

TABLE OF CONTENTS

Article	Description	Page
1.0 - 1.6	Awards and Scholarships	1-5
2.0	Committees	5
3.0 - 3.7	Endorsements	6
4.0 - 4.14	Finances	6-8
5.0 - 5.4	Nominations and Elections	8-9
6.0 - 6.4	Board Meetings	9
7.0 - 7.8	Board of Director Duties	9-19
8.0 – 8.3	Policy Manual	19
9.0	Gamma Chapter Calendar	19-20
10.0-10.08	Corporate Sponsorship Program Policy	20-21
11.0-11.6	Social Media Policy	22-24

1.0 AWARDS AND SCHOLARSHIPS

A. Awards Committee shall include previous year's Mary K. Petersen Memorial Merit Award winner as Chairperson, current President, current Past President, a Past President, and the Committee Coordinator. (1-3-03)

(1) If no new Mary K. Petersen awardee is named than the most recent recipient will stay on as Awards Committee Chairperson. (8-19-15)

B. Awards in all defined categories will be presented at Awards and Installation Banquet. (2-8-11)

1.1 President's Awards

A. The President shall select award recipient(s). (2-8-11)

B. Recipient(s) will be recognized with an award or gift with a value determined by the budget.

C. The recipient(s) shall uphold and display high professional standards and leadership skills. (3-4-04)

1.2 Mary K. Petersen Memorial Merit Award

Qualifications shall be:

A. The Mary K. Petersen Memorial Merit Award is the highest award presented by the Gamma Chapter. Candidate must be a current member of Gamma. (2-14-85)

B. Only one award may be presented each year. (2-8-11)

C. Minimum of eight years of Active, Associate, Life, or combination thereof, membership in Gamma. (1-3-02)

D. The recipient shall uphold and display high professional standards and leadership skills. (3-4-04)

E. Candidates must meet at least five of the criteria listed below with emphasis on contribution to the Gamma Chapter: (1-4-07)

(1) Actively served on a Gamma Committee, minimum of three years;

(2) Chaired a Gamma Committee, minimum of three years;

- (3) Exceeds expectations of a Gamma Chapter officer, minimum of two years;
- (4) National officer, minimum of one year;
- (5) Published articles and/or have given three or more presentations on the recreation and leisure services profession.
- (6) Introduced new ideas/programs, which have had a positive impact and/or influence on the Gamma Chapter.

F. Must be prior recipient of the Helen Green Memorial Citation Award. (1-3-02)

G. Recipient will be recognized with a professional plaque. (2-8-11)

H. An individual may receive this award one time only. (12-14-89)

1.3 Helen Green Memorial Citation Award (12-13-90)

Qualifications shall be:

A. Minimum of five years Active, Associate, or Life Membership, or combination of the aforementioned, in the Gamma Chapter. (2-8-07)

B. More than one award may be presented in the same year. (12-14-89)

C. Candidates shall meet at least three of the criteria listed below: (1-4-07)

- (1) Actively served on a Gamma Committee, minimum of three years;

- (2) Chaired a Gamma Committee, minimum of two years;

- (3) Exceeds expectations of a Gamma Chapter Officer, minimum of one year; (1-4-07)

- (4) Introduced new ideas/programs, which have had a positive impact/influence on the Gamma Chapter; (1-4-07)

- (5) Previous recipient of two Gamma Service Awards. (1-4-07)

D. The recipient shall uphold and display high professional standards and leadership skills. (3-4-04)

E. Recipient(s) will be recognized with a professional plaque. (2-8-11)

F. An individual may receive this award one or more times. (12-14-89)

1.4 Service Award

Qualifications shall be:

- A. Minimum of one year of Active, Associate, Friend of Gamma, or Life Membership, of the aforementioned in the Gamma Chapter. (2-8-07)
- B. More than one award can be presented per year. (2-8-11)
- C. Candidates must meet at least two of the criteria listed below during the current President's term: (1-4-07)
 - (1) Performed a commendable job as a Gamma Chapter Officer, committee chair or member; (1-4-07)
 - (2) Performed a commendable job conducting a Gamma Chapter program or activity; (1-4-07).
 - (3) Introduced new ideas/programs, which have had a positive impact/influence on the Gamma Chapter. (1-4-07)
- D. The recipient(s) shall uphold and display high professional standards and leadership skills. (1-4-07)
- E. Recipient(s) will be recognized with a professional plaque. (2-8-11)
- F. An individual may receive this award one or more times. (1-4-07)

1.5 Outstanding Contribution during First Year of Service

Certificates may be presented to recognize the efforts of new members.

- A. Nominations will be made to the First Vice President or Committee Coordinator and will not be included on the Awards Nominations Form.
- B. More than one award can be distributed per year. (2-8-11)
- C. Recipient will be recognized with a certificate of recognition. (2-8-11)

1.6 Scholarships

- A. Women in Leisure Services California Regional Scholarship – When approved by the Board, Gamma Chapter will contribute to the WILS California Regional Scholarship, which is presented at the California and Pacific Southwest Recreation and Park Training Conference. In addition, the Gamma Chapter will take the lead in contacting other WILS Chapters in California to ask for their contribution to the costs of the scholarship, and also coordinating the scholarship with CPRS. Gamma will not proceed with

scholarship contribution without the full participation of the Delta and Alpha Chapters unless the current board votes otherwise. (1-9-11)

B. Gamma Chapter Scholarships: (1-4-07)

(1) Qualifications shall be:

- a. Live, work, or attend a school in the Gamma Chapter boundaries.
- b. Be enrolled as an undergraduate or graduate student at an accredited College or University.
- c. Major in Recreation and Leisure Services or a closely related field.
- d. Currently carry a 2.5 or greater grade point average.
- e. Enrolled in a minimum of six semester units, or the quarter equivalency in a undergraduate program. Enrolled in a minimum of three semester units or the quarter equivalency in a graduate program. (2-8-11)

(2) A non-specific number of scholarships will be given to qualified applicants to be determined by the Scholarship Committee and the availability of funds determined by the Board. (2-8-11)

(3) Recipients receiving a scholarship will have their first year membership or membership renewal paid for by the Chapter upon receipt of membership application. (1-4-07)

(4) Certificates of recognition and membership applications will be provided to all scholarship recipients. (2-8-11)

C. Dolores E. Thompson Memorial Scholarship Sponsored by Gamma Past Presidents

(1) This scholarship will be given annually in the amount contingent upon contribution from Gamma Past Presidents and other donors. (9-11-13)

D. Corporate Sponsored Scholarship

(1) This scholarship will be given annually in the amount contingent upon private corporations and/or businesses' donations. (1-4-07)

(2) The scholarship will be given in the donor's name provided the contribution is \$500 or greater. (2-8-07)

- (3) Scholarship donations less than \$500 will be incorporated into the Gamma Chapter Scholarship. (2-8-07)

E. Professional Recognition (9-15-15)

- (1) Qualifications shall be:
 - a. Applicant must be an active member of WILS –Gamma Chapter.
 - b. Be employed in a full-time or part-time capacity in the field of recreation, leisure services, or a closely related field.
- (2) Nominations will be reviewed by the Scholarship Committee on a quarterly basis.
- (3) The recipients of Professional Recognition may apply for a Student Scholarship within the same year.
- (4) Gamma members may only receive one award per fiscal year.

2.0 COMMITTEES

- 2.1** Ad Hoc Committees may include any of the following, but are not limited to, as determined by the Board; Awards and Installation Banquet, Bylaws, Scholarship, Educational Programs, Finance, Fundraisers, Publicity, Scholarships, and Social Events. (9-11-13)
- 2.2** When National events are held within Gamma's jurisdiction, the Gamma Chapter shall provide assistance to the National Board as requested by the National President. (1-4-07)
- 2.3** Any Committee Chairperson may attend a Board of Directors meeting. If however, a chairperson is requested to give a report, the First Vice President or Committee Coordinator shall notify them with ample notice. (2-8-11)
- 2.4** It shall be the responsibility of each committee chairperson to maintain an electronic record on a USB furnished by the Board. This will be turned over to the Committee Coordinator, or the First Vice President. (2-8-11)
- 2.5** The Publicity Chairperson shall present the President with a pictorial notebook of her term of office as a gift from the Chapter at the Awards and Installation Banquet. (2-8-07)
- 2.6** For details of the Committee Chair's responsibilities, refer to the Committee Chair Handbook. (2-8-07)

3.0 ENDORSEMENTS

- 3.1** The Chapter shall not endorse any candidate running for any professional organization office without approval of the Board of Directors. (3-14-02)
- 3.2** Candidates running for any professional organization office shall not be permitted to address the participants at any Gamma Chapter sponsored activity. (2-8-07)
- 3.3** Printed material or e-mail from a candidate running for any professional organization office outside Gamma Chapter shall not be permitted. (2-8-07)
- 3.4** Committee chairs shall not endorse any for profit or nonprofit agency without approval of the Board of Directors. (9-25-91)
- 3.5** Use of chapter stationery is for the sole purpose of Chapter or National business. (2-8-07)
- 3.6** No member of the Chapter shall presume to speak for the Chapter unless specifically authorized by the Board of Directors. (9-25-91)
- 3.7** Members shall only use the Chapter's mailing list or e-mail list for official Chapter or National business, unless specifically authorized by the Board of Directors. (2-8-07)

4.0 FINANCES

- 4.1** The fiscal year for the Chapter shall be June 1 to May 31. (9-11-13)
- 4.2** The Finance Committee shall include the current and past Finance Chair, Committee Coordinator, President, First Vice President, and newly elected and past Treasurer. (9-11-13)
 - A. Mid-year review will be conducted in January with three members of the financial committee in attendance who are not currently listed on the official bank signature card. (2-8-11)
 - B. The annual year-end review shall be conducted in June by three (3) members of the Finance Committee who are not currently listed on the official bank signature card. The newly elected Treasurer will be invited to attend. In order to achieve a quorum of three (3) eligible members, the Finance Chair may appoint a general member to the Finance Committee. The Finance Committee will submit a report to the Board upon completion of their review by the next board meeting. (2-8-11)
 - C. The Board approved proposed budget shall be submitted to the membership

for review prior to the Annual Business Meeting, which is the first general membership meeting of the fiscal year. (9-13-07)

- D. The Chapter's Board approved proposed budget shall be presented by a member of the Finance Committee at the Annual Business Meeting in accordance with Bylaws. (10-23-13)
- E. Upon ratification at that meeting, the proposed budget shall be considered adopted. (8-9-90)
- F. The purpose of a Financial Review is to designate members to examine and verify financial accounts to determine accuracy and appropriate use of expenditures and revenues, and to suggest changes to the Chapter's Policy as it pertains to the Finance Committee. The review also includes submitting a report or statement to the Board of Directors as it relates to following inspection of:
 - (1) Appropriate use of the Chart of Accounts on or before the May Board meeting.
 - (2) Receipts to determine if they have been recorded on Expense sheets and in the official check ledger.
 - (3) Deposits to determine if they have been recorded on Revenue sheets and in the official check/savings ledger and/or savings account.

4.3 Membership dues are for the fiscal year and shall be due and payable between April 15 and August 1 of each year. Memberships shall become delinquent on August 1. Delinquent members shall be considered as inactive and shall not have the right to exercise any membership privileges. (10-23-13)

A. New members' dues submitted after March 1 shall be applied to the upcoming fiscal year. (3-14-02)

B. New membership dues shall be \$45 which includes a pin. Renewing members shall pay \$35. (2-8-11)

C. Membership Fee Distribution:

	Chapter Fee:	National Dues:
Active	\$ 35	\$ 15
Associate	\$ 30	\$ 5
Life Member	\$ 0	\$ 0
Friend	\$ 25	\$ 0

4.4 The Chapter's checking, savings and money market accounts shall have the President, First Vice President and Treasurer listed on the official signature card. Only one signature shall be required on checks for the expenditure of funds. Each signer on account will have a bank card, which must be surrendered at the end of office term. (10-23-13)

- 4.5 Federal Tax Identification number for Women in Leisure in Services, Chi Kappa Rho, Inc. Tax ID # 95-6005987, 501c(6) ID# 31-04023. (2-8-11)
- 4.6 The Chapter shall maintain a minimum balance of \$2,500 in operating reserve funds as a line item so the Chapter may continue to operate during time of major emergency. (9-25-91)
- 4.7 All invoices relating to Chapter functions and activities shall be submitted to the Treasurer with a Financial Request Form and receipt or invoice within fourteen (14) days of the event or purchase. (5-12-93)
- 4.8 There shall be no refunds for cancellations made after a registration deadline stated on a chapter meeting/reservation flyer. (3-8-11)
- 4.9 Those who make a reservation for an event without payment, and fail to attend the event, shall be billed by the Treasurer. (3-8-11)
- 4.10 Solicitations or acceptances of gifts, contributions, rebates or grants from organizations or individuals, may be permitted with the approval of the Board of Directors. (4-11-85)
- 4.11 The Chapter budget shall provide for one half of all expenses of the National Delegate to attend meetings as required by the National Board with the other remaining half paid for by the National Board. (9-13-07)
- 4.12 All non-budgeted expenses must be pre-approved by the Board of Directors. (9-25-91)
- 4.13 Committee members responsible for reservations shall submit accumulated funds to the Treasurer weekly, accompanied by a Financial Request Form. Cash shall not be mailed, it must be hand delivered. (3-19-14)
- 4.14 All expenses and revenue shall be handled as outlined in the Chart of Accounts. (9-13-07)
- 5.0 NOMINATIONS AND ELECTIONS**
- 5.1 The Nominations and Elections Committee shall make every effort to secure qualified candidates for each office. Exceptions may be granted with Board approval. (3-19-14)
- 5.2 The Nominations and Elections Committee shall list the First Vice President as "First Vice President/President-Elect" on the ballot. (2-14-85).
- 5.3 The National Delegate, who serves a two (2) year term, shall be a past President

or have served a minimum of three (3) years on the Board of Directors. If no member meets the criteria or is willing to serve, an active member can be appointed by the President with Board approval. (3-19-14)

- 5.4** The Committee Coordinator and the Publicity Chairperson shall be appointed to the Board of Directors prior to the May Board meeting. The Committee Coordinator shall be considered a voting member. (3-19-14)

Please refer to Bylaws, Article II, for more information of election of officers.

6.0 BOARD MEETINGS

- 6.1** The Board of Directors shall meet a minimum of eight (8) times during the organizational year. Special meetings may be called by the President with the majority approval of the Board of Directors. (9-13-07)
- 6.2** The Secretary shall send the agenda, past minutes and financials the week prior to each meeting. (3-19-14)
- 6.3** Members of the Board of Directors shall report planned absences to the President one week prior to the meeting date. (9-13-07)
- 6.4** All incoming and outgoing Board of Directors shall attend a Transitional Board Meeting in June designated as a training workshop to exchange organizational information. (9-13-07)

7.0 BOARD OF DIRECTORS DUTIES

- A. Term of office is one year with the exception of Treasurer and National Delegate which are two year terms. The Presidential Series is three one year terms (1st Vice President, President, and Past President). (10-15-14)
- B. All officers shall maintain electronic files on a USB drive which will be collected at the June Transitional Meeting. The President will upload all the files to the Gamma Hard Drive and redistributed to the incoming Board. (11-13-15)
- 7.1 President**
Duties shall be:
- A. Call and conduct the Transitional Board Meeting, following the Installation and as part of the June Board of Directors meeting, for the purpose of orienting new board members. (3-14-02)

- (1) Provide a copy of the current Bylaws and Policy Manual to the Board

of Directors by the first Board meeting of the year in June. (9-25-91)

- B. Coordinate dates as much as possible with other professional organizations to avoid scheduling conflicts. Distribute the calendar and proposed budget to all Board Members. (3-19-14)
- C. In preparation for the Annual Business Meeting, ensure that each member receives information including: (3-8-11)
 - (1) The Annual Business Meeting notice; (3-8-11)
 - (2) The proposed annual budget, which should also reflect the previous year budget and year-end fiscal report (as of May 31), with any pertinent comments or information;
 - (3) The calendar of chapter activities for the coming year;
 - (4) If appropriate, a copy of newly revised Bylaws and/or Policy Manual; and (5-12-93)
 - (5) Membership goals for the upcoming year. (3-19-14)
- D. Preside at all meetings of the organization including Board of Directors and general membership meetings and special events. For meetings other than Board of Directors meetings, coordinate meeting agendas and protocol with the First Vice President or Committee Coordinator. Consult with Secretary regarding Board of Directors meeting agendas and minutes. (3-14-02)
- E. Act as Board of Directors liaison for the National Luncheon and the Bylaws committees. (3-19-14)
- F. Acknowledge the transition of Active Members to Life Member status as appropriate. Ensure that Life Members receive a Life Member gift. (3-14-93)
- G. Per budget allocations, coordinate the annual Life Member recognition at the Holiday Breakfast. (3-8-11)
- H. Per budget allocations, coordinate the annual Past President's recognition at the Holiday Breakfast. (3-8-11)
- I. Compose a presidential message for the chapter newsletter. Consult with Board as necessary regarding newsletter content or topic recommendations. (3-19-14)
- J. Per budget allocation, purchase gifts for outgoing officers and committee chairs to present during the Awards and Installation Banquet. (11-1-07)

- K. Provide information to the Awards Committee Chair on the person(s) to receive the annual President's Award(s) in the form of a plaque or gift determined by the President, which will be presented at the Awards and Installation Banquet. (3-8-11)
- L. Review and update Policy Manual and Bylaws biannually, on alternating years. (3-19-14)
- M. Maintain a record of Chapter's Policy Manual and Bylaws.

7.2 First Vice President/President-Elect

Duties shall be:

- A. Consult with and advise the President on programs and events for the coming year. (3-19-14)
- B. Act as Board of Directors liaison for the educational program meeting chairpersons, which includes but is not limited to general membership meetings, the Annual Business Meeting, Educational Workshop, and Scholarships. (3-19-14)
 - (1) Provide guidance to Educational program chairs and the President, develop topics and agendas, approve speakers, approve publicity and recognize speakers and meeting hosts as appropriate. Review and approve all contracts as needed before contracts are signed. (3-19-14)
- C. Serve on the Finance Committee. (5-12-93)
- D. Coordinate with Committee Coordinator to prepare the following information concerning: flyer preparation and approval, distribute Committee Chair Procedure Manual and Handbook program arrangements, program budget, corporate sponsorship/solicitation guidelines, maintaining the committee notebook and where and when to obtain the mailing list. Forms to be included are requests for Financial Request Form and Meeting Summary Report. (3-19-14)
- E. For the Awards and Installation Banquet, choose the installing officer. Work closely with the President and Second Vice President who chairs the Installation Banquet to organize the program agenda and script. (11-1-07)
- F. On behalf of the membership, present outgoing President with a plaque. (3-8-11)
- G. On behalf of the Board of Directors, coordinate and purchase a gift for the

outgoing President. (3-19-14)

H. As President-Elect, following election of officers for the upcoming year, these duties shall be undertaken:

- (1) Select a Committee Coordinator, to serve on the Board of Directors, and make the appointment prior to the installation. (1-99)
- (2) Appoint committee chairs to serve in the presidential year, as needed. (3-19-14)
- (3) In coordination with the Committee Coordinator, prepare and distribute the Membership Renewal Form and Committee Interest Form to members. Membership Renewal Form and Committee Interest Form should be sent out by April 15. Refer information from member responses to the newly elected First Vice President for preparation and planning. (3-19-14)
- (4) Consult with incoming Board members and designate the annual Board meeting schedule and meeting location. Provide this information to Board Members. (5-12-93)

7.3 Second Vice President

Duties shall be:

- A. As Membership Chair, establish membership recruitment goals with the Board of Directors. (5-12-93)
- B. Update, publish and distribute the Chapter Membership Application by April 15 and Membership Brochure by August 1. (3-19-14)
- C. Initiate contact with prospective members by providing a brochure and application. Follow up with persons who have shown interest in the past or are non-renewing members. Keep track of all contacts and indicate the status of each. (3-19-14)
- D. After ensuring applicant meets membership qualifications, present all Applications to the Board and submit membership information and payment to Treasurer. (It is important to note that the Board's role is to accept membership recommendations made by the Second Vice President). (11-1-07)
- E. After presentation to the Board, send a congratulatory letter, a welcome letter from the current National President and follow up with a phone call to the new member. Invite the new member to the next Gamma activity. Produce a list of new members to be introduced at each Chapter event throughout the year.

- Present the new member with a packet which will include: membership pin, Certificate of Membership, National Directory and Chapter Bylaws and Policy Manual. (3-19-14)
- F. Send new member information to Secretary for inclusion in the chapter mailing list, to the Publicity Chairperson for publication and to the First Vice President and Committee Coordinator for committee assignments. Also, check that new members are receiving chapter correspondence. (3-19-14)
 - G. Maintain the member Chapter Involvement data file and make it available to the Awards Committee Chair by March 31. (11-1-07)
 - H. Create and maintain a file, which is separated by membership categories and "In Remembrance", and send completed roster to National Delegate. Add new member information as it becomes available. (4-10-08)
 - I. Maintain inventory of National Pins and Membership Certificates, and request membership packets as needed from National Delegate. (5-12-93)
 - J. Chair the Awards and Installation Banquet. Work closely with the First Vice President (President-Elect) and Awards Chair to select facility and theme. Coordinate program, agenda and budget with Awards Chair and Scholarship Chair. Recognize all new members in attendance. (4-10-08)
 - K. Coordinate and conduct the dues renewal process. The dues renewal period runs April 15 through July 31. (3-19-14)
 - (1) Send dues renewal forms to all Active, Associate, Post Professional and Friends of Gamma members by April 15. Include, as a separate item, the Chapter Membership Update Form. Although Life Members are not sent dues invoices, they should receive a Chapter Membership Update Form. For a better response, avoid combining this mailing with any other chapter business. (3-19-14)
 - (2) Prepare a master list of members sent renewal notices and record dues payment as received. (5-12-93)
 - (3) Review any non-renewed memberships by July 15 and send reminder notices to appropriate members. Members not paid by August 1 will not be included in the National Directory. Members not renewed by August 1 are considered inactive or non-member status, and are ineligible for further member services until membership dues are received. Notify non-renewed of their inactive status.

- L. Coordinate with the incoming and outgoing Treasurers throughout the dues renewal period to achieve a high member retention through follow-up contact with late renewing and non-renewing members.
- M. Create Gamma Directory formatted with National template and forward to Gamma Board members by October 1. (5-17-11)
- N. Assist new members with networking and chapter involvement. (5-12-93)

7.4 Secretary

Duties shall be:

- A. Record minutes for all Board of Directors meetings and the Annual Business Meeting, which is the first general membership meeting of the year. Record in the minutes the attendance and the absence of each Board of Directors member at all Board of Directors meetings. (5-12-93)
- B. In coordination with the President, distributes an agenda and refreshment schedule for the Board meetings. (4-10-08)
 - (1) Finalize agenda with President. (4-10-08)
 - (2) Electronically distribute Board minutes and agenda the week prior to scheduled Board meetings and to members upon request. (5-12-93)
- C. Provide hard copies of agenda, minutes, and monthly financial report to all Board Members at scheduled Board meetings. (5-17-11)
- D. Maintain an up-to-date file of Board approved minutes filed in chronological order. Records are kept and passed along to the next Secretary. (3-19-14)
- E. Serve on the Bylaws Committee. (5-12-93)
- F. Maintain an up to date record of the Chapter's Policy Manual and Bylaws. (11-1-07)
- G. Work with Second Vice President to maintain and keep the chapter membership distribution list up to date.
 - (1) Submit to Publicity Chair a request for member contact updates to be included in Gamma Gram. (4-10-08)
 - (2) Provide mailing labels promptly when requested by officers, committee and program chairs, or others as the Board directs. (Requests for the membership mailing list or labels for other than chapter business must be approved by the Board). Mailing labels may

only be requested one month prior to each mailing in order to insure the most current addresses are included. (6-7-11)

- (3) Include National Board and Corporate Sponsors in the mailing list. (11-1-07)

H. Draft correspondence as directed by the Board of Directors. (4-13-90)

I. At the discretion of the Board, and on behalf of the membership, recognize major life events of members such as retirement, birth of a child, marriage, etc.

J. Provide hardcopy forms and chapter stationery in notebook and in electronic form. (11-1-07)

7.5 Treasurer

Duties shall be:

- A. Position will commit to a two year term. (6-7-11)
- B. In collaboration with the outgoing Treasurer, maintain bank accounts as necessary, and change signature cards/debit cards to reflect the incoming officers; President, 1st Vice-President, Treasurer. Signature cards need to be effective by June 30. (3-19-14)
- C. The Treasurer shall attend the Finance Committee meetings and is not a voting member on this Committee. Her role at the meetings is to: (5-2-16)
 - (1) Assist in providing information needed to conduct any financial review, and
 - (2) Develop a budget based on any input that may be provided by the Finance Committee.
- D. Receive, deposit, and maintain appropriate records for all funds of the organization. (5-12-93)
 - (1) Contact program or committee chairs as needed to remind them to send accumulated funds weekly, accompanied by a Financial Request Form. (5-12-93)
 - (2) If unable to personally receive funds from the program or committee chair at the event itself, ensure funds will be forwarded in a proper (no cash USPS) manner within 1 monthly banking cycle. (6-7-11)

- (3) Prepare and make deposits within 1 banking cycle. (6-8-11)
- E. Make payments to cover organizational expenses in accordance with the approved chapter budget, and subject to the review of the Board of Directors. (5-12-93)
- (1) All requests for invoice payment, reimbursement for expense, or cash advancement must be accompanied by a completed Financial Request Form. (5-12-93)
 - (2) All non-budgeted expenses must be approved by the Board of Directors prior to payment. (9-25-91)
 - (3) All requests for payment must be submitted prior to May 30. (3-19-14)
- F. Reconcile the bank statement with the financial statement each month. (9-25-91)
- G. Collect an Event Summary Form from each program or committee chair at event conclusion. Coordinate with the First Vice President or Committee Coordinator as necessary if the Event Summary Form is not received within 5 working days. Keep summaries on file for three (3) years. (1-99)
- H. Prepare and electronically submit to the Board of Directors a written monthly financial statement the week prior to scheduled Board meetings. (1-99)
- I. Prepare and submit to the Board of Directors in February a Mid-Year Review of revenues and expenditures from June 1-December 31. Consult with the Board to revise year-end projections as necessary. (1-99)
- J. Prepare a Year-End-Report, which summarizes all revenues, expenditures, account balances, a budget comparison, and membership status in each category. This document is filed under Year-End Reports, and is maintained in perpetuity in chapter records. Retain information from external hard drive. (4-10-08)
- K. The Treasurer must submit Gamma Chapter's prior year's budget to the National Treasurer no later than June 1 to allow the National Treasurer to include the information on the 990 form submitted to IRS. (5-2-16)
- L. The Treasurer will obtain a current copy of the 990 IRS form from the National Treasury by November 1, and include this information in the Chapter's Policy Manual. (5-2-16)

- M. Submit National dues, the Gamma Directory and the National Invoice with form to the National Treasurer for all appropriate membership categories, upon request of National Delegate. (4-10-08)
 - (1) For the Mid-Year National Dues payment, Gamma includes a listing of only new members along with the National Invoice. (4-10-08)
- N. Maintain three (3) previous years of chapter finance records. (1/99)
- O. Maintain a current list of all Corporate Sponsors that have made their Corporate Sponsorship payment.
- P. WILS National's Federal EIN (Employer Identification Number) 51-0179398, and our Chapter's CA California Entity Number of C0758639 in our Policy Manual. (5-2-16)

7.6 Past President

Duties shall be:

- A. Assist the President during the transition into office. (5-12-93)
- B. Act as parliamentarian during Board of Directors meetings. (5-12-93)
- C. Serve as Chair of the Nominations and Elections Committee. (5-12-93)
 - (1) Make every effort to secure two candidates per office and present proposed slate to the Board of Directors for approval by the February Board meeting. (5-12-93)
 - (2) Distribute election ballots to the membership by March 15, and conclude the election by April 1. (5-12-93)
 - (3) Contact all candidates and Board of Directors with results as soon as the election has concluded. After all candidates and the Board of Directors have been notified, the election results may be submitted for the weekly emails and may be announced at a Gamma event or meeting. (5-12-93)
- D. Serve as Corporate Sponsorship Chair.
 - (1) Recruit Corporate Sponsors for the Chapter,
 - (2) Administer the Corporate Sponsorship program.
 - (3) Ensure that all Corporate Sponsors are greeted and recognized at each Gamma Chapter activity.

- (4) Ensure that written Gamma materials, fliers, etc. acknowledge and include the Corporate Sponsors with logo.
 - (5) Ensure Corporate Sponsors receive monthly correspondence; which may include but is not limited to: Gamma Grams, flyers, and marketing opportunities in a timely fashion. (1-20-16)
 - (6) Ensure that all corporate sponsors receive invitations with two complimentary tickets to the Annual Awards and Installation Banquet.
 - (7) Select a corporate sponsor recognition gift to be presented at the Awards and Installation Banquet; this is in addition to the engraved plaque or perpetual clock. (6-7-11)
- E. Work with Scholarship Chair to obtain annual contributions for scholarship award(s). This includes soliciting and collecting donations from Past Presidents and Life Members for the Dolores Thomson Memorial Scholarship. (6-7-11)

7.7 National Delegate

Duties shall be:

- A. Position will commit to a two (2) year term.
- B. Represent Gamma Chapter on the National Board. Report on Chapter and National concerns and report input from the National Board, the Gamma Board or the Gamma membership regarding organizational concerns as requested or as needed. (11-1-07)
- C. Attend National Board meetings as designated by National Board. (11-1-07)
- D. Prepare reports as directed by the National Board per its Policy Task Manual. Present these reports to the Gamma Board for their review. (11-1-07)
- E. Submit information and articles for the National newsletter, "The Connection." Chapter President or officer shall review prior to final submittal. (11-1-07)
- F. Shall see that updated chapter labels are forwarded to the National Board upon their request.
- G. Ensure that the chapter receives the Helen I. Pontius nomination papers from the Chair of the National Committee.
 - (1) Coordinate with the Gamma President on the preparation and

- submittal of nomination packet to the Committee Chair. (3-14-02)
(2) Seek Gamma Chapter member for the nomination of the Helen I. Pontius Award. (11-1-07)

7.8 Committee Coordinator

Duties shall be:

- A. Working in conjunction with the First Vice President, act as Board of Directors Liaison for social program chairs. (3-19-14)
- B. As Board of Directors liaison, attend initial committee planning meetings to ensure committees are working within the goals and objectives of the Board and of the organization; to provide consultation and communication between the chairs and the Board of Directors.
- C. In collaboration with the First Vice President, prepare and distribute the Chair Procedure Manual and provide electronic version. (11-1-07)
- D. In collaboration with the Board or Directors, begin to secure dates for committee events at the June Board Meeting. (11-1-07)
- E. Compile a master list of members interested in serving on various committees. Share the list with the Board of Directors for disbursement to committee chairs by August 1st. (4-10-08)
- F. Conduct Committee Chair meeting by the end of July. (1-20-16)
- G. Act as Chair for the Bosses Day event. (1-20-16)

8.0 POLICY MANUAL

- 8.1 Gamma policies shall not be in conflict with the policies established by Women in Leisure Services, Chi Kappa Rho, Inc., National. (9-25-91)
- 8.2 The Board of Directors shall review and update the Policy Manual every two years. (11-1-07)
- 8.3 Chapter policies may be changed at any time with a simple majority vote of the Board of Directors. (4-11-85)

9.0 GAMMA CHAPTER CALENDAR

- June 1 Fiscal year begins. (3-19-14)
- Sponsor recruitment begins. (3-19-14)

- July 1 All programs for current year are identified and scheduled.
(3-19-14)
- Committee Interest Form distributed to members for the upcoming program year (President-Elect). (3-19-14)
- August 1 Dues renewal period ends. (3-19-14)
- Dues reminder notices sent to members not renewed by August 1 (Second Vice President) (3-19-14)
- Membership Recruitment Brochure ready for distribution to members and interested professionals (Second Vice President). (5-12-93)
- August 31 Deadline for members to be included in the National Directory. (6-8-11)
- National Directory Updates sent to National for publication, including only those members whose dues are paid for the upcoming year (Treasurer/Second Vice President). (5-12-93)
- Dues paid to National (Treasurer). (5-12-93)
- October 1 Sponsor recruitment ends. (3-19-14)
- March 15 Gamma Election ballots distributed to members (Past President). (5-12-93)
- Begin consideration of Helen I. Pontius Award candidates. (5-12-93)
- Begin nomination process for National Board Officers. (5-12-93)
- April 1 Gamma election concludes. (5-12-93)
- April 15 Dues renewal begins. (1-20-16)
- May 31 Fiscal year ends. (3-19-14)

10.0 CORPORATE SPONSORSHIP PROGRAM POLICY

- 10.1** A Corporate Sponsor is defined as a business, service, consultant or professional which is asked to participate in the corporate sponsorship program as outlined in this policy. Under the direction of the Past President, the Corporate

Sponsor fee shall be used to help finance Gamma Chapter activities throughout the fiscal year. (11-1-07)

- 10.2** The Corporate Sponsor shall be recognized at all Gamma Chapter functions as a Corporate Sponsor and will receive written and verbal recognition. The Corporate Sponsor will also be recognized at the Annual Awards and Installation Banquet and shall receive a Certificate of Recognition and two complimentary dinners to the Annual Awards and Installation Banquet. (11-1-07)
- 10.3** Donations to offset the expenses of a specific event are not considered as corporate sponsorship and shall not receive the same recognition as the Board designated corporate sponsors. These donors are, however, recognized for their contribution only at the specific event for which the donation was solicited. (11-1-07)
- 10.4** The existing corporate sponsorships remain in effect as long as their sponsorship payments have been made to Gamma Chapter in accordance with the schedule outlined in this policy. Any corporate sponsor that fails to meet the payment schedule may be eliminated as a corporate sponsor for Gamma Chapter in favor of a new corporate sponsor.
- 10.5** A Corporate Sponsorship shall cover the time period of one year, June 1 through May 31 of the following year. (3-19-14)
 - A. Corporate Sponsors shall pay an annual fee of \$400, which is due by October 1. (3-19-14)
 - B. Corporate Sponsors are not officially recognized until payment is received. (3-19-14)
- 10.6** The Corporate Sponsorship is designed to improve the quality of program speakers, and to improve the quality of the events or supplement scholarships.
- 10.7** Selection Process:
Corporate Sponsors shall be selected according to the following criteria:
 - A. Long-time Gamma supporters.
 - B. Support the Mission of the Gamma Chapter.
- 10.8** Establish a List of Corporate Sponsor Benefits and Exposure:
 - A. The Corporate Sponsor shall be recognized at all Gamma events, on the Gamma website, Gamma Gram, and all marketing materials with the company name and/or company logo.

11.0 SOCIAL MEDIA POLICY

EFFECTIVE: 03/20/13

REVISED: 11/18/15

11.1 Purpose:

The purpose of this policy is to create guidelines for the establishment and use of social media sites representing the Women in Leisure Services (WILS), Gamma Chapter. This policy provides guidance to designated members and affiliates of WILS that are authorized to post information or create pages on social media websites on behalf of WILS. This policy is a “living” document that will continually be evaluated and updated to reflect changing technology, the Gamma Chapter’s experience using social media, and its effectiveness.

When posting on social media websites or other social networking channels on behalf of WILS, designated members and affiliates are serving as the voice of the Gamma Chapter. Therefore, all posting shall be done in accordance with the guidelines set forth below. The absence of, or lack of, explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guidelines exist, members should use their reasonable judgment and take the most prudent action possible and consult with the existing Board of Directors.

11.2 Applicability:

This policy applies to all users and visitors to the WILS Gamma Chapter social media sites. The chapter’s social media sites are a means of communication between the Gamma Chapter and the public. The Gamma Chapter reserves the right to remove any content that is posted on its social media site in violation of this policy.

11.3 General Policy:

Comments on any and all WILS social media sites that contain any of the following are prohibited:

Comments not related to the particular social media article;

Profane language or content;

Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;

Sexual content or links to sexual content;

Content that promotes pornography, obscenity, indecency, or other material offensive to prevailing community standards or persons of ordinary sensibilities;

Promotion of adult-oriented businesses;

Content that contains religious messages or images, or advocates or promotes religious beliefs;

Conduct or encouragement of illegal activity;

Information that may tend to compromise the safety or security of the public;

Content that violates a legal ownership of any interest; and

Comments containing specific or imminent threats.

The Gamma Chapter is authorized to restrict or remove any content that is deemed in violation of the above-listed prohibitions or any applicable law.

This policy may be revised at any time.

11.4 Social Media Definition:

For the purpose of this policy, the following terms are defined as provided below:

Social Media Site: a social media site that WILS establishes and maintains and which it has control over all postings, except for advertisements or hyperlinks by the social media site's owners, sponsors or partners. WILS social media sites shall supplement, and not replace, the Gamma Chapter's required notices and standard methods of communication.

Comment: response to WILS social media site content submitted by a commentator.

Post: information, articles, pictures, videos, messages or any other form of communication that is published on a social media site.

Social Media: forms of electronic communication (as websites for social networking and blogging) through which users create online communities to share information, ideas, personal messages, and other content. Examples of social media sites include, but are not limited to, Facebook, MySpace, YouTube, Twitter, Vimeo, Flickr, Instagram and LinkedIn.

11.5 General Provisions:

The best and most appropriate use of social media generally falls into two categories:

Marketing/promotional outlets which increase the Gamma Chapter's ability to broadcast its message to the widest possible audience; or

Methods for disseminating time-sensitive information as quickly as possible (e.g., emergency information).

All Gamma Chapter social media site accounts will clearly indicate they are maintained by the Board of Directors, will contain the WILS logo, and will retain the image or branding of the program being presented.

11.6 Procedures:

Prior to creating a Gamma Chapter social media site, the Board of Directors should consider the need and value of a chapter site versus relying on the Chapter Website.

In addition to the Publicity Chair, the President, Secretary and Committee Coordinator should have access to Gamma Chapter social media site.

The Gamma Board member(s) who is assigned to maintain and monitor a Gamma Chapter social media site shall immediately contact the WILS Gamma President or her designee to ensure that password(s) are revised and other appropriate actions are taken when needed.

Those designated and authorized to post items on a Gamma Chapter social media site shall review, be familiar with, and comply with the social media site's use policies and terms and conditions.

Those designated and authorized to post items on a Gamma Chapter social media site should abide by the following guidelines:

Be responsible – posts and comments are quickly noticed in the social media environment. Always be careful and considerate.

Be timely – the Gamma Board member(s) assigned to social media should review the Chapter's social media sites at least once each week to ensure that posts and content are current and accurate.

Be cautious – do not publish any material that is confidential. Never comment on anything related to legal matters or personnel issues without first consulting with the Gamma Board of Directors.

Be judicious – use good judgment in responding to a post or comment. Engaging any person posting in an argumentative or offensive manner should be avoided.

Admit mistakes – be upfront and quickly correct any mistakes made on a Gamma Chapter social media site. Notify the Board of Directors designee immediately.

POLICY MANUAL



**GAMMA CHAPTER
Women in Leisure Services
Chi Kappa Rho, Inc.**

*WILS National's Federal EIN (Employer Identification Number) 51-0179398,
Gamma's CA California Entity Number C0758639.*

Revised: 4-15-16