

**BOARD POLICIES - FINAL
2021**

MEMBERSHIP

1. The Board shall establish dues policy for Annual Membership(s).
2. Member dues shall be \$50.00 per single person or for two persons who reside at the same address. Dues will be renewable the month they joined the following year.
3. There will be no lifetime memberships.
4. Each member shall have one vote.
5. The Board may extend non-voting, annual Honorary Memberships.

Meetings, Officers and Board of Directors

1. The Board shall annually hold at least four (4) regularly-scheduled Board meetings (“Regular Board Meetings”).
2. A “Regular Board Meeting Agenda” consisting of topics to be discussed at the forthcoming Regular Board Meeting shall be distributed to Directors at least forty-eight (48) hours prior to the start of each Regular Board Meeting. Topics may be added at the start of the Regular Board Meeting by approval of the Board.
3. From time-to-time during Regular Board Meetings the Board may move into “Executive Session”, which only Directors and those others invited by the Board shall attend. Discussion and action by the Board during Executive Session shall be limited to “Executive Session Agenda” items which shall have been previously specified on the Regular Board Meeting Agenda. Board action during the Executive Session shall be reported in the Minutes for the Regular Board Meeting during which such Executive Session was held.
4. Non-Director Members and Visitors may attend Regular Board Meetings by invitation only, and may request time to speak on an agenda item, but must leave the meeting immediately thereafter.
5. Directors may attend Board Meetings in person or by telephone. Telephonic attendance shall be requested from the Board Meeting’s presiding officer at least forty-eight (48) hours in advance of the starting time of the Board Meeting by letter or by confirming e-mail. The Board shall expend reasonable effort to accommodate all telephonic attendance request(s). The Board Meeting’s presiding officer shall have sole authority to approve or disapprove all such request(s).
6. After two (2) consecutive unexcused Board Meeting absences a Director may be removed from the Board-by-Board action.
7. The Board shall make good-faith attempts to provide a printed General Meeting Agenda to those Members lacking internet access but shall not be required to do so and shall not be liable for any Member’s missed communications.
8. The General Meeting Agenda may include any URGVS matter and shall provide opportunity for the introduction of new business from the floor. The General Meeting presiding officer shall solely determine if such new business shall be considered at a Regular Board Meeting before being put to a Membership vote at a General meeting.

There shall be four Officers and five Directors

OFFICERS

President

- Preside at all General Meetings and all Board Meetings,
- Superintend URGVS activities and interests.
- Perform such other duties as usually pertain to the office of President or as designated by the Board.
- The President shall preside at all General Meetings and all Board meetings. The President shall have a vote at the Board and in the General Meeting.
- Keep the General Membership informed of who Board Members are, their positions/changes as necessary.
- Give a "From the Board" report at the monthly General Meeting. Address concerns/issues.

Vice-President

- Assume the duties of President should be President be absent or should the office of President become vacant,
- Perform such other duties as usually pertain to the office of Vice-President or as designated by the President or the Board
- **Chair the Annual Treasurer Audit Report Committee**
- **Oversees the Office Manager**
- **Chair of the Nominating Committee**

Secretary

- Assume the duties of President should both the President and Vice-President simultaneously be absent and should the offices of President and Vice-President simultaneously become vacant.
- Perform such other duties as usually pertain to the office of Secretary or as designated by the President or the Board.
- Record and distribute Board Meeting Agendas and General Meeting Agendas,
- Record and distribute Board Meeting minutes and General Meeting minutes within 4 days after those meetings.
- Distribute General Meeting notices and related documents.
- Maintain URGVS's official records and archives.
- Keep a current list of office passwords
- Monitor all petitions developed and distributed by URGVS.
- In accordance with the President develop the Board meeting and General Meeting agendas.

Treasurer

- Receive and log all contributions and monies.
- Make deposits into the URGVS bank account in a timely manner.
- Give a detailed financial status report at URGVS Board Meetings, a general financial update at the General Meetings, and at other times upon the Board's seven (7) day request, and prior to leaving the office.
- Safeguard URGVS's money in Board-approved accounts,
- Pay all invoices
- Prepare requisite tax and/or audit reports,
- Establish and maintain an "Inventory List" of URGV's-owned chattels,
- With the Board, discuss financial goals/create and plan a yearly budget.
- Facilitate the 50/50 raffle.
- perform such other duties as usually pertain to the office of Treasurer or as designated by the President or the Board
- Check the post office mailbox a minimum of two or three days weekly.
- Work closely with the Membership Director logging new member/member renewals.
- Prepare the annual budget to be presented to the Board for approval that incorporates the Board's financial goals.
- Keep a monthly review of budget expenditures by category to budget projections

DIRECTORS

Director of Membership/Volunteer Engagement

- Maintain an accurate up to date membership and volunteer roster. Solicit updated profile information from members as necessary. Make rosters available to Board members.
- Keep a file of membership renewal dates and invoices on a monthly basis as dues are due.
- Send "Welcome" emails to new members.
- Send new/updated email addresses to the Communications Director.
- Create new member incentives.
- Give an updated member count at Board and General Meetings.
- Work with the Treasurer to log new member/member renewal numbers.
- Keep records of volunteer interests and call if needed to fill an opening.
- Advise the General membership of upcoming events and volunteer opportunities
- Recognize and thank volunteers at General meetings.
- Organize a year end volunteer thank you event. Submit a request for budgeted funds.
- Recruits volunteer teams for the Board if requested.

Director of Campaigns and Elections

- Become familiar with the way URGVS operates.
- Create a Political Education model.
- Identify future GOP candidates.
- Work closely with LD2 and other GOP groups.
- Focus on creating a sophisticated database of voter registration and members.
- Organize candidate workshop training.

Director of Events

- Oversees all URGVS events.
- Ensure events are included in the approved budget.
- Give timely updates to the Board on progress of planned events.
- Work with the Director of Communications to ensure event dates, notices, advertisements, tickets sales and other communications are advertised on the website and club email communications.
- Ensures that permits for events have been secured.
- **Oversees the Speaker Engagement and Hospitality Committee.**

Director of Community Involvement

- Coordinate URGVS activities with other Republican organizations (Pima County) LD2, Pima County Republican Party.
- Give updates at the Board meeting and General Meeting as necessary.
- **Oversees the Chamber of Commerce Liaison**

Communications Director

- Distribute URGVs publicity activities.
- At Board members requests, send our any communications as directed.
- **Oversees the Organizing & Social Media Committee**

In the event a Board member position becomes vacant between Annual Meetings, the Board may fill the position temporarily. A special election will be held for the membership to elect the replacement at the next scheduled General Meeting.

COMMITTEES/CO-ORDINATORS

1. There shall be five standing Committees and two Non-Board Co-Ordinator positions,

Annual Treasurer Audit Report Committee

- Shall annually, prior to March 31st and by Board request at other time, review the Treasurer's records and shall submit a written report of their findings to the Board to the Board at the next Regular Board Meeting.
- **Reports to the Vice President.**

Nominating Committee

- Within seven days of appointment the Chair will recommend a Nominating Committee consisting of one other Board member and two members from the general membership for Board approval.
- Chair will inform the General Membership of the upcoming election, open positions to be filled and position responsibilities as written in the Job Descriptions.
- Each candidate seeking a specific office will complete a Candidate Consideration form detailing their qualifications for that position.
- The Nominating Committee will prepare a slate to be presented to the Board fifteen days before the December General Election.
- **Reports to the Vice President**

Hospitality Committee

- Provides refreshments for specified events
- Ask for donations for food items when necessary.
- Submit receipts to the Office Manager for reimbursements from petty cash as necessary.
- Recruit members for event set up/clean up.
- Recruit members for the Invocation and Pledge at BBL and monthly meetings.
- Maintain an Invocation book.
- **Reports to the Events Director**

Speaker Engagement Committee

- Identifies speakers for General Meetings and Brown Bag Lunches
- Creates a weekly up to date list of events, including LD2, for publication on the website and at the office.
- Keep the HQ monthly desk planner is up to date.
- **Reports to the Events Director**

Organizing and Social Media Committee

- Organize and facilitate workshops to increase member social media participation.
- Recommend various strategies to strengthen and increase the value of our club's social media.
- Webmaster, keeps all data information on the website up to date. Addresses issues from the Board.
- **Reports to the Communications Director**

CO-ORDINATORS

Chamber of Commerce Liaison

- Keeps URGVS updated on Chamber of Commerce and Town of Sahuarita events and other pertinent information.
- Ensures that URGVS events are on the Chamber's calendar
- Establishes a working understanding of the new Chamber Connective website.
- Establishes a designated URGVS presence at the Chamber office.
- Encourages URGVS members who are business owners or providers to join the Chamber.
- **Reports to the Director of Community Involvement.**

Office Manager

- Schedule office hours, publishes any changes if necessary.
- Brings any requests from "outside groups" to use the office.
- Update office protocols as needed.

- Oversees office maintenance advises VP of issues.
- Identify & train office volunteers, update volunteer badges as necessary
- Update the Office Manual as needed
- Keep an accurate list of office keyholders
- Is the storage shed key holder
- Advises the Secretary of new/updated passwords.
- Ensure the office has supplies needed. Make purchases using petty cash if items are not donated
- Order products for the Market Place as needed.
- Is the emergency contact for the Office Security System and the Green Valley Mall
- Oversees Food Bank donations/collection.
- Adds events to the desk calendar as needed.
- **Reports to the Vice President.**

By Board action "ad hoc Committees" with specific tasks and of specified duration, may be established. Both ad hoc Committee Chairpersons and Standing Committee Chairpersons shall staff their committees as they deem appropriate

Job descriptions are subject to changes recommended Board,

FINANCES

- No financial obligation greater than three hundred dollars (\$300.00) shall be incurred except by the Board's majority affirmative vote.
- Upon Board approval, URGVS may accept contributions from any source.

PROCEDURES

Procedure for non URGVS organizations using Headquarters

- Organization must have a member and Board member sponsor who will present to the Board for approval
- If sponsor is a Board member, that Board member will present to the Board.
- Organization must be a Republican organization.
- Sponsor will be responsible for that organization entry and exit from office, including key and entry code.
- Organization will be responsible that office is left as found.
- Organization agrees to pay for any damage done to office.
- Organization with bring their own supplies and refreshments.

Procedure for Reimbursement for Monies Requested from URGVS

- Funds requested for events must be approved by the Board.
- Members may donate items for the event without expectation of reimbursement.
- Cash or check donations specified for a particular event will be given to the URGVS treasurer.
- URGVS will reimburse the requester, with receipts, only up to the approved amount.

Budget Approval Procedure

>At the Board meeting closest to and before October 15th of the current year, the Treasurer will present to the Board a draft Budget and Revenue Projections for the coming year.

> The Board will review the Budget Draft and Revenue Projections at the next Board meeting, which is in approximately two weeks.

> The Board and the Treasurer will discuss any changes brought by the Board and the budget will be voted on as the proposed Budget and Revenue Projections.

> This Proposed Budget and Revenue Projections will be placed on the agenda for the November General meeting.

> Any comments from the floor will be noted and brought to the Board at the next Board Meeting for discussion to either be accepted, in part or rejected.

> At the following Board meeting, the Treasurer will present the amended Budget and Revenue Projections statement to the Board for a vote.

>At the December General meeting the Treasurer will present the final Budget and Revenue Projections.

APPROVAL OF THIS DOCUMENT

These Board Policies shall supersede all previous Policies. **Accepted and signed this 22nd day of July, 2021**

Yale Wishnick, President

Margaret Bengtson, Vice-President

Mary Grace Werner, Secretary

Elizabeth Linck, Treasurer

Larry Alkire

Holly Hosey

Paul Fitch