



*DES MOINES
WOMEN'S CLUB*

Enriching, Preserving, and Supporting Our Community

The Handbook

Membership in the Des Moines Women's Club is a warm and rewarding experience, nurturing your specific interests in music, art, public affairs, history, lifestyle, antiques, literature, and drama. Membership in the Club ensures you of the opportunity for new friendships, entertainment, civic involvement, and engagement with many facets of our community and the world.

Des Moines Women's Club Mission Statement

The Des Moines Women's Club enriches members with learning and friendship, helps preserve Hoyt Sherman Place, and supports the arts and education in the community.

June 2023

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CLUB COORDINATOR JOB DESCRIPTION

Board of Directors

- The Board of Directors shall include the five officers, identified as president, president-elect, secretary, treasurer, past president, and four directors, identified as membership director, program director, governance director, and decorating/history director.
- The Board of Directors shall perform the duties prescribed in these bylaws, detailed in the *Handbook*, and by the parliamentary authority of *Robert's Rules of Order Newly Revised*.
- The parliamentarian shall attend the meetings as a non-voting member.

Article 5, Section 1 of the Bylaws

Requirements and Terms:

- The officers and directors shall be nominated by the Nominating Committee as outlined in the *Handbook*.
- All nominees must have been a member of the Club for at least twelve months. The president-elect must have served at least twelve months on the board. An officer shall serve from June 1 until the following May 31.
- The officers and directors are elected for one-year terms and can be re-elected to the board for successive terms.

Article 5, Section 3 of the Bylaws

Duties of the Board of Directors:

- The board shall establish policies and have general supervision over the affairs of the Club. The board may recommend that a matter of business be brought before the membership as a whole for final action. *Article 7, Section 1 of the Bylaws*
- At the discretion of the president and Executive Committee, meetings may be held in person or by any means of electronic communication that permits all persons who are members of the board and participating in the meeting to both hear and speak. In addition, members of the board may vote by electronic means on any matter that, at the discretion of the president and the Executive Committee, requires action before the next regular board meeting. *Article 7, Section 2 of the Bylaws*
- Regular meetings of the board shall be held on designated Wednesdays of each month, with the possible exceptions of the months of July, August, and December. Special meetings of the board may be called by the president or by a request of three members of the board and may be conducted through electronic means or in person. *Article 7, Section 3 of the Bylaws*
- The majority of the board shall constitute a quorum. *Article 7, Section 4 of the Bylaws*
- If any officer or director is absent on three board meeting days without an acceptable excuse, that person shall be replaced through a nomination of the president and approval of the board. In the event an officer or director resigns, the replacement shall be nominated by the president and approved by the board. *Article 7, Section 5 of the Bylaws*
- Members of the board shall assist any committee or department chair as assigned. *Article 7, Section 6 of the Bylaws*

Board of Directors Executive Committee

- The Executive Committee shall consist of the president, president-elect, secretary, treasurer, and past president. The parliamentarian shall attend meetings as a non-voting member. *Article 6, Section 1 of the Bylaws*
- The Executive Committee shall conduct the business of the Club that requires immediate attention, including personnel issues, and perform such duties as the board shall authorize. *Article 6, Section 2 of the Bylaws*
- The Executive Committee shall hire a Club Coordinator who shall perform such duties for the Club as identified in the job description in the *Handbook*. *Article 6, Section 3 of the Bylaws*
- The Executive Committee shall appoint, when appropriate, an at-large voting member to represent the Des Moines Women's Club for a three-year term on the Hoyt Sherman Place Foundation Board. This action shall be reported to the president of the Hoyt Sherman Place Foundation Board and the chief executive officer of the Hoyt Sherman Place Foundation. *Article 6, Section 4 of the Bylaws*
- Meetings of the Executive Committee can be called by the president or by three members of the Executive Committee. *Article 6, Section 5 of the Bylaws*

President

Expectations are:

- Officers and directors govern the organization in accordance with its Articles of Incorporation and Bylaws, including but not limited to establishing policy, long-range planning, financial oversight including approving the annual budget.
- Make progress with objectives and goals according to the mission statement, provide a positive image in the community, cultivate and develop necessary leadership to assure future success.

The **President** shall

- Preside over all meetings of the Club, Board of Directors, and Executive Committee.
- Sign all documents in the name of the Club.
- Nominate a replacement for approval by the board in the event an officer or director resigns or is removed from the board.
- Assist the president-elect with the appointment of department and committee chairs and of a parliamentarian for the coming year.
- Facilitate in the preparation of the *Yearbook*.
- Be ex-officio, non-voting member of departments and committees.
- Appoint *ad hoc* committees, if needed.
- Be a voting member of the Hoyt Sherman Place Foundation Board.

Article 5, Section 5 of the Bylaws

Additional Tasks

- Approve the E-Blast each week.
- Approve the Club Coordinator's (CC) timesheet and forward it to the accountants for payment.
- Supervise the work of the CC and with the president-elect, conduct a performance review of the CC as outlined below:
 1. Prepare an evaluation with the president-elect at least thirty days before the employee's salary effective date.
 2. Determine a salary adjustment based on the CC's performance. If there is a pay increase, this is retroactive to the CC's anniversary date of employment.
 3. Present the adjustment to the Finance Committee for consideration and approval. The Finance Committee determines that money is available for adjustment.
 4. If the Finance Committee approves the adjustment in salary, present it to the Executive Committee for its approval. This is the final approval in the process.
 5. Meet with the CC and president-elect to go over the evaluation and present the adjustment.
 6. The treasurer will advise the accountant of the salary change and its effective date.
- Appoint the third position for the following committees: Art Exhibition, Food/Catering, Internal Audit, and Scholarship.
- Appoint *ad hoc* committees, as needed.
- Represent the Club at other events held at HSP as appropriate.
- Prior to lunch, welcome members to lunch and introduce the person giving the invocation. After lunch, introduce those sitting at the president's table and any other

committee/department tables. Ask for an introduction of any guests and thank the person responsible for the centerpieces. Make announcements and invite others to make announcements.

President's Calendar of Events

June

- Write a membership application letter to accompany the application form.
- Write a welcome letter for returning and new members after they join or rejoin the Club.
- Host the Leadership Orientation at the beginning of June. Choose the food and refreshments.
- Preside over the Board of Directors meeting. The agenda, minutes from the past meeting, and any reports will be sent to the board members by the CC before each meeting.
- At the June Board of Directors meeting, the board does the following:
 1. Install any board members who were not at the installation.
 2. Elects Nominating Committee members.
 3. Views and votes on approval of the budget submitted by the Finance Committee. This budget should be emailed to members before the meeting, along with the previous minutes and agenda.
 4. Requests a resolution to add next year's president-elect and treasurer to the bank account for check signing authority. The minutes showing this action need to be provided to the bank in June so that these officers can be put on the account.
- Sign a new catering contract or formalize arrangements for a caterer for the coming year by June 30.
- Work with the CC on production of the Club *Yearbook*.

July

- There is no scheduled Board of Directors meeting. The president can schedule as needed.

August

- There is no Board of Directors meeting. The president can schedule as needed.
- Ensure the events chair has contacted a performer for the Opening Day Program and the CC has sent a contract.

September

- Have the CC send an Opening Day Evite to all members.
- Preside over the Board of Directors meetings.

October

- On Opening Day, say a few words of welcome and introduce the entertainment.
- Preside over the Board of Directors meeting.

November

- Preside over the Board of Directors meetings.
- Have the CC send an Evite to past presidents, department chairs, and committee chairs for the Leadership Appreciation Event.
- Prepare for the Leadership Appreciation Event by choosing location, food, and refreshments. Traditionally the president gives a small gift to each guest. This may be the time when you honor those who have been officers, board members, past presidents, and chairs during the year. Payment for this event comes from the President's Fund (65320).

December

- There is no Board of Directors meeting. The president can schedule as needed.
- Host the Leadership Appreciation Event.
- Invite the Hoyt Sherman Place staff to the DMWC Holiday Luncheon. Payment for these lunches comes from the President's Fund (65320). As the number of HSP staff increases, the budget for this account needs to be adjusted.

January

- Preside over the Board of Directors meetings.
- Ask the HSP staff for their calendar for the following year and pass this on to the president-elect.

February

- Preside over the Board of Directors meetings.
- Ensure the events chair has contacted a performer or event for May Day and that the CC has sent a contract.

March

- Attend the Opening Reception Tea and Gallery Night for the Art Exhibition.
- Preside over the Board of Directors meetings.
- Thirty days prior to the annual meeting, send a notice to all members.

April

- Preside over the Annual Business Meeting of the Club. The meeting requires a quorum of 30% of the Club membership. A script for the election appears in the Other Useful Documents portion of the *Handbook*.
- Sign all scholarship certificates.
- The Scholarship Chair presides at the ceremony in the HSP Theatre. The Scholarship Chair will advise on the President's involvement.

May

- No scheduled Board of Directors meetings are held. The president can schedule as needed.
- Complete the budget for the next year with the Finance Committee.

- Installation of the new Executive Committee and Board of Directors is held in May. The parliamentarian installs officers and directors. The president-elect presents the outgoing president with an engraved gift. The president gives a brief farewell message and hands the gavel to the president-elect. The president-elect gives a short speech. The installation ceremony is included in the Other Useful Documents section of the *Handbook*.
- A memorial program is held after the installation to honor members of the Club who have passed away from May 1 of the past year to April 30 of the present year. The president and president-elect place a flower into a vase for each member who passed away.
- Send thank you notes to officers, department chairs, and others.
- Your term as president ends May 31.

President-elect

Reports to the DMWC Board President.

Expectations are:

- Officers and directors govern the organization in accordance with its Articles of Incorporation and Bylaws, including but not limited to establishing policy, long-range planning, financial oversight including approving the annual budget.
- Make progress with objectives and goals according to the mission statement, provide a positive image in the community, cultivate and develop necessary leadership to assure future success.

The **President-elect** shall

- Be ex-officio, non-voting member of all departments and committees.
- Be a voting member on the Finance Committee.
- Appoint committee and department chairs and a parliamentarian for the ensuing year.
- Be a voting member of the Hoyt Sherman Place Foundation Board.

Article 5, Section 6 of the Bylaws

The **President-elect** is liaison to these committees:

- **The Scholarship Committee** shall be responsible each year for awarding Des Moines Women's Club scholarships and the memorial scholarships to recipients selected by the scholarship subcommittees. One member shall be appointed each year for a term of three years and serve as chair for the third year. The Chair of the Scholarship Committee shall appoint chairs of the subcommittees.
- **The Art Exhibition Committee** shall have supervision of the annual Art Exhibition. Members shall be appointed each year for a term of three years and serve as chair(s) the third year. The chair(s) shall appoint subcommittees as needed.

Article 8, Section 1 of the Bylaws

President-elect's Calendar of Events

Summer

- Attend as many department and committee meetings as possible.

November

- Collect money from members and purchase a holiday gift for the president.

December

- Present the holiday gift to the president at the Leadership Appreciation Event or the Holiday Luncheon.

January

- Work on the calendar for the next Club year with the Club Coordinator (CC).

March

- With the CC, create a preference sheet for the upcoming year and distribute it to members.
- After the Nominating Committee reports the slate of officers and board members to the president and president-elect, recruit and confirm committee and department chairs with assigned board directors. Traditionally the current chairs are asked if they wish to continue for the next year. If not, they are asked if they have recommendations for a replacement.
- All department and committee chairs and co-chairs are appointed by directors. The historian, nominating chair, and parliamentarian are appointed by the president. Appoint one new member for a three-year term to the Art Exhibition, Club programs, finance, internal audit, catering, and scholarship steering committees.
- Arrange for the president's medallion to be given at the installation ceremony in May. Traditionally this is a medallion or charm engraved with the President's name and presidential year. Note: Russell's Trophies and Engraving, 8515 Douglas Ave., Urbandale (276-9996) is storing our supply of these.

April

- Complete the Club calendar for the next year in consultation with the HSP office staff and submit dates to the CC.

May

- Attend the installation of officers. Prepare and deliver the incoming president's message. Present the Club gift to the outgoing president at the installation. There is a copy of the installation ceremony located in the *Handbook*.
- Instruct chairs to contact their committee members and report a final list of names to the CC by the end of June for inclusion in the *Yearbook*.

Immediate Past President

Reports to the DMWC Board President.

Expectations are:

- Officers and directors govern the organization in accordance with its Articles of Incorporation and Bylaws, including but not limited to establishing policy, long-range planning, financial oversight including approving the annual budget.
- Make progress with objectives and goals according to the mission statement, provide a positive image in the community, cultivate and develop necessary leadership to assure future success.

The **Past-President** shall

- Serve as a member of the Executive Committee and Board of Directors
- Be a voting member of the Hoyt Sherman Place Foundation Board

Article 5, Section 9 of the Bylaws

Past President's Calendar of Events

- Prepare an annual report that highlights the Club's accomplishments during your year as president.
- Create a scrapbook of your year as president.
- Support and advise the incoming officers and board members.
- Attend the Executive Committee meetings and the Board of Directors meetings.
- Attend the past president luncheons during the year and the annual meeting in the spring.
- Attend the meetings of the Hoyt Sherman Place Foundation
- Work with CC to resolve any conflict the employee has with the current president.
- Participate in CC performance review if requested by the current president.

Secretary

Reports to the DMWC Board President.

Expectations are:

- Officers and directors govern the organization in accordance with its Articles of Incorporation and Bylaws, including but not limited to establishing policy, long-range planning, financial oversight including approving the annual budget.
- Make progress with objectives and goals according to the mission statement, provide a positive image in the community, cultivate and develop necessary leadership to assure future success.

The **Secretary** shall

- Record the minutes of the Board of Directors and Executive Committee meetings.
- Submit the minutes to the president and president-elect for review.
- Send the minutes to the Club Coordinator for distribution to the Board.

Article 5, Section 7 of the Bylaws

The **Secretary** is liaison to this committee:

- **The Communication Committee** shall be responsible for communications with Club members and the local community.

Article 8, Section 2 of the Bylaws

Secretary's Calendar of Events

- Take minutes following *Robert's Rules of Order, Revised*.
- Email minutes to the president and president-elect with plenty of time for them to proofread.
- After minutes have been corrected and approved by the board, forward them to the Club Coordinator (CC) to post on the website.
- Include the Communication Committee chair's report on the cards she sent during the month to the Board of Directors.
- Take minutes of any special meetings that are called, including the annual meeting in April.

Treasurer

Reports to the DMWC Board President.

Expectations are:

- Officers and directors govern the organization in accordance with its Articles of Incorporation and Bylaws, including but not limited to establishing policy, long-range planning, financial oversight including approving the annual budget.
- Make progress with objectives and goals according to the mission statement, provide a positive image in the community, cultivate and develop necessary leadership to assure future success.

The **Treasurer**, as the Club's financial officer, shall

- Oversee the Club's finances.
- Invest monies as needed in collaboration with the Finance Committee.
- Verify the accuracy of the Club's accounts.
- Inform the board about the Club's financial situation.

Article 5, section 8 of the Bylaws

The **Treasurer** is liaison to these committees:

- **The Finance Committee** shall consist of the elected treasurer, the president-elect, and three additional members. One member shall be appointed each year for a term of three years and serve as chair for the third year. The committee, in collaboration with the treasurer, shall invest any monies on hand. It shall be the duty of this committee to prepare a budget for the fiscal year and report it to the board for approval at its regular meeting in June.
- **The Fundraising Committee** shall arrange revenue-generating projects for the year.

Article 8, section 3 of the Bylaws

Duties of the Treasurer:

- The treasurer shall be a member of the Finance Committee.
- The treasurer shall monthly reconcile bank statements for the checking account of the Club and prepare/present financial reports outlining all Club funds and invested monies to the Finance Committee and the Board of Directors, to be filed for audit with the board minutes.
- Only the treasurer may contact the Iowa State Bank or Edward Jones Financial Advisor/staff to transfer money between funds and the Club checking account or sell/purchase CDs.
- The treasurer may apply for rebates and other offers from which the Club may derive financial benefit.
- The treasurer shall prepare an annual written report and give a copy of the report to the Club Coordinator (CC) by May 15. The treasurer shall transfer the financial records to archives at the close of the fiscal year.

Treasurers Calendar of Events

Monthly:

- Attend monthly Finance Committee and Board of Directors meetings, and Executive Committee meetings scheduled.
- Prepare and send/present monthly treasurer's report and list of maturing CDs; report movement of monies to/from various funds or the checking account during the past month.
- Notify the Finance Committee of maturing CDs and current-market CD rate and term availability.
- Make recommendations to the Finance Committee regarding reinvestments that will ensure adequate cash will be available in scholarships funds to be paid out in June/July.
- Maintain prudent cash availability in various other funds, which may require occasional withdrawals/transfers as allowed by fund parameters.
- Act upon decisions made by the Finance Committee regarding investment of funds and transfers made between investment funds and Club checking.
- Maintain a mindset of maximizing yields in short- and longer-term investments while also having funds available when, but not until they are needed.
- Work with the CC in ensuring funds are available to support upcoming expenses. Transfer funds to and from the General Unrestricted Fun in anticipation of upcoming expenses and deposits from dues, fundraising, etc.
- Consult with the designated Edward Jones investment advisor with regard to upcoming funds transfers, maturing CDs and reinvestment, market projections, and maximum yield. Schedule phone consultations per Edward Jones' customary procedures in advance of funds maturing to allow for expedient movement of funds to maximize returns.
- Consult with Edward Jones investment advisor at least once per year to make certain 40% equities/60% fixed income and cash policies are in alignment.
- Coordinate movement of funds between Edward Jones and Iowa State Bank through Edward Jones staff.
- Ensure, by transfer between checking and the General Unrestricted Funds, that, by fiscal year's end (note: this must actually be accomplished prior to the final day of the Edward Jones May statement), the net amount withdrawn from the General Unrestricted Fun does not exceed the 5% budgeted amount allowable from the General Unrestricted Fun.
- Funds should likewise be made from checking to the General Unrestricted Fun through the summer months, which typically have fewer expenses, to minimize funds sitting in the non-earning checking account.
- Review monthly financial reports from Jacobsen and Company.
- Notify Jacobsen and Company and the Finance Committee chairperson of transfer amounts and dates between investment accounts and checking.

May-June

If there has been an election of a new treasurer for the upcoming fiscal year, to ensure a smooth transition, the two treasurers should arrange for the following to take place:

- Each new fiscal year, it is to be arranged for the new president, past president, and treasurer, to be authorized to sign checks at Iowa State Bank.
- Change appropriate signatures at Edward Jones and arrange for the treasurer and Finance Committee chairperson to receive their statements.
- Schedule training between the former and new treasurer to acquaint her with various aspects of the Club's finances.
- Determine the net 5% allowable withdrawal amount of the General Unrestricted Fund for the new FY budget by calculating 5% of the 3-year rolling average of the General Unrestricted Fund balances on the closing dates of the three previous fiscal years (inclusive of the just-past FY) using the actual dates of the month-end Edward Jones statement dates.
- Compile all the treasurer's reports and supporting documents from the prior fiscal year and deliver them to the archives chairperson.
- Working with the previous treasurer, prepare and send May treasurer's report and list of maturing CDs to the board and Finance Committee; report movement of monies to/from various funds during May.

June

- Attend the Leadership Orientation.
- Transfer money from Endowed Memorial, General Scholarship, and Open Memorial Funds to checking to cover scholarships in concert with mailing of checks to educational institutions.
- Work with the Finance Committee to determine if funding is available for scholarships per the parameters of each scholarship.

September

- Request a current list of memberships from the CC to facilitate transfer of funds from checking to General Scholarship Fund. The amount of transfer is to be \$25 for each member who has joined the Club/renewed membership from March 1 through September 1.

October - November

- Transfer cost of Opening Day entertainment from Studebaker Fund to checking to cover the expense, which is not to exceed 4% of the fund balance at the end of the prior fiscal year according to the Edward Jones May statement. (Note: the 4% amount is also used to offset entertainment/speaker expenses for the upcoming May Day event.)

January

- Request a current list of memberships from CC to facilitate an additional transfer of funds from checking to the General Scholarship Fund. The amount of transfer is to be \$25 for each member who has joined the Club from the previous transfer in September through December 31.
- Transfer money from the Iowa State Bank Holiday Money Market Fund to checking to cover holiday decorating expenses; if additional expenses are later turned in by committee members, make additional transfers as needed. (Note: At this time, it is realized that this fund will not be sustainable into the distant future.)

March

- Request a current list of memberships from the CC to facilitate additional transfer of funds from checking to the General Scholarship Fund. The amount of transfer is to be \$25 for each member, if any, who has joined the Club from January 1 through March 1. Monies for this purpose from those joining after March 1 of the current fiscal year will be transferred in September of the following fiscal year, as those members who join after March 1 are granted a 15-month membership and therefore their \$25 toward scholarships is considered part of the following fiscal year.

March-April

- Transfer up to \$2,500 from the Art Exhibition Fund to checking to cover expenses for the Art Exhibition.

May

- Transfer cost of May Day entertainment/speaker from Studebaker Fund to checking to cover the expense, which is not to exceed the balance of the 4% of the fund balance as previously noted under the Opening Day expense in October.
- Prepare a written report to be given to the CC by May 15.

Decorating/History Director

Reports to the DMWC Board President.

Expectations are:

- Officers and directors govern the organization in accordance with its Articles of Incorporation and Bylaws, including but not limited to establishing policy, long-range planning, financial oversight including approving the annual budget.
- Make progress with objectives and goals according to the mission statement, provide a positive image in the community, cultivate and develop necessary leadership to assure future success.

The **Decorating/History Director** is liaison to these committees:

- **The Decorating Committee** is responsible for all house decorations including seasonal and lunch table decorations.
- **The Archives Committee** shall be responsible for organizing, cataloging, and preserving the records and documents of the Club. The chair shall appoint the Historian.

Article 8, Section 7 of the Bylaws

Duties of the Decorating/History Director:

- Communicate frequently with chairs to assure committees are formed and understand their duties and responsibilities.
- Attend committee meetings as needed.
- Provide appropriate updates on committees' activities to the Board of Directors.

Governance Director

Reports to the DMWC Board President.

Expectations are:

- Officers and directors govern the organization in accordance with its Articles of Incorporation and Bylaws, including but not limited to establishing policy, long-range planning, financial oversight including approving the annual budget.
- Make progress with objectives and goals according to the mission statement, provide a positive image in the community, cultivate and develop necessary leadership to assure future success.

The **Governance Director** is liaison to these committees:

- **The Bylaws Committee** has responsibilities for maintaining the Club's bylaws and shall consider, edit, and correlate wording of amendments and then report the proposed amendments to the Board of Directors for action.
- **The Nominating Committee** shall consist of a former Director as Chair and a current Director as Co-chair, appointed by the President, and three additional members appointed by the Nominating Chair and Co-chair. The committee shall nominate a candidate for each position on the Board of Directors to be filled by election of the membership in April and report this slate of officers to the president and president-elect in March. No member shall hold more than one elected office at any one time.
- **The Internal Audit Committee** composed of three members shall periodically and annually review the financial records of the Club. The committee shall report its findings to the Finance Committee which reviews and then provides a report to the Board. One member shall be appointed each year for a term of three years and serve as Chair the third year.

Article 8, Section 6 of the Bylaws

Duties of the Governance Director:

- Communicate frequently with chairs to assure committees are formed and understand their duties and responsibilities.
- Attend committee meetings as needed.
- Provide appropriate updates on committees' activities to the Board of Directors.

Membership Director

Reports to the DMWC Board President.

Expectations are:

- Officers and directors govern the organization in accordance with its Articles of Incorporation and Bylaws, including but not limited to establishing policy, long-range planning, financial oversight including approving the annual budget.
- Make progress with objectives and goals according to the mission statement, provide a positive image in the community, cultivate and develop necessary leadership to assure future success.

The **Membership Director** is liaison to these committees:

- **The Membership Committee** shall be responsible for retention of current members and recruitment of new members.
- **The Lunch Committee** shall be responsible for Catering, Cashiers, and Greeters.

Article 8, Section 4 of the Bylaws

Duties of the Membership Director:

- Communicate frequently with chairs to assure committees are formed and understand their duties and responsibilities.
- Attend committee meetings as needed.
- Provide appropriate updates on committees' activities to the Board of Directors.

Program Director

Reports to the DMWC Board President.

Expectations are:

- Officers and directors govern the organization in accordance with its Articles of Incorporation and Bylaws, including but not limited to establishing policy, long-range planning, financial oversight including approving the annual budget.
- Make progress with objectives and goals according to the mission statement, provide a positive image in the community, cultivate and develop necessary leadership to assure future success.

The **Program Director** is liaison to these committees:

- **The Department Program Committees** shall arrange the programs for regular Club days.
- **The Club Program Committee** shall complete arrangements for special paid programs. One member shall be appointed each year for a term of three years and serve as Chair the third year.
- **The Events Committee** organizes Opening Day and Closing Day and other special event details except for the program.

Article 8, Section 5 of the Bylaws

Duties of the Program Director:

- Communicate frequently with chairs to assure committees are formed and understand their duties and responsibilities.
- Attend committee meetings as needed.
- Provide appropriate updates on committees' activities to the Board of Directors.
- Remind chairs that Power Point and other technical presentations must be submitted at least three days prior to the program.

Parliamentarian

The **Parliamentarian** shall

- Attend Executive Committee and board meetings as a non-voting member.
- Assist in rulings on points of order and answering parliamentary questions using *Robert's Rules of Order*.
- Conduct the installation of officers and directors at the first regular Club meeting in May.

Annual Campaign Committee

The treasurer is the liaison.

The Annual Campaign Committee was created in 2022 as a revenue stream replacing a number of small events. The committee consists of two co-chairs and utilizes the Club Coordinator for printing, mailing, and record keeping.

Annually the co-chairs will decide the following and present to the president and Finance Committees for comment and approval.

- Will there be a donation for membership to “match”?
Example: a donation of \$3,000 will be given provided memberships total gifts are \$3,000.
- After approval from the president, a letter is sent to members with an application renewal form on June 1.
- A timeline is developed for sending letters and follow-up if needed.

Archives Committee Chair

The decorating/history director is the liaison.

The Archives Committee shall be responsible for organizing, cataloging, and preserving the records and documents of the Club. The Chair shall appoint the Historian.

Article 8, Section 7 of the Bylaws

Bylaws Committee Chair

The governance director is the liaison.

The Bylaws Committee has responsibilities for maintaining the Club's bylaws and shall consider, edit, and correlate wording of amendments and then report the proposed amendments to the Board of Directors for action.

Article 8, Section 6 of the Bylaws

Club Program Chair

The program director is the liaison.

Club Program Committee shall complete arrangements for special paid programs. One member shall be appointed each year for a term of three years and serve as chair for the third year.

Article 8, Section 5 of the Bylaws

Location of Programs

- Most Club programs will be in the Byers Room or the Gallery of Hoyt Sherman Place.

Responsibilities of the Club Program Chair:

- Meets with the Program Committee early in June to select programs for the Club year.
- Assigns committee members to contact potential program performers. Committee members will get the following information and report back to the committee for discussion/decision about programs:
 - Fee for the program
 - Set-up and technical needs
 - Contact information
 - Any other information pertinent for the decision
- With the committee, decide on programs for the year. Committee members will verify program acceptance with the performer and get all necessary information for the presentation contract. Send this information to the CC as soon as you receive it.
- Check in with the committee member responsible for the program a few weeks prior to the program. Get information about the performer/program, including a write-up about the program, to the Club Program Chair as soon as the program is confirmed.
- Check in with the performer and ask about their introduction preference.

Club Program Chair and the Club Coordinator:

- As soon as it is decided who will perform, send the contract information for programs to the Club Coordinator, so she can send the contract to the performer for their signature. The Club President will then sign the contract. A final contract will be sent to the performer and the Club Program Chair. One copy will be kept in the contracts folder in the office.
- Inform the CC about the set-up and technical assistance needed for programs at least three days prior to a program.
- Send the CC a write-up for programs for the E-Blasts.
- Send information about the amount and payee to the CC a month prior to the Club Program.
- Notify the Club Coordinator about any change in plans for any program or if piano tuning is needed.
- Make a lunch reservation for performers/guests by noon on the Friday prior to the program.
- Reserve a Club Program lunch table and invite committee members to sit at the table.
- Find out what time the performer(s) will arrive and inform the CC.
- Ask the CC to have a check ready for the performance date and include it with a thank you note to hand to the performer(s) after their program.

Communication Chair

The secretary is the liaison.

The Communication Committee shall be responsible for communications with Club members and the local community.

Article 8, Section 2 of the Bylaws

Duties of the Communication Chair:

- With the Communications Committee, send sympathy, get well, thinking of you, and congratulations cards to Members.
- In the event of the illness of a member, contact that member to see if it is agreeable that such illness be reported to the president and CC to be included in the E-Blast.
- Pass obituaries onto the membership chair for use during the memorial presentation in May.
- Give a written list of the cards sent during the month to the secretary at each board meeting.

Decorating Chair

The decorating/history director is the liaison.

The Decorating Committee is responsible for all house decorations including seasonal and lunch table decorations.

Article 8, Section 7 of the Bylaws

Luncheon Centerpieces:

- Centerpieces should correspond with the program of the day, be a seasonal item, or a collection of items.
- Mats or charger plates should be placed under the arrangement to keep the centerpiece from crowding the table. Mats, charger plates and containers are available from the chairman of the centerpiece committee.
- The CC will notify the chair about the number of centerpieces needed on the Monday before the club luncheon on Wednesday.
- Centerpieces can be placed on tables around 9:45 am, after the tablecloths are in place. Centerpieces should be removed after lunch so the tables can be taken down.

Seasonal Decoration Locations:

- The rooms at Hoyt Sherman Place are often used for programs, merchandise sales, bar sales, and meetings. Decorations on tables should be easily moveable.
- There is a budget for purchasing new items as needed. Ask the Finance Committee Chair for the amount in this budget.
- The President's Dining Room: Place an easy to remove floral arrangement on the dining room table. This arrangement will frequently be moved for meetings.
- The Deets Room: Place an easy to move floral arrangement on the table. This should be able to be moved easily and be a low profile so people meeting at the table can see over it.
- The Parlor: Change the arrangement in the tall vase or use an arrangement in a different vase. Put the arrangements in the bay window behind the sofa.
- The Library: Place an arrangement on the mantle.
- Music Room and Gallery: Change arrangements in the tall deer vases between the Music Room and Gallery.
- Music Room: Place a seasonal arrangement below the mirror.
- Byers Room: Place an arrangement on the Duncan Phyfe table which does not obstruct the painting above it.

Department Chairs

The program chair is the liaison.

Department Program Committees shall arrange the programs for regular Club days.

Article 8, Section 5 of the Bylaws

Responsibilities of the Department Chair

- Each department chair will meet with the program director in June prior to meeting with their committees to ensure a cohesive Club program schedule.
- Committees meet in June to plan their presentations for the Club year. Chairs need to approve a meeting space with the Club Coordinator (CC) at least a week prior to your meeting. Give the time, date, estimated length of the meeting, and the number you expect to attend. You can suggest a preferred meeting space, but the time and place of meetings will be confirmed by HSP staff.
- Ask the Finance Committee for the amount in your budget and stay within the budget. This budget covers paying for presenter fees and presenters' lunches. Any amounts beyond the department budget should be paid by individuals or approved in advance by the Finance Committee.
- Verify committee members' names and submit this to the CC by July 15.
- Inform the CC about the names of your department's programs, the presenters, and the dates for each as soon as you know this information for the Club website.
- Assign program responsibilities to committee members.
- Provide detailed program information to the CC for the *E-Blast* three weeks prior to the program.

Responsibilities of Department Members

- Attend department planning meetings during the summer.
- Contact and confirm the presenter(s) for which you have been assigned responsibility.
- Invite the presenter(s) to join your committee for lunch on the date of their presentation. Inform the CC who will be seated at your table.
- Communicate with the CC if the speaker will have a Power Point, if a table is needed for the presentation, and if they will be selling items. This information needs to be sent to the CC a week prior to your presentation.
- If the speaker wishes to sell merchandise, make sure it is understood 10% of the sales go to the Club.
- Provide a program summary to the CC to be included on the website and the E-Blast.
- Greet the presenter on arrival.
- Introduce the presenter and close the program. Morning programs should end by 11:50; afternoon programs should end no later than 2:00.
- Send a thank-you note to the presenter after the event.

Events Chair

The program director is the liaison.

The Events Committee organizes Opening Day and Closing Day and other special event details except for the program.

Article 8, Section 5 of the Bylaws

Budget

- The cost of Opening Day and May Day programs are offset by reimbursement from the Studebaker Bequest Fund in an amount determined by the DMWC Board of Directors. Currently, “up to 4% of the balance of the Studebaker Fund as of May 31 of the prior fiscal year may be used for Opening Day and Closing Day programs. Funds will be transferred after the costs are incurred.” (Board of Directors meeting minutes, September 8, 2021).

Location of Programs

- Hoyt Sherman Place Theater is usually available for the Opening Day program but needs to be verified with the Club Coordinator (CC).
- The May Day event is usually held in the Byers or HSP Art Gallery.

Club Program Chair and the Club Coordinator:

- As soon as it is decided who will perform, send the contract information to the CC, so she can send the contract to the performer for their signature. The president will then sign the contract. A final contract will be sent to the performer and the Club Program Chair. One copy will be kept in the contracts folder in the office.
- Inform the CC about the set-up and technical assistance needed for programs.
- Send the CC a write-up for programs for the E-Blasts.
- Send information about the amount and payee to the CC a month prior to the Club Program.
- Notify the CC about any changes in plans for any program or piano tuning if needed.
- If there are only 1-2 performers, make a lunch reservation for noon on the Friday prior to the program.
- Reserve an events program lunch table and invite committee members to sit at the table, if needed.
- Find out what time the performer(s) will arrive and inform the CC.
- Ask the CC to have a check ready for the performance date and include it with a thank you note to hand to the performer(s) after their program.

Finance Committee Chair

The treasurer is the liaison.

The Finance Committee shall consist of the elected treasurer, the president-elect, and three additional members. One member shall be appointed each year for a term of three years and serve as chair for the third year. The committee, in collaboration with the treasurer, shall invest any monies on hand. It shall be the duty of this committee to prepare a budget for the fiscal year and report it to the board for approval at its regular meeting in June.

Article 8, Section 3 of the Bylaws

Duties of the Finance Committee Chair:

- Oversee all duties of the Finance Committee.
- Acquaint new committee members with Finance Committee responsibilities, funds, and accounts.
- Verify accounting postings.
- Review investment accounts.
- Represent the Finance Committee at the Fundraising Development and Scholarship Adherence Committees.
- With Finance Committee members, review Form 990 (tax return) draft from accountant. Notify the accountant of corrections or questions. Send the final draft of the 990 to the board for review. If there are no questions from the board, notify the accountant to file Form 990.

Finance Chair's Calendar of Events:

Monthly

- Prior to each Finance Committee meeting, send committee members a meeting reminder and an agenda. The Club Coordinator (CC) will send the financial accounts from our accountant.

May/June

- Attend the president's Leadership Orientation.

June

- Present the budget to the Board of Directors for approval. If there are any changes, revise the budget.
- Give a copy of the approved budget or the revised budget to the CC to distribute to the accountant, Board of Directors, and the Finance Committee.
- Notify the chairs of committees, departments, events, etc. of their budget amounts for the year.
- Review May 31 financial statements and notify the accounting firm of any corrections to be made.

- Confirm dates for the Finance Committee meetings with committee members, the president, and schedule with CC.

June-August

- Hold Finance Committee meetings as needed.
- Determine any discussions about financial policies to be presented to the Finance Committee.
- Verify that money for payment of scholarships has been transferred to the checking account from the appropriate scholarship funds.

August

- Invite the Edward Jones representative to present a report about investments at the September meeting, or whenever they are available.

September-May

- Meet monthly (Only meet if needed in December).

September

- Review the report from the Internal Audit Committee.
- Verify DMWC website listing of current scholarships to be awarded in March are posted.
- Check with the accountant on the tax return (Form 990) which is due October 15.

October-November

- Verify that money was transferred from the Studebaker Fund to the checking account for the Opening Day program.

January

- Verify that \$25 per each due's payment was transferred from the checking account to the General Scholarship Fund.

February

- Begin the discussion about next year's budget.
- Verify the amount spent on holiday decorations was transferred from the Holiday account to the checking account.
- Verify the transfer of \$2,500 from the Art Exhibition Fund for exhibition expenses. Note: amount not used for exhibition expenses (\$2,500-net expense) must be returned to the Art Exhibition Fund by May 31. "Net expense" is total expenses less donations specified for the Art Exhibition.

February-March

- Review the bill for directors and officers Liability Insurance, due April 1, with the Finance Committee for any change in premium or coverage. Also, discuss any other changes proposed, change in premium, or coverage. Any changes that require board approval must be sent to the Board of Directors. If no change is required, authorize the payment.

March

- At the beginning of the month, ask any department or committee chairs, and other positions that require a budget, for their budget requests for the following year.
- Verify the treasurer has received and completed the annual Worker's Compensation audit.
- Request from the Scholarship Committee Chair a list of scholarship winners, scholarship names, and the amount be sent to the Finance Committee and treasurer.
- Liability insurance needs to be renewed by April 1. The last one was signed in 2022. The next one will need to be signed in 2025.

April

- Review committee budget requests from committees, departments, etc. with chairs as needed.
- With members, prepare a first draft of next year's budget.
- Have the CC remind members all expenses to be reimbursed must be submitted by May 1.
- Verify that \$25 per each due's payment was transferred from the checking account to the General Scholarship Fund.

May

- Finalize the budget for the next fiscal year.
- Verify with the CC all bills are being paid and income is received before May 31.
- Verify that the treasurer has transferred money (maximum of 2% of balance) from Studebaker Fund for the May Day program.
- Verify the treasurer has transferred unused Art Exhibition money back to Art Exhibition Fund
- Verify the treasurer has transferred \$25 from each dues payment made during the year to the General Scholarship Fund for dues paid after March 1.
- Invite next year's new Finance Committee members to the May Finance Committee Meeting.

All Committee Members:

- Review financial reports, CC reports, and activity in investment accounts.
- Receive and discuss special budget and spending requests.
- Review Internal Audit Committee reports when received.

Fundraising Committee Chair

The treasurer is the liaison.

The Fundraising Committee shall arrange revenue-generating projects for the year.

Article 8, Section 3 of the Bylaws

Duties of the Fundraising Committee:

- Evaluate the financial potential of proposed fundraising activities.
- Evaluate Club members' interest in proposed fundraising activities.
- Consider ways to improve the fundraisers that will be held in the current year.
- Gather new fundraising ideas for the future.

Fundraisers:

- The primary fundraising activity for the Club is the annual campaign. Letters to club members are sent at the beginning of the club year and in December.
- The Club does not usually hold raffles. If a special raffle is planned, the club must purchase a license from the Iowa Department of Revenue website before the raffle is advertised. After the raffle, a report must be filed, and the club will pay sales tax on the money collected.
- Terri Lynn Fundraising is a website that sells chocolate and nuts. Its website is <https://www.terrilynn.com/>. Members should be notified about this website eight weeks prior to holidays such as Christmas and Valentine's Day.
- Goode Greenhouses hosts fundraisers for nonprofits. Contact them at <https://www.goodegreenhouses.com/> or (515) 262-6504 about poinsettia sales or fall and spring plant sales.

Historian

Appointed by the archives chair.

Duties of the Historian:

- Aided by members of the Archive Committee, research and answer questions about the past of the Club, Club members, and HSP for DMWC members and for people in the community.
- Take pictures throughout the year of events, programs, anything photo worthy happening at the club. These may be used in Club public media, in publications, and in advertising. At the end of the year put pictures on a flash drive and store them in the archives.
- Assist the president in assembling documents from her presidential year. Assemble a scrapbook of records for the club year or appoint a volunteer to assemble it in a scrapbook.
- When appropriate, read documents from the past to Club members.

Holiday House Decorating Committee Chair

The decorating/history director is the liaison.

- Confirm with the Club Coordinator (CC) what days are available for holiday decorating and putting away the decorations. Decorations are put up in the middle of November and put away in early January.
- Hold a planning meeting in October. The chair usually suggests one or two possible themes. The committee decides on the theme and members decide who will do each tree/room.
- Determine if new decorations are needed, if so, they are purchased by the chair. There is a budget for these.
- The rooms decorated are the Gallery, Byers Room, Music Room, Library, Study, and the Main Entrance.
- Have the CC Club clear plans for decorating with the HSP Director of Operations and Maintenance staff member.
- In November, mark the tubs of ornaments in the attic which you want to use. Indicate where these should go in the house.
- The trees and Santa are stored in the closet off the ticket office. Ask the CC to have a HSP staff person move these to the rooms specified on the outside of the box and set them up. This should be done before the decorating committee arrives.
- Committee members need to fluff the trees.
- The HPS staff will bring tubs of ornaments down from the attic prior to the decorating date.
- In January, put away all the decorations.
- The HSP staff will carry the tubs of ornaments to the attic.
- A HSP staff member will help the committee take down the trees, box them, and put them in storage.

Additional Notes:

- Good decorations include wreaths, greenery and ribbons on windows, greens in high doorway arches, and large trees in the house and galleries.
- The only decorations in the HSP Theater area are wreaths on the gates.
- Don't decorate the bathrooms.
- Limit the upstairs lounge/bathroom to a small tree or arrangement on the counter and something in the pitcher/bowl.
- Any centerpieces on the tables in the Deets Room and Presidents' Dining Room should be on a tray for ease in moving for meetings.
- Keep a clear path for the many guests who visit the house and theater during the holidays.
- Do not place anything on the landings, hand railings, or block doorways.
- There are signs crediting the Des Moines Women's Club with decorating the building. Place one on an easel in the house foyer, hang one in the main lobby, and place one above the cabinet in the ticket office area.
- There are photos of the decorations done in past years in the Christmas Decoration binder.

Internal Audit Committee Chair

The treasurer is the liaison.

The **Internal Audit Committee** is composed of three members who shall periodically and annually review the financial records of the Club. The committee shall report its findings to the Finance Committee which reviews and then provides a report to the board. One member shall be appointed each year for a term of three years and serve as Chair the third year.

Article 8, Section 6 of the Bylaws

Duties of the Internal Audit Committee:

- The committee will meet during the Club year to review significant accounting and reporting issues, including complex or unusual transactions and highly judgmental areas.
- Review the work of any registered public accounting firm employed by the board.
- Review the *Handbook*, specifically those sections pertaining to financial and investment management.
- Review any legal and compliance matters that may have a material impact on the financial statements and refer these to the board for further review and action, if necessary.
- Review with the staff all matters required to be communicated to the committee under generally accepted auditing standards.

External Audit

- An external audit is held every five years. The last external audit was in 2022.
- After an external audit, review with the board, staff, and the external auditors the results of audits, including any difficulties encountered.
- Develop and submit policy and/or procedures recommendations pertaining to the findings.

Lunch Committees

The membership director is the liaison.

The Lunch Committee shall be responsible for catering, cashiers, and greeters.

Article 8, Section 4 of the Bylaws

Cashier Chair

- Have two cashiers accept payments for lunch from 10:30-11:00 AM and 11:45 AM-12:00 PM.
- Cashiers will accept cash, checks, and credit cards.
- The CC will provide Luncheon Cashiers with a list of reservations and the amount owed prior to each luncheon.
- Once someone has paid for their lunch, they will be given a meal ticket.
- Meal tickets for members who pre-pay for lunch will be in a separate location so these members can skip the payment line.
- The CC will provide a cash box with \$50.00. The lunch cashier will count the money to ensure it contains \$50.00. Cash boxes should never be left unattended and should always be directly handed to the individual(s) responsible for the cash box.
- The Des Moines Women's Club "For Deposit Only" endorsement must be stamped on checks during money collection.
- Cash and checks will be handed to the CC who will secure them immediately in the HSP safe.
- Cashiers should be trained no less than annually in cash handling procedures prior to the first lunch (e.g., forms, counting, stamping, etc.)

Catering Chair

- Select a caterer from Hoyt Sherman Place's approved caterers list.
- In September, the three appointed members of the committee meet with the caterer to select lunch menus from October to the end of January.
- In January, the three appointed members of the committee meet with the caterer to select lunch menus from February through May.
- Each lunch should have a vegetarian and a gluten-free option.
- It is a good idea to have pre-set salads and desserts if possible.
- Give a copy of the completed lunch menus to the Club Coordinator (CC) when finalized.
- The CC communicates with the caterer, including ordering the correct number of meals, paying the invoice, and deals with any problems and requests.
- Members of the Club need to be reminded to let the Food/Caterer Chair or CC know about any special requests or problems, not the servers.
- The Catering Chair should be introduced at the first regular lunch.
- Someone will always be unhappy with a meal. Listen to complaints, take notes, and make changes when appropriate.

Special Menus

- On the Wednesday nearest Halloween, have an appropriately themed dessert, e.g., decorated sugar cookies.
- On the Wednesday nearest Thanksgiving plan for a traditional Thanksgiving menu.
- On the last Wednesday luncheon in December, have a Holiday Luncheon with a special holiday menu.
- On Ash Wednesday, plan a vegetarian meal.
- On the Wednesday during the Art Exhibition, plan an entirely pre-set meal if possible.
- On the Wednesday nearest Valentine's Day, have an appropriately themed dessert, e.g., red dessert or decorated Sugar cookies.
- On the Wednesday nearest St. Patrick's Day, have an appropriately themed dessert e.g., green dessert or decorated Sugar cookies.
- On the Scholarship Day Luncheon, choose a meal that is easily served and appeals to most people, such as a vegetarian pasta.

Hospitality Greeters

- Members of the Hospitality Committee shall greet members, promote friendship, and assist at the luncheons and other functions as needed.
- The Hospitality Committee Greeters stand in the Hoyt Sherman Place Foyer and the Mirror Room to welcome members and their guests as they arrive, help distribute any information being passed out that day, and help guests find an available seat for lunch.
- Greeters should wear a name tag and “Hostess” name tag or ribbon. Stick-on name tags should be offered to guests. There is a guest book on the piano for non-member guests to sign in, if they wish.
- Greeters should arrive thirty minutes prior to the morning program/event.
- Ten minutes before the programs begin, the chimes should be played to let people know it is time to move into the program/event area. Encourage those who are lagging to move into the room before the program starts. The chimes are located on a shelf/table outside the HSP Theater, and they need to be placed back there after use.
- Greeters will also assist those who arrive just before the beginning of lunch. Sitting at a table in the back of the dining room will allow the greeter to see and assist late arrivals.

Membership Committee Chair

The membership director is the liaison.

The Membership Committee shall be responsible for retention of current members and recruitment of new members.

Article 8, Section 4 of the Bylaws

Membership Committee Chair's Calendar of Events

June

- Call the first full Membership Committee to set goals, recruitment ideas, and retention activities.

July

- Encourage committee members to attend the Hoyt Sherman Place Jazz in July DMWC Membership Appreciation event.

August

- In early August, arrange for calls to be made to all members who have not paid their dues for the current year. Ask those who are not renewing their reason and report findings to the membership director.
- Select a committee member to collect background on any past or present members who pass away during the Club year for a memorial in May.
- Plan the *Evening at the Clubhouse* event for the fall.

September

- Host an *Evening at the Clubhouse* event with refreshments and appetizers.

October or November

- Plan a program to introduce new members in an entertaining manner.

March

- Plan a program to introduce new members in an entertaining manner.
- Start planning the program for Members who have passed away during the past Club year.

April

- Continue with the memorial planning and prepare the script.
- With the CC, prepare a program to hand out during the memorial. This is usually combined with the information for the installation ceremony.

Memorial in May

- Prepare comments on each of the deceased past members to be read during the program.

- Make room arrangements, including a table for the flowers, a large vase, and any AV needed through CC.
- Purchase roses and greenery. There is no rule about the color.
- Ask the president and president-elect to assist by placing flowers in a vase as the names of the deceased are read.
- Select a presenter(s) to make the opening and closing remarks and/or to read the names and comments about the deceased.
- Assign committee members to pass out programs.

Nominating Committee Chairs

The governance director is the liaison.

The Nominating Committee shall consist of a former director as chair and a current director as co-chair, appointed by the president, and three additional members appointed by the chair and co-chair. The committee shall nominate a candidate for each position on the Board of Directors to be filled by election of the membership in April and report this slate of officers to the president and president-elect in March. No member shall hold more than one elected office at any one time.

Article 8, section 6 of the bylaws.

Duties of the Nominating Committee Chairs:

- Remind members about nominating officers and directors in January through the E-Blast, printed nomination forms, and electronic nomination forms.
- Make announcements about nominations after each luncheon in January and February.
- A member of the Nominating Committee shall be ineligible to be nominated for an office during the year the member serves on the Nominating Committee.
- The nominee for the president-elect shall have served one year on the board.
- A director shall have been a member of the Club for one year.
- All candidates nominated shall have consented to serve if elected.
- The president shall give notice of the annual meeting with the agenda and the proposed slate of officers.
- In the event there are nominations from the floor during the annual meeting, the Nominating Committee Chair shall read the names of all candidates for office. The president shall conduct the election.

Past Presidents' Club

Calendar of Events

Summer

The president of the past presidents invites the other past presidents to lunch.

Club Year

The president of the past presidents sends out reminders to other past presidents on the dates they will eat together at a Club luncheon. They will introduce the past presidents after the luncheon.

April

- A formal meeting is held including the reading and approval of the last minutes, a financial report, and discussion of issues of concern.
- The president of the past president presides.
- The secretary reads the minutes of the last meeting, and these are approved. The current secretary takes minutes of the meeting, including a list of the new officers. These minutes are distributed within two weeks to the members. Minutes should be approved by the president before being distributed online and mailed to members who do not use the internet.
- Before the meeting, the secretary should have talked to the president-elect to determine the dates when the past presidents will eat together during the next year so these can be announced at this meeting.
- The treasurer reads her report. The current treasurer collects dues for the next year and records them. The record book is passed on to the incoming treasurer. The current treasurer deposits the dues collected; the new treasurer is responsible for collecting any remaining dues.
- The new treasurer needs to go to the Iowa State Bank and sign documents giving access to the account at the beginning of June. A copy of the minutes naming this individual as treasurer is required by the bank. Before going to the bank, it is a good idea to check on current bank requirements.

New officers start their positions on June 1.

ART EXHIBITION

The president-elect is the liaison.

The Art Exhibition Committee shall have supervision of the annual Art Exhibition. One member shall be appointed each year for a term of three years and serve as Chair the third year. The Chair shall appoint subcommittees as needed.

Article 8, Section 1 of the Bylaws

\$2,500 annual funding of the event is provided by the Kenneth and Shirley Smith Estate.

Art Exhibition Chairs Calendar of Events:

Summer:

- Choose a piece of art that was submitted to the previous year's Art Exhibition and get permission from the artist to use it in all communications and promotions.
- Select a judge and have the Club Coordinator (CC) send a contract to them.

Fall:

- After the dates for the exhibition are set, prepare the brochure, postcard, and poster for publicity with the CC.
- Have information and the online registration on the website.
- Choose musicians for the Sunday Awards Tea and the Gallery Night. Have the CC send contracts.
- Have the CC send brochures and a MailChimp email to the artists who submitted their art in the previous year's AE and other interested community members.

January:

- Create an online volunteer sign up and send it to DMWC members.
- Subcommittee chairs are secured for the Awards Tea, Gallery Night and art intake day tasks.
- Verify there are enough volunteers for each duty.
- Ensure posters are delivered to the HSP delivery list using HSP staff. There is a fee for this service.

February:

- Contact TV and media outlets for interview requests.
- Press releases are coordinated with the HSP and are posted on the DMWC Facebook and other social media sites.
- Confirm with the CC the room set-up, the hours the building will be open, which HSP staff members are responsible for opening and closing each day, and what help is needed by the HSP staff.
- Create People's Choice ballots for professional and nonprofessional voting with the CC.
- Create a postcard with the CC to give to artists on the Sunday Awards Tea.
- Have the CC meet with the HSP staff about hiring bartenders for Gallery Night.

- Proofread the online Google sheet for any duplicates, formatting errors, or misspellings before the registration form and labels are printed.
- The CC will request additional lighting through the HSP staff. This will be charged to the DMWC.

The Week Prior to the Art Exhibition:

- Confirm that there are enough supplies: ribbons, name tags, masking tape, and certificates, etc.
- The CC prints out two registration forms and one label from the online Google sheets document on the Thursday prior to intake day.
- Three copies of the spreadsheet are needed. One for check-in, one for pickup, and one for artwork sold. Only one copy is used to track the works sold.
- Place the Shirley and Kenneth Smith Estate sign by the stairs. This remains up for the duration of the exhibit.

Intake Day:

- Set up two tables. One is for professional entries and one for non-professional entries.
- At each table, tape one registration slips to the upper left corner of the work (have the artist hold up the work), the second is carried with the artwork to the Gallery by the artist.
- As each art is delivered, each name/entry must be checked on the spreadsheet, to confirm it was delivered. Art must conform to the size requirements stated on the brochures.
- Labels for those who don't pre-register are printed on intake day. Those who are not pre-registered are encouraged to sign up online next year.
- Artists can indicate whether their art is for sale. The DMWC receives a 25% commission of each work sold. Sales are recorded in the receipt book; artists are called if their work sells and paintings are marked as sold. If a work is sold, record the sale on the list at the reception desk to aid in the final report.
- A committee member oversees the hanging of art. A team of 3-4 people carry the art to be hung in the respective division rooms.

Judging

- All art needs to be hung before the judge arrives. Turn on additional lighting.
- Judging is done on Saturday.
- Provide the judge with a sheet to write the winners and name of work.
- Winners are called Saturday afternoon or evening.
- Prize checks and certificates are given by the judge at the Sunday Awards Tea or mailed to the artist on Monday.
- The judge will present a program to the Club and guests to discuss those works chosen for recognition prior to the Wednesday luncheon during the Art Exhibition. Have the CC request the HSP Theater for this date.

People's Choice Ballots

- Are available through Friday night and viewers are encouraged to vote.
- Ballots are counted prior to Gallery Night.
- Ribbons are placed on the winning artwork on Gallery Night.

- Winners in both categories are posted on the DMWC website and Facebook site.

The Awards Tea

- The reception is held on Sunday afternoon from 1:00-3:00 PM.
- Cookies, tea, and water are served.
- The judge presents certificates to the top three artists in each group (professional and nonprofessional) plus honorable mention awards.
- Have a table for artists with name tags and a ribbon. The table and guest book are hosted by a volunteer.
- Supplies needed for the Sunday Tea:
 1. Tea bags
 2. A usable and polished silver tea service is chosen by a HSP staff member prior to the Awards Tea.
 3. Polished silver trays for cookies.
 4. Approximately 18 dozen small cookies.
 5. Lemon drops for the tea.
 6. Cocktail napkins, doilies, and small plastic cups for water.
 7. Clean teacups and saucers.
 8. A tablecloth
 9. Flowers that can be used for Gallery Night as well.
- Clean up consists of removing all traces of the food and gathering the tablecloths from both tables. Gather and discard the napkins and other serving material. In addition, run the teacups and saucers in the dishwasher. Hand wash and dry the silver platters and return them to the cabinet in the dining room. This cabinet must then be locked by a HSP employee.

The Week of the Art Exhibition:

- The reception desk is hosted by an HSP employee during the week. Club volunteers will be available to host the exhibition during open hours and HSP events.
- The HSP isn't open on weekends, so art exhibit volunteers are not necessary on Saturday and Sunday.
- The galleries are open to the public for the full week. Audience members from HSP events are encouraged to visit the exhibition and sign the guest book.

Gallery Night:

- On the second Friday of the Art Exhibition, request that HSP staff set up a few chairs around the perimeter of the Gallery and Byers Rooms for patrons to sit during Gallery Night. Also needed will be a round table placed in the SE corner of the Byers room with a tablecloth. You also need a tablecloth for the large dining room table that sits on the eastern wall of the Byers Room.
- An HSP bartender must serve the wine and other refreshments. They will tally the number of drinks sold for DMWC billing.
- Flowers can be purchased for the back of the food table, if necessary.
- Gallery Night is 5:00-7:00 PM.

- 4-5 volunteers are needed to prep serving trays and set up refreshments. Add more volunteers as needed to help with serving and other tasks, including supervising the guestbook and art sales.
- Small appetizers are provided for guests. These snacks need to be replenished throughout the event.
- Clean up consists of removing all traces of the food and gathering the tablecloths from both tables. Gather and discard the napkins, toothpicks and other serving material. In addition, run the last of the glass wine glasses in the dishwasher. Hand wash and dry the silver platters and return them to the cabinet in the dining room. This cabinet must then be locked by an HSP employee.

After the Art Exhibition:

- Buyers are asked to pick up their work on Sunday from 3:00-5:00 PM or Monday morning 8:00 AM-12:00 PM.
- Artists are called on Monday morning to remind them to pick up their art.
- Checks for 75% of the sale are sent to the artists after the sale checks clear.
- Winners and pictures are added to the website.
- Record statistics, number of entries, number of sales, and number of attendees.
- Write an event report and give it to the CC.
- The CC updates Mailchimp mailing list with new emails from the registration list.

SCHOLARSHIPS

The president-elect is the liaison.

The Scholarship Committee shall be responsible each year for awarding Des Moines Women's Club scholarships and the memorial scholarships to recipients selected by the scholarship subcommittees. One member shall be appointed each year for a term of three years and serve as chair for the third year. The chair of the Scholarship Committee shall appoint chairs of the subcommittees.

Article 8, Section 1 of the Bylaws.

The awarding of scholarships for Central Iowa students is a proud tradition which began in 1903 with scholarships to the Cumming School of Art.

Scholarship Chairs and Committee Duties:

- Each scholarship will have a committee and a chair who solicits applications, reviews applications, and selects scholarship winners.
- The chairs should attend the general scholarship committee meetings.
- At least three judges from each committee need to be present when deciding on winners. All three must be present to view the performances/presentations of applicants.
- Scholarship money must be awarded to one individual, not split between multiple applicants.
- A scholarship is only awarded if there is sufficient money in the account based on the rules of each scholarship.
- If there are not any complete applications, the scholarship is not awarded.
- Checks are sent directly to the winners' schools upon receipt of confirmation of enrollment.

Scholarship's Chair Calendar of Events:

July

- The CC sends checks and cover letters to winners' colleges as soon as the schools verify the student's enrollment.
- The Scholarship Committee meets and sets the schedule for the year.
- Find out from the Finance Committee which scholarships have sufficient funds to be awarded.

August

- The Scholarship Committee Chair will host a general scholarship committee meeting.
- Individual scholarship subcommittees will meet to finalize application forms.
- Names for each of the scholarship subcommittee members is provided to the CC for inclusion in the *Yearbook*.
- A member of the Steering Committee updates the scholarship folders in the Club office ensuring funds have been properly sent to the institutions in the name of the recipients and that there is the required documentation in the folders.

September

- At the beginning of the month, create a deadline for submitting scholarship application changes.
- Subcommittees will proofread application materials.
- The CC will post applications to the website by the middle of the month.
- The CC will mail postcards with scholarship information to high schools and colleges in the counties surrounding Polk County.

January

- The deadline for submitting completed applications is at the end of the month.
- The CC prepares a spreadsheet of applicants including first and last names, email, current school, phone numbers, address, and scholarship name.
- The CC organizes applications for individual scholarships and references and passes them on to the subcommittee chairs.

February

- The subcommittees set a date and request a meeting space from the CC to judge applications.
- The Steering Committee approves letters to be sent to the winners.
- Winners need to be selected by the middle of the month.
- The scholarship subcommittee's chairs will notify the scholarship winners by phone.
- The CC sends out winner letters via email and through the postal service with information about the Scholarship Day.
- The CC sends emails to those who did not receive a scholarship.

March

- The General Scholarship Committee meets to plan the Scholarship Day.
- Prepare Scholarship Day Program with the CC and have it printed.

April

- Chairs give the CC the list of hosts for each recipient.
- The CC confirms who will be attending and answers any questions from recipients.
- Prepare scholarship certificates and have them signed by the president and the scholarship chair.
- Confirm the arrangement of the stage.
- Prepare written materials for those assisting with Scholarship Day.
- Select committee members to pass out programs.
- The CC and chair, with input from sub-committee chairs, determine seating and makes a chart showing arrangement of tables for the luncheon.
- Remind members that the time schedule is different on Scholarship Day.
- After the Scholarship Day, host a scholarship committee wrap-up meeting.
- CC sends letters to recipients explaining the procedure for receiving monies.

DMWC Scholarship Award Rules:

- DMWC Scholarships shall be awarded annually by the Des Moines Women's Club to selected high school seniors in the areas of Visual Arts, Instrumental Music, Literature, and Theater Arts. Each scholarship is \$2,000.
- An applicant must be from one of the following counties: Boone, Dallas, Jasper, Madison, Marion, Polk, Story, or Warren.
- The Scholarship Committees shall arrange for the judging and awarding of these scholarships. All monetary awards shall be used toward tuition or fees at an approved school.
- Further requirements will be found on the Women's Club Scholarship application website page.

Memorial Scholarships Rules:

- Funds are administered according to the terms of the last will and testament of the donor, which are found in the files of the individual scholarships in the office.
- The **Liselotte Gurau Memorial Scholarship Fund** shall be administered according to the bequest of the donor. Net income only is to be used for scholarships in health-related fields.
- The **Olive C. Riddell Memorial Scholarship Fund** shall be administered according to the terms of the last will and testament of the donor. Net income only is to be used for scholarships for continuing education in any field.
- The **Lois E. Dell Memorial Scholarship Fund** shall be administered according to the terms of the last will and testament of the donor. The interest only is to be used for scholarships in the field of elementary education.
- The **Rose Lorenz Schwartz Bequest Fund** shall be administered according to the terms of the last will and testament of the donor. The interest only is to be used for scholarships for students (male or female) studying music and/or dance as a declared major or as a component of a Performance Arts Major. One scholarship will be awarded to a high school senior and one to a student currently enrolled in college.
- The **Helen McEwan Memorial Scholarship Fund shall be administered according to the terms of the last will and testament of the donor.** The interest only is to be used for scholarships in the field of elementary education.
- The **Thelma French Kappelman Scholarship Fund shall be administered according to the terms of the last will and testament of the donor.** One-half of the net income shall be used annually to provide a scholarship for a graduating high school senior from a traditional or alternative high school who plans to pursue a college degree.
- **Marjorie O'Braza Memorial Scholarship Fund shall be administered according to the terms of the last will and testament of the donor.** A \$2,000 scholarship shall be awarded to a graduating high school senior (male or female) pursuing a degree in vocal music at a college, university, conservatory, or other institution.
- The **Marjorie O'Braza Memorial Scholarship Fund shall be administered by the Scholarship Committee of the Des Moines Women's Club.** Four \$2,000 scholarships shall be awarded to a graduating high school senior (male or female) pursuing a degree in Science, Technology, Engineering, or Math (STEM).

- **Ann McColley Family Scholarship for Veterinary Medicine shall be administered according to the terms of the last will and testament of the doner.** Applicant must be a female student who is currently enrolled, full-time, in the Iowa State University College of Veterinary Medicine.
- The Board has directed three scholarships be created from monies bequeathed by Shirley Smith to the Club. A \$2,000 **Shirley and Kenneth Smith Memorial Scholarship for Art** shall be awarded to a student currently enrolled in a college or university pursuing a major or minor degree in Art. A \$2,000 **Shirley and Kenneth Smith Memorial Scholarship for Music Education** shall be awarded to a student currently enrolled in a college or university pursuing a degree in Music Education for work in a public or private school, K-12. A \$3,000 **Shirley and Kenneth Smith Memorial Scholarship for Masters Degree in Teaching or Administrative Work** shall be awarded to a full-time or part-time student at a university pursuing a masters of education degree for teaching or administrative work at an elementary school.
- The board has directed two scholarships be created from monies bequeathed by Jayne Sullivan to the Club for scholarships. A \$2,500 **Jayne Sullivan Memorial Scholarship** shall be awarded to students currently attending a college or university who show especial dedication and enthusiasm for a field of study.

Board Designated Assets (DMWC Board designates how gift may be spent)

- General Scholarship
- Smith
- Sullivan

Permanently Restricted Assets (may only spend income; principal may not be spent)

- Gurau
- Kappelman
- McEwan
- O'Braza
- Riddell
- Schwartz

Temporarily Restricted Assets (may spend both principal and interest)

- Dell
- McColley
- Studebaker

2023 Scholarships

- DMWC Theater Arts= \$2,000
- DMWC Instrumental Music=\$2,000
- DMWC Literature=\$2,000
- DMWC Visual Arts=\$2,000
- McColley Veterinarian Medicine x 3=\$6,000
- McEwen Elementary Education=\$2,000
- O’Braza STEM x 4=\$8,000
- O’Braza Vocal Music=\$2,000
- Olive Riddell=\$1,000
- Schwartz High School Performing Arts=\$2,000
- Schwartz College Performing Arts=\$2,000
- Smith Art=\$2,500
- Smith Music Education=\$2,500
- Smith Masters=\$3,000
- Sullivan College x 2=\$5,000

Total=\$50,000

Scholarship Donations:

- The Club may award new or one-time special scholarships. Funds must be donated, and scholarship guidelines approved by the Board of Directors by June 1 of the year prior to the awarding of the scholarship.
- Funds may be donated to increase the amount of a general or memorial scholarship award for one or more years. The funds must be donated by June 1 of the year prior to the awarding of the scholarship. The minimum amount for an earmarked donation is \$250.
- Any gift or memorial contribution to the General Scholarship Fund is welcomed and will be used to fund the Des Moines Women’s Club Visual Art, Theater Arts, Instrumental Music, and Literature Scholarships. The minimum donation only applies to donations earmarked for a particular scholarship.
- A minimum of \$50,000 is required to establish an endowed and named scholarship.
- Bequest should be made as flexible as possible, allowing the Club to specify the amount of the scholarship, the academic specialty, and details about who can apply.

Financial Management

Annual Reports: All reports from department and event chairs will be prepared for the Club Coordinator (CC) and placed in the folder labeled *Annual Reports*. A copy of the report will be provided to the member who is chairing the department or the event the following year.

Authorization of Payment: The chair of each committee must authorize the payment for every expense related to their committee.

Bounced Checks: The bounced check fee is paid by the member.

Budget: An annual budget will be prepared by the Finance Committee each spring and presented for approval by the Board of Directors at the June meeting. The Finance Committee will monitor club spending throughout the club year. In January, the Finance Committee chair will ask club leaders for estimates of income and expenses for their projects for the next club year.

Charitable Donations: Charitable donations from the Club may be requested by submitting the *Application for Charitable Donations* form to the president, treasurer, or Finance Committee chair. The Finance Committee will review and if appropriate, will recommend to the Board of Directors for approval.

Contributions

- **Memorial and Gift Contributions:** Memorial and gift contributions will be added to the General Unrestricted Fun unless otherwise designated.
- **Endowed Scholarship Contributions:** A minimum contribution of \$50,000 is required to have an *endowed named scholarship*.
- **Scholarship Contributions:** Donations of \$500.00 or more may be designated for a specific scholarship fund.

Credit Card

- The Finance Committee may authorize debit/credit card(s) for the DMWC Club Coordinator (CC) and the president with a credit limit of \$3,000. Authorization for card use signatures must be reviewed annually. The Finance Committee will monitor card usage.
- Any charge made on the credit card of \$250.00 or more must be approved by the president or treasurer. The CC should use the club credit card for all Club-related purchases rather than using a personal card and requesting reimbursement.

Deposits: If a deposit contains checks for more than one purpose, the purpose of the check is to be noted to the accountants.

Donations: A letter of receipt and appreciation is to be sent to each person who makes a monetary contribution. The letter is to have the president's electronic signature and contain the

statement that meets the requirement of IRS for deductibility. The statement is “The Internal Revenue Code requires that charitable contributions be substantiated and therefore we need note that no goods or services were provided in return for this gift.” All undesignated donations to the club will be added to the General Unrestricted Fun.

Dues: \$25 of each membership dues will be transferred to the General Scholarship Fund (per by-laws). The president does not pay dues during her year of service.

End-of-Year Procedure: New folders will be established at the beginning of each fiscal year with the data from the previous year being placed in storage and retained in accordance with the Records Retention Policies.

External Audit: A professional external audit will be conducted at least every five years but more frequently if determined by the members of the Board of Directors. (*The most recent professional audit was conducted in 2022*). The audit will be conducted in accordance with generally accepted auditing standards.

Files: Files are to be maintained by the CC. If an invoice contains billing for more than one event or purpose, then a copy is to be made and placed in each appropriate folder.

General Unrestricted Fun:

- It is the financial goal of the Des Moines Women’s Club to create income sufficient to pay for all operating expenses and benevolent donations approved by the Board of Directors. Should Club earnings fall short, funds may be used from the General Unrestricted Fun up to 5% of the three-year rolling fund totals as calculated at the beginning of the fiscal year. There will be no carryover from year to year. If circumstances require spending above the 5% guideline, the DMWC Board will notify the Club membership so that they may attend the Board discussion and make comments.
- If the Club makes a one-time contribution that is more than 5% of the General Unrestricted Fun or causes the total General Unrestricted expenditures to go beyond the 5% allowable cushion, notice will be given 30 days in advance of the board vote so that members may attend the board meeting. This notification is made by an email blast.

In-house Sales: Record each item sold and indicate to which account it will be reported.

Invoices: There must be an invoice with written authorization for payment before a check is written. If the invoice is from a service provider, the invoice must be checked to assess the accuracy of the services.

IRS Forms and Insurance Policies: The IRS form 990 will be retained in the active file for one year. Prior years are retained in Archives permanent files. All insurance policies will be retained in the active file for the entire time each is in effect.

Lunches: Every lunch for which payment is made must be accounted for by comparing the luncheon reservation sheet to the billing from the caterer.

Minutes: An electronic copy of the minutes of the Board of Directors are to be posted on the DMWC website in a timely manner.

Payment of Programs and Events: For any event or program, Club members are to spend only the amount approved in the budget. Any request for additional funds must be made in writing by the chair at least one month prior to the event or program. The request must be submitted to the Finance Committee for review. The Finance Committee will then submit the request to the Board of Directors for action.

Petty Cash: These funds are intended to be used for lunches and any event requiring change. The CC shall be responsible for maintaining the petty cash. A petty cash fund of \$100.00 (\$50.00 for luncheons and \$50.00 for fundraisers) will be kept by the CC in the HSP safe and records maintained for each expenditure from the fund.

Reimbursement: Club members may request repayment for Club related expenses paid by the member by submitting a completed *reimbursement form* with a copy of the receipt to their event or committee chair. All reimbursements over \$100 must have prior approval by the president.

Sale of Products: Items may be sold if the DMWC benefits from the sale and receives a minimum of 10% of the proceeds. A speaker is permitted to display business cards, brochures and items for sale associated with the topic.

Scholarship Funds: A separate folder will be maintained for each scholarship fund which contains the details of the bequest, all scholarships given from the fund, and the portion of earnings credited to the scholarship. The earnings will be updated at the end of the calendar year. The Finance Committee will recommend the scholarships to be offered the next year based on the earnings credited to each scholarship. A scholarship that is not collected by December 31 will be considered null and void and shall be returned to the scholarship fund from which it originated.

Signatures on Bank Accounts: The president, past president, and treasurer will be authorized to sign checks.

Time Sheets: The time sheets are to be completed by the CC, approved by the president, and filed by the accountants. Club employees will be paid at the rate of time and a half for any hours worked beyond forty hours in a single week. Overtime must be approved in advance by the president.

Travel Expense: The form requesting travel reimbursement by the CC will be completed, approved by the president, and filed in the appropriate folder. Request for mileage reimbursement is to be submitted quarterly.

Investment Strategies

The DMWC Investment Strategies document sets out guidelines for investing all funds of the Des Moines Women's Club according to prudent standards.

The primary objective of the Club investment strategy will be the preservation of capital. The second strategy will be income followed by growth.

- Asset Allocation of each investment fund will be approximately 40% in equities (stocks or mutual funds) and 60% in fixed income and cash (bonds, CDs and cash). Over the long term, the portfolio of funds should maintain a low risk profile with this allocation. However, this policy statement recognizes the short-term challenges of adhering to these guidelines (i.e., due to market movements) and as such, periodic rebalancing (i.e., at least annually) is needed. Fixed income and cash funds are laddered across several years to provide funds when they are needed. Investment securities shall be confined to those carrying investment grade rating.
- When the annual Club income is sufficient to cover a deficit in the operating budget, the Board of Directors may authorize the Treasurer to use General Unrestricted investment funds up to five percent of the three-year rolling average of the prior three years' May 31 balances of the General Unrestricted Fund.
- All unrestricted gifts received by the Club will be used for operating expenses.
- Accounting is done on a cash basis where revenue is recorded when cash is received, and expenses are recorded when cash is disbursed.
- Management of all investment funds is a responsibility delegated to the Treasurer and the Finance Committee.

Outside Financial Advisor, Accounting Firm, and External Audit Firm

The Board of Directors, on the recommendation of the Finance Committee, will appoint a financial advisor, an accounting firm, and an external audit firm. Each of these entities must be independent from the Board of Directors, the Finance Committee, and the Internal Audit Committee.

- **Financial Advisor:** The financial advisor will assist the Finance Committee in selecting investment vehicles such as CD's and mutual funds. The financial advisor will report to the Finance Committee each September on the performance of the current investments and recommendations for the future. As of 2022, Tammie Schroeder of Edward Jones was the Club's Financial Advisor.
- **Accounting Firm:** The accounting firm will prepare payroll and submit quarterly all FICA, withholding and Medicare payments. All required state, federal, workers compensation, and income tax forms will be completed in a timely manner. The accounting firm may also perform the day-to-day bookkeeping and monthly reports of the Club at the discretion of the Finance Committee as approved by the Board of Directors. The accounting firm will report to the Finance Committee monthly. As of 2022, Jacobsen and Company was the Club's accounting firm and performed the bookkeeping functions.
- **External Audit Firm:** The external audit firm will conduct an audit of the Club's finances at least every five years, but more frequently if determined necessary by the Board of Directors. The audit will be conducted in accordance with generally accepted

auditing standards. The professional auditor will present a written report of the audit to the Board of Directors and the Finance Committee.

Investment Accounts

General Unrestricted Fund: The General Unrestricted Fund is used, as needed, for the general operation of the Club. The fund started as a consolidation of the Wagner, Beckman, Fagan, and Huie accounts.

Scholarship Funds:

- **Endowed Memorial Scholarship Fund:** This fund is a consolidation of the Dell, Gurau, Kappelman, McEwan, O’Braza, Riddell, and Schwartz scholarship accounts.
- **General Scholarship Fund:** This account is funded by the donations specified for the fund and a portion of Des Moines Women’s Club dues.
- **Open Memorial Scholarship Fund:** This account includes monies from bequests of Ann McColley, Shirley and Kenneth Smith, and Jayne Sullivan.

Monies belonging to different restricted memorial scholarship funds may be co-mingled for investment purposes. Earnings for the individual funds are calculated based on the original percentage of each fund’s balance to the balance of the fund into which it is combined at the time of the merger. Several funds were consolidated in 2008 to improve the Club’s investment potential.

Endowed Art Exhibition Fund: Money from the Shirley and Kenneth Smith bequest is used to subsidize the annual Art Exhibition expenses up to \$2,500.

Studebaker Bequest Fund: This fund is used to present excellent musicians or speakers for the benefit of the Club members and the local community. The Board of Directors designated this fund to be used to subsidize the expenses of Opening Day and May Day programs up to a total of four percent of the balance of the fund as of May 31 of the prior fiscal year.

Investment Guidelines

The following asset classes may be utilized for Funds invested on behalf of the Des Moines Women’s Club:

Cash Equivalents
Treasury Bills
Money Market Funds
Commercial Paper
Certificates of Deposit

Fixed Income Securities
U.S. Government and Agency Securities
Corporate Notes and Bonds
Preferred Stock
Fixed Income Securities of Foreign Governments and Corporations

Equity Securities
Common Stocks
Convertible Notes and Bonds
Convertible Preferred Stocks
American Depository Receipts (ADRs) of Non-U.S. Companies
Stocks of Non-U.S. Companies (Ordinary Shares)
Exchange traded funds

Mutual Funds

- Mutual Funds which invest in securities as allowed in this statement.

Other Assets

- Guaranteed Investment Contracts (GIC)

Stock Exchanges

To ensure marketability and liquidity, investments transactions will be executed through the following exchanges: New York Stock Exchange; American Stock Exchange; and NASDAQ over the counter market.

Prohibited Assets

Prohibited investments include, but are not limited to the following:

- Commodities and Future Contracts
- Private Placements

Options

- Limited Partnerships
- Venture Capital Investments
- Individual Real Estate Properties
- Interest-Only (IO) and Principal-Only (PO) Tranches of CMO's
- Strips
- Bankers' Acceptances
- Repurchase Agreements

Document Management and Retention Policy

Approved by the DMWC Board of Directors, 2019. Original Document Approved January 13, 2010.

Club archives are an essential tool of Club memory. Historically significant records include all records which help members and historians understand the thoughts and goals of club members through the decades of our history. This document is designed to help determine which records should be retained permanently or temporarily. When in doubt we err on the side of retention.

March 2022

EC: Electronic Copy

Copy of date should be made at the end of the fiscal year and retained permanently. Paper copies should not be kept.

- EC Accounts payable ledgers and schedules: 7 years
- EC Accounts receivable ledgers and schedules: 7 years (Retain very old historic financial records which have been kept in the archives.)
- Independent audit reports of accountants: Permanently
- Bank and investment statements: 7 years
- Historic capital stock and bond certificates: historic ledgers, transfer payments, stubs showing issues, record of interest coupon, options, etc.: Permanently
- EC Check register and schedules: 7 years
- EC Checks (including voided checks and stubs, with exception below): 10 years
- EC Checks (canceled, for important payments; i.e., taxes, purchase of property, special contracts, etc. [checks should be filed with the papers pertaining to the underlying transaction: Keep Permanently
- Committee, department and officer reports. Keep Permanently
- Contracts and leases (expired): 7 years
- Contracts and leases still in effect: Keep
- Correspondence, general: 1 club year
- Correspondence (legal and important matters): Permanently
- Depreciation schedules: 10 years
- Donation and bequest records of permanently restricted and temporarily restricted funds: Permanently *It is not necessary to retain records of movement of funds from one investment to another, but keep records of merging separate funds.*
- Donation records, other: 7 years
- [Note: Donation records include a written agreement between the donor and the charity with regard to any contribution, an email communication or notes of or recordings of an oral discussion between the charity and the donor where the representative of the charity made representations to the donor with regard to the contribution on which the donor may have relied in making the gift.]
- EC Duplicate deposit slips: 7 years
- Duplicate records, keep two copies of duplicate records, three copies of yearbooks, cookbooks, and bulletins.
- Employee personnel records: Retain permanently start and stop dates and salary history.

- Employment applications: 1 year
- Expense analyses and expense distribution schedules (includes allowance and reimbursement of employees, officers, etc., for travel and other expenses): 10 years
- EC Financial reports (semiannual from treasurer): 10 years
- Financial statements (end-of-year): Permanently
- EC General ledgers and end-of-year statements: Permanently
- Historical records (records identified as historically significant): Permanently
- Insurance policies (expired): 5 years after expiration
- Insurance records, accident reports, claims, policies, etc.: Permanently
- Inventories of products, materials, supplies: 5 years
- Invoices from vendors: 7 years
- EC Journals: 10 years
- The Handbook: Permanently, keep all major editions
- EC Membership records: keep published lists permanently.
- Minutes of Board of Directors and Executive Committee, including Bylaws and Articles of Incorporation: Keep permanently
- Minutes of committees and departments. Keep 10 years.
- Annual reports from officers and committee chairs. Keep permanently
- EC Payroll records time sheets and cards: 7 years
- Receipt books: 3 years
- Reimbursement requests: 3 years
- Sales records: 3 years
- Scholarship Applications: Shred after award checks have been issued.
- EC Tax returns (990s) and worksheets 1099s for contracted services, and other documents relating to determination of tax liability: Permanently

Bylaws of the Des Moines Women's Club

Adopted March 2023

Article I

Name

The name of this organization shall be the Des Moines Women's Club, also known as the Club in these bylaws.

Article II

Mission

The Des Moines Women's Club enriches members with learning and friendship, helps preserve Hoyt Sherman Place, and supports the arts and education in the community.

Article III

Members

Section 3.1 Any adult interested in the mission of the Club shall be eligible for membership. An applicant for membership shall present an application on the Club's form accompanied by the payment of dues.

Section 3.2. There are two classes of membership: active members who pay annual dues as determined by the Board of Directors (the Board) and honorary life members who pay no dues after fifty years of membership.

Section 3.3. Dues become delinquent September 1. Members not paying dues by September 1 will be dropped from membership without further notice.

Section 3.4. New members paying dues March 1 or after shall be considered paid for the following fiscal year.

Section 3.5. All members shall have a vote at the annual business meeting for the election of Officers and Directors and on any other matter presented to the membership by the Board.

Section 3.6. Twenty-five dollars from the dues of each member shall be allocated for awarding scholarships from the General Scholarship Fund.

Article IV

Meetings

Section 4.1. The lunch meetings of the Club shall be held on scheduled Wednesdays beginning in October and ending in May.

Section 4.2. The annual business meeting of the Des Moines Women's Club shall be held in April; the date and time shall be determined by the Board of Directors and publicized to the members at least thirty days in advance.

Section 4.3. Thirty percent of the Club membership shall constitute a quorum.

Section 4.4. The fiscal year shall begin on June 1 and end on May 31.

Section 4.5. All matters of business which members may desire to bring before the Club shall be first acted upon by the Board, and after Board action may be brought before the membership for a vote if the Board determines such action is needed.

Article V Board of Directors

Section 5.1. The Board of Directors shall include the five Officers, identified as President, President-elect, Secretary, Treasurer, Past President, and four Directors, identified as Membership Director, Program Director, Governance Director, and Decorating/History Director. The Board of Directors shall perform the duties prescribed in these bylaws, detailed in the *Des Moines Women's Club Handbook* (the *Handbook*), and by the parliamentary authority of *Robert's Rules of Order Newly Revised*. The Parliamentarian shall attend the meetings as a non-voting member.

Section 5.2. Reporting Relationships: all Officers and Directors and the Club Coordinator report to the President.

Section 5.3. The Officers and Directors shall be nominated by the Nominating Committee as outlined in the *Handbook*. All nominees must have been a member of the Club for at least twelve months. The President-elect must have served at least twelve months on the Board. An Officer shall serve from June 1 until the following May 31. The Officers and Directors are elected for one-year terms and can be re-elected to the Board for successive terms.

Section 5.4 In the absence of the President, the President-elect shall preside followed by the Treasurer, Secretary, and Past President.

Section 5.5. The **President** shall

- preside at all meetings of the Club, Board of Directors, and Executive Committee
- sign all documents in the name of the Club
- assist the President-elect with the appointment of department and committee chairs and of a Parliamentarian for the coming year
- nominate a replacement for approval by the Board in the event an Officer or Director resigns or is removed from the Board
- facilitate the preparation of the *Yearbook*
- be an ex-officio, non-voting member of departments and committees

- appoint *ad hoc* committees, if needed
- be a voting member of the Hoyt Sherman Place Foundation Board

Section 5.6. The **President-elect** shall

- be an ex-officio, non-voting member of all departments and committees
- be a voting member on the Finance Committee
- appoint committee and department Chairs and a Parliamentarian for the ensuing year
- be a voting member of the Hoyt Sherman Place Foundation Board

Section 5.7. The **Secretary** shall

- record the minutes of the Board of Directors and Executive Committee meetings
- submit the minutes to the President and President-elect for review
- send the minutes to the Club Coordinator for distribution to the Board

Section 5.8. The **Treasurer**, as the Club's financial officer, shall

- oversee the Club's finances
- invest monies as needed in collaboration with the Finance Committee
- verify the accuracy of the Club's accounts
- inform the Board about the Club's financial situation

Section 5.9. The immediate **Past President** shall

- serve as a member of the Executive Committee and Board of Directors
- be a voting member of the Hoyt Sherman Place Foundation Board

Section 5.10. The **Parliamentarian** shall

- attend Executive Committee and Board meetings as a non-voting member
- assist in rulings on points of order and answering parliamentary questions
- conduct the installation of Officers and Directors at the first regular Club meeting in May

Refer to Article VIII of the bylaws and the *Handbook* for detailed Officer/Director responsibilities and authorities.

Article VI

Executive Committee

Section 6.1 **The Executive Committee** shall consist of the President, President-elect, Secretary, Treasurer, and Past President. The Parliamentarian shall attend meetings as a non-voting member.

Section 6.2. The Executive Committee shall conduct the business of the Club that requires immediate attention, including personnel issues, and perform such duties as the Board shall authorize.

Section 6.3. The Executive Committee shall hire a Club Coordinator who shall perform such duties for the Club as identified in the job description in the *Handbook*.

Section 6.4. The Executive Committee shall appoint, when appropriate, an at-large voting member to represent the Des Moines Women's Club for a three-year term on the Hoyt Sherman Place Foundation Board. This action shall be reported to the President of the Hoyt Sherman Place Foundation Board and the Chief Executive Officer of the Hoyt Sherman Place Foundation.

Section 6.5. Meetings of the Executive Committee can be called by the President or by three members of the Executive Committee.

Article VII Duties of the Board of Directors

Section 7.1. The Board shall establish policies and have general supervision over the affairs of the Club. The Board may recommend that a matter of business be brought before the membership as a whole for final action.

Section 7.2. At the discretion of the President and Executive Committee, meetings may be held in person or by any means of electronic communication that permits all persons who are members of the Board and participating in the meeting to both hear and speak. In addition, members of the Board may vote by electronic means on any matter that, at the discretion of the President and the Executive Committee, requires action before the next regular Board meeting.

Section 7.3. Regular meetings of the Board shall be held on designated Wednesdays of each month, with the possible exceptions of the months of July, August, and December. Special meetings of the Board may be called by the President or by a request of three members of the Board and may be conducted through electronic means or in person.

Section 7.4. The majority of the Board shall constitute a quorum.

Section 7.5. If any Officer or Director is absent on three Board meeting days without an acceptable excuse, that person shall be replaced through a nomination of the President and approval of the Board. In the event an Officer or Director resigns, the replacement shall be nominated by the President and approved by the Board.

Section 7.6. Members of the Board shall assist any committee or department chair as assigned.

Article VIII Standing Committees

Refer to the *Handbook* for detailed responsibilities, authorities, and duties.

SECTION 8.1. The **President-elect** is liaison to these committees:

- **Scholarship Committee** shall be responsible each year for awarding Des Moines Women's Club scholarships and the memorial scholarships to recipients selected by the Scholarship Subcommittees. One member shall be appointed each year for a term of three years and serve as Chair the third year. The Chair of the Scholarship Committee shall appoint Chairs of the subcommittees.

- **Art Exhibition Committee** shall have supervision of the annual Art Exhibition. One member shall be appointed each year for a term of three years and serve as Chair the third year. The Chair shall appoint subcommittees as needed.

SECTION 8.2. The **Secretary** is liaison to this committee:

- **Communication Committee** shall be responsible for communications with Club members and the local community.

Section 8.3. The **Treasurer** is liaison to these committees:

- **Finance Committee** shall consist of the elected Treasurer, the President-elect, and three additional members. One member shall be appointed each year for a term of three years and serve as Chair the third year. The committee, in collaboration with the Treasurer, shall invest any monies on hand. It shall be the duty of this committee to prepare a budget for the fiscal year and report it to the Board for approval at its regular meeting in June.
- **Fundraising Committee** shall arrange revenue-generating projects for the year.

SECTION 8.4. The **Membership Director** is liaison to these committees:

- **Membership Committee** shall be responsible for retention of current members and recruitment of new members.
- **Lunch Committee** shall be responsible for Catering, Cashiers, and Greeters.

SECTION 8.5. The **Program Director** is liaison to these committees:

- **Department Program Committees** shall arrange the programs for regular Club days.
- **Club Program Committee** shall complete arrangements for special paid programs. One member shall be appointed each year for a term of three years and serve as Chair the third year.
- **Events Committee** organizes Opening Day and Closing Day and other special event details except for the program.

SECTION 8.6. The **Governance Director** is liaison to these committees:

- **Bylaws Committee** has responsibilities for maintaining the Club's bylaws and shall consider, edit, and correlate wording of amendments and then report the proposed amendments to the Board of Directors for action.
- **Nominating Committee** shall consist of a former Director as Chair and a current Director as Co-chair, appointed by the President, and three additional members appointed by the Chair and Co-chair. The committee shall nominate a candidate for each position on the Board of Directors to be filled by election of the membership in April and report this slate of officers to the President and President-elect in March. No member shall hold more than one elected office at any one time.
- **Internal Audit Committee** composed of three members shall periodically and annually review the financial records of the Club. The committee shall report its findings to the Finance Committee which reviews and then provides a report to the Board. One member shall be appointed each year for a term of three years and serve as Chair the third year.

SECTION 8.7 The **Decorating/History Director** is liaison to these committees:

- **Decorating Committee** is responsible for all house decorations including seasonal and lunch table decorations.
- **Archives Committee** shall be responsible for organizing, cataloging, and preserving the records and documents of the Club. The Chair shall appoint the Historian.

Article IX Amendments

Section 12.1. These bylaws may be amended at any regular meeting of the Board of Directors by a two-thirds vote, provided the amendment has been submitted in writing at the previous regular meeting of the Board. The Board may take final action on or recommend the proposed amendments to the membership. A two-thirds vote of those present shall be considered approval. When major revisions are made to the bylaws, the Board must recommend the proposed amendments to the membership for final approval. A two-thirds vote of those present shall be considered approval.

Section 12.2. A section of an Article in these bylaws or an entire Article if it consists of only one section may be suspended by a two-thirds vote at any regular meeting of the Board of Directors.

Article X Dissolution

In the event it becomes necessary to dissolve the corporation known as the Des Moines Women's Club, all assets and acquisitions of the Club, except monies held in perpetuity for designated scholarships, shall be transferred to the Hoyt Sherman Place Foundation.

Article XI Parliamentary Authority and *Handbook*

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Club may adopt. The duties of elected and appointed positions, as well as procedures to be followed, are available in the printed *Des Moines Women's Club Handbook* as well as on the Club website.

Standing Rules

March 2023

1. Reservations, either regular or permanent, shall be made for all lunches. All members shall pay for their lunches. The deadline for reservations or cancellations shall be determined by the Catering Committee in coordination with the Club Coordinator. Members not using or canceling their reservations by this deadline will be billed for payment.
2. Each member may bring guests to attend meetings or programs of the Club with the stipulation that a guest will be limited to two visits per meeting year. Members must make a lunch reservation for guests by the lunch deadline. Members or guests will pay for these lunches.
3. Soliciting, advertising, or the sale of merchandise, other than for the benefit of the Club, the Hoyt Sherman Place Foundation, or as a part of a speaker's presentation, shall be prohibited at a Club event.
4. Any department, project, or committee Chair desiring publicity for an event shall coordinate it with the Club President and Club Coordinator. All uses of the Club name, logo, and tagline on products must be approved in advance by the Board of Directors.
5. All individual undesignated contributions shall be used for the Club's operating expenses.
6. Distribution of the *Yearbook* or the membership list to non-members shall be permitted only upon the authorization of the Board of Directors.
7. A scholarship shall be considered null and void if not collected within the school year for which it was awarded. Unclaimed scholarship monies shall be returned to the appropriate scholarship fund.
8. The Club shall cover the payment of the dues and lunches for the President during the President's term of office and shall pay for all lunches and Club events for the Club Coordinator.
9. Submission of grant applications in the name of the Des Moines Women's Club must be approved by the Board of Directors prior to any contacts or submissions.
10. A Club member may request approved Board of Directors' meeting minutes, Treasurer's reports, and the Federal Income Tax Return from the Club Coordinator.
11. Each member of the Club shall receive the Des Moines Women's Club Handbook which has the written duties and responsibilities of the positions, committees, and departments. This is also available on the Club's website.

12. Expenditures of a committee or department expected to exceed the budgeted amount must be presented to the Finance Committee for consideration and approval.

Conflicts of Interest
Effective January 2019
Board Approval September 12, 2018

Employees and members are expected to use good judgment, to adhere to high ethical standards, and to avoid situations that create an actual or potential conflict between their personal interests and the interests of the Des Moines Women's Club (referred to as Club).

CONFLICT OF INTEREST

A conflict of interest exists when an employee or member's loyalties or actions are divided between the Club's interests and those of another such as a competitor, supplier or customer. Both a conflict of interest and the appearance of a conflict of interest should be avoided. It is not a conflict of interest to engage in protected concerted activity which includes joining with other employees or members for your mutual aid and protection. An employee or member who is unsure as to whether a certain transaction, activity or relationship constitutes conflict of interest or the appearance of a conflict of interest should discuss the situation with the Club President for clarification.

This policy does not attempt to describe all possible conflicts of interest that could develop. Some of the more common conflicts from which employees and members should refrain, include the following:

- Accepting personal gifts or entertainment from competitors, customers, suppliers or potential suppliers.
- Accepting compensation in any form for public speaking, conducting workshops, honoraria, published works or similar activities for topics related to Club activities, expertise gained in the course of employment or membership with the Club or for activities the Club would normally be engaged to perform without advance disclosure and authorization from Club officers.
- Working for a competitor, supplier or customer while associated with the Club through employment or membership.
- Engaging in self-employment in competition with the Club.
- Having a direct or indirect financial interest in or relationship with a competitor, customer or supplier, except that ownership of less than 1% of the publicly traded stock of a corporation will not be considered a conflict.
- Using Club assets, including computers, or labor for personal use. When an employee's or member's interest is averse to the Club's, the employee will not be authorized to use Club computers or other Club assets that can be used for the employee's or member's personal gain.
- Acquiring any interest in property or assets of any kind for the purpose of selling or leasing them to the Club.

- Committing the Club to give its financial or other support to any outside activity or organization except within the ordinary course and scope of employment or membership.
- Developing a personal relationship with a subordinate employee or member of the Club that might interfere with the exercise of impartial judgment in decisions affecting the Club, its employees, or members.

If an employee, member, or someone with whom the employee or member has a close personal relationship (a family member or companion) or employment relationship with a competitor, supplier or customer, the employee or member must disclose this fact in writing. If an actual conflict of interest is determined to exist, the Club may respond to this perceived conflict as the Club deems is appropriate based upon the circumstances.

Employees or members may pursue and participate in employment or other business activities outside of normal working hours or Club activities provided such arrangement neither creates a conflict of interest nor detracts from performance and/or effectiveness while associated with the Club and provided the employee or member does not offer or provide such services to the Club unless approved by the Club's President.

Any employee who has other employment must disclose such employment to the Club President so an evaluation can be made as to whether a conflict of interest exists. The failure to adhere to this guideline, including the failure to disclose any potential conflicts or to seek an exception, will result in disciplinary action up to and including termination.

Fundraising and Gift Acceptance Policy

All donations solicited on behalf of the DMWC shall be used to further this mission and follow the policies and procedures outlined below.

Fundraising Policy

- Funds shall be solicited in a professional manner.
- Donor designated restrictions on gifts shall be honored.
- The DMWC is a nonprofit 501(c)(3) organization, and contributions made to the DMWC are tax deductible to the fullest extent of the law.
- Written tax receipts shall be issued for all donations. If the donor receives anything in exchange for a donation, such as a dinner or event admission, the tax receipt shall clearly state what portion of the donation is tax deductible.

Donor Acknowledgements

Donors to the Des Moines Women's Club shall receive a formal acknowledgement/ thank you letter and donation receipt as soon as possible but in no event longer than 30 days after making such donation.

Donor Privacy Policy

- Any information supplied to the DMWC by donors will be used solely to fulfill their donation and shall not be shared for any reason unless permission is granted by the donor to share such information.
- The DMWC will publicly acknowledge donors according to their stated wishes unless they request anonymity.
- The DMWC does not sell or share donor lists.
- Donors who supply the DMWC with their postal address and/or email address will be added to the DMWC contact database and may be contacted periodically for solicitation purposes and/or with information regarding upcoming programs and/or events.
- Donors may request to be permanently removed from the mailing list by contacting the DMWC via email, phone or postal mail. All requests to be removed from the DMWC mailing list shall be honored.
- Donors who supply the DMWC with their telephone number may request that they not be contacted for telephone fundraising purposes.

Gift Acceptance Policies

The Des Moines Women's Club may accept the following types of contributions:

- *Cash.* The DMWC may accept outright cash gifts in any amount.
- *Testamentary/Estate gifts.* The DMWC may accept gifts of cash, appreciated stock, saleable personal property, or paid-up life insurance, through testamentary gifts.
- *IRA Required Minimum Distributions.* The DMWC may accept donor's IRA Required Minimum Distribution (RMD) through its IRA management company, Edward Jones, 2600 Grand Ave Suite 212, Des Moines, IA 50312, 515-243-9112.

- *Publicly-Traded Securities.* The DMWC may accept gifts of publicly-traded stocks and bonds at fair market values as determined under Internal Revenue Service rules. Gifts of publicly-traded securities will generally be sold as soon as possible. Such gifts may be transferred to the DMWC through: Edward Jones, 2600 Grand Ave Suite 212, Des Moines, IA 50312. 515-243-9112.
- *Tangible Personal Property.* The DMWC does not receive personal property. Gifts of personal property with historic Victorian validity can be offered to the Hoyt Sherman Place Foundation, 1501 Woodland Avenue, Des Moines, IA 50309. 515-244-0507. info@hoytsherman.org.
- *Life Insurance Policies.* The DMWC may accept gifts of life insurance policies, provided that the policy is paid up and no payment of premiums is required.
- *Real Property.* The DMWC does not accept gifts of real estate.

Designated/Undesignated

Undesignated gifts are preferred, but designated gifts will be accepted when consistent with DMWC mission, supporting core programs and special projects.

Right to Refuse

The Des Moines Women's Club reserves the right to refuse any proposed gift. Gifts to the DMWC may not be directly or indirectly subjected by a donor to any material restriction or condition that would prevent the DMWC from freely and effectively employing the transferred assets, or the income derived there from, in furtherance of its exempt purposes.

Exceptions

Any Exceptions to these guidelines must be approved by a majority vote of the full Board of Directors.

PROPRIETARY INFORMATION

This is a statement of policy between employees and members of the Club regarding confidential and proprietary information.

Employee or member acknowledges and agrees that the association with the Club creates a relationship of confidence and trust between the employee or member and the Club and, as such, the employee or member is a fiduciary of the Club for the preservation and use of all confidential or proprietary information disclosed to or acquired by employee or member in the course of her/his association with the Club and the employee or member may use such information solely for the benefit of the Club and no other person or entity.

Employee or member agrees that her/his knowledge of Club confidential or proprietary information, and any materials on or in which such is stored or reproduced, shall be protected by the employee or member from accidental or intentional disclosure to others and will not use or disclose any confidential or proprietary information or anything related to it without the written consent of the Club except as may be necessary in the ordinary course of performing duties to the Club.

Employee or member agrees upon termination of her/his association, for any reason, to preserve and protect such confidential or proprietary information and not to use such for employee's or member's benefit or the benefit of others except the Club.

The following are deemed to be Club confidential or proprietary information and employee or member is on notice of the duties created by this policy with regards to such knowledge or materials.

- Donor lists and any information associated with the donors or potential donors including but not limited to gifts, pledges, or grant information.
- Member lists and any information pertaining to members.
- Financial statements and financial information of the Club.
- Information regarding suppliers to the Club.
- Business arrangements, plans, methods, marketing plans, strategies, and forecasts of the Club.
- Club-owned or leased computer software.
- Any material or knowledge conveyed in circumstances or by means such that a reasonable person would understand it to be confidential or proprietary material or knowledge, and any material or knowledge conveyed with the express instruction that such is confidential or proprietary information.
- Employee or member may obtain such information to enable her/him to successfully solicit, obtain, and/or service donors or members of the Club as the duties of her/his association may demand and the confidentiality of such proprietary information is necessary to the Club's ability to operate successfully.
- Upon dissolution of association with the Club, regardless of cause, employee or member will immediately return to the Club all documents and other tangible records, and any and all copies thereof, with her/his possession, custody and control containing or reflecting

any information concerning the proprietary and confidential information or any part thereof.

Whistleblower Policy
Effective January 2019
Board Approval September 12, 2018

A whistleblower is defined by this policy as an employee or member of the Des Moines Women's Club (referred to as Club) who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate Club officials are charged with these responsibilities. Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered and other fraudulent financial reporting.

If an employee or member of the Club has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee or member is to contact the Club President.

Whistleblower protections are provided in two important areas – confidentiality or protection against retaliation. When possible, the confidentiality of the whistleblower will be maintained. However, the identity of a whistleblower may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The Club will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Club President or an officer of the Club. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination. A member of the Club who intentionally files a false report of wrongdoing will be subject to discipline including termination of membership.

The Club will fully investigate all complaints/reports of suspected unethical or fraudulent activities. All reports of illegal and dishonest activities will be promptly submitted by the Club President who will be responsible for investigating and coordinating corrective action.

Inventory of Items owned by the DMWC

March 2022

- One Desktop Computer
- One Laptop Computer
- One Tablet
- One I-Pad
- One Printer
- One Office Desk
- One Office Chair
- Christmas Ornaments
- Christmas Trees
- Club Archives

Social Media Accounts and Logo Information

- Web page www.desmoineswomensclub.org
- Email blast via MailChimp
- Facebook facebook.com/dsmwomensclub
- Twitter @des_women



The Des Moines Women's Club's new logo offers a fresh, colorful, and modern look reflective of today's membership. The vibrant circle represents inclusiveness of all types and personalities. The use of multiple colors portrays the variety of lively conversations that occur around the round tables at the Club's weekly lunches. The smaller circles represent the Club's outreach into the greater Des Moines community and the wide variety of topics and programs offered, as well as the many community outreach projects that the Club offers.

Colors (PMS)

dark green: 561

light green: 375

yellow: 604

orange: 7412

dark orange: 173

red: 1797

pink: 240

purple: 2587

medium blue: 7453

Primary: grey – need PMS color used

Secondary: need to select secondary colors and determine their respective PMS

Typography -

Primary Font Secondary Font

*HelveticaNeueLTStd BdCn, HelveticaNeueLTStd Cn, HelveticaNeueLTStd Lt
HelveticaNeueLTStd LtCnO. Imagery*

Annual Business Meeting Script

The president presides at the Annual Business Meeting of the Club on the first Wednesday of April at which officers and directors are elected for the next year. The meeting requires 30% of the membership to be a quorum.

President:

I call the Annual Meeting to order.

_____, Chair of the Nominating Committee, will you please read the list of candidates for offices in the Des Moines Women's Club for the 20__-20__ year.

Nominating Chair:

By virtue of her office, the president-elect will be named as president. [Chair then reads the list of nominees for other positions.]

Are there any further nominations for other offices?

President:

There being no additional nominations (if none), the following people have been nominated for positions in the Des Moines Women's Club for the 20__-20__ year:

President-elect:

Secretary:

Treasurer

Membership Director:

Governance Director:

Decorations/History Director:

Since there is only one nominee for each office, the election will be by voice vote.

[Conduct vote, can do the whole slate at once unless there has been a nomination from the floor.]

I would like to introduce to you the newly elected officers and directors of the Des Moines Women's Club whose duties will begin on June 1, 20_. Please stand where you are seated as your names are read. [Read list of names above.]

I would also like to thank the members of the Nominating Committee for their work (name members).

President: The Annual Meeting is adjourned.

President should have some other activity prepared for the members before lunch.

Installation Script

Installation of Officers/Board Members 20__ - 20 Installing Officer: _

On May 31, the Club will complete its _____th year. I would like to express the appreciation of the Des Moines Women's Club to our retiring president _____. We thank you for your interest in and support of the Club and Hoyt Sherman Place. Past presidents never fully retire. They keep working to continue "Enriching, Preserving, and Supporting Our Community."

The Des Moines Women's Club would like to express our gratitude to the following officers and directors who have completed their terms. Please rise when your name is called and remain standing until all have been introduced:

(Applause)

The following members have been elected as directors or will continue serving as directors for the next year. Please stand as I read your name and remain standing until the oath of office is completed.

Decorating/History Director

Governance Director

Membership Director

Program Director

Do you promise to fulfill your duty as directors of the Des Moines Women's Club and work together in its best interest? (Reply from newly installed directors). Thank you and you may be seated.

(The following officers should come to the podium as their name is read and return to their seat after the oath of their office is completed)

_____, as Treasurer, it will be your responsibility to oversee the Club's finances, invest monies as needed in collaboration with the Finance Committee, verify the accuracy of the Club's accounts, and inform the Board about the Club's financial situation. Do you promise to fulfill these responsibilities?

_____, as Secretary, it will be your responsibility to record the minutes of the Board of Directors and Executive Committee meetings, submit the minutes to the President and President-elect for review, and send the minutes to the Club Coordinator for distribution to the Board. Do you promise to fulfill these responsibilities?

_____, as President Elect, your responsibilities include serving as a voting member of the Finance Committee and serving as an ex-officio member, without vote, of all departments and all other committees except the Nominating Committee. You will also serve as a voting member of the Hoyt Sherman Place Foundation Board of Directors. Your duty, also, will be to assist the president in any way possible. Do you promise to fulfill these responsibilities?

_____, as President, your responsibilities include presiding at all meetings of the Club, Board of Directors, and Executive Committee, signing all documents in the name of the Club, and representing the Club as a voting member of the Hoyt Sherman Place Foundation Board of Directors. In addition, there are other duties too numerous to mention. Do you promise to fulfill the responsibilities of this office?

I now declare the officers of the Des Moines Women's Club duly elected and installed for the 20__ - 20__ year with best wishes and promised support of the entire membership. Congratulations to each of you.

The president makes remarks. Thanks officers.

Gives gavel to the president-elect.

The president-elect makes remarks.

The president-elect gives a medallion to the president. The president-elect returns the gavel to the president. The president declares the meeting adjourned.

Renewal Membership Application

Annual Dues for June 1, 2023-May 31, 2024 will be \$150.00. \$25.00 of this payment will go towards the General Scholarship Fund and is tax deductible. In order to become or remain a member in good standing, annual dues must be paid by September 1, 2023.

Name:

Home Address:

Home/Cell Phone Number:

Email Address:

Emergency Contact Name and Phone Number:

Your past/current profession and/or areas of interests or skills:

_____ I give permission to have my photo used for purposes of the Des Moines Women’s Club.

Please mail your completed application and the \$150.00 annual dues to Des Moines Woman’s Club, Hoyt Sherman Place, 1501 Woodland Avenue, Des Moines, IA 50309, *or* complete the application and pay online at www.desmoineswomensclub.com

As a reminder, your membership dues only cover a portion of the DMWC’s operational costs. Please consider making a donation online or include it with your completed renewal application form.

Always happy to support our Club! My donation: \$100_____ \$50_____ \$25_____ Other_____

| | |
|--|---|
| Paying by enclosed check _____ | |
| Paying by credit card – please provide information: | |
| CREDIT CARD | <input type="checkbox"/> DISCOVER <input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX |
| CARD NUMBER | _____ |
| EXPIRATION DATE | _____ SECURITY CODE _____ |
| MAIL TO: DES MOINES WOMEN’S CLUB, Hoyt Sherman Place, 1501 Woodland Avenue, Des Moines, Iowa 50309 | |

Committee Reports

Committee:

Club Year:

Chair:

Co-Chair:

Committee Members:

Date(s) of Meetings:

What the Committee Accomplished:

What worked well?

What would you change?

Suggestions for next year.

Department Reports

Department:

Club Year:

Chair:

Co-Chair:

Committee Members:

Date(s) of Meetings:

Speakers and Presentations Considered:

Speakers and Presentations:

Amount Spent for Each Presentation:

What worked well?

What would you change?

Suggestions for next year.

Fundraising Report

Fundraising Event: _____ **Date(s)** _____

Chair(s): _____

Event Profit: \$ _____ (Check with Club Coordinator for the final total amount)

Volunteers:

Hours Worked: (estimated)

Report Completed by: _____

Date: _____

Request for Reimbursement

Name:

Address:

City, State, Zip Code:

Date:

Description, Price, and Reason for each Purchase (Receipts must be attached):

Chair of the Committee or Department:

Signature of the Chair of the Committee or Department:

Date:

Club Coordinator

Job Description

Status: Part-time

Reports to: President, Executive Committee

FLSA Status: Hourly

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works with the president on all matters
- Acts as liaison between the Des Moines Women's Club members and Hoyt Sherman Place staff.
- Manages all activities related to weekly Club days: reservations and cancellations, speaker, audio/visual arrangements, caterer coordination, and set up of cashier and information tables.
- Assist department/committee chairs to produce and/or procure promotional materials for Club activities, including letters, brochures, posters, media ads, and flyers.
- Perform other duties as assigned by the president.

KNOWLEDGE AND SKILLS

- Knowledge of general office practices and procedures.
- Skill in using Microsoft Office, Excel, Canva, MailChimp, Square Space, and other programs as needed.
- Must be a self-starter who can set work priorities, meet deadlines, and operate with minimal supervision.
- Flexibility in performing a wide variety of tasks with accuracy and speed under the pressure of time-sensitive deadlines.
- Courtesy in providing outstanding service to Club members.
- Discretion in confidential matters.
- Can work harmoniously with a wide range of people.
- Clear and accurate written communication skills.
- Experience in maintaining paper and electronic filing systems.
- Ability to reconcile monthly expenses and income and communicate with an accounting firm.
- Willingness to learn policies and procedures, the roles of elected officers, and the day-to-day operations of the Hoyt Sherman Place facility.

ESSENTIAL PHYSICAL REQUIREMENTS

- Sufficient clarity of speech and hearing to be able to communicate effectively.
- Sufficient vision to be able to produce and review a variety of reports and related materials in both electronic and hard copy.
- Sufficient manual dexterity to be able to access relevant materials and operate a keyboard.

- Sufficient mobility to be able to transport materials and equipment and to climb stairs.
- Sufficient strength to lift thirty pounds.

EDUCATION AND EXPERIENCE

- Five years of progressively responsible administrative work or equivalent in office management is preferred.
- B.A. degree preferred, with coursework in business administration or finance.
- Additional coursework in communications and marketing is useful.