

VISTAS FOR CHILDREN STANDING RULES AND POLICIES

I. Obligations of Membership

1. Good Standing Status

All members of Vistas for Children, Inc. (“Vistas”) are required to maintain Good Standing status at all times. Good Standing status is achieved by paying dues on or before the designated deadline and fulfilling all other membership requirements before June 30th. (See attached Membership Responsibility Chart, incorporated in its entirety in these Standing Rules and Policies “Standing Rules”) for membership requirement details.) Good Standing status is required in order to vote, continue membership, and be appointed to a chair position and/or be slated for an office.

2. Meeting Attendance

- a. Attendance at all General Meetings is mandatory for all Provisional and Active members.
- b. A member may make a request to the Standards Officer, in writing, to be excused from attending General Meetings. In such cases the Executive Board (“Board”), in its sole discretion, may excuse such members from all or part of the attendance requirement for such a period as determined by the Board.

3. Membership Classification Declaration

Membership classification must be declared, in writing, for the following year to the Membership Vice President no later than May 31st.

4. Financial Obligations

- a. All members pay annual dues that include membership fees. Specific financial requirements, by membership classification, are found in the Membership Responsibility Chart.
- b. Membership dues may be raised only by approval of the Board and the Membership by majority vote.
- c. Any approved increase in dues shall be noticed, in writing, to be effective for the following fiscal year.

II. Governance

Vistas shall be governed by the Board which is responsible for holding regular meetings, and whose members shall serve without compensation and maintain no material conflict of interest with Vistas.

1. Executive Board

The Board positions are: President, President-Elect, Past President, Philanthropy Vice President, Membership Vice President, 1st and 2nd Vice Presidents of Fundraising, Marketing Vice President, Recording Secretary, Treasurer, Junior Vistas Officer, Sponsorship Officer, Publicity/Social Media Officer, Standards Officer, Auction Chair and Alumni Liaison Officer.

a) **President**

The President shall provide leadership and direction, preside at General Meetings and Board Meetings and be liaison to community organizations. The President acts as a nonpartisan member and votes only in the event of a tie. In the event the President is unavailable to preside, the order of temporary succession shall be President-Elect, Philanthropy Vice President, then Membership Vice President. The President will supply the membership with the annual calendar. The President will follow-up on dues not received by Sept. 1. All Vistas' responsibilities are at the ultimate discretion of the President.

b) **President-Elect**

The President-Elect shall assist the President when requested. She shall prepare the agenda and reminders for all meetings and preside over meetings in the event the President cannot do so. She shall chair the Nomination Committee and present slate of officers to the membership for final vote. She shall serve as President in the year following expiration of the President's term.

c) **Past President**

In the fiscal year immediately following her tenure as President, the President shall serve on the Board in the capacity of Past President. She shall provide guidance as needed to the Board and the organization as a whole. She shall sit on the Grant Review Committee.

d) **Philanthropy Vice President**

The Philanthropy Vice President shall organize philanthropic drives and oversee the Chosen Family Directors. She shall also schedule speakers (past or potential future funding recipients) for General Meetings. With the President's approval, she shall select a Grant Review Committee and chair that Committee. The Grant Review Committee shall recommend to the Board the recipients of funds raised during the fiscal year.

e) **Membership Vice President**

The Membership Vice President shall maintain membership standings, provide leadership and direction to the Provisional class, (oversee the Provisional Class and preside over Provisional Meetings if applicable), and will track provisional attendance and obligation fulfillment. She will supply the membership with Vistas' Bylaws, Standing Rules and keep a record of attendance which she will also report to Standards within 24 hours of the meeting. The Membership Vice President will report to Standards Officer, and the President, on dues received by September 1st. The

Membership Vice President will also work with the Social Director and have a welcome get-together for the provisional class and will chair the Prospective New Member Coffee, and other new member events.

f) **1st and 2nd Vice Presidents of Fundraising**

The 1st and 2nd Vice Presidents shall be responsible for over-seeing the fall and spring fund raisers, respectively, as determined by the Board and shall serve as Chairpersons of such events.

g) **Marketing Vice President**

The Marketing Vice President shall be responsible for the image presented to the public. This person will review all collateral (printed and digital) to ensure it conforms to Vistas' standards and style, and is free of typos, errors and inconsistencies. She shall work with the President, Vice Presidents of Fundraising, Publicity and Sponsorship to develop and implement a marketing plan. She will select an assistant and oversee the production of a monthly, digital newsletter.

h) **Recording Secretary**

The Recording Secretary shall be responsible for taking minutes at Board Meetings and General Meetings, record voted actions at General Meetings and send out the General Meeting & Board minutes in a timely manner.

i) **Treasurer**

The Treasurer shall be the custodian of all Vistas' funds and shall be responsible for the accounting of all general Vistas' revenues and expenses. She shall authorize payment from approved *Payment Request Forms* in accordance with the Budget. She shall collect all money (except relating to the fall and spring fundraisers). She shall be responsible for all checks and drafts. The Treasurer shall be responsible for writing and sending checks to the recipients of Vistas' funds. Two signatures shall be required on all checks. The Treasurer shall procure all necessary insurance coverage for Vistas. She shall obtain local and state permits as deemed necessary by law. The Treasurer shall prepare a year-end financial statement for the Board and Membership. The outgoing Treasurer shall chair the Budget meeting for the fiscal year following her tenure. The treasurer will report dues payment to Membership on an as received basis.

j) **Junior Vistas Officer**

The Junior Vistas Officer shall be the head of Junior Vistas. She shall preside over all Junior Vistas' meetings and chair all Junior Vistas' fundraisers. She shall oversee disbursement recommendations of the Junior Vistas' Philanthropy Fund, which will then be presented to the Board for approval. She shall sit on the Grant Review Committee.

k) **Sponsorship Officer**

The Sponsorship Officer shall solicit contributions for Vistas. She shall secure sponsors and ads for the fall and spring fundraiser. She shall select and oversee a committee to achieve these goals. She is responsible for all the Thank-You correspondence to sponsors. She shall sit on the Grant Review Committee.

l) **Publicity/Social Media Officer**

The Publicity Officer shall be responsible for writing and placing press releases and arranging for calendar listings (both print and digital) in local publications relating to Vistas' fundraisers and other activities. She shall arrange press coverage at our events. She shall be responsible for a social media campaign and can select a social media director to assist.

m) **Standards Officer**

The Standards Officer shall ensure that all Members are fulfilling their obligations and shall work with the Membership Vice President as well as the President to follow-up on dues not received by September 1st. The Standards Officer shall provide membership standings directly to the membership by providing a notebook with that information at every general meeting. This will be followed by another form of correspondence (email or phone call), for those unable to attend a meeting.

n) **Auction Chair**

The Auction Chair serves as the lead for the silent and live auctions held during Vistas fall and spring fundraisers. She reports to the 1st and 2nd Vice Presidents of these events. She sits on the board as a voting member. Her responsibilities include but are not limited to: leads the auction committee in gathering and tracking donations; works with the Treasurer and financial committees tracking the donations; ensures items are ready for bidding, uploading to online bidding site; ensures Tax ID thank-you notes are written to both the donors as well as the winning bidders in a timely manner (the Corresponding Secretary may assist with this); is the liaison to the Auctioneer.

o) **Alumni Liaison Officer**

The Alumni Liaison Officer shall keep the Alumni members informed about current Vistas' programs, socials and fund-raising events.

2. **Executive Committee**

The members of the Executive Committee are the President, President-Elect, Past-President, Philanthropy Vice President, Membership Vice President, and Treasurer. The Executive Committee shall transact emergency business or any business deemed appropriate by the Board. The proceedings of the Executive Committee shall be reported to and ratified by the Board at the next Board meeting.

3. Committee Directors

The Committee Directors may include, but are not limited to: Hospitality Director, Fall Fundraising Event Financial Director, Spring Fundraising Event Financial Director, Historian, Database Administrator, Social Director, Chosen Families Director, Corresponding Secretary, Recording Secretary Assistant, Website Administrator, Auction Systems Coordinator, and Grant Writer. They are non-voting advisory members of the Board.

a) **Hospitality Director**

The Hospitality Director shall coordinate refreshments and coordinate meeting hostesses, as needed. She will designate a theme for meetings, if desired and as needed.

b) **Fall Fundraising Event Financial Director**

Subject to paragraph 7 of Article V, the Fall Fundraising Financial Director shall be responsible for the accounting of all revenues and expenses related to the event. She shall collect all money for the event including, but not limited to, reservations, sponsorship monies, and raffle ticket sales. She shall train and supervise the event cashiers. She shall supervise a committee to count all funds collected from the event. This committee shall meet within 3 days after the event. The Fall Fundraising Financial Director shall determine vendor payments (including payments owed to live and silent auction facilitators as well as boutique vendors) and report said amount to the Treasurer for disbursement.

c) **Spring Fundraising Event Financial Director**

Subject to paragraph 7 of Article V, the Spring Fundraising Financial Director shall be responsible for the accounting of all revenues and expenses related to the event. She shall collect all money for the event including, but not limited to, reservations, sponsorship monies, and raffle ticket sales. She shall train and supervise the event cashiers. She shall supervise a committee to count all funds collected from the event. This committee shall meet within 3 days after the event. The Spring Fundraising Financial Director shall determine vendor payments (including payments owed to live and silent auction facilitators as well as boutique vendors) and report said amounts to the Treasurer for disbursement.

d) **Historian**

The Historian is responsible for compiling a souvenir/memory album of photos and press/publicity articles of all Vistas social and fund-raising events. Presents the album to the President at the June meeting.

e) **Database Administrator**

The Database Administrator shall maintain and update the membership database. She will also assist the President and others as needed.

f) **Social Director**

The Social Director plans all Vistas' meetings and social events for the fiscal year and is responsible for ensuring that each event is financially self-sufficient.

g) **Chosen Families Director**

The Chosen Families Director chairs and oversees the Chosen Family program. She selects the recipient families for the fiscal year and is responsible for all aspects of gift giving to the families. When possible, she will record the gift-giving with photos and writings.

h) **Corresponding Secretary**

The Corresponding Secretary shall send condolence, congratulatory flowers or notes to Vistas members and write thank you notes at the President's request.

i) **Recording Secretary Assistant**

The Recording Secretary Assistant shall assist the Recording Secretary as needed and shall serve as her replacement when the Recording Secretary cannot attend meetings.

j) **Website Administrator**

The Website Administrator is responsible for keeping the Vistas website maintained and updated.

k) **Auction Systems Coordinator**

The Auction Systems Coordinator is responsible for understanding the Auction Pay program and overseeing its use at fund-raising events. She shall also assist the Treasurer at the fund-raising events.

l) **Grant Writer**

The Grant Writer is responsible to research and apply for all applicable grants. In addition, she is responsible to complete the Morgan Stanley Grant application along with supporting documentation, to be submitted no later than end of November. This particular grant application will be received via email in October.

- 3.1 **Standards Review Committee** This Committee is comprised of the President, Membership Vice President and Standards Officer. The Committee is responsible for the maintenance, interpretation and enforcement of the Standing Rules. If the Committee believes that a Member is in breach of The Standing Rules, the Committee shall give such Member fifteen (15) days' written notice of the time and date of hearing on such breach and an opportunity to be heard, either orally or in writing, by the Committee. If, after consideration, the Committee determines that the Member is in breach of The Standing Rules, the Committee shall either (a) suspend the Member for a period of time, in the sole and absolute discretion of the Committee, or (b) recommend, to the Executive Committee, that the Member be removed as a Member.

III. Nominations and Elections

1. A Nominating Committee shall be appointed by the Board prior to the March meeting. The Nominating Committee shall consist of at least five (5) Members; three (3) from the Executive Committee and two (2) from the Active Membership. If there are not three (3) members of the Executive Committee available to serve on the Nominating Committee, other Board members will be asked to serve in order of succession. The Nominating Committee shall provide all Provisional and Active members with a nomination form, at the February meeting, in order for the Membership to make recommendations and nominations to the Nominating Committee for positions on the Board, and Committee Directors, for the next fiscal year. The Nominating Committee shall present its slate of candidates at the April General meeting for discussion and election.
2. The incoming Board and Committee Directors may be elected by the adoption of the slate. This election may take place by a show of hands or by ballot. If there is more than one candidate for an office, both candidates will be listed on the slate and the office shall be elected by majority ballot.

IV. Financial Matters

1. Approval by the Board is required to enter into most contracts and to adopt or change budgets, policies, activities, programs or projects under the auspices of Vistas. The Board may delegate this authority to the extent allowed by the Bylaws and these Standing Rules. Requests for Board approval must be in writing, can be submitted only by a Board member, and should be submitted by the Committee Director of jurisdiction. Requests involving any expenditure should be submitted with a budget in a form satisfactory to the Board.
2. Any expenditure resulting in an increase of more than \$200 to an approved budget item must be authorized by the Board, except that the Executive Committee may alone approve a single expenditure of up to \$1,000 without approval of the Board.
3. The Executive Committee may authorize unbudgeted expenditures up to \$1,000 in any fiscal year and may authorize contracts having a term of less than 30 days, without approval of the Board.
4. Any request requiring an unbudgeted expenditure, or an increase to an approved budget item, of more than \$1,000 must be submitted for approval by the Board and be accompanied by a recommendation from the Treasurer.
5. Vistas' accounting records shall be kept utilizing the funds method as a basis of accounting. Vistas shall maintain its records in accordance with generally accepted accounting principles.
6. Reasonable and necessary expenses incurred while performing Vistas responsibilities are reimbursable to the extent that adequate supporting documents and *Payment Request Forms* are submitted to the Treasurer. Payment Request Forms must include the signature approval of the affected Committee Director or a Board member. Reimbursable expenses include only amounts deemed necessary to the performance of committee responsibilities and do not include items such as meeting refreshments, committee thank you gifts or parties or payment for outside services in lieu of performance of such duties by committee members. Mileage incurred while serving Vistas is not reimbursable.

V. Miscellaneous

1. In order to coordinate underwriting requests, to the extent possible, the Financial Directors of the Fall and Spring Fund-raising Events shall share information about solicitations for donations of money, sponsorships, in-kind donations, etc.
2. In connection with gifts or donations received from donors, Vistas, may be required under the Internal Revenue Code, the applicable Treasury Regulations or by the Internal Revenue Service, to provide to any such donor the applicable tax forms or statements to verify or support the charitable donation, including, as needed, a written disclosure statement containing a description and good faith estimate of the value of any goods or services that the contributor will receive in connection with the event, and which are included in the price paid. The determination of value for tax purposes and the sufficiency of the disclosure shall be the responsibility of the Treasurer and approved by the Board.
3. Money raised by Vistas' events and other contributions/donations shall be maintained in its General Fund. A separate Designated Funds bank account shall be established if and when a donation is made to be used solely for a specific purpose.
4. In order to maintain its tax-exempt status, Vistas shall not participate in or intervene in any political campaign (including the publishing or distribution of statements) on behalf of (or in opposition to) any candidate for public office, nor shall a substantial part of its activities consist of carrying on propaganda, or otherwise attempting to influence legislation.
5. Vistas shall not become involved in the endorsement or promotion of any persons, products or services without the approval of the Board.
6. The Vistas membership list is proprietary and confidential. Except as provided by law and/or in the Bylaws, the membership list may not be disclosed to or used by any member, non-member, or group without the specific written consent of the Board.
7. Annual fundraising activities are subject to change, at the sole and absolute discretion of the Executive Committee, during periods when in-person events are not practicable.

VI. Modification

The Board may, at any time without prior notice, amend, repeal or add to these Standing Rules.

VISTAS FOR CHILDREN MEMBERSHIP RESPONSIBILITY CHART

MEMBERSHIP CLASSIFICATION	RESPONSIBILITIES/FINANCIAL COMMITMENT	ELIGIBILITY REQUIREMENTS
PROVISIONAL <ul style="list-style-type: none"> Attend Provisional Meetings Attend all General Meetings unless excused May not vote at General Meetings, must be present May be elected as a Committee Director Attend all fundraising events 	<ul style="list-style-type: none"> \$200 initial membership dues (includes September & June luncheons) Fulfill all staffing and financial commitments for fall and spring fundraisers <ol style="list-style-type: none"> Staff two jobs per event Buy one ticket per event <u>Digital Events</u>: Donate a silent or live auction item valued at \$200 or more or make a cash contribution of \$200 or more <u>Live Events</u>: Donate a silent or live auction item valued at \$100 or more or make a cash contribution of \$100 or more 	<ul style="list-style-type: none"> Open to anyone sponsored by a member (in good standing) Will be assigned a sponsor if not sponsored
ACTIVE <ul style="list-style-type: none"> Attend all General Meetings unless excused May vote at General Meetings, must be present May Chair a committee May hold an office* Attend all fundraising events <i>*See Executive Board Responsibilities (p. 2)</i> 	<ul style="list-style-type: none"> \$175 initial membership dues (includes September & June luncheons) Fulfill all staffing and financial commitments for fall and spring fundraisers <ol style="list-style-type: none"> Staff one job per event Buy one ticket per event <u>Digital Events</u>: Donate a silent or live auction item valued at \$200 or more or make a cash contribution of \$200 or more <u>Live Events</u>: Donate a silent or live auction item valued at \$100 or more or make a cash contribution of \$100 or more 	<ul style="list-style-type: none"> Eligible after fulfilling all Provisional requirements* at the last meeting of her Provisional year Must fulfill Active requirements within the fiscal year <p><i>*Based on Standards Committee approval</i></p>

<p>ALUMNI</p> <ul style="list-style-type: none"> • Encouraged to attend General Meetings • May vote at General Meetings, must be present • May hold office as Alumni Liason* <p><i>*See Executive Board Responsibilities</i></p>	<ul style="list-style-type: none"> • \$100 Annual dues • Encouraged to attend fund raising events 	<ul style="list-style-type: none"> • Eligible* but not required, after serving one Provisional year and three Active years (4 years total) • Eligible upon relocation <p><i>*Based on Standards Committee approval</i></p>
<p><u>*EXECUTIVE BOARD RESPONSIBILITIES</u></p> <ul style="list-style-type: none"> • <i>Attend all Executive Board Meetings</i> • <i>Encouraged to attend all General Meetings</i> • <i>Participate in fall and spring fundraisers</i> 		

Children of Provisional, Active, and Alumni Members are eligible to join Junior Vistas.