

DOUGLAS COUNTY DEMOCRATIC WOMEN
POLICIES/ PROCEDURES

March, 2018

For the purposes of this document, the following definitions apply:

Policy: A consistent guide, clear and complete, to follow whenever a request of this kind is made. Policy is not a rule or procedure. Policies are guides to thinking and decision-making. They define the area within which a decision should be made, and they assure decisions made will be in line with overall plans and goals.

Procedure: A way of performing or affecting something. A course of action. A set of established forms or methods for carrying on the affairs of a political party, business or non-profit organization.

OPERATIONAL GUIDELINES :

1. To be an effective action forum supporting those candidates and issues the Douglas County Democratic Women (DCDW) have endorsed.
2. To identify and encourage excellent, qualified candidates to participate in politics and government.
3. To provide “grass roots” input into the political process by identifying, publicizing and escalating the local, regional, state and national political issues and positions endorsed by the DCDW membership.
4. To study, then discuss and educate DCDW membership on relevant issues, events, candidate positions, legislative activities, and other matters of local, regional, state and national importance. *(Legislation Committee)*
5. To inform and educate DCDW membership and the public by organizing membership meetings, political speakers, conferences and training workshops in response to current issues and DCDW political priorities. *(Program Committee)*

6. To effectively utilize the media to promote DCDW and to publicize the events, issues and candidates the DCDW membership has voted to endorse. *(Public Relations Committee)*
7. To register voters thereby encouraging public participation in the democratic process, especially those citizens likely to be supporters of DCDW-endorsed issues and candidates. *(Voter Registration)*
8. To encourage voter participation in elections by identifying, contacting, and bringing registered voters out to the polls, especially those likely to be supporters of DCDW-endorsed issues and candidates (“Get Out The Vote.)
9. To sponsor and promote fundraising activities for both the DCDW and in support of DCDW endorsed issues and candidates. *(Fundraising Committee)*
10. To work in cooperation and partnership with the Douglas County Democratic Central Committee, the Nevada State Democratic Party and the National Democratic Party. *(Liaison)*

EXECUTIVE BOARD MEETINGS

The Executive Board meets monthly in person or electronically.

Agenda inclusions:

- A. Approve minutes of previous meeting(s).
- B. Financial reports:
 - i. Previous month’s financial reports
 - ii. Budgets for program, events or committees
 - iii. Quarterly financial reports *(Approved 2017)*
- C. Committee reports and actions
- D. New Business
- E. Other business as necessary.
- F. Conducting the meeting(s):

Shall be chaired by the President, the Vice President, or the President’s designee.

G. Proxy Vote:

A standing committee chair may appoint a member of her/his committee to attend an Executive Board meeting in her/his absence, with voting privileges as instructed by the committee chair sending the proxy.

H. Quorum:

No business shall be transacted in the name of DCDW unless a quorum is present. A majority of the voting members of the Executive Board shall constitute a quorum. (As per Bylaws Section 8.6)

REGULAR MEMBERSHIP MEETINGS

1. Purpose:

- A. Fulfill legal responsibility as a PAC (Political Action Committee)
- B. Obtain approval for action of the Executive Board as may be necessary.
- C. Elect Officers at the April meeting of each year. (Approved 1/11/10)
- D. Ratify Executive Board Actions.

2. Time of Year:

Shall be held at least quarterly, or by call of the president.

COMMUNICATIONS:

1. Minutes:

- A. Copies of minutes of Executive Board meetings will be distributed to Board members within ten (10) days.
- B. Copies of membership meeting minutes will be distributed to DCDW member within thirty (30) days after a Regular, Business or Called meeting.
- C. Minutes shall include as appropriate:
 - 1. Compilation of financial status,
 - 2. Scholarship funds and distribution,
 - 3. Committee reports and any new assignments,
 - 4. Donations. (Approved 2017)

2. Media Press Reports:

Once approved by the President or her designee, report(s) on DCDW activities, by the Public Relations committee, including forums, scholarship awards and special events may be distributed to newspapers and other media and be posted on the DCDW's web site and included in the newsletter as well.

3. Information/Position Papers:

DCDW Position papers developed by the Legislation Committee will be distributed only after approval by the Executive Board and the membership.

PRIVACY POLICY (Adopted 9/13/10)

1. DCDW will keep members' email address and telephone number confidential.
2. The use of DCDW membership information for non-DCDW purposes is strictly forbidden except by approval of the President.
3. The DCDW member roster shall be distributed to paid members only, either as a hard copy or electronically in Portable Document Format (PDF).

FINANCIAL POLICIES

1. A minimum of \$2,000 will be reserved in the rent fund of DCDW as working capital for the next year. (Adopted 3/1/10)
2. The Executive Board is authorized to make expenditures of up to \$500 without prior approval of the membership. The membership will be advised of any such expenditures at the next meeting. (Adopted 3/1/10)
3. Requests for reimbursement, with receipts, shall be submitted within 3 months to the Treasurer on the approved form. (Amended 2017)
4. Checks shall be signed by two officers. One of the signatures must be the President or Vice President.
5. If the Treasurer is unavailable or incapacitated for a period of thirty (30) days or more, the DCDW's checkbook and financial records shall be given to the President or the President's designee.

6. All committees shall report all income and expenses to the Executive Board for all projects undertaken. (Adopted 2/1/16)
7. Agreements between DCDW and the Douglas County Democratic Central Committee on the subject of policy, project promotion or requests for funds shall require authorization of the DCDW Executive Board (Adopted 2017)
8. Recognition of donors by the use of a name (either the donor's name or another name requested by the donor) is permissible. However, it should be recognized that naming gifts might not always be possible because of regulations in regard to a Political Action Committee.
9. Any donations, gifts, restricted or unrestricted, may be accepted or refused by the Executive Board or the DCDW membership.
10. If an individual or corporation wishes to donate for a specific project or committee, the DCDW Executive Board will set up an appropriate procedure to decide if the donation is sufficient for the desired project. A definite budget will be prepared prior to any expenditure for the project.
11. DCDW may consider fostering other programs and activities requiring finances that are consistent with the Mission of the organization.
12. Any restricted donation will require a written statement from the donor indicating how the donation will be spent.
13. If donations received for a named fund are insufficient to fulfill the designated purpose of the fund, the Executive Board may transfer the fund to another fund having a purpose related to the donor's original intent.
14. Donations received with the stipulation that they be used for Scholarships will not be awarded until there is sufficient income in the fund to award the amount of \$500.
15. DCDW may accept challenge money.

SCHOLARSHIP POLICIES

DCDW scholarships of no less than \$500 each and up to \$1,000 each are to be given to qualifying high school seniors from Douglas County Public High Schools, namely, Douglas High, Whittell High, and Aspire High.

1. At least two students and no more than four students will be selected by a scholarship committee from the qualified candidates' applications that are received.
2. If eligible students cannot be determined, the money designated for scholarships will remain so designated and be carried forward to be used to fund the DCDW scholarship program in the next year, with the amount of a scholarship being no less than \$500 each.
3. All monies collected with the specification of scholarship funds will be kept in a scholarship fund, separate from the general fund, and are not to be used for any other purpose than for scholarships.
4. Scholarship applications will be distributed to the respective high schools by the scholarship chair, or her designee in October. (amended 2018)
5. Completed applications are to be picked up at the high schools, or mailed to the scholarship chair or to the DCDW PO Box 939, Minden, NV 89423 by April 1.
6. The scholarship chair will distribute the applications to the committee for review by April 15.
7. The scholarship committee will meet at the call of the scholarship chair to determine the selection of the aforementioned scholarships using a rubric bearing the criteria with determined weights to each criterion.
8. The selection of the committee will be presented to the Executive Board.
9. The recipients of the scholarships will be notified by the scholarship chair, or the designated committee person.
10. The recipients of the scholarships, as determined by the scholarship committee, will be presented to the membership at a membership luncheon in May or June, and will share their essays required in the criteria.

11. Lunch will be provided for each scholarship recipient and one parent of each.
12. The Public Relations Chair will send a photo of the recipients to the Record Courier for publication.
13. The scholarship chair, or her designee, will present the DCDW scholarship certificate at the respective high schools' awards programs.
14. The scholarship chair will present the recipients in the spring newsletter along with their respective essays and photos.
15. DCDW's treasurer will send the awarded scholarships' allocation to the colleges selected by the students receiving the scholarships.
16. The scholarship chair will share any further communications with the recipients with the Executive Board and with the membership.
17. The following criteria shall determine eligibility of selected students for consideration:
 - a. Financial Need
 - b. Scholastic Achievement as determined by grade average and SAT/ACT scores
 - c. Community Service
 - d. Extra-curricular Activities
 - e. Contents of required essay with a minimum of 250 words addressing one or more of the descriptors of a fair society as given in the Democratic Party Credo.
 - f. Composition skill in the required essay
18. Any proposed changes to the scholarship criteria will be subject to the approval of the Executive Board.

GENERAL OPERATION POLICIES

OFFICERS

1. Officers of the DCDW are President, Vice President, Secretary, and Treasurer.
2. Officers are to be elected at the April membership meeting with a majority vote of members present for a one-year term. Another

- term requires going through the election process again. No term limits apply.
3. Officers will take their positions following Installation in May for the fiscal year, May 1 – April 30.
 4. The incoming President is authorized to begin work on her committee appointments and guidelines immediately after the election in April.
 5. The outgoing president may remain on the board as an advisor/consultant without a vote.

ELECTION PROCESS see Bylaws section 5.5 (5.5.1 – 5.5.4)

The President appoints a nominating committee chair by Feb. 1st, 60 days prior to the election. The Nominating Committee Chair may appoint others to the Nominating Committee.

The Nominating Committee Chair shall submit a list of proposed nominations to the Executive Board by March 1st, 30 days prior to the election.

VACANCIES AND REMOVALS see Bylaws 5.54 and 5.6

OFFICER RESPONSIBILITIES

President

The DCDW president conducts the business of DCDW and develops, implements, and oversees DCDW's activities.

Specific Responsibilities:

1. Know and adhere to DCDW's bylaws, policies, and procedures
2. Preside over DCDW membership meetings and board meetings.
3. Appoint a board of committee chairs.
4. Attend committee meetings as an ex-officio member
5. Facilitate DCDW's board decision-making regarding goals, expectations, and use of resources
6. Oversee the development of a strategic plan with measurable goals and objectives.
7. Encourage collaboration and teamwork
8. Seek and participate in collaborative relationships with other organizations with a similar mission and ones that may help advance DCDW's mission.
9. Represent DCDW within the community and state

10. Review and monitor fiscal standing and sign off on expenditures as appropriate for maximum accountability
11. Encourage active participation in DCDW's membership and leadership positions
12. Encourage members to support local, state, and national initiatives and issues that are in keeping with our mission and the Democratic Credo
13. Prepare a quarterly newsletter article
14. Review and edit board minutes, membership minutes, and newsletter articles
15. Plan and present an agenda prior to a board or membership meeting.
16. Oversee bylaws/policies & procedures committee
17. Conduct a formal survey of members annually to gauge member satisfaction and to solicit suggestions for improvement.
18. Mentor the vice-president for a smooth transition to the president's position
19. May appoint a Parliamentarian with the approval of the Executive Board.
20. Appoint special committees as necessary, with the approval of the Executive Board.

Qualities and Skills Helpful to the Position

Ability to work well with others, a willingness to practice leadership skills in strategic planning and goal setting, meeting facilitation and team building, public speaking, and communications. Recognize and employ the talents of others; inspire collaborative work toward common goals; mentor and encourage; and be empathetic, reassuring, and decisive.

Time Commitment

Planning and facilitation time for board and membership meetings. Time for communication beyond meetings with board and membership. Time to attend committee meetings and DCDW activities. Time to attend other organizations' meetings with similar missions, and collaborate whenever possible.

Vice President

The Vice President provides leadership in support of the President in all matters in relation to the general organizational structure and function of DCDW.

Specific Responsibilities

1. In coordination with the President, accurately apply current approved organization's By Laws, Policies, and Procedures to organization's operation
2. Act as presiding officer in the absence of the President
3. Shall be an ex-officio member of all standing committees

4. May attend committee and organizational meetings to support committee chairs and their work/activities
5. Establish quality relationships with outside organizations, agencies, and institutions that have similar missions
6. May attend other relevant organizations' meetings and functions representing DCDW
7. Assist with the development of a strategic plan with measurable goals and objectives
8. Encourage collaboration and teamwork
9. Represent DCDW within the community and state
10. Encourage participation in DCDW's membership
11. Encourage members to support local, state, and national initiatives and issues that are in keeping with our mission and the Democratic Credo
12. In consultation with the President and Program Chair, vet potential speakers for presentations at DCDW monthly meetings.
13. Serve on the Bylaws/Policies & Procedures committee
14. Consistently demonstrate professionalism and high-quality leadership traits and skills
15. Perform other duties as assigned by the president

Qualities and Skills Helpful to the Position

Ability to work well with others, demonstrate willingness to attend Board meetings, committee meetings, regular membership meetings, and outside organizations' meetings, experience as an organizational leader with communication, organizational, and leadership skills, social media, computer, and telephone capability and skills are extremely helpful.

Time Commitment

Time to attend DCDW meetings of Board and committee meetings may require 8 – 10 hours per month. Additional time to attend external meetings may involve 6 – 10 hours per month. Time to support and attend DCDW events, write reports/quarterly newsletter articles.

Secretary

The Secretary supports the Executive Board by keeping and dispensing records of membership meetings, board meetings, and bylaws/policies & procedures meetings. The secretary may also be called upon to record notes during a group discussion.

Specific Responsibilities:

1. Accurately record minutes of all Executive Board and Membership meetings.
2. Maintain electronic and paper records of all meetings.
3. Distribute minutes electronically to appropriate entities.

4. Report significant Board actions at the Membership meetings.
5. Be responsible for the DCDW's audiovisual equipment and keep the President and Program Chair informed of their location.
6. Record proceedings of the Ad Hoc Bylaws/Policies & Procedures Committee.
7. Record notes for group discussions when appropriate.
8. Maintain a copy of the DCDW roster for the purpose of sending out minutes.
9. Keep the secretary's copy of the DCDW roster updated as new members are added.
10. Serve on the Bylaws/Policies & Procedures committee when called
11. Perform other duties as requested or required.

Qualities and skills helpful to the Position:

Ability to work well with others, willingness to attend Board meetings and Membership meetings, good communication and organization skills, good problem-solving skills, ability to type and to be fairly proficient utilizing the WORD program.

Time Commitment:

Time to attend monthly Membership and Board meetings. Time to attend Bylaws/Policies & Procedures committee meetings when called. Recording minutes may require an additional 2 hours per month.

Treasurer

The treasurer maintains all financial records, makes disbursements as authorized, and makes financial reports to the board and to the membership.

Specific Responsibilities

1. Receive the funds of the DCDW and promptly deposit them in the bank as authorized by the Executive Board.
2. Issue receipts as required for all money received.
3. Maintain an accurate accounting of DCDW's funds
4. Make disbursements only as authorized by the membership, the Executive Board, or the DCDW President.
5. Prepare and present an itemized statement of receipts and disbursements at each meeting of the Executive Board.
5. Prepare and present an itemized, detailed statement of receipts and disbursements on a quarterly basis to the Executive Board.
6. Report the unrestricted fund balance to the membership at regular monthly membership meetings
7. Make monthly rent payments for DCDW's agreed share of the headquarters rent.

8. Insure that all checks issued have two authorized signatures, namely the President, Vice President, Treasurer, or Secretary; one of which must be the president or the vice president.
9. See that financial reports and tax returns as may be required are prepared and filed.
10. Submit books and financial statements for audit or approval by an outside auditor every two years.
11. Serve on the Bylaws/Policies & Procedures committee when called.
12. In April, assist President and Vice President in preparation for a budget for the upcoming fiscal year.
13. Perform other duties as may be required.

Qualities and Skills helpful to the Position:

Ability to work well with others, willingness to attend Board meetings and Membership meetings, good communication and organization skills, good problem-solving skills, math skills, and computer skills as they relate to the computer program used for DCDW financial records.

Time Commitment:

Time to attend monthly Membership and Board meetings, and Bylaws/Policies & Procedures committee meetings when called. Time to enter data and prepare reports monthly and quarterly.

STANDING COMMITTEES (see also Bylaws 6.0 – 6.6)

DCDW's Standing Committees shall include: Programs, Legislation, Fundraising, Public Relations, Membership, Scholarship and Community Service.

The Standing Committee Chairs are authorized to begin committee work immediately following their appointments.

The Standing Committee Chairs' responsibilities are as follows:

Scholarship Chair

Overall Description: The scholarship chair is responsible for the selection of scholarship recipients to be selected by a scholarship committee. Recipients will be from local high schools in Douglas County. Each will receive no less than \$500 and up to \$1,000.00.

Specific Responsibilities:

1. Provide DCDW scholarship applications to the counselors of Douglas County public high schools (Douglas High, Whittell High, Aspire High) in the fall term.
2. Maintain communication with the counselors regarding application deadlines, recipients of applications, retrieval of applications, and results of the committee's selection.
3. Use a criteria rubric in the selection of recipients for the DCDW Scholarships.
4. Acquaint the committee with the DCDW criteria rubric and distribute copies of the applications and the minimum 250 word essay addressing one or more of the descriptors of a fair society as given in the Democratic Party Credo to review.
5. Schedule a meeting of the committee to review each person's rubric results, discuss particular aspects of the applications, and select the recipients with a majority vote of the committee.
6. Advise the Executive Board of the committee's selection.
7. Contact the recipients selected, and their families, with an invitation to the May or June DCDW luncheon to be recognized and to read their essays. Lunch for the recipient and one family member from each school will be provided.
8. Prepare certificates for recipients for their respective awards ceremonies at their schools
9. Attend the high school awards ceremonies and present the scholarships.
10. Reserve a table at the May or June DCDW luncheon designated for scholarship recipients' recognition to include recipients, family members, and committee members if room is available.
11. Present the scholarship recipients to the membership at a May or June membership meeting
12. Follow up with recipients to report on their college experience.
13. Welcome new committee members with a personal contact, and give them an overview of the scholarship procedures you will be following.
14. Provide **at least** two articles for the quarterly newsletter with one giving information about the when and where the committee will meet to select recipients along with an outline of the criteria used by DCDW for scholarship selection, and another announcing the scholarship recipients with background information about the recipients along with their essays.
15. Coordinate with the Public Relations Chair for publicity and provide her with photographs with captions.
16. .Submit a year-end report with a review of meetings, procedures, and outcomes.
17. Archive the records of the student recipients.

Qualities and Skills Helpful for the Position:

Ability to work well with others, organizational skills, social skills, communication skills, leadership skills, willingness to attend board, membership, and committee meetings.

Time Commitments:

Time involved in distributing and retrieving applications, communications with counselors and committee members, time for meetings and for reviewing applications, and time to attend awards ceremonies.

Fundraising Chair

Overall Description: The Fundraising Chair ensures the financial stability of DCDW by raising non-dues income to balance the budget.

Specific Responsibilities:

1. Create a fundraising plan at all contributor levels, which may include a direct mail campaign, special programs, events, etc. for review and approval of the Executive Board.
2. Develop fundraising committee goals and objectives with input from fundraising committee members.
3. Plan and budget for all fundraising events for review and approval of the Executive board.
4. Coordinate with program committee as necessary.
5. Meet with committee at least once to solicit project ideas and delegate assignments.
6. Obtain approval of the president for all fundraising publicity such as flyers, letters, news announcements, etc.
7. Solicit participation of the membership.
8. Submit quarterly article to DCDW Newsletter editor.
9. Provide photos with description/caption to the public relations chair, and website master for posting to the website and facebook.
10. Attend board meetings and make fundraising reports.
11. Submit an end-of-year report to the board.

Qualities and Skills Helpful for the Position:

Ability to work well with others, willingness to attend board meetings, membership meetings, and committee meetings; ability to take photographs; organizational and communication skills.

Time Commitments:

Time to attend board, luncheon, and committee meetings. Time to plan and prepare for fundraising events. Time for promotion and implementation of fundraising events. Time to write quarterly newsletter article. Communication time with committee members.

Past and Current Fundraising Events:

Luncheon 50/50 raffle

Donkey Pin Sales

Luncheon merchandise raffle

Trip to Bodie

Historical walk around Woodsford

Non-event

Garage Sale

Margaret Russell Clothing & Textile

Museum & Research Center

Jewelry sale

Wine & Art Workshop

State prison tour

Tour of Bently Ranch

Christmas bake sale

Bingo

Art show and sale

Trip to Reno Art Museum

Old fashioned tea

Tour Frey Ranch/Winery in Fallon

Tour of Steward Indian School

Luncheon progressive auction

Orphan Gold - ongoing

Legislation Chair

Overall Description: The Legislation Chair provides leadership, direction, and guidance on local, state, and national legislative matters.

Specific Responsibilities:

1. Provide information about current legislation of interest to DCDW membership so that members may act on legislation and issues that serve and promote the mission and goals of DCDW.
2. Develop Legislation Committee goals and objectives with input from Legislation Committee members.
3. Develop and implement legislative advocacy strategies for DCDW. Implementation may include, but is not limited to: 1) Provide the DCDW membership with sample letters and post cards to be sent in support of or in opposition to bills and other causes along with contact information of legislators to contact. 2) Coordinate "Calls to Action" in response to current critical legislative issues
4. Maintain the Legislation Committee's website; develop content; manage and regulate access rights
5. Schedule, coordinate, and facilitate at least one Legislation Committee meeting, and delegate responsibilities as appropriate. Other meetings are at the discretion of the chair, and based on need.
6. Coordinate with the Public Relations Chair for publicity and provide photographs with captions.
7. Attend Executive Board meetings and makes any necessary reports.
8. Shall at all times respect the variety of opinions among DCDW members.
9. Shall recommend organizations & websites that would assist DCDW in effectively educating the membership and public about issues.
10. Submit a quarterly newsletter article to the newsletter editor.
11. Submit a year-end-report to the Executive Board.

Qualities and Skills Helpful to the Position:

Abilities to work well with others, willingness to attend DCDW board meetings, regular membership meetings, and committee meetings. Organization, communication, and leadership skills. Computer skills with email and telephone contact capability.

Time Commitments:

Time involved in membership, board, and committee meetings. Time to develop and implement legislative advocacy strategies. Time to monitor the Legislation website. Time for communication with committee members. Time for reports and newsletter articles.

Membership Chair

Overall Description: The membership chair solicits for new members, handles membership renewals, oversees the membership data base, and is responsible for the logistics of registration at meetings.

Specific Responsibilities:

1. Recruit new members for DCDW.
2. Provide DCDW brochures at various meetings to promote our organization.
3. Make the New Member Information Sheet available to every new member.
4. Plan and implement a Newcomer's Get Together for orientation of new members.
5. Be responsible for attendance records.
6. Maintain a current membership roster. Provide updated copies to the Executive Board and members.
7. Keep membership information confidential unless a member indicates his/her membership information may be shared outside the organization.
8. Take reservations for monthly meetings and provide a lunch count to Carson Valley Inn.
9. Oversee check-in registration at monthly meetings with pre-made name tags.
10. Count luncheon monies received and give to the treasurer.
11. Meet with membership committee at least once to formulate goals and objectives and to delegate responsibilities as appropriate.
12. Set up a phone tree for contacting members as needed.
13. Send a welcome email to new members.
14. Maintain a monthly record of new members and report to the Executive Board.
15. Prepare a quarterly newsletter article with updates on new members in the last three months along with a photo of each new member, provided new member gives permission.

16. Coordinate with the Public Relations Chair for publicity and provide photographs with captions when appropriate. (Provide new member photos for the newsletter.)
17. Submit a year-end report to the board with membership growth included.

Qualities and Skills Helpful for the Position:

Ability to work well with others, organization, communication, social, and leadership skills. Willingness to attend board, membership, and committee meetings.

Time Commitments:

Time involved in recruiting, retaining, and renewing membership. Time involved in maintaining data base, taking reservations, and check-in registration. Time for planning & implementing orientation for new members. Time for record keeping of new members and newsletter.

Program Chair

Overall Description: The program chair plans, prepares, and implements programs for the DCDW membership meetings, which may be comprised of speakers, panels, table discussions, special events, or other, and are mission based.

Specific Responsibilities:

1. Plan programs that are in alignment with our DCDW Mission, NV State Platform, and the Democratic Credo.
2. Schedule speakers, and take responsibly for making their meal reservations, giving directions, and serving as hostess to the invitee at the meeting.
3. Present a program/calendar plan for review and approval of the Executive Board.
4. Give speakers a reminder of their scheduled engagement a week prior to the scheduled time.
5. Submit program information to our public relations chair for an announcement of the program in the newspaper, on the website, and on facebook when appropriate.
6. Be responsible for making arrangements with CVI for food service, room accommodations, and audio-visual equipment when needed.
7. Secure a brief bio from speakers to use in introducing them at the meeting.
8. Introduce speakers, or other program presentations at the membership meeting.
9. Be responsible for photographs of each meeting and for getting them to the public relations chair who will send them for publication in the newspaper, newsletter, on the website, and on facebook when appropriate.

10. Send speakers a handwritten thank-you note within a week after their speaking engagement.
11. Oversee arrangements for programs other than speakers.
12. Meet with the president and vice president at least once to formulate goals and objectives for programs.
13. Prepare a quarterly newsletter article.
14. Submit a year-end-report to the board.

Qualities and Skills Helpful to the Position:

Ability to work well with others, organization, communication, and leadership skills. Willingness to attend board meetings, membership meetings, and committee meetings.

Time Commitments:

Time involved in scheduling speakers or planning other types of programs. Communication time with speakers, committee, and other board members. Time for making program arrangements, and following up with thank-you notes.

Public Relations Chair

Overall Description: The Public Relations Chair informs DCDW members and the community of DCDW meetings as well as chairs a committee for public relations and delegates responsibilities as needed and appropriate.

Specific Responsibilities:

1. Prepare a program announcement for the newspaper, website, and facebook on a monthly basis identifying speaker, date, time, and place of our membership meeting using information given by the program chair.
2. Photograph luncheon meeting speakers either alone or with the president and the program chair, or delegate someone to do so.
3. Submit photographs from the luncheon meetings to the Record Courier/Nevada Appeal, DCDW Website, DCDW newsletter and others when appropriate.
4. Photograph other DCDW events such as fundraising events, or delegate someone to do so, and submit them to the newspaper, our newsletter, our website, and our facebook.
5. Provide flyers and press releases for special events.
6. Keep brochures updated and available at all membership meetings and other appropriate events such as the Douglas Co. Caucus/Convention.

7. Chair a committee for public relations, and delegate responsibilities as appropriate. Meet with committee at least once to hear their ideas and to delegate needed action. Other meetings are at the discretion of the chair, and based on need.
8. Attend board meetings and make any necessary reports.
9. Present a year-end report.

Qualities and Skills Helpful to the Position:

Ability to work well with others, willingness to attend board meetings, luncheon meetings and events whenever possible; ability to take photographs;; communication skills; willingness to develop media relations; has an understanding of how to manipulate photos with captions for emailing, and for the newspaper, newsletter, website, and facebook.

Time Commitments: Time to attend the monthly luncheon meetings and the monthly board meetings. Time to meet with the public relations committee at least once to hear their ideas and to delegate responsibilities as appropriate. Time for submitting photographs with captions to the newspaper, our newsletter, our website, and facebook.

Community Service Chair

Overall Description: The Community Service Chair plans and implements community service with membership participation, oversees a community service committee, and delegates responsibilities as appropriate.

Specific Responsibilities:

1. Meet with committee at least once to solicit project ideas and delegate assignments.
2. Develop goals and objectives with input from committee members.
3. Coordinate with project liaisons as needed.
4. Promote each project.
5. Solicit participation of the membership.
6. Provide photographs with captions of the community service projects for the newspaper, newsletter, website, and facebook.
7. Coordinate with the Public Relations Chair for publicity.
8. Attend board, membership, and committee meetings, and make any necessary reports.
9. Submit a quarterly newsletter article.
10. Submit a year-end report to the Executive Board.

Qualities and Skills Helpful to the Position:

Ability to work well with others, organization, communication, and leadership skills. Willingness to attend board, membership, and committee meetings.

Time Commitments:

Time involved in attending board, membership, and committee meetings. Time to plan and implement projects with the help of a committee and the membership. Time to communicate with project liaisons and committee members.

On-Going Projects:

Backpack Buddies – quarterly collections at membership meeting and a DCDW packing day, usually at the beginning of the school year. Project liaison: Lin Larson, linglarson@yahoo.com 775-267-6737

Carson Valley Arts Council – participate with a \$50 sponsorship for a listing in their series program and website plus two tickets to one of the concerts to auction as a fundraiser. Project liaison: Sharon Hoelscher Day, shoelscherday@gmail.com.

Douglas Co. Museum Christmas Tree Project – decorate a tree for the “Gallery of Trees” at Christmas time to solicit funding for the museum. Project liaison: Museum personnel.

TNC River Fork Ranch Cleanup – provide cleaning service when called upon, usually the end of winter and beginning of spring. Project liaison: Duane Petite, Dir. dpetite@tnc.org.

AD HOC COMMITTEES see Bylaws 5.2.2

Ad Hoc Committees are appointed as need arises to carry out a specific task and automatically cease to exist on presentation of its final report to the membership. The two ad hoc committees for DCDW shall be the Bylaws/Policies & Procedures Committee and the Nominating Committee.

Bylaws/Policies & Procedures Committee

The committee will be made up of the President, Vice President, Secretary, Treasurer, and any others who volunteer to be on the committee. When it is deemed necessary, the committee shall meet to update existing Bylaws and the Policies & Procedures of the DCDW. Any changes will be presented to the Executive Board and there-after the membership at a regular or called meeting. A majority vote of the membership present when presented is required for approval. Changes will be noted on the website and in board members’ notebooks.

Nominating Committee

A Nominating Committee shall be appointed by Feb. 1st (60 days prior to the election in April).

A Nominating Committee shall be comprised of a Chairperson, appointed by the DCDW President with the approval of the Executive Board, and up to three (3) voting members appointed by the Nominating Committee Chair. The Chairperson shall submit a list of proposed members to the Executive Board for approval by March 1st (30 days prior to the election in April)

SPECIAL COMMITTEES AND APPOINTMENTS see Bylaws 5.2.2

Special committees and appointments are appointed by the DCDW President with the approval of the Executive Board. A special committee may not be appointed to perform a task that falls within the assigned function of an existing standing committee. Persons appointed for special assignments or committees are not required to attend board meetings, and hold no voting authority given to the Board.

Sunshine Committee - The Sunshine Chair or Committee is responsible for sending greeting cards to members for illness and other special times as determined by the committee or chair. The committee is asked to advise the President, the Executive Board, and the newsletter editor of any member accomplishments that merit noting.

Webmaster – The webmaster, appointed by the President and approved by the Executive Board, is an ongoing position and shall be a member of the Public Relations Committee.

Liaison with DCDC – The President may appoint a member of the Executive Board to act as liaison to DCDC with the approval of the Chair of DCDC.

Liaison with Douglas High School Young Democrats – The President may appoint a member of DCDW to liaison with the Douglas High School Young Democrats, when they exist, with the understanding that any proposals for interaction between the Young Dems and DCDW be first approved by the Executive Board.

CHANGES TO THIS DOCUMENT

These policies and procedures may be amended at any Regular Business, Special, or Called meeting of the DCDW by a majority vote of voting members present, provided the change has been included in the call of that meeting with ten (10) days' notice, or read aloud in full at the previous Regular Business, Special, or Called Meeting.

Forms in the Appendix shall be updated with each new term.

APPENDIX

Democratic Credo p.23
Scholarship application p.24
Scholarship rubric p.25
Membership application.26
New membership information sheet p.27
DCDW Call for nominations letter p.28
Nomination form p.29
Expense form p. 30
DCDW Letterhead 31, 32

The Democratic Party Credo

(From the charter of the Democratic Party of the United States)

We Democrats are the oldest political party in America and the youngest in spirit. We will remain so, because we enjoy the challenge of government. Time and again for almost two centuries, the Democratic Party has made government work—to build and defend a nation, to encourage commerce, to educate our children, to promote equal opportunity, to advance science and industry, to support the arts and humanities, to restore the land, to develop and conserve our human and natural resources, to preserve and enhance our built environment, to relieve poverty, to explore space. We have reached difficult and vital goals.

We recognize the capacity of government is limited but we regard democratic government as a force for good and a source of hope. At the heart of our party lies a fundamental conviction that Americans must not only be free, but they must live in a fair society. We believe it is the responsibility of government to help us achieve this fair society.

- 1 A society where the elderly and the disabled can lead lives of dignity and where Social Security remains an unshakeable commitment;**
- 2 A society where all people can find jobs in a growing full-employment economy;**
- 3 A society where all workers are guaranteed without question the legal right to join unions of their own choosing and to bargain collectively for decent wages and conditions of employment;**
- 4 A society where taxes are clearly based on ability to pay;**
- 5 A society where the equal rights of women are guaranteed in the Constitution;**
- 6 A society where the civil rights of minorities are fully secured and where no one is denied the opportunity for a better life;**
- 7 A society where both public and private discrimination based upon race, sex, age, color, creed, national origin, religion, ethnic identity, sexual orientation, economic status, philosophical persuasion or physical disability are condemned and where our government moves aggressively to end such discrimination through lawful means;**
- 8 A society where we recognize that the strengthening of the family and the protection of children are essential to the health of the nation;**
- 9 A society where a sound education, proper nutrition, quality medical care, affordable housing, safe streets and a healthy environment are possible for every citizen;**
- 10 A society where the livelihoods of our family farmers are as stable as the values they instill in the American character;**
- 11 A society where a strong national defense is a common effort, where promoting human rights is a basic value of our foreign policy, and where we ensure the future by ending the nuclear arms race.**



**DOUGLAS COUNTY DEMOCRATIC WOMEN
2018 SCHOLARSHIP APPLICATION**

Part I

Student Name: _____

Mailing Address: _____

City/Zip: _____

Home Phone: _____ Email: _____

Part II

Proposed Major Field of Study: _____

A: _____ B: _____

Proposed College/University:

1. _____ 2. _____

Test Scores:

SAT/Verbal _____ SAT/Math _____ SAT/Writing _____

ACT/Composite _____ ACT/Writing _____

Part III

Please provide a list of your involvement in **1) Community Services, 2) Extra Curricular Activities.**

Part IV

CONFIDENTIAL FINANCIAL STATEMENT by Parent/Guardian

Name of Parent/Guardian: _____

Parent/Guardian's Occupation: _____

Number of children in family: ____ Ages: _____ # attending College: ____

Could applicant attend college without financial aid? Yes No

Gross annual income: Under \$20,00 \$20,000 to \$30,000 \$40,001 - \$50,000

(Please circle one range \$50,001 to \$60,000 \$30,001 to \$40,000 More than \$60,000)

Part V

All applications MUST include a short essay (up to 250 words) addressing one or more of the descriptors of a fair society as given in the Democratic Party Credo. Applications must also include the student's signed commitment to the Democratic Credo, attached. All applications must include a copy of student transcript.

Part VI

Applicant Signature: _____ Date _____

Parent/Guardian Signature: _____

PLACE HOLDER FOR THE SCHOLARSHIP RUBRIC



DOUGLAS COUNTY
Democratic Women
 MAKING A DIFFERENCE IN OUR COMMUNITY

2018-19 Membership Application

DCDW MISSION: To promote social and economic security, equality, justice and opportunity for all.

PURPOSE: To be an effective action forum supporting those candidates and issues DCDW endorses. To provide "grass roots" input into the political process by identifying and promoting local, regional, state and national political issues and positions endorsed by DCDW.

 I am a renewing member for 2018-19

 I am a NEW member or returning member

NAME: FIRST: _____ M.I. ____ LAST: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: HM: _____ WK: _____ Mobile: _____

PLEASE INDICATE YOUR PHONE CONTACT PREFERENCE: *HM* *WK* *MOBILE*

EMAIL: _____

OCCUPATION: _____ (If retired, please indicated from what.)

Talents/Skills to share: _____

Organizations to which you belong: _____

List five (5) local, state or national issues MOST important to you on the back of this sheet.

**VOTING MEMBERSHIP
 2018-19 ANNUAL DUES**

\$35 – Standard membership \$50 – Supporter

\$100 – Sustainer \$15 – Living Lightly \$ _____ Other Amount

With a minimum renewal payment of \$50 you can receive a free DCDW Membership pin-indicate here if you would like the pin.
 If you would like to participate on a committee, please indicate your preference(s).

Fundraising

Public Relations

Legislation

Programs

Membership

Scholarship

Community Service

**WE RESPECT
 YOUR PRIVACY**

Please indicate what personal information you'd prefer NOT to share on the DCDW membership roster (available to all members) by checking the boxes below:

NAME

ADDRESS

EMAIL

TELEPHONE

Indicate here if you would like a copy of the DCDW membership roster (PDF or print).

**Complete and return this
 form with your payment:**

**Douglas County Democratic Women (DCDW)
 P.O. Box 939, Minden, NV 89423**

FOR OFFICE USE ONLY

DATE REC'VD: ____/____/____ CASH: ____ OR CHECK #: ____ AMOUNT: ____ PRECINCT # 27



Aug., 2017

DOUGLAS COUNTY DEMOCRATIC WOMEN

NEW MEMBERS INFORMATION SHEET, 2018 -19

DCDW MISSION STATEMENT: To promote social and economic security, equality, justice, and opportunity for all. **PURPOSE:** To be an effective action forum supporting candidates and issues DCDW endorses. To provide “grass roots” input into the political process by identifying and promoting local, regional, state and national political issues and positions endorsed by DCDW.

DCDW Officers for 2018 – 2019:

President: **Janice Noble** 951-973-8350 drjanicenoble@gmail.com

Vice President:

Secretary: **Janet Adams** 559-229-4008 janet6643@sbcglobal.net

Treasurer: **Betsy Strohl** 925-864-5771 betsstrohl@yahoo.com

Committee Chairs for 2018 – 2019

Membership: Melanie Meehan-Crossley	775-782-4677	melanie-art@charter.net
Programs: Melinda Spitek	709-953-2565	melindaspitek@gmail.com
Legislation: Beth Mancl	775-392-0190	bethmancl@prodigy.net
Legislation: Susan Schmid	775-790-6272	susan@tetoneditorial.com
Scholarship: Sandy Paul	775-267-5268	bizsandy@yahoo.com
Fundraising: Sharon Hoelscher Day	602-549-5378	shoelscherday@gmail.com
Public Relations: Vicki Kieffer	775-315-5133	vkieffer@charter.net
Community Service: Mary Martin	619-226-6930	becafriday@aol.com
Hospitality: Jan Walls	775-267-1239	jwalls1239@charter.net
Webmaster: Lucie Johnson	775-783-4073	lucie.simone.johnson@gmail.com

DCDW Website: www.dcdwomen.net

Available on the website: **Bylaws, Policies & Procedures, Meetings, Scholarships, etc.**

DCDW Resources Website: www.dcdwresources.net

Available on the website: Legislation information, Legislators contact information, etc.

DCDW Mailing address: P.O. Box 939, Minden, NV 89423

Douglas Co. Democratic Central Committee website:

www.douglasdems.org

January 1, 2018

**Douglas County Democratic Women
2018
Call for Nominations & Elections**



Deadline to respond: March 2, 2018 (30 days prior to election)

The 2018 DCDW Nominating Committee is asking any DCDW member interested in helping deliver the organization's Mission Statement and Purpose to members and to the community at large, to toss her hat in the ring.

Mission Statement:

To promote social and economic security, equality, justice and opportunity for all.

Purpose:

To be an effective action forum supporting candidates and issues DCDW endorses.

To provide "grass roots" input into the political process by identifying and promoting local, regional, state and national political issues and positions endorsed by DCDW.

You may place your name in nomination for President, Vice President, Secretary or Treasurer from the floor, or the name of another nomination with the person's consent.

If your interest lies in serving as a committee chairperson, please let the nomination committee know as well. DCDW Standing Committees are Fundraising, Legislation, Membership, Program, Public Relations, Community Service, and Scholarship. ***These positions are voting members of the Executive Board and require attendance at the monthly Executive Board meetings. An outline of responsibilities may be obtained from the president.***

There are also Ad Hoc Committees: Bylaws/Policies & Procedures, Nominating, and Hospitality.

Elections will be held at the April 2, 2018 meeting.

Please respond with your offer or questions to Nominating Committee Chair, Jan Walls at jwalls1239@charter.net or 267-1239. Please find attached a nominating form to be completed and returned to Nominating Committee Chair, Jan Walls, by March 2, 2018.



Douglas County Democratic Women Nominating Form

Complete this form and return to the Nominating Committee Chair by **Monday, March 5, 2018.**

NAME OF CANDIDATE: _____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____

PLEASE CHECK
ELECTIVE OFFICE BEING SOUGHT:

- _____ PRESIDENT
- _____ VICE PRESIDENT
- _____ SECRETARY
- _____ TREASURER

STANDING COMMITTEE CHAIR APPOINTMENT BEING SOUGHT:

- _____ Fundraising
- _____ Membership
- _____ Program
- _____ PR/Publicity
- _____ Legislation
- _____ Scholarship
- _____ Community Service

AD HOC COMMITTEE CHAIR APPOINTMENT BEING SOUGHT:

- _____ Bylaws/Policies & Procedures
- _____ Nominating Committee
- _____ Hospitality

I, _____, agree to serve as _____ if elected by the DCDW membership. I pledge to uphold the Democratic principles as reflected in the DCDW Mission and Purpose Statement.

Signed: _____ Date: _____

Return to:
DCDW Nominating Committee Chair – Jan Walls
jwalls1239@charter.net 267.1239 – phone 1171 Chaparral Court – Minden 89423



Douglas County Democratic Women Expense Reimbursement Form

Date _____

Amount _____

Check requested by: _____

For item or expense: _____

Receipt attached: YES NO If no why: _____

Chair approval _____

Was this expense budgeted? _____

Purpose _____

Approved in Executive Board: _____ Date _____

Approval by DCDW Officer: _____

=====

DCDW Check # _____

Date _____

Signature of Treasurer _____

DCDW Letterhead, see also next page





Douglas County Democratic Women

Date

P.O. Box 939 Minden, Nevada 89423
[:www.dcdwomen.net](http://www.dcdwomen.net)

