board of Directors may establish sub-fund accounts for preservation of the facility and the FMB-WC, in general.

## **ARTICLE II: MANAGEMENT AND OPERATIONS**

#### **A. Organization Management**

- a. Board of Directors:
  - i. Purpose: To provide oversight and guidance to the Executive Committee and membership at large, *should the Executive Committee be utilized*.
  - ii. Activity: Board members attend a monthly board meeting and special meetings called by the President. Board members can participate remotely or in person. It is expected that a Board Member will Chair a Committee and/or chair a WC sponsored event in each fiscal year they serve.
- b. Past President
  - i. The role of the Past President is to participate in the Board of Directors and support the seamless transition to the new President.
- c. Board Policies:
  - i. Monthly Board Meetings: It is recognized that regular monthly Board of Director meetings will be no longer than one (1) hour prior to the monthly Membership Meeting. It is, also, recognized that less than one hour requires that the meeting have a well-prepared agenda, as well as, well prepared board members. Further, it is recognized that the Executive Committee members prepare the Board Agenda at their regular monthly meeting on the last Wednesday of the month. Therefore:
    1. Board members who have an item they would like on the agenda must submit the item, along with background information to the President by no later than the Monday prior to the Executive Committee meeting, held on the last Wednesday of the month.
    2. Committee chairs who have something to report to the Board, or would like to simply update the Board on Committee activities must do so in writing by the Monday prior to the Executive Committee meeting, held on the last Wednesday of the month.



3. Committee reports, previous board minutes and the agenda will be circulated to board members on the Thursday following the Executive Director regular meeting. It is understood that the Board of Directors will review all materials in advance.
  4. It is further understood that no item will be discussed at the Board Meeting that is not on the agenda. Rather, new items resulting from the meeting, or late submissions will be placed on the following month's agenda, unless the nature of the item is of immediate urgency.
  5. In the event that the monthly Board Meeting does not occur, a newsletter is circulated to the Board, by the Board Meeting date for comment. If a Board Meeting is cancelled, so too will the following Membership Meeting. In lieu of the Membership Meeting, the newsletter will be circulated. The Membership Chair may call a member's social instead of the Membership Meeting.
- ii. Participation:
1. As legacy stewards of the FMB-WC Facility – If a Board Member is present at a WC sponsored event, for example a member meeting, they should assist in ensuring the facility is closed properly, by assisting in the cleanup.
- iii. Executive Committee:
1. The Executive Committee shall have all the power of the Board of Directors between meetings of the Board (just as the Board has all the power of the Club between meetings of the Club). An exception is that the Executive Committee cannot modify any action taken by the Board of Directors. All officers shall hold office for one year, or until their successors have been selected and installed. They may be re-elected for additional terms.
  2. It is understood that the Executive Committee runs the day to day operations of the Woman's Club facility and will, from time to time need to make improvements/maintenance decisions. Therefore:
    - a. Executive Board, with a majority vote, can spend up to \$2,500 without Board approval.
    - b. The Executive Board must seek board approval for spending \$2,500 or more, unless there is an emergency situation whereby there is no time to request such approval.
    - c. Should an emergency situation arise where more than \$2,500 is the cost, the Executive Committee will report this to the Board at its earliest opportunity.
  3. Each bank account check requires a signature. These names will be on file at the bank. Those authorized to sign checks, are as follows:
    - a. President
    - b. Treasurer
    - c. A Vice President *or* Finance Committee Member

4. Only the President, First Vice President and Treasurer are to have a key to the Safe Deposit Box. Their names are on file at the bank. Keys are to be turned over to the New President no later than April 1<sup>st</sup>.
5. Entrance door codes are issued and maintained by the Facilities Committee Chair, and the Events Committee Chair.
6. Expectations of the Executive Board:
  - a. President:
    - i. Preside at all business meetings of the Club.
    - ii. Perform all other duties pertaining to such an office.
    - iii. Serve as an ex-officio member of all Committees except the Nomination Committee.
    - iv. Have the authority to designate a General Meeting "For Members Only".
    - v. Report to the membership all recommendations which have been made by the Board of Directors.
  - b. First Vice President:
    - i. Assist the President.
    - ii. In the President's absence, perform the duties of the President.
    - iii. Chairperson of Membership Committee.
  - c. Second Vice President:
    - i. Assist the President
    - ii. In the President's absence, perform the duties of the President.
    - iii. Chairperson of Facilities Committee
  - d. Secretary
    - i. Assign email and passwords to Executive Committee and Committee Chairs.
    - ii. Maintain filing cabinet in the cloud for Executive Committee to access.
    - iii. A correct record of all proceedings of the Club and a copy of all the reports.
    - iv. The minutes of each Board Meeting.
    - v. A continuing separate record of all motions carried throughout the year.
    - vi. A record, by name, of attendance at all Board Meetings. The minutes of the General Meeting will be posted on the Club Bulletin board no later than one week after their approval.
    - vii. A record of all correspondence in the file.
  - e. Treasurer:
    - i. Receive all monies coming to the WC.
    - ii. All funds collected are to be entered/recorded by the Treasurer.
    - iii. Deposit same, promptly in the bank in the name of the Club.

- iv. Pay, by check, all bills up to the amount in the Annual Budget for the purpose named or approved by the Board of Directors.
- v. Make a monthly report of the Board of Directors and the members of the WC, including monthly income from all sources, all expenses paid, and balance in accounts.

## **B. Committees**

Committees shall be established by the Board of Directors. Committee Chairpersons shall be appointed by the Board Member responsible for the committee. The Chairpersons shall have the authority to select Sub-Chairpersons and adopt rules for various projects to ensure the smooth operations of the committee and event, provided these rules do not conflict with the bylaws of the Club.

Committee Chairpersons will keep a written record of all sales and expenses and will turn in original receipts of the record to the Treasurer as soon as possible after an event. The treasure will reimburse the Chairperson for incurred expenses.

### 1. Events Committee:

- a. The Purpose of the Events Committee is to support the mission of the FMB-WC.
- b. The Events Committee will meet on a regular basis, as scheduled and organized by the Events Committee Chair.
- c. The events Committee Chair provides the subcommittee reports on membership participation to the Membership Chair. The Membership Chair will then communicate member participation status at the December Member meeting of each year with the intent to remind members to volunteer, should they want to stay "ACTIVE MEMBERS".

### 2. Events Subcommittees:

- a. Christmas Tree Festival
- b. Putt & Pub Crawl
- c. Pop-Up Shop
- d. St. Patrick's Day
- e. Donor Recognition Committee:
  - i. Committee is responsible for communications with donors, including:
    - 1. Gift Recognition: When the Woman's Club receives contributions, i.e. remittance envelopes, In Honor/Memory of contributions, or other instances when service or facility is NOT utilized, the procedure will be as follows:
      - a. The Donor Recognition Committee will inform the Treasurer to:
        - i. Record Contribution
        - ii. Deposit Contribution

- iii. Notify Chair of the Fundraising Committee of the following:
      - 1. Name
      - 2. Contact
      - 3. Gift Amount
    - iv. Acknowledge the gift in writing to the Donor.
- f. Social Committee
  - i. The purpose of the Social Committee is to bring FMB-WC members closer together, help with forming friendships and bonds, participation, and assist members with getting to know each other. Social gatherings do not occur during the regular monthly Membership Meetings, but rather are scheduled social events in addition to the meetings.
  - ii. Social events will occur on a scheduled basis, and will include; potlucks, game nights, happy hours (at selected locations), and destination events (i.e. movie theater, bowling alley).
  - iii. The Social Committee will, also, provide support for members in critical times of life, such as sending birthday cards, sympathy cards, get well, congratulations on becoming a mom/grandma, etc.
  - iv. Annual Socials
    - 1. Kentucky Derby
- g. Special Events/Facility Rental
  - i. Facility Rental:
    - 1. The FMB-WC premises offer a safe and aesthetically pleasing historic building for nonprofits in the greater FMB community to host meetings and fundraising events.
    - 2. The venue is for rent to persons both in and outside of the membership at a competitive price.
    - 3. The individual responsible for renting the FMB-WC premises shall sign a "Use of Premises" agreement to provide clear and accessible pricing guidelines and expectations of use for the operation of the rental venues.
  - ii. Parking Lot Use for Non-Club Events:
  - iii. At times where a person(s) is requesting use of the Woman's Club parking lot, for a non-club related event, fees should be applied. Parking for non-club events shall not conflict with previously scheduled activities or events at the Woman's Club.
  - iv. Facility Rental Chairperson:
    - 1. Communication: With individuals that have booked private rentals. For the purpose of showing the facility, identifying items that are needed that we have on hand; tables, chairs, etc.
    - 2. Manages Accounts Receivable to Rentals: When the Woman's Club is booked or a Private Event, i.e. fundraisers, receptions, etc. a deposit must be received in order for the WC to be "booked" and its availability removed from the calendar. When a quote has been given, and the booking party agrees

to the price, they must make a deposit of 30% of the quote. The Club is not considered booked, until the deposit has been made.

3. Payment Timelines:

- a. 30% Due at the Time of Booking
- b. 70% Due Ninety (90) Days Prior to the Event\*

\*Any event booked within 90 days, shall be paid in full.

4. Refunds: In the event, a party needs to cancel their Club booking, refunds will be made, as follows:

- a. More than 90 days before the Event 100%
- b. Between 30-90 days before the Event 50%
- c. Less than 30 days before the Event 0%

3. Finance Committee

a. The purpose of the Finance Committee is to oversee the finances of the Club and support the Treasurer in performing their duties.

i. Accounts Payable: In order for payments to be made, invoices or other requests for payment must be made by the following methods:

Mail At:

PO Box 2786  
Fort Myers Beach, FL 33932

Email:

Treasurer's designated email address.

ii. Accounts Receivable: Membership Dues, Event Space Contributions and other Donations must be received in the following formats:

Mail At:

PO Box 2786  
Fort Myers Beach, FL 33932

At the Woman's Club:

In secured Lock Box

Via PayPal At:

Paypal.me/fmbwomansclub

iii. An instruction or participation fee can be charged by a leader of an activity, to participating Members and/or non-members, for lessons or activities to be held at or by the Woman's Club.

4. Capital Campaign Committee:

a. Any revenues remaining following completion of the Capital Campaign initiative and renovation/landscape completion will be redirected to the Building Fund.

b. Donor Recognition Committee:

i. Committee is responsible for communications with donors, including:

1. Gift Recognition: When the Woman's Club receives contributions, i.e. remittance envelopes, In Honor/Memory of contributions, or other instances when service or facility is NOT utilized, the procedure will be as follows:

a. The Donor Recognition Committee will inform the Treasurer to:

i. Record Contribution

- ii. Deposit Contribution
  - iii. Notify Chair of the Fundraising Committee of the following:
    - 1. Name
    - 2. Contact
    - 3. Gift Amount
  - iv. Acknowledge the gift in writing to the Donor.
- 5. Historical Committee:
  - a. The purpose of the Historical Committee is to collect and maintain a history of the club, its members, activities of legacy and other purposes. Historical Committee activities include:
    - i. At the beginning of the year, select at least two (2) members willing to join the committee. One needs to clip and collect FMB-WC articles from local news resources. Committee members should collaborate to attend all Club activities and events possible and take photographs, or collect photos from members who are in attendance. Make note of the names of people featured in pictures, as well as names of key organizers/committee chairs. Collect quotes for the scrapbook, if possible.
    - ii. To the extent possible, collect obituaries of any members – past or present – who have passed away (for mention in annual report).
    - iii. At the beginning of the year, present the previous year’s finalized scrapbook to the Board at the first General Meeting and circulate it for members to see.
    - iv. Prepare one-page instructions/”how to” for uploading photos to the Club’s Dropbox used for sharing photos. Conduct a quick demo at one of the earliest annual meetings, to distribute the “how to” and educate members on uploading and downloading to Dropbox; give them Historian’s Cell number/email address in case they need assistance, or text to email them to historian directly, if not a Dropbox user.
    - v. Throughout the year, remind members to upload their photos to the Club’s “Dropbox” or text or email photos to print and collect for scrapbook.
    - vi. Work with the Club Marketing Chair and Board to create printed photo “tiles” of our best pictures for decoration on the walls of the Clubhouse.
    - vii. At least once a year, update Club’s Historical PowerPoint Presentation (photo loop) showing photos from across the years. This was created in 2018 and is saved in Dropbox.
    - viii. Once or twice a year, do a fun member “quiz” about Club’s history during Membership Meeting.
    - ix. Once or twice a year, share historical photos from the older scrapbooks at a Membership Meeting.
    - x. Work with Membership Chair to submit names of people who might speak at Membership Meetings on the topic of Island or Club history, if appropriate.

- xi. Be prepared to join Club's building and grounds committees and provide historical input as planned renovations/Clubhouse improvements.
- xii. Year End:
  - 1. Gather annual statistics, such as membership growth, funds raised, disbursed during the year, list organizations who benefitted from Club activities or facilities.
  - 2. Record highlights of capital campaign, capital improvements, in-kind or other donations to the improvements. Take pictures during and after the Clubhouse remodel, throughout the year and at year end.
  - 3. Prepare Annual Historian's Report for posterity. Use Word template from previous year. Request content input from/edits by Board Members and Committee Chairs. Submit corrected/final version to Board for approval and then to Marketing Chair for posting to website. Include a printed copy in the front of the Annual Scrapbook.
  - 4. Prepare Annual FMB Woman's Club Scrapbook, featuring the Annual Historian's Report, articles and photos from all major events/activities. Our scrapbooks are a treasure, they are there for posterity, and they help strengthen Club morale and identity. They, also, can be displayed in the Clubhouse. Promoting our history and our accomplishments publicly, helps to justify our appeals for financial support.
  - 5. Maintain the remembrance plaque displayed in the Clubhouse.

#### 6. Facility Committee

- a. The purpose of the Facility Committee is to provide the necessary expertise and oversight of maintenance and cleanliness of the facility on a day to day basis.
- b. The Woman's Club is designated as a non-smoking facility.
- c. Maintenance:
  - i. Lawn Care
  - ii. Cleaning
  - iii. Repair
- d. Facility Access: Access to the facility is through the side entrance, which has an electronic door code lock. The access will be as follows:
  - i. Each Board Member will have their own 4-digit code, you can contact the Facility Chair or Events Chair for your code.
  - ii. Repeating/Regular Events will get their own codes, we can turn on their specific code for the days/times they utilize the Club.
    - 1. Cleaners
    - 2. Other nonprofit organizations
    - 3. Pest Control
  - iii. Codes can be issued and turned on/off within the app, so only usable during the scheduled dates:
    - 1. Irregular/Single Use: Condo Association

- 2. One Time Events: Events Committee will give a code 7 days prior to usage, for the times booked.
      - 3. Maintenance Repairs: Maintenance Committee can issue as needed.
    - iv. Please note: Only the President, Events and Facility chairs have full administrative access to the door code software.
  - e. Concluding the use of the facility:
    - i. Take out trash and recyclables
    - ii. Turn all lights off.
    - iii. A/C set to 82.
    - iv. Remove all food.
    - v. Remove any decorations.
    - vi. Put tables and chairs back where they belong.
    - vii. Don't drag furniture etc. on the hardwood floors.
    - viii. Doors locked.
  - f. Member Use of Facility:
    - i. Refrigerator: Only members may leave items in the member refrigerator and must have their name and date on it. If no name, the item will be removed. If a member leaves item in the refrigerator, the member must remove and clean the refrigerator.
    - ii. Members enjoy a discounted rate to use the facility for private or formal events.
    - iii. When a member of the Club leaves the area, all keys, files and club possessions must be left in the office.
  - g. Facility Chair will:
    - i. Maintain a clear yearly working building budget to be shared with our members on a quarterly basis.
7. Membership Committee
- a. The purpose of the Membership Committee is to recruit, liaise and unite members for social, educational, volunteer and other purposes which served the well-being of the club and the Fort Myers Beach Community at large.
    - i. Chair Responsibilities:
      - 1. Identifying and welcoming new members once payment is received. After entering the new member information into the membership spreadsheet, the Finance Chair forwards the new member information to the Member Chair who then sends a welcome email.
      - 2. Member written correspondence for special occasions and donation thank you's, etc.
      - 3. Member Meetings:
        - a. Recruit meeting guest speaker.



- b. Prepare agenda with attached reports for circulation on Friday before meeting. Send to the secretary for distribution. Send to Marketing Chair for posting on the website.
    - c. At the meeting, greet guests, provide name badges, introduce board, speaker and new members, etc. Prepare and refer to Committee and Volunteer signup sheets. Facilitate cleanup after membership meeting.
    - d. The Membership Committee is the sole decision maker for who speaks at membership meetings.
    - e. Following the social part of the evening, the formal portion opens with the recitation of the Collect and the Pledge of Allegiance.
  - 4. Recruitment:
    - a. Member Retention
    - b. Communication
    - c. Volunteers
  - 5. Policy created that would have Event Chair track volunteers and highlight in members spreadsheet. Following the Christmas Tree Festival every year, at the following member meeting all members will be reminded by the Membership Chair of this requirement, should they want to vote at the Annual General Meeting in April.
- ii. Membership Dues:
  - 1. The Fort Myers Beach Woman's Club, operates on a fiscal calendar from April 1 through March 31. Member Dues (New and Existing Members) are due, no later than April 1<sup>st</sup> – the first day of the fiscal year.
  - 2. Members who do not pay their dues by April 1<sup>st</sup>, will be in jeopardy of losing their voting status, at the next Board of Director elections.
  - 3. Dues schedule is the following:
    - a. Dues paid on or before April 1<sup>st</sup>: \$75, with voting ability.
    - b. Late dues, paid April 2<sup>nd</sup>-30<sup>th</sup>:
      - i. \$85 (includes \$10 late fee), maintains voting ability.
      - ii. \$75, loses voting ability.
    - c. Due Schedule after April 30<sup>th</sup> (no voting rights, until next fiscal year):
      - i. May-June: \$60
      - ii. July-September: \$45
      - iii. October-March: \$30
- iii. Legacy Members: If a Legacy Member lapses in their Membership, they will lose their Legacy Member status.
- iv. New Members:
  - 1. All new member information will be forwarded to the Membership Committee.

## 2. Member Inauguration:

- a. An inauguration ceremony will take place at the April Member's Meeting. For inauguration, the following will occur:
  - i. Member will provide a one paragraph biography to be read to the membership.
  - ii. President will ask the membership who is sponsoring the new member.
  - iii. Following the ceremony, it is encouraged that the sponsor and member establish a mentoring relationship.
  - iv. All those new members who were elected to the Board at the AGM will take their office following inauguration.
- v. Member Spreadsheet and Email Group will be distributed to Membership and Marketing Committees, as needed.
- vi. No Club mail is to be sent directly to a member's house.
- vii. It is recommended, where possible, that a member join no more than one committee or one Committee Chair.

## 8. Marketing Committee

- a. The purpose of the Marketing Committee is to provide oversight and expertise on the public face of the Woman's Club, its members, and the facility.
- b. Any member who would like to advertise or publish as it relates to the Woman's Club must vet the communication through the Marketing Chair. This applies to:

- i. Flyers
- ii. Press Releases
- iii. Newsletter stories
- iv. Social Media
- v. Website
- vi. All other media

Drafts of the above must be approved by committee chairs before they submit their information to the Marketing Chair. For example: An Event Committee promotional piece first goes to the Events Chair, then to the Marketing Chair. It is suggested that the Marketing Chair have advance notice of such, so that they might provide input into the creation of any media or other materials going to the public.

Following approval from Committee Chair, information must be set to the Acting Marketing Chair and include the following information:

- i. Name of Event
- ii. Date of Event
- iii. All pertinent information
- iv. Any links to a webpage or pictures
- v. A quote from someone involved.

If possible, provide five days for the committee chair to respond and 5 days for the Marketing Chair to edit and send out your information.

- c. Marketing: When promoting nonprofit events, advertisements will be allowed on the WC online media, only for those events which take place at the WC facility or are sponsored WC Events. All other event promotions will be listed under FMB Alliance Happenings.
  - d. Online: By its very nature, the FMB-WC website is a fluid entity that will change over time. However, at a minimum, it will have:
    - i. Community Calendar
    - ii. Member Area
    - iii. FMB Alliance Page with links
    - iv. Updated emails linked to the website to the appropriate committee chair.
  - e. Member Newsletter: Unless otherwise notified and/or approved by the Committee Chair, the 15<sup>th</sup> of the month prior, newsletter information is due. As a rule, the newsletter will be sent the 3<sup>rd</sup> week of each month.
    - i. January: Email Newsletter
    - ii. February: Print Newsletter
    - iii. March: Email Newsletter
    - iv. April: Print Newsletter, with remittance envelope
    - v. May: Email Newsletter
    - vi. June: Email Newsletter
    - vii. July: Email Newsletter
    - viii. August: Email Newsletter
    - ix. September: Email Newsletter
    - x. October: Print Newsletter
    - xi. November: Email Newsletter
    - xii. December: Print Newsletter, with remittance envelope
9. Nonprofit Committee (FMB Alliance of Nonprofits, "Alliance")
- a. The purpose of the Alliance Committee is to build a support network among nonprofits in the greater Fort Myers Beach community. The Fort Myers Beach Alliance of Nonprofits Committee, is to organize, respond to and support nonprofit activity and organizations on Fort Myers Beach. The Committee members are supported by quarterly meetings, FMB-WC sponsored fundraising events, shared marketing materials at community events, the FMB-WC Community Calendar and reduced rates for use of the FMB-WC facility.
  - b. Activities of the Committee include:
    - i. Meetings: The structure of the meetings will be as follows:
      - 1. Review of Minutes
      - 2. Key business activities of the group, i.e. Putt & Pub, Strategic Planning.
      - 3. Committee member updates. Please note, these updates will be on a timer with amount of time to vary according to time available and number of organizations represented.
  - c. Traveling Bag
    - i. Each Alliance member provides brochures which are then displayed at most nonprofit events. Oversight of this activity is provided by a volunteer on the Committee.

- d. Community Calendar:
  - i. The purpose of the community calendar is to ensure a public location for the community and nonprofits to learn of what is happening, and to ensure no overlap, therefore supporting all nonprofit fundraising events.
  - ii. The community calendar liaison person:
    - 1. Screens all communication posted on the community calendar.
    - 2. Works with Marketing Chair and others to promote use of the Calendar.
    - 3. Promote awareness of the calendar.

Fort Myers Beach Woman's Club  
Policies and Procedures  
2022-2023  
Acknowledgement

I have received the Policies and Procedures for the Fort Myers Beach Woman's Club. As an elected Board Member, I will do my best to fulfill the goals outlined in this document, in the upcoming year.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE