



Policies & Procedures

March 2021

Continental Societies, Inc.
Metropolitan Philadelphia Area Chapter

**CONTINENTAL SOCIETIES, INCORPORATED
METROPOLITAN PHILADELPHIA AREA CHAPTER**

OFFICIAL CHAPTER NAME

The organization shall be known as the
METROPOLITAN PHILADELPHIA AREA CHAPTER
Continental Societies, Incorporated.

PURPOSE

The purpose of the Chapter shall be to promote, foster, and develop the welfare of disadvantaged and underprivileged youth in the Metropolitan Philadelphia Area through civic, political, educational, fundraising, and social activities.

DATE CHARTERED

October 25, 1997

FISCAL YEAR

July 1 through June 30

TAX STATUS

Non-Profit, IRS 501(c)(3) tax-exempt

CHARTER MEMBERS

<i>Linda Meade*</i>	<i>Barbara Stallworth*</i>
<i>Ann Adderley</i>	<i>Adrean Bailey</i>
<i>Madeline Brown</i>	<i>Harriet Davis</i>
<i>Donna Edwards</i>	<i>Jana Goodwin</i>
<i>Bernice Green</i>	<i>Patricia Holmes</i>
<i>Florence Hubert</i>	<i>Victoria Johnson</i>
<i>Constance Keaton</i>	<i>Gloria Kittrels</i>
<i>Margaret Luby</i>	<i>Joanne Nichols</i>
<i>Crystal Taylor</i>	<i>Laura Williams</i>

* Chapter Organizers

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A. Officers

Elected Officers

The elected officers of the Metropolitan Philadelphia Area Chapter shall be President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Financial Secretary, Sergeant-At-Arms, Historian, Public Relations Officers (2) and Chaplain.

Appointed Officers

The Parliamentarian is appointed by the President.

Eligibility for Office

To be eligible for an office:

- The member shall be an active member in good financial standing on the local, regional, and national levels.
- The member shall have no more than 3 unexcused absences for the previous program year. Member must contact the president to be excused from the meeting and absent is present and duly noted in the recording secretaries minutes.
- The member shall have attended a Regional and National meeting prior to the year in which she is running for office.
- The member shall have experience and/or training related to the responsibilities of the office being sought.

Vacancy in Office

In the event an office is vacated before the elected term is completed, the president shall have the authority to appoint a member to complete that term of office. If that member decides to run for that office at the next election, the appointment shall service as term 1. If the office vacated is that of president, the first vice president will assume the duties of the office of president.

Term of Office

Officers are elected during odd years. Officers shall serve no more than two (2) consecutive two-year terms in the same office with the exception of the financial officers.

B. Officer Responsibilities

President

- Shall preside at all Executive Committee and Chapter meetings.
- Shall enforce observance of the Constitution and Bylaws of the Continental Societies, Inc. and the Policies and Procedures of the Chapter.
- Shall conduct the business of the chapter in consultation with the Executive Committee.
- Shall prepare agendas for all Executive and General Membership meetings.
- Shall appoint all standing committee chairs.
- Shall ensure all national reports are submitted before deadlines.
- Shall appoint Special Committees on an "as needed" basis.
- Shall be the authorized signatory for the chapter.
- Shall serves as the official representative of the Chapter unless otherwise directed.
- Shall serve as an ex-officio member of all Chapter committees with the exception of

Nominating and Audit.

- Shall exercise all powers and duties generally pertaining to the Office of the President as set forth in Robert's Rules of Order.

First Vice President - Programs

- Shall perform the duties of the President in case of absence
- Shall serve as Chairperson of the Program Committees
- Shall ensure the chapter participates in the required National HEER + Arts and Humanities Programs
- Shall work with officers and committees in strengthening and stimulating programs consistent with the objectives of the organization
- Shall collect and archive minutes from BEER + Arts & Humanities Committee meetings
- Shall ensure that all HEER + Arts and Humanities reports are submitted on a timely basis to the National Office
- Maintain a list of current Chapter clearances
- Maintain volunteer hours and mileage for chapter

Second Vice President - Membership

- Shall perform the duties of the President and First Vice President in case of absence.
- Shall serve as Chairperson of the Membership Committee.
- The Second Vice President shall:
 1. Maintain a current roster of each membership category.
 2. Develop and maintain a current data bank of all members.
 3. Keep records data, artifacts, date, time and place of Induction.
 4. Conduct membership intake process.
 5. Promote re-activation and retention of members.

Recording Secretary

- Shall be responsible for accurate and timely recording of meeting minutes of the Executive Committee and general membership meetings.
- Shall submit minutes to the president at least fifteen (15) - days following the Executive Board and General Membership meetings for review.
- Shall present accurate and timely minutes to the membership at the monthly meetings.
- Shall retain an updated and current copy of all approved minutes of the Executive Committee, General Membership and shall be available for audit.
- Shall retain updated copies of the meeting minutes from the Standing Committees
- Shall keep a file of all official chapter documents including all committee reports.
- Shall maintain all ballots and tally sheets after elections under seal until time within which a recount may be ordered, expires in (90 days), and then destroys them
- Shall keep an up to date list of Executive Committee and Committee Chairs
- Shall record attendance of membership at meetings.
- Shall notify membership of proposed changes to chapter operating documents.

Corresponding Secretary

- Shall notify members of all meetings and chapter correspondence.
- Shall conduct the general correspondence of the chapter.
- Shall present correspondence to general membership at the monthly meetings.
- Shall take the minutes of the meeting when the recording secretary is not available.

Treasurer

- Responsible for all chapter funds.
- Receives all funds from the Financial Secretary and makes deposits in the name of the Chapter of the Continental Societies, Inc.
- Keeps an accurate record of all funds and financial transactions.
- Pays all properly authorized invoices to include all required receipts. Questions on the expenditures should be presented to the President for further review.
- Prepares checks for payments and ensures the proper signatures are on all checks.
- Prepares and presents a timely and accurate monthly written report to the President, Executive Committee, and at the General Membership meetings.
- Serve as Chairperson of the Budget and Finance Committee.
- Assist committees in the preparation of income and expense budgets ensuring they retain the fiscal standards of the chapter.
- Prepares an annual Chapter Budget in consultation with the Executive Committee and the Budget and Finance Committee.
- Performs monthly reconciliations of all bank accounts and provides signed copy to President.
- Prepares an annual fiscal report for presentation to President, Executive Committee and General Membership.
- Works in conjunction with the National Treasurer in preparing and timely filing necessary tax reports and forms as required by local, state, and federal laws.

Financial Secretary

- Receives and collects all funds, including but not limited to dues and assessments, and issues receipts.
- Keeps timely and accurate records of all transactions.
- Provides funds collected to Treasurer within 3 days and obtains a receipt for each transaction.
- Shall not accept members' dues past the deadline date established in the Chapter Policies & Procedures without proper late fees.
- Prepares and presents a timely and accurate monthly written report to the President, Executive Committee, and at the General Membership meetings.
- Dues and monetary donations may be paid through (Pay Pal.com)

- Notifies members of delinquencies in writing and informs them of all deadlines and changes in membership status.
- Serves as a member of the Budget and Finance Committee.

Sergeant-At-Arms

- Aids the President in keeping order.
- Supervises the admittance of persons into meetings.
- Assists in the orderly distribution of agendas, reports, and other materials at Executive Board and General Membership meetings.

Historian

- Keep organized pertinent information about the Chapter and list important dates.
- Prepares and organizes materials for Chapter displays and other publications.
- Serves as Archivist for the Chapter.
- Serves as Chairperson of the History and Archives Committee.

Public Relations

- Distributes and disseminates news of the civic, social, and educational activities of the Chapter to other Chapters, National Office, local media and other appropriate and authorized communication outlets via newsletters, public service announcements, social media posts, as approved by the President and the Chapter protocol.
- Serve as the liaison between the Chapter and the National Public Relations Officer.
- Serve as Chair(s) of the Public Relations Committee.
- Create and send ads as requested.
- Notifies and contracts with a photographer for all major events, with the authorization of the President or her designee.

Chaplain

- Conducts the inspirational and meditation services.
- Works with the Hospitality Committee to prepare the proper amenities.
- At the direction of the President, informs the National & Regional Chaplains of major Chapter events.

Immediate Past President will serve in the capacity of support to the current President.

Officer Failure to Perform Duties - Officers who fail to satisfactorily perform duties shall be asked to show due cause for neglect to the Executive Committee. Failure to do so will result in recommendation for dismissal by the Executive Committee to the President.

Transition Meeting - This meeting will occur within two weeks after the end of the fiscal year. All pertinent data should be presented to the new officers. The new year begins on July 1st

- **C. Nominations and Elections**

- **Nominations**

- Nominations for chapter officers will occur in the years that end in odd numbers. Nominations open in the month of January and close in the month of March.

- Candidate Eligibility and Procedures
- No officer shall serve more than two consecutive terms in the same office or until a successor has been elected or appointed by the President with the exception of the financial officers. All candidates for office should:
 - Have experience and/or training related to the responsibilities of the office being sought.
 - Be financial and active with National & Regional offices and Local Chapter.
 - In the event a member is nominated for more than one office, the nominee must select the office for which she feels most qualified to hold.
 - Each nominee is required to submit an official Candidate Nomination Form by the specific due date in February given by the committee.
 - Candidates meeting the official deadline shall be listed on an unofficial preliminary ballot. Nominations from the floor will only be allowed at the March meeting. The candidate nominated from the floor must submit a completed nomination form directly after nominated. Nominations close at the March meeting.
 - The official slate will be presented at the April meeting.

Elections

- The Election Committee will prepare the ballots.
- Voting by secret ballot will occur at the May meeting.
- Members may vote by absentee ballot, by sending an official sealed ballot to the president. Ballots must be marked, placed into sealed envelopes and inserted into an envelope stamped and addressed to the president. Ballots must be received /submitted before May meeting.
- Ballots will be counted by the tellers. The head teller will report the election results during the meeting.
- No candidate may serve on the Election Committee or as a teller.

D. Meetings

- Dress code for monthly meetings: Members shall wear business attire. Unless otherwise requested by the chapter or the Executive Committee, the regular meeting of the General Membership shall be held on the second Sunday of each month, at 2:00pm, from September to June. The meetings are held at a location determined by the presiding officer. A special retreat/budget meeting will be held during the month of July.
- Executive Committee meetings will be held the Wednesday before the General Membership meeting.

- A quorum shall consist of 25% of the financial membership.
- The Executive Committee, Standing Committees, and Special Committees are authorized to meet through telephone conference or other electronic communication media as long as all of the members may simultaneously hear each other, abide by the guidelines of conference calls and participate during the meeting.
- The Chapter fiscal year is the same as the National Organization (July 1st to June 30th)

E Executive Board/Delegates

- The officers of the chapter shall be President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Financial Secretary, Sergeant-At-Arms, Historian, Public Relations Officers, Chaplain and the appointed Parliamentarian.
- The Executive Committee shall consist of the elected and appointed officers.
- The Executive Board shall consist of the officers listed above, Chair of the Standing Committees and the Nominating Committee Chair.
- Any member has the right to attend an Executive Board meeting. If a member wishes to address a particular subject on the agenda, the member must submit a written request to the President, 3 days prior to the meeting.
- A quorum shall consist of 25% of the Board members.
- The President, the alternate delegate, or designee, are the delegate(s) that will be reimbursed for travel and attendance at Conclave.
- The President will be reimbursed for travel and attendance at National Board and Regional meetings.
- The Immediate Past President serves in an advisory position on the Executive Board.

F. Committees

Program Committee - Chaired by the First Vice President

- Coordinate local projects and programs in conjunction with all National initiatives.
 - Health Education, Employment, Recreation, Arts & Humanities

Scholarship Committee - Chaired by Scholarship Chair(s)

- Carry out all duties established and outlined under the existing National Scholarship Guidelines
- Coordinate the activities for the scholarship award decision process (*distribution, collection, and evaluation of scholarship applications, student interviews*)
- Implement and support programs which help prepare students to make decisions for college (*college tours, financial assistance, essay writing, application completion*)
- Provide support to high school students throughout the scholarship award decision process
- Continue a supportive relationship with the recipients throughout the four years of college.

Awards Committee - Chaired by First Vice President

- Assist the President to establish awards that will further enhance the goals and objectives of the organization.

- Assist the President to coordinate and disseminate awards to be presented at the Chapter Retreat.

Public Relations - Chaired by the Public Relations Officer(s)

- * Distribute and disseminate news as approved by the President and the chapter protocol.
- Work at the discretion of the president to create publications to enhance the goals and objectives of the organization.

Amenities/Hospitality Committee - Chaired by Hospitality Chair(s)

- Establish, implement and keep current guidelines for courtesies and acknowledgements.
- Keep members, Regional and National Officers informed of events involving chapter members with permission.
- Coordinate refreshments at the February meeting.
- Acknowledge and recognize members for birthdays, celebrations and bereavements.
- Be responsible for the Chapter Calendar.

Archives and History Committee - Chaired by the Historian

- Keep current Continental history.
- Receive and place in storage the historical documents of the organization.
- Keep an inventory of artifacts and materials that are in storage.

Budget and Finance Committee - Chaired by the Treasurer

- Prepare the budget for ensuing fiscal year and submits to the Executive Board for approval. Review and reconcile with Financial Secretary on a monthly basis.
- Shall supervise all banking and/or investment decisions of the Chapter and President to the Executive Committee for approval.

Policies & Procedures Committee - Chaired by the Parliamentarian

- Review Chapter Policies & Procedures and the National Constitution and ByLaws yearly.

Fundraising Committee - Chair(s) appointed by the President

- Plan and implement those activities approved by the Chapter as fundraisers.
- The Chairperson shall be a member of the Budget and Finance Committee.

Tellers Committee - Chair appointed by the President

- Receive all secret ballots for counting.
- Shall not have direct involvement in the question of the result of the vote.
- Committee should consist of three Chapter members in good financial standing.

Nominating Committee - Chair appointed by the President

- Prepare a slate of officers to be voted upon for the next office term (two years).
- Nominating Committee Report shall be presented at the April Chapter meeting.

- * Nominations will be taken from the floor.
- * Following nominations from the floor, an official ballot shall be prepared for distribution at the May Chapter meeting, (or if fiscally feasible shall mail an official ballot with appropriate completion instructions to all members in good standing.
- Ballots should be returned to the chair of the Tellers Committee.
- Members shall not serve two (2) consecutive terms on this committee.
- Chair may be an ex-officio member of the next Nominating Committee as a resource, not a voting member.

G. Communication Committee

A. Will consist of one representative from each HEER+ & Standing committee that works together to create content that highlights chapter activities, scholarships, and other information about our chapter for visitors on our social media outlets. Help drive visitors to our website.

* Committee representatives will be responsible for sharing photos, meeting dates, activity information from their committee which will be used to create virtual content for distribution

* **Subcommittees** will include: eNewsletter, Social Media sites (Facebook, Instagram), and Website with a Chair for each.

* **eNewsletter:** Will highlight scholarship recipients, donors, activities of chapter. Can use Mail Chimp (free) or Constant Contact to create. Should be monthly/bimonthly to start.

* **Social Media:** Create Instagram account & update FB page. Snippets of activities to drive traffic to website.

* **Website:** Continue posting events on calendar, highlight past/current scholarship recipients, show work of committees, showcase donors to chapter, posts scholarship application for public

* Have Gmail address/dropbox for use to store photos digitally

* Submit **all** information to the President for approval prior to posting

* President & Historian should be members. President for approval & Historian for custodian/archive purposes.

Online Payment Accounts

B. The Chapter online payment account(s) (PayPal) shall be established in the Chapter's name with the President as the owner of the account. Any future accounts will follow same guidelines.

* Accessibility to the online payment accounts should be limited to the President, Treasurer and Financial Secretary (with Assist. Treasurer & Assist Financial Secretary as needed).

* The account will have a separate email address (Gmail) to receive payments from these accounts. Access to this email is the same as the access to the online payment accounts.

* All fees generated by use of these accounts for payment will be the responsibility of the end user. The Finance team has the authority to change this policy as needed.

Electronic/Virtual Meetings

C. The Chapter shall maintain a conference call and/or virtual meeting account(s) to conduct Chapter business when in person meetings are not prudent or at the discretion of the President. This account should **not** be a personal account and log in accessibility should be limited to *(decide members)*.

* The virtual platform used should be easily accessible to all members for PC/Tablet and mobile phones where applicable.

* All meetings conducted virtually (i.e. Zoom) should be secure and password protected with the log in credentials sent to members prior to meeting in a timely fashion.

* The President shall designate members (i.e. Sergeant at Arms) and others as needed to assist with meeting functionality (admitting financial members, recognizing those who wish to speak, muting all attendees). Those designated should understand how the platform works and be able to help address technology questions .

** May need to create FAQ document to address common issues for members to refer to while using virtual tools.*

* Chapter Officer Email addresses should be used to conduct Chapter business for local, regional & national use. No personal business should be used with these accounts. The accounts end in **@mpaccontinentals.org**. *Any problems can be corrected.*

*At the end of each term, the outgoing officers will give access to the incoming officers and the password should be changed after transition.

H. Membership Procedures

Qualifications

Membership of the Continental Societies, Inc. shall consist of all women duly inducted into the Organization and who are financial with Continental Societies, Inc. at the local, regional and national levels. A Chapter shall consist of a minimum of 10 members. Membership in the Continental Societies, Inc. shall not be denied to any woman because of race, creed, color, religion, or national origin.

Classifications

When membership status changes for a chapter member, it is the member's responsibility to ensure the National Office has the current and correct address on file.

Active Member

An Active Member shall be one who has fulfilled all of the requirements for membership, at the local, regional, and national level.

Associate Member

- An Associate Member shall be one who wants to continue her association with the organization but due to extenuating circumstances is unable to do so as an active member.
- Application for the Associate Membership must be submitted to the National Second Vice President and certified by the local chapter.
- A member shall be eligible if she is in good standing with her local Chapter and if inactive, she must have left the Chapter in good standing.
- An applicant for Associate Membership must have served a minimum of ten (10) years in the Continental Societies, Incorporated.
- An Associate Member must pay national dues and may participate in local and national activities with payment of required fees.
- An Associate Member shall have the privilege of attending Conclave and voting for National Officers.

Member on Leave

- A member on leave shall be one who has departed from the Chapter, and has submitted a letter of intent to return, to the President.
- A member on leave must pay local, regional, and national dues.
- A member on leave may not partake of the rights and privileges of an active member, except for the voting of local, regional and national officers and attendance at Conclave.
- A member on leave must support MPAC's main fundraiser by purchasing at least 2 tickets. Payment must be received no later than 30 days after the event. Failure to comply will result in the member being non-financial.

Member at Large

A Member-at-Large shall be a member in good standing who desires to be affiliated with the National Chapter of Continental Societies, Inc. but has moved to a location where there is not an active chapter. Such member must make application for at-large membership status through the National Second Vice President and pay national dues and assessments through the same. A Member-at-Large shall have the privilege of attending Conclave and voting for National Officers.

Inactive Member

An Inactive Member shall be an officially inducted Continental who is not associated with a Chapter and is not an Associate Member, a Member on Leave, a Member-at-Large, or an Honorary Member. An Inactive Member has no rights and privileges with the organization but can regain rights and privileges by paying all outstanding obligations, requesting activation of membership to a local chapter, receiving recommendation from chapter last associated and by paying all required fees.

New Members

Individual membership in a Chapter belonging to the Continental Societies, Inc. hereby formed shall be in accordance first and foremost with the National Constitution and Bylaws and Policies & Procedures.

- The Chapter must vote on Membership Intake.
- New members accepted into the Metropolitan Philadelphia Area Chapter shall be inducted between **July 1st and December 31st**.
- Prospective members may only be sponsored by a member in good financial standing on the local, regional and national level.
- A Chapter member may only sponsor a maximum of 2 candidates per intake process.
- A sponsoring Continental member should invite prospective members to all open chapter events.

All chapters should conduct a membership intake process that includes the following:

- a. Orientation
- b. Workshops
- c. Service project conducted by the candidates and monitored by the 2nd Vice President and aligned with HEER + Arts and Humanities programs and/or National Initiatives.

The following procedure should be followed when considering new members for membership:

1. Prospective members must complete the profile form and submit it to the Second Vice President. A copy is to be submitted to the National 2nd Vice President for review.
2. Sufficient copies of the profiles should be made available for review. Profiles must be presented to the executive board and then presented during a regular chapter meeting.
3. Each prospective member should receive formal notification of acceptance or rejection as a candidate for membership.

I. The Induction Process

The Induction process may take up to six (6) months. This includes the "Meet and Greet" event and orientation sessions.

Continental wear all black including black shoes and pearls to the Induction Ceremony. Candidates wear white suits or dresses, white shoes, flesh stockings, and pearls. No pants or hats are to be worn by members or prospective members.

The Induction Ceremony should not be changed from what is written. There is to be no videography or photography during the Induction Ceremony. Only members of the Continental Societies, Inc. are to participate in the Induction Ceremony.

If the facility does not allow lighted candles it is appropriate to use battery-operated candles.

The Induction Ceremony is a Chapter event. It shall be at the discretion of the chapter President with recommendations from the 2nd Vice President to determine who is to participate in the Induction Ceremony as it is written.

The Induction Ceremony must be in line with the National Protocol of the Continental Societies, Incorporated. The highest ranking National or Regional Officer present will conduct the Induction Ceremony. If neither is present, the President of Metropolitan Philadelphia Area Chapter or Past Chapter President may oversee the ceremony.

J. Responsibilities of Individual Members

Fees, Dues, Assessments:

Membership in Metropolitan Philadelphia Area Chapter of the Continental Societies, Inc. shall be in accordance with the National Constitution and Bylaws and the Policies & Procedures.

Dues will be set annually and shall include chapter as well as regional and national per capita and the annual charity assessment. Monies are due no later than October 1. All monies shall be remitted to the **Financial Secretary only** (or a designee assigned by the financial secretary in her absence). A late fee of 6% per month will be assessed for payments made after the due date.

A member in good financial standing is defined as one having paid all Local, Regional, and National dues and any/all assessments in a timely manner as defined in the chapter and national documents.

All chapter assessments voted upon by the chapter, will come due on the agreed upon date. All requests for extension of time to pay the agreed upon assessments, shall be submitted to the President for consideration and discussion, if necessary, by the Executive Committee.

The Financial Secretary will notify all members in writing if dues are 30 days in arrears. Members who do not pay their dues within 30 days of the notice will be removed from the chapter rolls and their names submitted to the National office for official change of membership status to Inactive.

Items requested that are not included in the current year budget, shall require review and recommendation from the Budget and Finance Committee and the approval of the Executive Committee.

Any member who has not been affiliated with a chapter for a minimum period of one year, is eligible to reapply for reinstatement by submitting a written request to the President of the Chapter. She must satisfy all local and national dues obligations, all assessments and any other outstanding financial obligations. A reinstatement fee will be required to return to active status of the Chapter.

Each member shall participate on at least one HEER + Arts and Humanities committee.

Clearances

- Current clearances of all members must be submitted to the 1st Vice President prior to working with children.
- The First Vice President will maintain a current checklist of all clearances. The checklist shall include date reviewed, type of clearance and expiration date.

Vehicle Mileage and Volunteer Hours

- Logged after each activity and submitted to committee chair on a monthly basis.
- The Chair of the committee should submit logs to the 1st Vice President monthly. The 1st Vice President will compile, and submit final report to President.

Attendance

Members are expected to attend all regularly scheduled chapter meetings. A member accruing 3 unexcused absences from a regularly scheduled chapter meeting shall be referred to the Executive Committee of the Chapter.

Any change in membership status as prescribed by the Executive Committee or any vote of the membership body must be given to the member in writing within 30 days of the status change.

Each member is required to attend at least one Regional Meeting or one National Conclave meeting every 5 years. Meeting attendance should be a part of the membership status records maintained by the Chapter 2nd Vice President. A notice should go to all members prior to the beginning of Regional Conference and the Annual Conclave requesting notification of intention of attendance for the chapter permanent record. Members not adhering to the above requirements will be referred to the Executive Committee of the Chapter.

Conduct - Code of Ethics

Continental Societies, Incorporated believes in the morality, the integrity, the dignity, and competence of its members. To this end, Continental sisters recognize the vital importance of respect, the pursuit of truth and the nurturance of democratic and moral principles. It accepts the responsibility of the individual and group functions according to the highest ethical standards. All members of the Continental Societies, Incorporated

must recognize the magnitude of this responsibility. It therefore deems it necessary in qualifying persons for membership, and in judging its active members, to act in accordance with this CODE OF ETHICS. *(taken from the Membership Guidelines June 2003, reviewed, updated and distributed July 2007-2008)*

All telecommunication devices shall be on vibrate, mute or off position during meetings and special events.

Transfer of Membership

A Continental desiring to transfer her membership from one Chapter to another shall:

- Be in good financial standing at the local, regional, and national levels.
- State her intention in writing to the Chapter President and request a letter of recommendation to be forwarded to the Chapter President with which she desires to become affiliated.
- Receive written acceptance from the petitioned Chapter.
- A transferring Continental, having met all outstanding obligations, financial and other, is a member in good standing. There is no vote to be taken by the receiving Chapter's membership.

K. Budget and Finance Procedures

All funds (cash and checks) are to be submitted to the Financial Secretary. The Financial Secretary will issue receipts for monies received. A summary document will be prepared by the Financial Secretary and given to the Treasurer for deposit to the Chapter bank account

All bank accounts shall be established in the name of the chapter (not in the name of an individual member). The chapters EIN shall be used for all bank accounts (not an individual members Social Security Number). All bank accounts shall have three signatories at all times: the President, the Treasurer and the Financial Secretary.

The Treasurer will prepare and sign all checks. A second signature should be required on all checks from either the President or the Financial Secretary.

Vouchers must be completed (attach a copy of chapter voucher/request for funds etc.), properly signed and submitted to the Financial Secretary with invoices or receipts. The Financial Secretary will sign and submit to the Treasurer for payment. No payment will be made without accompanying documents. Appropriate signatures include Officer, Committee Chair and/or the President. The requested check will be processed as soon as possible but should not take more than seven days.

Telephone requests will not be honored. Email requests will only be honored if followed up with original documentation.

No officer or committee chair shall exceed their budget without prior approval. Additional funds will require a review and recommendation of the Budget and Finance Committee and approval by the Executive Committee.

Monthly financial reports are to be presented to the Budget and Finance Committee, Executive Committee and to the general membership at the monthly meeting by the Treasurer and the Financial Secretary

The Internal Revenue Service (IRS), Form 990 must be completed in an accurate and timely manner by the National Treasurer. All requested and required information must be submitted following the schedule submitted to all local financial officers by the National Treasurer.

L. Chapter Stationery

The Chapter Stationery should follow all National protocol regarding use of logo, colors, and emblems. The Metropolitan Philadelphia Area Chapter logo is the same as the National logo with the chapter name going around the enclosed circle. The stationery is the same as the national stationery relative to the Chapter.

M. Parliamentary Authority

The rules contained in the current edition of Roberts Rules of Order, Newly Revised Edition shall govern the Continental Societies, Incorporated, Metropolitan Philadelphia Area Chapter's Policies & Procedures to which they are applicable. They should be consistent with the Constitution and Bylaws of the Societies or any special rule or procedures that the Societies may adopt.

N. Amendment of Policies & Procedures

- Based upon the review and recommendations of the Policies & Procedures review committee, the Executive Committee, may make changes in the Policies & Procedures, with approval by a quorum of the members attending the meeting.
- Thirty days notice is to be given to the membership denoting the changes and the time and date of the vote.
- Proposed amendments will be published and circulated to the members, by the next meeting after the changes have taken place.

O. Chapter Responsibilities

The Chapter will furnish rosters of its officers and membership as required by the National office.

P. Chapter Dissolution

- ***"Upon the dissolution of the corporation or the organization, the Board of Directors or governing staff shall, after paying or making provision for the payment of all of the liabilities of the corporation organization, dispose of all the assets of the corporation or organization in such manner, or to such organization(s) organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization(s) under section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law), as the Board of Directors or governing staff shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation or organization is then located, exclusively for such purposes as said Court shall determine, which are organized and operated exclusively for such purpose."***

The rules contained in the current edition of Robert's Rules of Order, Newly Revised Edition shall govern the Continental Societies, Inc. and the Chapter in all cases to which they are applicable and in which they are not consistent with the Constitution and ByLaws of the Societies or any special rules or procedures that the Societies may adopt.