

Policies of KDCCW Board

Adopted on April 10, 2008 at the KDCCW Board Meeting, Gatlinburg, TN

Amended on May 5, 2011 at the KDCCW Board Meeting, Kingsport, TN

Sources of income:

- Monthly Diocesan Grants
- 10% of Annual Convention profit
- Contributions
- Interest

Annual Budget

- Finance committee composed of Treasurer and two (2) Board members appointed by the President develop an annual budget July 1-June 30
- Approved at Spring KDCCW Board meeting
- The budget may be amended by the Executive Committee in emergencies or by the Board when in session to meet the needs of the organization

Accounts & Purposes

- Checking Account
 - Used for the day-to-day operating expenses as approved in the annual budget by the KDCCW Board
 - Income from Diocese of Knoxville
 - Funds may be transferred as needed from other accounts

- KDCCW Diocesan Convention Account

[This account (formerly called the First American Investment Reserve [FAIR] account) was started in 1996 with \$3,500.00 from unspent operating funds.]

- Start-up funds for annual convention
- 10% profit income from each convention plus earned interest
- These funds may also be used as needed to meet obligations

- Education Fund

[This account (formerly called the Escrow Account) was opened in 1995 with \$6,000.00 with \$1,500.00 each from Chattanooga Deanery, Cumberland Mountain Deanery, Five Rivers Deanery, and Smoky Mountain Deanery with the express purpose of using the earned interest for education.]

- To supplement the operating budget with expenses associated with the attendance of the Bishop, Moderator, President, and/or Vice President at NCCW Convention.
- To educate and support the membership

Definitions of financial costs of attendance at meetings

Registration: Registration for those approved to attend designated meetings will be reimbursed for early registration fees only after attendance. Registration expenses will not be reimbursed if the member does not attend.

Hotel Room: The room for women attendees will be shared, whenever possible, with KDCCW reimbursing those approved Board members approved to attend.

Transportation:

- Gasoline and parking fees shall be reimbursed by those who drive to NCCW meetings.
- Carpooling is required when more than one person is attending.
- Gasoline will not be reimbursed in an amount above the lowest available airfare.
- Attendees can choose to share the funds if all choose to drive.
- Airfare will be reimbursed at the lowest available Internet fare established 28 days prior to the event from the Knoxville Airport.

Reimbursement:

- Receipts, to be turned in (or postmarked) to the KDCCW treasurer within three weeks of event, are required for all pre-approved expenses to be paid or the right to reimbursement is forfeited and considered a contribution to KDCCW.
- KDCCW will reimburse approved expenses after the meeting upon receiving the receipt/s.
- In no event, will KDCCW reimburse for an expense covered by some other entity.
- All other expenses; such as meals, banquets, fund-raisers, and tips are the responsibility of the individual.
- In the event that the designated participant is unable to attend, reimbursement will not be allowed. If the participant has received financial help prior to attending any sanctioned event, those funds will need to be repaid to the KDCCW.

Education and Financial Support of Membership

KDCCW Board

- Orientation to the KDCCW Board, provided by the KDCCW Training Team, shall be held prior to the fall board meeting following installation of new officers.
- The Parliamentarian will present brief parliamentary procedure points at each meeting.
- New members to the Board will be appointed a mentor by the President
- The KDCCW Training Team will be reimbursed for expenses up to the amount approved in the budget.
- Other KDCCW Board members who chose to attend the NCCW Convention will be reimbursed 1/3 of the lowest registration fee.

Bishop

- Orientation to KDCCW will be provided to a new Bishop soon after installation by the President, Moderator, Province Director, and/or 2 former Presidents
- Registration and room expenses at KDCCW Diocesan Convention will be paid by the KDCCW.
- Registration, room, transportation, Province Dinner and Moderator's meeting as requested for NCCW convention.

KDCCW Moderator

- New Moderator orientation provided by President, local Province Director and/or a Past President
- Registration, meals and room at KDCCW Convention will be paid by Diocesan Convention
- Registration, room, transportation, Province Dinner and Moderator's meeting as requested for the NCCW Convention.

- In the event that the Moderator cannot attend the NCCW Convention, a Deanery Moderator will be invited with a rotation from Deanery to Deanery by alphabetical order by Deanery.

Province Director

- Annual stipend as approved in operating budget
- Registration and room at KDCCW Convention by Diocesan Convention

President

- The President will be reimbursed for KDCCW expenses as approved in the annual budget.
- Registration and room at KDCCW Convention are provided according to Diocesan Convention guidelines.
- Registration, room, and transportation assistance to attend the NCCW Convention as approved in the operating Budget during calendar odd-numbered year of her term.

Vice President

- Registration, room, and transportation assistance to attend the NCCW Convention as approved in the operating Budget during calendar even-numbered year of her term.

Commission Chairs

- Commission chairs will be reimbursed for expenses associated with their commission work with receipts up to the amount approved in the annual budget.
- Once during each 2-year term as Commission Chair, financial assistance (not to exceed \$500.00) will be available to attend one of the following national meetings, as appropriate to the Commission: NCCW Convention or other NCCW sponsored education events upon the approval of the Board.
- Commission chairs will be provided \$50.00 from the Convention revenues for expenses related to the annual commission workshop.

Rationale: The Commission chairs are the backbone of the programs of KDCCW. NCCW provides a variety of trainings for commission chairs and we need to encourage them to attend the training related to their commission. These funds cannot be transferred to another Board position nor is it the intention of the Board to fund commission chairs repeatedly to attend training. This policy is intended to provide each commission chair an opportunity to prepare for her role better.

Treasurer

- Checks, deposit slips, and postage as approved in annual budget

Publicity

- Website fees
- Convention
- Email tree
- NCCW Annual Giving—equivalent to the cost of one page ad in NCCW Program book.

Other

- Deanery Presidents' expenses are the responsibility of the Deanery
- Deanery Allotments \$50/yr/affiliate from KDCCW

- Deanery NCCW dues will be paid by KDCCW
- KDCCW training team available to provide services to Deanery and Parish Affiliates, upon request.
- WUCWO: If one or more KDCCW Board members elect to attend the WUCWO General Assembly held every 5 years, an honorarium of \$300.00 per member or a total of \$1000.00 to be divided evenly by those attending toward the registration fee, if no other organization is paying for their registration. It is the responsibility of those accepting the honorarium to provide complete reports to the KDCCW President or membership. Original receipts will be provided to the KDCCW Treasurer.

Responsibilities of KDCCW Board Members

- Attend KDCCW Board Orientation
- Attend all KDCCW Board Meetings unless excused by the President
- Serves on committees as appointed by the President
- Create positive image of NCCW, KDCCW, Deanery/Parish CCW at all times.
- Attend KDCCW Annual Convention
- When expenses are fully or partially paid by KDCCW to attend national meetings, the member shall
 1. Provide a written report to the KDCCW Board at the next meeting or sooner, if requested by the President
 2. Provide information for the www.kdccw.org website within 2 weeks
 3. Write article for publicity upon request
 4. Provide any materials for exhibit/display at Board meetings and annual convention
 5. Pass handouts and materials received to the appropriate members as soon as possible, as some materials are time sensitive
 6. Make presentations to Deanery, Parish affiliates and/or annual convention, on request

Gifts

- The KDCCW Board through the corresponding secretary will send greeting cards for important events as requested by the President and funded in the annual budget.
- A Mass will be offered at the annual convention for deceased women of the diocese.
- The President will be provided a President's pin at installation and a thank-you gift at the end of her term.
- The Moderator will be provided an appreciation gift annually.
- On the occasion of his/her death, a Mass will be offered for the repose of the soul of the Bishop, Moderators, current KDCCW Board members, current member's spouse, and current member's children, former DCCW Presidents, and Diocesan priests serving in the Diocese of Knoxville.
- In lieu of flowers, spiritual bouquets, visits and random acts of kindness are encouraged when a member is ill.
- A "Good News Jar" fund will be created to use when a gift is needed that is not covered in these policies.

Members seeking NCCW Office

KDCCW will provide a financial stipend up to \$300.00 with receipts to KDCCW candidates seeking a NCCW position from the Education Fund or the checking account, if funds are available.

Members serving as NCCW Officer or on Special Assignment

- KDCCW will provide a financial stipend of \$250.00 to KDCCW members of unfunded NCCW special assignments, from the Education Fund or the checking account, if funds are available.
- KDCCW members serving as a NCCW Officer or NCCW Commission Chair will be provide a stipend of \$500.00 per fiscal year, if NCCW is not reimbursing them for registration, hotel, and travel related to official NCCW business. Original receipts will be provided to the KDCCW Treasurer.

Tax Purposes

Any member may elect to pay her own expenses, with these expenses being considered a donation to the KDCCW.

Committee
Sally Jackson
Anne Wharton
Shirley Riehl