

**CALIFORNIA CATTLEWOMEN, INC.**

**Policies and Procedures**

Revised & Restated December 1, 2017

**DUES**

CCW Regular Membership Dues, Associate Membership Dues and At-Large Membership Dues shall be \$ 20.00 annually, and are due October 1st, and shall be delinquent if not postmarked or received by November 15th. All units will email their current membership list, in Excel format, and a copy of the dues check and any updates to the CCW Membership Chair. All units will mail their members' dues directly to the CCW Treasurer along with a copy of the membership list.

- A. A CattleWoman may belong to more than one County Unit, but shall pay State dues only in the county of residence.
- B. A "New Member" is one who has never been a CattleWoman, or a person who has been a CattleWoman but has not paid dues for the two preceding years.
- C. Associate Group Membership dues shall be \$50 per year. Applications for Associate Group Membership must be presented in writing to be considered by the Board of Directors of the CCW.
- D. CCW Affiliate ANCW dues shall be \$150 per year, due January 1, and shall be paid by the CCW Treasurer.
- E. Sustaining Membership dues shall be \$25 per year, and shall be paid in addition to the regular membership dues.

**INSURANCE**

County Unit Insurance premiums are due and payable August 1st of each year.

Insurance Premiums are:

|      |     |                    |
|------|-----|--------------------|
| \$25 | --- | 50 members or less |
| \$30 | --- | 51 - 100 members   |
| \$35 | --- | 101 - 150 members  |
| \$40 | --- | 151 - 200 members  |

**FINANCIAL REPORTS AND REIMBURSEMENTS**

- A. The unit Treasurer who handles the unit's accounting during the fiscal year (Nov. 1<sup>st</sup> to Oct 31<sup>st</sup>) is required to close the books, do the bank reconciliation and prepare the unit's financial reports. A copy of the financial report, with an adding machine tape attached to each page, a copy of the bank reconciliation, and copy of the permanent inventory and promotion items owned by unit as of Oct. 31<sup>st</sup> along with \$35 shall be sent to the State CCW Treasurer prior to December 15<sup>th</sup> of every year.
- B. All request(s) for reimbursement of any CCW approved expense needs to be submitted to the CCW Treasurer no later than 30 days following the incurred expense. CCW fiscal year end is October 31<sup>st</sup>.
- C. In the event a County Unit requires additional CCW Accountant support to file their required taxes, that Unit is responsible for the additional accounting fees. The CCW treasurer will issue a bill to those Units within 30 days of receiving the CCW Accountant's bill for those services.

## **ANCW DELEGATES**

Voting Delegate to be in the following order:

|                 |     |                               |
|-----------------|-----|-------------------------------|
| First Delegate  | --- | CCW President                 |
| Second Delegate | --- | First Vice President          |
| Third Delegate  | --- | Immediate Past President      |
| Fourth Delegate | --- | Ranking Second Vice President |
| Fifth Delegate  | --- | Beef Promotion Chairman       |

If none of the above is present in order, then the President may appoint any attending member of CCW at her discretion.

Voting delegates attending an ANCW required meetings shall be reimbursed for hotel, travel and registration, per the annual budget adopted by the CCW Board of Directors. (Meals are not included in this amount.)

## **PRESIDENT EXPENSE**

The President Expenses item in the budget adopted by the CCW board of Directors shall be paid to the President as expenses are incurred and receipts are sent into the Treasurer. This money is to be used for postage, printing, phone, and travel to the county units and Washington D.C. meetings. The President may use this money to cover any and all expense not paid directly by CCW. (The President and all other ANCW delegates have a budget amount under Officers-ANCW Delegates that pays for hotel, travel and registration to ANCW meetings. The President's expenses for hotel, travel and registration for CCW state meetings are included in the budget item State Meeting Expense. Meals are not included in these amounts)

Should the President hold a cocktail party or have a hospitality event at any state meeting, local units may be asked to host these events or the cost can come out of the President's annual expenses.

## **MEMBERSHIP NOTIFICATION**

The President and or Executive Board of the California CattleWomen will notify all county units of issues or groups that they are planning to support or oppose via email to county presidents, along with a deadline for which responses must be received. If a proposed action is to take place after a regular or special meeting of the Board Directors, it may be discussed at that meeting upon request by a county president.

## **LOGO**

The horned bell shall represent CCW's logo.

## **MYSTERY PACKAGE SALES**

There shall be a mystery package sale during the CowBelle of the Year Luncheon at the Convention each year. Individual members of County Units are responsible for mystery package donations. Money derived from this sale will be placed in the General Fund.

## **DOOR PRIZES**

Each County Unit shall be responsible for providing a door prize for the CowBelle of the Year Luncheon at the State Convention.

## **COWBELLE OF THE YEAR**

This award shall be called "CowBelle of the Year." Costs for the CowBelle of the Year shall be set by the Board of Directors.

## **MEMBERSHIP CONTEST**

There are four categories for the County Units' Membership Awards Contest. The contest shall be based on those memberships collected during the fiscal year, November 1<sup>st</sup> through October 31<sup>st</sup>.

- . 1 - 50 members
- 51 - 100 members
- 101 - 150 members
- 151 members and up

All units are entered automatically in the contest.

## **SILENT PRAYER**

A moment of silent prayer shall be held at the November General Membership Meeting to honor the memory of deceased members or family members of CattleWomen.

## **SCHOLARSHIP FUND**

All memorial donations shall be placed in the Memorial Scholarship savings account. A donation of \$100 will be made to the Memorial Scholarship Fund in the event of the death of a Past CCW President.

## **RECORDING SECRETARY**

In addition to the duties specified in the Bylaws, the Recording Secretary shall distribute the Minutes of the Executive Committee Meetings to each member of the Executive Committee. She shall also type and distribute the minutes of the Board of Directors Meetings to each member of the Board of Directors and the Past Presidents of the CCW.

She shall prepare and distribute the roster of names and addresses of the Executive Committee, County Unit Presidents, Standing and Special Committee Chairmen. A copy of the roster shall be distributed to all Past Presidents of CCW.

She shall be responsible for keeping all permanent minutes and conflict of interest statements and passing them on to the next Secretary for safe keeping.

## **EXECUTIVE COMMITTEE**

All matters to be considered by the Executive Committee or the Board of Directors shall be presented in writing to the President ten (10) days before the announced meeting. Executive Committee meetings shall be open to all CCW members for observation only.

## **SALE OF FUND RAISING ITEMS**

County Units wishing to sell their fund-raising items may do so only at the Beef Promotion, Mid-Year and the Convention Meetings.

## **DOCUMENT RETENTION AND DESTRUCTION POLICY**

To comply with The Sarbanes-Oxley Act which is a federal law enacted in 2002. This policy will apply to the Executive Board, Officers, and Committee Chairman of the California CattleWomen Inc. (CCW). This policy will put us in compliance with the IRS regulations for 501 c 6 non-profit organizations that we have a written Document Retention Policy. All County Units should add this policy to their own By-Laws. The Treasurer of CCW will be responsible for enforcement of the policy.

| <b>DOCUMENT</b>   | <b>LOCATION WHERE STORED</b> | <b>LENGTH OF TIME</b> |
|---|------------------------------|-----------------------|
| Accounts payable ledgers  | Treasurer                    | 10 years              |
| Accounts receivable ledger  | Treasurer                    | 10 years              |
| Audit Reports   | Auditing and Budget Chairman | Permanently           |
| Bank Statements   | Treasurer                    | 10 years              |
| Checks – Canceled   | Treasurer                    | 10 years              |
| Checks canceled for important payments taxes,<br>purchase of property special contracts | Treasurer                    | Permanently           |
| Correspondence, general   | Secretary                    | 4 years               |
| Correspondence, Legal or Important  | Secretary                    | Permanently           |
| Donation records  | Treasurer                    | 10 years              |
| Donation records endowment funds  | Treasurer                    | Permanently           |
| Duplicate deposit slips   | Treasurer                    | 10 years              |
| Expense reports & distribution journals   | Treasurer                    | 10 years              |
| Financial Statement (end of the year)   | Treasurer                    | Permanently           |
| General Ledgers (end of year)   | Treasurer                    | Permanently           |
| Insurance Policies  | Treasurer                    | Permanently           |
| Invoices Vendor and Customers   | Treasurer                    | 10 years              |
| Journals  | Treasurer                    | 10 years              |
| Minutes, By-Laws and Articles of Incorporation  | Secretary                    | Permanently           |
| Tax returns, worksheets, any documents relating<br>to determination of tax liability    | Treasurer                    | Permanently           |

(The word “documents” may include hard copies as well as electronic documents.)

## **CONFLICT OF INTEREST POLICY**

The standard of behavior at the California CattleWomen Inc (CCW) is that all members of the Executive board of Directors scrupulously avoid conflicts of interest between interest of CCW on one hand and personal, professional and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

In the course of meetings and activities, I will disclose any interests in a transaction or decision where I (including my business or other nonprofit affiliations), my family, employer or close associates will receive

a benefit or gain. After disclosure, I understand that I will be asked to leave the room for the discussion and will not be permitted to vote on the question.

I understand that this policy is meant to supplement good judgment, and I will respect its spirit as well as its wording.

Signed \_\_\_\_\_ Date \_\_\_\_\_

This document needs to be signed by all members of the Executive Board when elected or appointed. The Secretary will keep them as part of her permanent records.

## **TITLES AND DUTIES OF THE COMMITTEE CHAIRMAN**

No members of the Executive Board of Directors shall serve as chairman of a committee, other than the Nominating Committee, unless they are fulfilling a chairmanship to which they were appointed prior to being elected to the Executive Committee.

### **TITLE OF THE STANDING COMMITTEES:**

**Ag in The Classroom**  
**Beef Promotion and Education**  
**Budget and Audit**  
**Bylaws**  
**California Beef Ambassador**  
**CowBelle of the Year**  
**Credentials and Hostesses**  
**Fundraising**  
**Legislation**  
**Membership – ANCW & CCW**  
**Memorial Scholarship Fund**  
**Newsletter**  
**Nominating**  
**Publicity/Chimes**  
**Roundup Report**  
**Bayer Beef Promotion & Education Book**  
**Website Coordinator**  
**Social Media**

### **AGRICULTURE IN THE CLASSROOM**

The California CattleWomen fully supports Agriculture in the Classroom (AITC). This dynamic program fosters agriculture literacy among the general public through education of educators, students and the media. The California Foundation for Agriculture in the Classroom is the lead agency in our state and is backed by a wide spectrum of agriculturalists and commodity groups, including the California CattleWomen.

It is the responsibility of the CCW Ag in the Classroom Chairman to:

A. Be a liaison between the California CattleWomen and the California Foundation for AITC.

- B. Oversee any CCW monetary contribution to the California Foundation for AITC.
- C. Insure that the CCW is represented on the Advisory Board of the California Foundation for AITC.
- D. Work with the California Beef Council and the California Cattlemen's Association on the development of educational materials pertaining to beef production and consumption.
- E. Encourage county CattleWomen organizations to implement AITC in their own local areas. Instruction should be provided on various topics including, but not limited to, starting Ag in the Classroom committees, working in the classroom, teacher education and creating lesson plans.

The goals of the CCW and the California Foundation for Ag in the Classroom are closely intertwined. We can both benefit from our continued association. The California CattleWomen's Ag in the Classroom Chairman shall consider it her duty to promote any and all AITC activities on both the State and local level, especially those pertaining to beef education.

### **BEEF PROMOTION AND EDUCATION**

The Chairman shall serve as an ex-officio member of the CBC Liaison Committee.  
 Shall be responsible for any Beef Promotion projects as requested by the President.  
 Shall be responsible for the Beef Promotion Seminar to be held at the Spring Meeting.

### **BUDGET AND AUDIT**

Shall be responsible for submitting a workable proposed budget to the Board of Directors at the State Convention. A status of the budget shall be presented at each meeting of the Board of Directors. The Treasurer's records shall be audited immediately following the close of the fiscal year, and at any other time requested by the Board of Directors, or the General Membership through their Directors.

### **BYLAWS**

Shall review the Bylaws and Policy and Procedure documents annually and submit proposed amendments or revisions, if any, to the Executive Committee for recommendation to the Board of Directors. Shall distribute copies of updated revised Bylaws and Policy and Procedures to the Board of Directors by email within 30 days of any changes being voted on.

### **CALIFORNIA BEEF AMBASSADOR**

The California Beef Ambassador program motivates and involves CCW members in seeking, training and involving California youth spokespersons, dynamic and dedicated in reaching consumers and peer groups with positive messages about the beef industry. The goal of this committee is to develop and implement a youth spokesperson program that contributes to an increase of beef consumption and to dispel myths and misconceptions of the beef industry and beef consumption held by teens and their families.

It is the responsibility of the CCW Beef Ambassador Chair to:

- A. Train and utilize Beef Ambassadors in promoting and educating about beef.

- B. Work to increase the number of counties participating and help them reach the best potential of the program.
- C. Establish the date and place for the California Beef Ambassador Contest and notify county units.
- D. Make arrangements for the California Beef Ambassador to compete in the National Beef Ambassador Contest.
- E. Encourage past participants to continue to promote beef and the beef industry.

### **COWBELLE OF THE YEAR**

The CowBelle of the year honors recipients chosen by each individual unit that have shown unselfish dedication to the beef industry.

The committee chairman is responsible for the following:

Shall make arrangements for the annual award for each honoree and submit findings to the Executive Committee.

Shall work within the budget set.

Shall send notice to County Units with the cost and deadline date.

Shall have an award made and favor for each honoree.

Shall present the award at annual CCA-CCW Convention during the CowBelle of the Year Luncheon.

Shall have a booklet designed and printed for the event that lists and describes the achievements of each honoree.

Shall make arrangements to have a photo taken of each honoree.

### **CREDENTIALS & HOSTESS**

Shall assist the President at the Board of Directors Meetings and Annual convention Meeting and shall provide hostesses for each meeting.

It is the responsibility of the Credentials & Hostess Committee to:

Notify each county president by Feb 1<sup>st</sup>, their delegate eligibility for the year; as outlined in the *Bylaws in Article VI, Section 1, item E.*

Check arrangements and facilities of the meeting room.

A. American Flag present.

B. Microphone working - for podium and floor.

C. Access to lights and air conditioning controls.

D. Video equipment available and ready for use.

E. Water and refreshments, if ordered, are set up.

Distribute provided materials.

Provide space, i.e. tables etc., to display CattleWomen's activities.

Provide for luncheon ticket sales and registration fees.

Cooperate with hotel personnel regarding count and arrangements for no-host cocktails and luncheon.

Answer questions, take messages and/or telephone calls.

Mail materials to absent officers, chairs and directors.

Register all members and guests at each meeting and provide a name tag at the spring meeting.

Use the CCA prepared name tags for the mid year and annual meeting.

Provide a total count of all persons present at request of President.

Provide voting ballots to all voting delegates if necessary for vote.

*Note;* The Credentials Committee can more efficiently distribute material if the materials for the packets are turned into the Credentials Chairman no later than the evening before the Director's meetings. Otherwise, those who bring them must distribute the materials.

## **FUNDRAISING**

Duties to include administration of:

Panel Raffle

Record tickets distributed

Record tickets and monies returned

Prepare report for CCW treasurer and Units by December 31<sup>st</sup>.

CCW will continue to absorb all of the costs of the panel raffle project and still split 50% of the gross proceeds with all units that sell tickets. (3/12/17)

CCW Scholarship fund will receive 10% of the NET of CCW's share of the panel raffle sales. (6/23/17)

Share Cards

Other fundraising activities as they develop.

## **LEGISLATION**

Shall work under direction of and in conjunction with CCA when information is provided by CCA and imparted via email.

Has the authority to use name of CCW when acting on legislation with CCA.

## **MEMBERSHIP – ANCW & CCW**

Shall promote ANCW & CCW Membership.

Shall notify County Units and At-Large members as to dues deadline, amount due and the address of the current CCW Treasurer and Membership Chairman.

Shall record names, addresses, emails and receipt of dues.

ANCW dues are to be paid directly to ANCW by the County Units.

CCW dues are due October 1<sup>st</sup> and are delinquent if not postmarked or received by November 15<sup>th</sup>.

The County Units Membership Awards Contest shall be based on those memberships.

Collected during the fiscal year, November 1<sup>st</sup> to October 31<sup>st</sup>.

Shall notify County Units by December 1<sup>st</sup> that dues are delinquent.

Shall update lists as to name, email and address changes and notify the Newsletter Chairman of any email or address changes.



Shall forward to Credentials Chair, a membership count by county printout by January 20<sup>th</sup> for determining delegate eligibility.

### **MEMORIAL SCHOLARSHIP FUND**

Shall accept donations to the Memorial Scholarship Fund.

Shall send an acknowledgment to the donor and to the family for whom the memorial is given.

The following criteria shall be used in selecting all scholarship recipients:

- A. The recipient of the CCW scholarship must be a California high school graduate.
- B. When filing the application, the student must have completed one year of college.
- C. The applicant must be a full-time student and must carry a minimum of 12 units.
- D. The applicant's course of study must be in a School of Agriculture.
- E. The applicant's grade point average must be a minimum of 3.0
- F. There will be five (5) CattleWomen, each assigned to one of the following Universities; CSU - Chico, U.C. Davis, Cal Poly- Pomona/All other Colleges, Cal Poly- San Luis Obispo, CSU - Fresno, who shall be responsible for contacting the school liaison to announce the \$1,000 scholarship at each of the five colleges. The CattleWomen from the local university area will select the student recipient. The CattleWoman may elect to have a committee of local CattleWomen assist in the selection of the recipient.
- G. The closing date for receipt of all completed CCW scholarship applications is April 1st.
- H. A student may not receive the CCW scholarship more than once.
- I. All CCW Memorial Scholarship applications shall be retained by CCW for one year.
- J. Shall keep an ongoing list of recipients in the scholarship binder.

### **NEWSLETTER**

Shall be responsible for gathering news and editing the Newsletter.

Shall send to party responsible for printing and mailing the Newsletter.

### **NOMINATING**

Shall be responsible for distributing nominating forms to all County Units.

Shall have available at all Board of Directors meetings, forms for those interested in serving as an elected officer, committee chairman or committee member.

There shall be a majority of committee members present when a slate of officers is selected.

All committee members shall sign the proposed list of nominees, and may empower the Chairman to act on behalf of the committee in the event the nominees cannot be reached on the day of the meeting. Nominees shall reply within a stated time limit.

In the interest of informing the Membership of the proposed nominees in advance of the election, the slate of nominees shall be sent out with the Call to the Mid-Year Meeting. A brief resume of each nominee shall also be sent out at this time.

The Immediate past CCW President will become the eighth voting member of the Nominating Committee.

## **PUBLICITY/Chimes**

Shall submit articles of information to ANCW and Chimes.

## **ROUNDUP REPORT**

A verbal reminder is given to the members at the Spring meeting to keep a record of their County Units' activities for publication in the Roundup Report.

Send a reminder to all County Units in August that their unit's report is due September 1<sup>st</sup>.

After the September 1<sup>st</sup> deadline, call, fax or email the units who have not responded. Allow another two weeks for the unit to comply.

Have 100 magazines printed and distribute to CCW members at the Convention in November.

This number may be amended if units request the roundup by electronic means. The roundup should also be sent to the Website Coordinator to be published on the CCW website. Chairman will also forward an electronic copy of the roundup to all County Presidents for distribution to unit members.

Chairman is to be responsible for the current annual report and for archiving and passing on to the next chair person all prior years roundup reports

## **BAYER BEEF PROMOTION & EDUCATION BOOK**

Shall send letters to County Units as to the deadline, judging criteria and where to send scrapbooks.

Shall be responsible for the display at the annual CCA-CCW Convention.

## **WEBSITE COORDINATOR**

Duties to include:

To organize, manage and produce content for the website.

To review website periodically to maintain a current, dynamic presentation for the California Cattlewomen.

To coordinate with the 1<sup>st</sup> Vice President to assure that the website represents the goals and mission of the CCW.

To work with the webmaster (actual person that updates the website) in maintaining a professional, easy-to-use consumer based website.

To obtain from the webmaster, statistics of hits and interest and present this information to the Board meetings of the CCW.

## **SOCIAL MEDIA**

Shall promote CCW and local units via social media on a regular basis.