

# Standing Rules 2017



**MID-CITIES**  
**Supporters of SafeHaven**

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# STANDING RULES

## ***MEMBERSHIP RESPONSIBILITIES AND BENEFITS***

1. All members shall support the purpose and projects of the Mid-Cities SOS and adhere to all bylaws, policies and standing rules.
2. All members are encouraged to attend general membership meetings and participate in the activities of Mid-Cities SOS.
3. General membership meetings/programs should relate to the Mid-Cities SOS mission and/or provide education and awareness about domestic violence and SafeHaven of Tarrant County. Guest speakers should not solicit the members for anything resulting in financial gain to the speakers.
4. Each member shall receive a membership directory via electronic mail or, on request, a hard copy. (All members shall be provided timely updates.)
5. Members shall use the membership directory for purposes related to Mid-Cities SOS only. Any use for telephone, facsimile or electronic solicitations is prohibited.
6. Reservations, which incur a fee, may be canceled only by notifying the Hospitality/Program Committee Chair(s) PRIOR to the published, predetermined reservation deadline. All charges for non-canceled commitments, which incur a charge, remain the responsibility of the member. Charges incurred by a guest of a member at Mid-Cities SOS events remain the responsibility of that member. The Hospitality Chair is responsible for

notifying the Treasurer of the members and their charges that need to be invoiced.

7. By the February general meeting, members shall be notified by the 1<sup>st</sup> Vice President that annual membership dues for the next fiscal are being collected. Non-renewing members shall be dropped from the membership roster June 1<sup>st</sup>.
8. New members joining on or after January 1st will be considered members for the remainder of the current and following fiscal years.
9. Members may be recognized for their services rendered to Mid-Cities SOS. Appropriate criteria shall be established by the Executive Board, and a selection committee appointed by the President with approval of the Executive Board.
10. Mid-Cities SOS is committed to conducting its business affairs with honesty and integrity. This commitment applies to relationships with members, sponsors, guests and organizations we may assist. Under these standards, members are urged to discuss ideas or concerns with the relevant officer or committee chair of Mid-Cities SOS. The officer or chair will determine the appropriate action to take. By addressing ideas and concerns with the appropriate person, situations can be handled more quickly and effectively

## ***OFFICERS***

1. The **President** officially represents Mid-Cities SOS at all functions and signs, with the approval of the Executive Board, any legally binding document on behalf of SOS. The President must pre-approve and co-sign all outgoing correspondence, including fundraising letters, and all financial vouchers and forms. The President must review and approve all other items representative of SOS (marketing and publicity articles, newsletters, Blogs and other web postings, emails, etc.) The President, or in the absence of the president, the 1<sup>st</sup> Vice President, shall co-sign all checks with the Treasurer. The President with the approval of the elected officers shall appoint a Parliamentarian who may or may not be a past President.
2. The **1<sup>st</sup> Vice President** (Membership) shall be responsible for greeting, check-in, nametags, etc., at all general membership meetings. The 1<sup>st</sup> Vice President shall oversee the following committees – Membership and Programs/Hospitality. The 1<sup>st</sup> Vice President shall plan, budget and organize the annual membership event and if held, a membership appreciation activity. The 1<sup>st</sup> Vice President is responsible for maintaining and distributing the membership directory annually. Updates to the membership directory shall be as needed. The 1<sup>st</sup> V.P. with the assistance of the treasurer will send membership renewal reminders. In the absence of the President, the 1<sup>st</sup> Vice President shall co-sign all checks with the Treasurer. The 1<sup>st</sup> Vice President shall be responsible for reporting volunteer hours to SafeHaven on a regular basis.

3. The **2<sup>nd</sup> Vice President** (Ways and Means) with the Treasurer and fundraiser chair(s) shall be responsible for the development, presentation, and implementation of each fundraiser budget. The 2<sup>nd</sup> Vice President works with the Treasurer and fundraiser chair(s) to prepare the final fundraiser reports. The 2<sup>nd</sup> Vice President or her designated representative shall serve as an ex-officio member of all fundraising committees and attend all fundraising committee meetings. The 2<sup>nd</sup> Vice President shall oversee all fundraising contribution acknowledgements. The 2<sup>nd</sup> Vice President shall not serve as chair for any fundraising committee.
4. The **3<sup>rd</sup> Vice President** (Public Relations) shall oversee the following committees – Public Communications Committee and Internal Communications Committee. The 3<sup>rd</sup> Vice President shall assemble and maintain the organization’s historical records, which include an annual list of members, Executive Board members, and complete set of SOS news blog articles for the year, in addition to other items of interest. These documents should be archived and available to the membership as needed and/or requested.
5. The **Secretary** or designee shall be responsible for recording and distributing all Executive Board and general membership meeting minutes. The Secretary shall distribute minutes to the Executive Board at least five days prior to the next scheduled meeting and shall provide copies of the general membership minutes for all meetings. The Secretary or designee maintains an inventory of all Mid-Cities SOS property and its location, which is updated annually, and is responsible for the checkout and check-in procedures for use of all inventories. The Secretary shall check the post

office box at least once a week, open all mail not personally addressed to individuals and distribute the mail as needed unless otherwise delegated by the Executive Board.

6. The **Treasurer** shall present and distribute detailed financial reports for all Executive Board and general membership meetings. The Treasurer shall contact and provide all necessary records to an external accountant for all required tax preparations after the close of the fiscal year. The Treasurer shall co-sign all checks. The Treasurer shall maintain credit card equipment and cash boxes. The Treasurer shall provide cash and change as needed for projects. The Treasurer shall be responsible for the acknowledgment of memorials, honorariums, and undesignated donations. The Treasurer, or designee, shall attend every day of a fundraising event, to collect monies and process credit/debit card charges. The designee shall not be the fundraising committee chair.
  
7. The **Parliamentarian** shall serve on the Bylaws and Standing Rules Committee. The President with the approval of the Executive Board will appoint the Chair and Committee.

## ***COMMITTEES***

1. The **Public Communications Committee** shall report to the 3<sup>rd</sup> Vice President and be responsible for media coverage and photography at all events, updating the Mid-Cities SOS website, and the distribution of public news to the membership (i.e., website, blog, Facebook, etc.).

2. The **Internal Communications Committee** shall report to the 3<sup>rd</sup> Vice President and provide internal communications to the membership two weeks prior to the general membership meetings and one last notice the day before the deadline for the general membership meetings that include information regarding the upcoming general meetings and other notices of importance or necessary needs, as well as at any and all other times as requested and approved by the President.
  
3. The **Programs/Hospitality Committee** shall report to the 1<sup>st</sup> Vice President and be responsible for the venue, program, guest speakers and honorariums, catering, reservations and collection, verification, and reconciliation of monies collected for all general membership meetings before transferal to the Treasurer.
  
4. The **Urgent Needs Committee** shall report to the President and be responsible for communicating with SafeHaven regarding its needs and for the collection and delivery of all donations.
  
5. The **Membership Committee** shall report to the 1<sup>st</sup> Vice President and be responsible for both retaining and attracting new members to ensure the continuation of the organization.
  
6. The **Bylaws and Standing Rules Committee** shall be established every two years, with the Chair appointed by the President with approval of the Executive Board, for review and recommendations to the general membership for approval.

## ***EXECUTIVE BOARD***

1. The incoming Executive Board shall participate in an annual orientation and training scheduled and conducted by the outgoing Executive Board at a joint Board meeting no later than the last day of February.
2. The Executive Board members shall maintain procedure books in paper and/or electronic format. Outgoing Executive Board members shall submit completed procedure books and written final reports at the February joint Board meeting.
3. The Executive Board members shall each be responsible for the preparation and presentation of an annual budget to the Treasurer no later than the March Board meeting.

## ***FINANCIAL***

1. The operating fund shall maintain a minimum balance of \$2,000.00.
2. Any expenditure over \$2,500 requires the approval of the general membership.
3. The annual operating budget shall include a total of \$5,000 carryover funds for the following year.
4. Two signatures are required on all checks, one of which may be the President's or, if unavailable, the 1<sup>st</sup> Vice President. The Treasurer will co-sign all checks.



5. Two people must count all money collected at each event. The chair, or co-chair (or designee) must verify the funds collected for each event and sign off on the amount of funds being turned into the treasurer (or designee) for verification and deposit.
6. Expenditures submitted for reimbursement must have been pre-approved by both the Committee Chair and the 2<sup>nd</sup> Vice President or President. Members seeking reimbursement must submit a completed and authorized voucher with attached invoice or receipts to the Treasurer within 30 days of the date on the receipt(s). No reimbursement will be made without receipts and authorization. Emailed receipts and documentation will be acceptable.
7. Mid-Cities SOS is a tax-exempt, 501(c)(3) organization. Therefore, members will not be reimbursed for sales taxes paid. Prior to making purchases, members may obtain a retail tax exemption form from the Treasurer to be presented to the vendor.
8. To ensure future budgeting, all in-kind donations must be documented and submitted to the Treasurer.
9. Donations to SafeHaven, based on fundraisers' proceeds, shall be made no later than forty-five (45) days following the completion of the fundraiser.
10. In lieu of flowers or gifts, Mid-Cities SOS will make a donation of not more than \$50 to SafeHaven of Tarrant County for a memorial or honorarium for a

member and his or her immediate family, defined as spouses, children, parents and siblings.

11. In lieu of gifts, Mid-Cities SOS will make a donation of not more than \$50 to SafeHaven of Tarrant County as an honorarium in appreciation of services rendered by non-members such as guest speakers.
12. Program speakers, be they members or non-members, will be provided complimentary lunches.
13. Funds of the organization shall not be used for gifts to members with the exception of one special member recognition event each fiscal year, e.g., a Shining Star honoree. Mid-Cities SOS will budget no more than the cost of five (5) event tickets plus the cost of a memento for the honoree. The memento's cost is not to exceed the cost of two event tickets. Two event tickets will be allocated to the honoree and his/her guest with the remaining three tickets allocated for the President (or designee), 1<sup>st</sup> VP of Membership (or designee) and one other Board member (or designee).

## ***FUNDRAISING***

Mid-Cities SOS conducts at least two major fundraisers a year, the revenues of which fund its philanthropy. It is the goal of Mid-Cities SOS to maximize charitable distributions and minimize expenses. In recent years, these have included the Celebrity Chefs Event and Tennis Benefit.

## ***I. GENERAL GUIDELINES THAT APPLY TO ALL FUNDRAISERS***

- A. The 2<sup>nd</sup> Vice President shall be an ex-officio member of all fundraising committees; all fundraising chairs report directly to the 2<sup>nd</sup> Vice President and serve as appointed members of the Executive Board.
- B. Fundraising is to be undertaken only to further the purpose of Mid-Cities SOS.
- C. Fundraisers must comply with all applicable local, state, and federal laws.
- D. Fundraising chairs and sub-committee chairs will follow, and revise as necessary, a procedure notebook in paper or electronic form for their particular events. The notebook should include the committee's minutes, completed donor forms, updated data base, event budget and actual, as well as information regarding sets and props, speakers, entertainment, ideas and feedback, etc. In other words, members should include any information that will be helpful to succeeding chairs.
- E. Fundraising chairs should create a work plan for their particular events and a budget that is developed with the assistance of the Treasurer and 2<sup>nd</sup> Vice President, presented and approved by the Executive Board, and implemented by the fundraising committee.
- F. Each fundraising committee shall keep minutes of all meetings.
- G. Any solicitations, correspondence, or publicity must be approved by the Committee Chair, 2<sup>nd</sup> Vice President, 3<sup>rd</sup> Vice President, and President.
- H. Members' donations of services and expertise will be considered voluntary. Members' donations of cash and

goods may be recognized under the Guidelines for Fundraising Recognition.

- I. If a donor event contribution includes a donation of cash plus a non-cash donation of goods and/or services, the assigned values of each portion shall be added together. Recognition to the donor will be based using this newly established value as if it were a Goods and/or Services Only donation. Exceptions need approval of the 2<sup>nd</sup> Vice President and the Executive Board.
- J. Donor forms should be completed for any non-members of Mid-Cities SOS who have donated Cash and/or Goods & Services and for members donating Cash and/or Goods (not services).
- K. Following a fundraiser, the resolution of any issue/dispute arising from that event becomes the responsibility of the Executive Board, along with the event chair. After consideration of Mid-Cities SOS standing rules, bylaws and information (forms, announcements, published rules, etc.) distributed to the public regarding said event, the Executive Board will recommend a course of action concerning the issue. Any refund over \$1500 must be approved by the Mid-Cities SOS membership.
- L. Mid-Cities SOS may reserve a portion of a fundraiser's proceeds to be held in contingency to resolve any issues or disputes as described in item K and/or to cover expenses incurred by Mid-Cities SOS prior to the next scheduled event, e.g., venue reservation fees. The amount reserved is not to exceed 10% of the net proceeds. Determining the exact amount reserved is the responsibility of the Executive Board. Proceeds held in contingency will be given to SafeHaven of Tarrant County no later than the month prior to the next similarly themed event. For example, proceeds held in contingency from a January Celebrity Chefs event will

be given to SafeHaven no later than December of the same year and proceeds held in contingency from a May Tennis Benefit will be given to SafeHaven no later than April of the following year.

## ***II. SPECIFIC Fundraising EVENTS AND COMMITTEES (Current)***

- A. The Celebrity Chefs Event is usually held in January.
- B. The Tennis Benefit is usually held in May.

## ***GENERAL Guidelines for Sponsor/Donor Recognition***

### **Contributions of \$10,000+ in Cash or \$20,000+ in Goods and Services**

- Recognition from podium
- Prominent event signage
- Full-page ad in program (donor provided)
- Name/logo on table signage
- Table for ten (10) with premier seating
- Name/logo on event invitation
- Name/logo in event ads/posters/flyers
- Logo and link from SOS web site
- Spotlight article in SOS blog as submitted by donor

### **Contributions of \$5,000+ in Cash or \$10,000+ in Goods and Services**

- Recognition from podium
- Prominent event signage
- Half-page ad in program (donor provided)
- Name/logo on table signage
- Table for ten (10) with premier seating
- Name/logo on event invitation
- Name/logo in event ads/posters/flyers
- Logo and link from SOS web site

### **Contributions of \$3,000+ in Cash or \$6,000+ in Goods and Services**

- Recognition from podium
- Prominent event signage
- Quarter-page ad in program (donor provided) or recognition in program (determined by event)
- Event tickets (number determined by event)
- Name/logo on table signage (determined by event)
- Name on event invitation
- Name in event ads/posters/flyers

### **Contributions of \$1,500+ in Cash or \$3,000+ in Goods and Services**

- Signage and recognition at event
- Recognition in program (determined by event)
- Name on invitation, ads, poster, flyers, etc.
- Event tickets (number determined by event)

### **Contributions of \$500+ in Cash or \$1,000+ in Goods and Services**

- Signage at event
- Recognition in program (determined by event)
- Name on invitation, ads, poster, etc.

### **Contributions of \$250+ in Cash or \$500+ in Goods and Services**

- Recognition in program (determined by event)
- Name on ads, posters, etc.

*Note: Guidelines for recognition of donations with advertising consideration (gift bags, program ads, signs, banners, etc.) can be event specific. All exceptions shall be approved by the Executive Board.*

## ***AMENDMENTS***

The bylaws and standing rules shall be reviewed every two years by a committee appointed by the Executive Board with all recommendations approved by the Executive Board and general membership.

<i>Approved:</i>	<i>February 7, 2003</i>
<i>Amended/Approved:</i>	<i>February 3, 2006</i>
<i>Amended/Approved:</i>	<i>August 8, 2008</i>
<i>Amended/Approved:</i>	<i>November 5, 2010</i>
<i>Amended/Approved:</i>	<i>August 3, 2012</i>
<i>Amended/Approved:</i>	<i>August 9, 2013</i>
<i>Amended/Approved</i>	<i>September 5, 2014</i>
<i>Amended/Approved</i>	<i>November 6, 2015</i>
<i>Amended/Approved</i>	<i>December 1, 2017</i>