

Illinois Women in Leadership  
Policies and Procedures Handbook  
July 8, 2004  
Revised March 1, 2005  
Revised

### **Organizational Purpose**

IWIL exists to promote professionalism and to develop members' leadership and management abilities. This is done through education, mentoring, networking, member participation, encouragement and support, friendship, and community involvement.

### **Credo**

"I will make things happen, promote professionalism, seek educational opportunities, mentor, participate, encourage others, climb the ladder, empower others, educate the world, make a difference, do more than my part, provide the initiative, take action, implement ideas, be involved in the process, give back to the community, and leave a legacy."

### **Primary Goals**

Provide a setting where women in leadership and management meet, become better informed and are aware of others and their activities.

Offer stimulating meetings and educational workshops with valuable, inspiring program content.

Promote the gathering of members and potential members in special interest areas to expand understanding, participation, and involvement.

Be flexible and willing to change the organization as needed by the membership, the general community of women, and the world at large.

Encourage members to participate in the creation of services or continuance of services, on behalf of IWIL, keeping in mind the purpose of the organization (job bank, Web site, newsletters, participation in community events).

Celebrate organizational and individual accomplishments.

### **The Executive Board Responsibilities**

The President, Vice President, Secretary, Treasurer, and Immediate Past President form the Executive Board.

Unless temporarily re-assigned each is responsible for the processes following their title.

## **President**

Selects theme for the organization during her tenure as President.

Prepares the Board meeting agenda; sends it, along with the minutes from the previous Board meeting and the Treasurer's report to all Board members (at least) three days prior to the Board meeting; chairs the monthly Board meeting; prepares the monthly IWIL membership meeting agenda and chairs the monthly IWIL membership meeting.

Appoints non-elected Board members and/or committee chairs to a one-year term.

Maintains an adequate supply of stationery and envelopes.

Drafts the initial budget for term year, working with the Executive Board, with budget input from committee chairs.

Working with the Executive Board, authorizes annual audit of financial records by the Treasurer.

Arranges the Board meeting and membership meeting location(s) and confirms the dates, in writing, with the space provider(s).

Works with the Treasurer to ensure the checking account signature cards are current.

Working with the Secretary and Treasurer, Gathers, completes, approves, and submits the annual not-for-profit report to the Illinois Secretary of State (SOS). The Annual Report is due before the first day of the corporation's anniversary month each year. The date of IWIL's incorporation was June 11, 2004; hence, the anniversary month is June and each Annual Report is due before June 1st each year. Forms will be sent to IWIL by the SOS approximately 60 days before the due date. Failure to file an Annual Report may result in involuntary dissolution of the corporation by the SOS.

Approves content for Web site; submits to Website Committee Chair for posting.

Obtains plaques for Secretary and Treasurer to be awarded at the Annual Meeting.

Approves content for newsletter.

## **Vice President**

Maintains and chairs the annual awards program; documents procedures and keeps a list of nominees, winners, categories, revisions, and all other related matters; submits files to the incoming Vice President at the end of the fiscal year.

The Vice President recruits non-member judges for relevant award categories. Notifies the winners of the awards they will receive, arranges for any recognition (objects) to be purchased and delivered prior to the meeting, invites guests to the meeting, and conducts the presentation.

Conducts Board or membership meetings if need be, in the absence of the President .

Serves as a member of the Nominating Committee.

Serves as a judge for the Scholarship Program.

Obtains plaque for the outgoing President to be presented at the annual membership meeting.

Coordinates, serves as consultant, and promotes the SIGs(special interest groups). These may include but are not limited to: Golf, gourmet, hiking, books, writing, scrap booking, watercolors, and professional skills development. SIGs increase networking opportunities and leadership experiences, strengthen the bonds of IWIL members by sharing a personal side and retain membership. Any IWIL member may be a SIG leader; the SIG must be hobby based, approved by the Board, funded by the SIG itself, and meet at least once. SIG leaders may not use the SIG as a direct means to increasing sales. Example, a Mary Kay consultant would not be able to start a "Make Over" SIG.) SIGs may not be political or religious.

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**Secretary**

Picks up mail weekly at the post office (unless another Executive Board member does this) and forwards to appropriate individuals. Works with the Website Committee Chair to ensure the IWIL email box is checked weekly and email is routed to appropriate Board members for handling.

Maintains the official organization copy of bylaws and policy/procedures manual.

Records minutes of each Board meeting; sends minutes to President for initial approval and finalization prior to Board distribution (done by President or in her absence the person running Board meeting) makes them available at monthly membership meetings. Sends approved monthly Board meeting minutes to Website Committee Chair for posting on Web site in protected area.

Takes attendance at Board meetings. If allowed by the bylaws, at any time assigned votes are allowed the Secretary will record who assigned their vote to whom and maintains proxy records.

Maintains official documents associated with the organization, copies of minutes, policy and procedure manual, bylaws, notices, documents related to organizational changes and evolution.

Chairs the election of the officers at the annual meeting in May, announcing the outcome of the elections held prior to the meeting.

Submits all accumulated records to the incoming Secretary at the end of the fiscal year.

**Treasurer**

The Treasurer is the principal accounting and financial officer of the organization. The Treasurer is responsible for the maintenance of adequate books of account for IWIL and is responsible for all receipt and disbursement of monies.

Upon election of new officers and announcement of Board positions, prepare budget-planning forms and distribute to officers and chairpersons. Gather input and prepare fiscal year budget for approval no later than the September Board meeting.

Maintain checkbook and other IWIL bank account information.

Receive bills from vendors and designated IWIL representatives. Process checks as needed.

Prepare deposits from meetings, membership applications, directory advertising, etc.

Prepare complete Treasurer's Report prior to each Board meeting, indicating amounts received and disbursed each month, by line item. Include summary of bank account balances, and monthly meeting numbers (# pre-paid registrations, # guests, # walk-ins, # actually attending, etc.)

Prepare profit/loss calculations on special projects, as requested.

With Board approval, select tax accounting firm to prepare the IWIL's 990 tax form each year. Meet with designated representative and provide required information. Review finished return for accuracy; file with IRS.

Copy all bank statements and checkbook register and distribute to Secretary to reconcile accounts/double check records.

Arrange for annual audit of bank account records. Results of the audit are reported to and approved by the Board.

A federally insured bank will be used. The Treasurer will research options if a banking change is required or desired.

Arrange for competitive bids for Officers and Directors and General Liability Insurance annually prior to renewing the current policies. Present recommendation to the Board for approval.

Working with the Secretary, picks up mail from post office weekly; forwards appropriately.

To ensure accountability to the membership of responsible financial management by the Board, publishes annual financial report in the organization newsletter and/or on the password protected Web site area.

Handles other financial transactions as needed.

Submits all accumulated records to the incoming Treasurer at the end of the fiscal year.

### **Immediate Past President**

Selects the Nominating Committee and chairs its meetings. The Committee shall be guided by the IWIL bylaws.

Serves as a judge for the Scholarship Program.

Advise President or other officers, as needed.

Attend Board meetings.

Serve on committees, as appointed.

### **Committee Responsibilities**

**Communications Committee** – Coordinates “Pay to Say” activities, such as newsletter, creates copy of “Pay to Say” information for Web site posting and reads paid announcements at meetings. The committee prepares and sends the monthly newsletter and other outgoing communication following approval by the President or the Executive Board. The Communications committee may include one individual who works with the Secretary in reviewing incoming email and distribution of same. The newsletter is maintained electronically and printed copies are sent only to those requesting them. Maintains email and regular mailing lists for the organization. Works with the Membership Committee to ensure both are up to date. Copies of electronic mailing lists are developed in universal software. Copies are provided to Secretary and Communications Committee members following updates. Access to the email list is held by Secretary, the Communications chair and a member of the Web team.

**Directory Committee** – With Board approval plans, organizes, designs, and develops the directory, whether in print format with a professional printer or as a Web-enabled database in a password protected area of the IWIL Web site. Maintains a budget associated with production and distribution, selecting the most cost effective solution with quality results. This committee works closely with Membership and the Treasurer.

**Hospitality Committee** – Creates a warm, inviting, friendly environment for the membership during regular meetings, social events, new member or special events. Individuals on this committee greet members and guests, and work with Registration/Name Tags Committee to assure payments have been received. The summer social is the first event for the Hospitality committee to manage. Other special events include the Holiday Social and Annual Meeting.

**Membership Committee** – Promotes membership, providing copy of any membership “drive” information to Public Relations, manages membership referrals, develops and maintains the membership form for renewals and new members, makes recommendations about special new member events or recruiting events, prepares and delivers packets to new members (preferably at meetings) and facilitates the approval process by making recommendations to the Board. Applications and fees are delivered to the committee chair and records regarding same are maintained. Membership “counts” are done by this committee. Included in this responsibility is the initial recording of the membership as being “owned” by a business or an individual. The Membership Committee hosts at least one new member reception each year and works with the Directory Committee to be certain all members are included and have been solicited for biographical information. Renewals are managed by the Membership Committee. It is the Membership Committee’s responsibility to follow up or oversee follow up activities associated with non-renewals. This committee provides membership information to the Communications Committee for updating electronic mailing listings and email listings.

**Mentoring Committee** – Participates in community and organizational growth opportunities, maintaining the organizational library as well as identifying and providing professional development options. With Board approval an annual special event or seminar, of interest to existing and prospective members, will be hosted by the Mentoring

Committee. The members support and maintain a job bank. IWIL does not provide access to placement professionals unless written permission is granted by the member. The committee matches mentors and proteges so “connections” are made and relationships strengthened. Members seek and promote informal means for developing personal and professional relationships in accordance with the IWIL purpose and goals. The Mentoring Committee may work with the SIGs through the Vice President. Based on available information the committee will alert members or the entire membership of events of interest, informally or formally through a directive from the President.

**Program Committee** – Provides relevant, current, innovative and stimulating speakers or activities for monthly meetings in accordance with the year’s theme, as selected by the President. The Program Committee plans and budgets for the meetings between August and July, with exceptions being socials. Appreciation gifts and/or fees are determined by the committee as they solicit speakers. The committee may draw from the membership base for speakers. The Board has the final approval of speakers and topics. All confirmations, introductions, associated “hosting” activities are responsibilities of this committee. A program brochure will be printed for the year and details are provided to the Public Relations Committee for use in news releases and Communications Committee for announcement in the newsletter and Web site team for posting. Presenter thank you notes are written by this committee. Guest speakers are submitted to Communications for inclusion on mailings.

**Public Relations Committee** – Promotes IWIL and its activities in order to expand the awareness and recognition of the organization. This committee also aids in recruiting new members. These tasks are accomplished by coordinating media relations and news releases as well as Public Service Announcements (PSA) in advance and following regular or special meetings or events. Members’ accomplishments are promoted to media, as appropriate. The committee works with the Communications Committee in acquisition of images for newsletters and displays.

**Registration/Name Tags Committee** – Receives all reservations, records appropriate payments, assesses the application of late fees, provides deposits to Treasurer, maintains name tags for officers, members and guests, and coordinates the food and facility details in advance,. It is important that reservations and registration members are among the first to recognize new members or guests. This is an excellent introductory team to be a part of and may share responsibilities with the Hospitality Committee.

**Scholarship Committee** – Prepares the scholarship application and communications to be distributed to area schools, promotes the Scholarship Program through media, working with the PR Committee, Communications Committee and Board. This group’s chair serves as a judge of the candidates. The committee screens applicants, narrows the field to finalists and submits them to the judges. The judging panel for finalists consists of The Scholarship Chair, Immediate Past President, and Vice President. The Scholarship Committee notifies winners, recommends award amounts, participates in promoting the Holiday Social or other associated fund raising activities, and conducts the presentations at the awards meeting, to which they have invited top winners and guests.

**Web site Committee** – Maintains the organization’s web site; makes regular and timely updates to the website which include newsletters, forms and applications, Pay to Say, calendar and program information. Access to the site’s maintenance is restricted to two committee members who have knowledge and understanding of how to update sites

although there may be more than two individuals on the Website Committee. Other Board members are responsible for providing content to the Website Committee after approval is received from the President or Executive Board to post the information. Checks the email box and routes to the appropriate Board members for handling.

## **Membership Guidelines**

Prospective members are guests at meetings and may attend two meetings within a fiscal year. Members may pay guest fees for guests or guests may register independently and pay for themselves. It is not required that a member pay for a guest. The two visit policy should be made evident to guests.

After the second meeting a guest attends the Membership Committee will contact the guest within a reasonable time period following her second visit, making certain that she has received an application and answering questions.

Members who are delinquent after the deadline for dues renewal are considered guests and the above applies. Any new member application fees which are or may be put in place will apply.

The membership drive is the responsibility of the Membership Committee.

Any consideration or reduction of membership dues will be determined by the Board.

Transfer of membership is based upon bylaws and records maintained by the Membership Committee and, if necessary, the member or member employer.

## **Additional Guidelines**

Any event sponsor or manager wishing to associate IWIL must seek the Board's approval, in writing, prior to using the organization's name or logo.

The bylaws serve as the final guideline.

## **CODE OF CONDUCT, CONFLICT OF INTEREST, FRAUD AND WHISTLE-BLOWER POLICY**

### Code of Conduct

All officers and directors will behave ethically when performing their duties and responsibilities on behalf of Illinois Women In Leadership (IWIL). Unethical actions, or the appearance of unethical actions, are unacceptable under any conditions. Board members should be able to answer "Yes" to the following questions when determining whether or not to pursue a course of action:

1. Is my action legal?
2. Is my action ethical?
3. Does my action comply with IWIL bylaws, policies and procedures?
4. Am I sure my action does not appear inappropriate?
5. Am I sure I would not be embarrassed or compromised if my action became known with IWIL members or publicly?

### Conflicts of Interest

All officers and directors have an obligation to:

1. Avoid conflicts of interest, or the appearance of conflicts, between their personal interests and those of IWIL in dealing with members or outside entities
2. Disclose real or apparent conflicts of interests to the Executive Board; and
3. Refrain from participation in any decision on matters involving real or the appearance of conflict of interest.

A conflict of interest arises when a board member involved in making a decision is in the position to benefit, directly or indirectly, from her dealings with IWIL or persons conducting business with IWIL. For example, a board member uses IWIL resources for personal gain.

#### Fraud

All officers and directors are responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. For example, a board member acts dishonestly, alters a document or account belonging to IWIL, or improperly reports an expense. Any fraud that is detected or suspected must be reported immediately to the Executive Board, who will coordinate all investigations. Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect IWIL from potential civil liability.

#### Whistle-Blower

No officer, director or member who in good faith reports a violation of the Code of Conduct, Conflicts of Interest, or Fraud shall suffer harassment, or retaliation. This Whistle-Blower policy is intended to encourage and enable officers, directors, members and others to raise serious concerns within IWIL prior to seeking resolution outside IWIL. Anyone filing a complaint concerning a violation or suspected violation of the Code of Conduct, Conflicts of Interest, or Fraud must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious offense.

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously to a member of the Executive Board. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

The President will notify the sender and acknowledge receipt of the reported violation or suspected violation as soon as possible. All reports will be promptly investigated and appropriate correction action will be taken if warranted by the investigation.

## RECORD RETENTION AND DOCUMENT DESTRUCTION POLICY, OCTOBER 1, 2005

It is the policy of Illinois Women In Leadership (IWIL) to retain records as required by law and to destroy them when appropriate. Some records, even though not required by law, should be retained permanently, such as audited financial statements, some personnel records, minutes, legal correspondence, tax records, or other documents that may be important to the organization or eligible for its archives. The preferred method of retention is paper for ease of retrieval as technology changes. Documents that must be retained permanently may be archived on the website also.

The destruction of records must be approved by the Executive Board and logged into IWIL's Destroyed Records Log maintained by the Secretary. The preferred method of destruction for records is shredding. Committee Chairs may retain documents from the previous year and then petition the Executive Board for destruction unless otherwise listed below. The formal records retention policy of IWIL is as follows:

<u>Record</u>	<u>Retention</u>	<u>Responsibility</u>
Accident reports/claims (settled cases)	7 years	Secretary
Audit reports	Permanently	Treasurer
Bank reconciliations	2 years	Treasurer
Bank statements	3 years	Treasurer
Cancelled checks	7 years	Treasurer
Contracts, mortgages, notes and leases:		
Expired	7 years	Secretary
Still in effect	Permanently	Secretary
Correspondence:		
General	2 years	Secretary
Legal and important matters only	Permanently	Secretary
Routine with customers and/or vendors	2 years	Secretary
Duplicate deposit slips	7 years	Treasurer
Expense analyses/expense distribution schedule	7 years	Treasurer
Financial statements:		
Year end	Permanently	Treasurer
Other	Optional	Treasurer
GEM Awards documents	1 year	Vice President
General ledgers/year end trial balance	Permanently	Treasurer
Insurance policies (expired)	3 years	Secretary
Insurance records (policies, claims, etc.)	Permanently	Secretary
Internal audit reports	3 years +	Secretary
Internal reports	3 years	Secretary
Inventories of products, materials and supplies	7 years	Secretary
Invoices (from vendors)	7 years	Treasurer
Member renewals	1 year	Membership
Minutes of board meetings, bylaws, policy and procedure manual and charters	Permanently	Secretary
New member applications	1 year	Membership
Nominating Committee records	1 year	Past President
Scholarship Committee documents	1 year	Scholarship
Scholarship winner list	Permanently	Secretary
Tax returns and worksheets, examination reports and other documents relating to determination		

of income tax liability  
Trademark registrations and copyrights

Permanently  
Permanently

Treasurer  
Secretary

## **FUNDRAISING PROCEDURES FOR REQUESTS OUTSIDE OF THE ORGANIZATION**

Each Committee is responsible for its own fundraising/donations.

The Committee Chairs will work together to assure that there isn't overlap regarding donors.

Each Committee will prepare its own letter as appropriate including the basic information concerning IWIL and the organization's tax status.

Each Committee Member who is soliciting a donation will be responsible for completing the IWIL Donation/Contribution Verification Form and forwarding it to the Committee Chair for approval once the donation is received. The donation categories are provided on the form.

Each Committee Chair will review the IWIL Donation/Contribution form, approve it and forward it to the IWIL Treasurer.

The IWIL Treasurer will provide the donor with correspondence that confirms the receipt of the donation.

## **RETURNED CHECK POLICY**

Occasionally, the Illinois Women in Leadership is notified by its bank that a check submitted by a member or guest has been returned for insufficient funds. IWIL's bank assessed a service charge to IWIL for each check not honored by the member/guest's own bank. This document sets forth the policy to be followed for such occurrences.

- Upon notification by the bank of the "Not Sufficient Funds" (NSF) check, the IWIL Treasurer will contact the member/guest by letter requesting repayment of the amount originally due plus the \$10 processing fee.
- Regardless of the event for which the check is drawn, the replacement check must be sent to Illinois Women in Leadership, Post Office Box 5612, Springfield, IL 62705-5612, to the attention of the IWIL Treasurer.
- Failure to pay all amounts due within 30 days of the original written notice will result in the membership being considered "not in good standing" and she will receive a notice from the Treasurer stating such a declaration.
- A member considered "not in good standing" will no longer be able to make reservations for upcoming events or participate in any awards or official recognitions functions of IWIL.
- If the "not in good standing" member would like to become an "in good standing" member, she must pay for any further expenses in cash for a period of three months. A letter from the Treasurer will notify her that she is again considered in good standing. If, upon a second declaration of "not in

good standing" all further transactions must be paid for by cash regardless of any considerations.

- Other IWIL policies and bylaw are available on the website, [www.iwil.biz](http://www.iwil.biz), by email request, [info@iwil.biz](mailto:info@iwil.biz), or by contacting any Board member. This ensures the most current materials are available to the membership.

### **RSVP POLICY FOR MEETINGS**

- The majority of IWIL meetings are held on the third Thursday of each month, alternating breakfast and luncheon formats. The schedule of meetings through each June is printed in each monthly IWIL newsletter and is available on the website, [www.iwil.biz](http://www.iwil.biz).
- Certain other events, such as the socials, may be scheduled at other times, but are planned and announced well in advance of the occasions.
- Reservations (completed form and check for the full amount) must be received by the reservations chair no later than the Monday prior to the event date. Your check is your reservation. No telephone reservations are accepted.
- Current prices are:
  - Members (Pre-registered) \$15 unless otherwise indicated
  - Guests (Pre-registered) \$16 unless otherwise indicated
  - Walk-in's (Not pre-registered) \$20 unless otherwise indicated
- Effective 7-1-04, all reservations and payments must be received by 5:00 p.m. on the Monday preceding the meeting. No phone reservations are accepted. All late reservations will be invoiced a \$6.00 late fee.

*No walk-in members or guests will be admitted without payment at the time of the meeting.*

### **EMAIL POLICY**

- The Board of Directors must approve all mass e-mail correspondence to membership
- No IWIL member may use the group e-mail list for solicitations of new business or news without Board approval.
- Board approval requires a majority vote, or approval by the President.
- The IWIL e-newsletter and the IWIL registration are sent out the first of each month. Copies are also available on the website at [www.iwil.biz](http://www.iwil.biz).
- Members preferring to receive their newsletters and registrations through the regular mail (United State Postal Service) in lieu of e-mail must notify the Board.
- Member e-mail addresses are never shared outside of IWIL.