

## **Policies and Procedures of the Healing Hooves**

### **I. GENERAL**

Policies and procedures of this organization shall be used to facilitate the functions of the Organization Healing Hooves.

### **II.**

#### **A. Types of Membership**

##### **1. First Year Member**

The candidate will be on First Year Membership status for the greater of a period of one year or until such time as First Year member successfully completes the requirements. The Requirements of First Year members are to be set by the Board yearly at the same time that service credit requirements are determined by the Board. In the event a First Year member cannot meet a requirement, the First Vice President may provide an alternative.

The First Vice President shall determine whether First Year members have met all necessary membership requirements and shall inform the Board when they have completed such requirements and are eligible for full Active member status. The Board shall approve Active member status upon such recommendation of the First Vice President.

First Year members may not hold office or chair a committee; however, they will be considered Active members for all other purposes of the Bylaws and Policies and Procedures of the Club.

##### **2. Active Member**

An Active member is a member in good standing who meets the Requirements for Membership as determined yearly by the Board of Directors.

##### **3. Career Member**

Career membership status may be granted by the President to an Active member after the completion of the First Year membership year and two additional years as an Active member. The member shall pay dues, have full membership privileges and meet all requirements of active membership with the exception of monthly business meeting attendance.

##### **4. Indefinite Leave of Absence Member**

An Indefinite Leave of Absence may be granted by the President in cases of extreme hardship. Members on indefinite leave of absence shall have no voting privileges and shall be relieved of all Club requirements with the

exception of paying dues and satisfying any financial obligations. Periods of indefinite leave shall not count toward years of active service.

Prior to the March Board of Directors meeting, the Secretary will request in writing to each member who has been granted an indefinite leave of absence, as to their intentions for continuance of their leave status. These members are to respond in writing to the Secretary prior to the April Board of Directors meeting as to their intentions for membership for the following year.

5. Sustaining Member

After seven years of active service and membership in the Club, a member in good standing has the privilege of requesting Sustaining Membership. First Year and Career Membership years of service count toward the number of years needed to go Sustaining. Request for such membership may be made to the President. A member shall request Sustaining status before May 31<sup>st</sup> in order to be relieved of active membership duties for the following year.

Sustaining membership status shall be effective after the May business meeting following the request.

A Sustaining member must pay dues and it is anticipated that such a member will maintain an interest in the welfare of the Club and contribute financially to Club projects. Sustaining members may attend Club meetings at any time by making a reservation with the Business Luncheon Chair, and they may propose names for membership, but have no voting privilege.

B. Change in Membership Status

Requests for change in membership status may be submitted to the President. The President will review the request, verify eligibility and grant the request. If a member requests to change their status to Sustaining, that must be done in writing to the President prior to May 31<sup>st</sup>.

C. Reinstatement of Membership

A former member applying for reinstatement of membership shall make a request in writing to the President and be approved by the Board of Directors. Former Sustaining members may be reinstated as Sustaining members with the approval of the Board of Directors.

D. Requirements of Membership for First Year, Active and Career

These requirements may be determined yearly by the Board of Directors and should be met by May 31. A complete list of the yearly requirements is available in the yearly directory. Any member not fulfilling these membership requirements by May 31 shall be dropped from the roll. The Requirements for Membership may be amended at the request of the President and approved by the Board of Directors.

1. Financial Requirements

- a. All members must serve on a Hope Ball Committee.
- b. Attend event workday.

Hope Ball Chairs will notify the membership if full attendance is required.

- c. All members must support our fundraising event by:

*Option 1. Member can purchase two individual tickets to the event.*

*Option 2. Member or member's company/organization can purchase one corporate sponsorship for \$750.00 or greater and receive two individual tickets to the event. These two tickets can be used in lieu of member purchasing two tickets or can be given to another individual (excluding other 20th Century Club members.)*

*Option 3. Member or member's business/organization can purchase one table to the event (10 tickets). Two of the tickets can be used in lieu of member purchasing two tickets. Additional tickets can be distributed at the member's discretion (excluding other 20th Century Club members)*

*Option 4. Member or member's business/organization can be the financial sponsor of a participant in the Angels of Hope program and use the three complimentary tickets that are included as part of the Angels of Hope program.*

2. Payment of Dues

Dues for Active, Career and First Year members are \$90. Dues for Sustaining members are \$60. Dues amounts may change periodically. Payment due dates and late fees are listed in Article III Section 2 B of the Club's Bylaws.

3. Meeting Attendance

- a. All Active members must attend seven of nine business meetings in a fiscal year. The nine meetings will be held monthly September through May. The Secretary shall notify a member in writing after her second absence. If a member misses three meetings her name shall be dropped from the roll.
- b. In the event that a member is unable to fulfill the meeting attendance requirement, she may petition the President for an individual waiver based on extenuating circumstances.

4. Basic Service Requirements

- 1. All members must provide food for four (4) patient dinners during each Club year: 2 Stay & Serve are required and 2 may be but are not

required to be Drop Offs. Serving on the Bingo committee satisfies the two drop-off dinner requirements.

- b. All members must attend at least one (1) Bingo night, serve and clean up.
- c. All members must serve on a Hope Ball Committee.

5. Additional Service Credits

A member shall fulfill four (4) additional Service Credits for membership as determined yearly by the Board of Directors from those listed below:

- a. Chair or Co-Chair Hope Ball 3
- b. Chair or Co-Chair a Fundraising Committee 3
- c. Chair a Hope Ball Committee 2
- d. Serve on 20th Century Club Board 2
- e. Sell 8 or more Hope Ball Tickets, not to be included in a corporate sponsorship 2
- f. Chair a Club Committee 1
- g. Secure a Corporate Sponsorship 1
- h. Secure an auction item: must be pre-approved by Auction Chair .... 1
- i. Have a daughter/granddaughter participate in the Angels of Hope program 1
- j. Clean up after Hope Ball (requirement for First Years) 1
- k. Serve an Additional Patient Dinner 1
- l. Provide Patient Snacks (limit 2 credits) 1
- m. Complete a Fund-a-Night packet 1
- n. Attend Lodge Workday (if scheduled) 1
- o. Host a Club Event in Your Home (approved by President) 1
- p. Sponsor a New Member 1
- q. Miscellaneous Service (approved by President) 1
- r. Attend an Additional Bingo Night at the Lodge 1
- s. Contribute Bingo Prizes - 3 \$10 gift cards or 6 gifts valued at \$5 each 1
- t. Be a Member of the Patient Dinner Committee 1
- u. Make a personal \$100 donation to Fund-a-Night .....1
- v. Purchase two wine pull tickets 1
- w. Be an Angel mentor .....1

- x. Serve on the Soup Monday committee .....1
- y. Serve on the Kitchen committee .....1

### III. COMMITTEES AND APPOINTED POSITIONS

#### A. Standing Committees and Appointed Positions

Structure and responsibilities of Standing Committees and Appointed Positions for the Club are:

1. Business Meeting Luncheons

A Chairman and Co-chairman will coordinate all Business Meeting Luncheons with the hosting facility, take reservations and account for money collected.

1. Communications (Emails and Newsletters)

This committee will provide monthly and as-needed information to members.

The chairman shall be appointed by the 20th Century Club President and the committee shall include such members as are necessary to facilitate communication among the Club members. All mass e-mails, including newsletters, are to be approved by the appropriate committee chair and by the Club President. All mass e-mails will be distributed by this committee. (The directory is for Club use only.)

1. Invocation

One member will be appointed to present a devotional prior to each Business Meeting.

2. Membership

Structure and duties provided for in Policy and Procedure II A.

3. Nominating

Structure and duties provided for in Policies and Procedures IV A and B.

4. Business Lunch Programs

The Second Vice President shall serve as chairman of this committee and will plan and facilitate all programs to be presented at the Business Meetings. One of the programs must be cancer-related.

5. Publicity

The Marketing Vice President shall serve as Chairman of this committee. She and her committee are to plan and facilitate all publicity in the promotion of the Club and actively solicit media coverage for the Club and the Hope Ball.

6. Bylaws/Policy and Procedures

This committee, chaired by the Parliamentarian, may review and propose revisions of the Bylaws to be voted on by the membership and of the Policies and Procedures to be voted on by the Board of Directors.

7. Service Credits

The Member Liaison oversees the Credits Chair, who is the member appointed to maintain an accurate and current record of service credits of each Active, Career and First Year member. Additionally the Member Liaison is responsible for making the Board aware of member cares and concerns. Members who have issues needing Board review should provide those to the Member Liaison.

8. Social/Member Connection Committee

This committee will plan and facilitate all parties for the Club as well as work to welcome First Year Members.

9. Business Lunch Table Decorations

Members may be appointed or volunteer to plan and provide decorations for tables at the Business Luncheons.

10. Directory

One member is appointed to compile information and records and to create a directory. The Directory Committee will consist of:

- a. Directory Chair
- b. Parliamentarian
- c. President
- d. Secretary
- e. Executive Director
- f. Communications Chair

2. Historian

The historian will be responsible for maintaining historical files for the Club and compiling an annual scrapbook of important events and activities.

3. Finance Committee

The Finance Committee will consist of:

- a. Past Year's Treasurer, Chair
- b. Current Treasurer
- c. Current President
- d. Current Sustaining President
- e. Current Long-Range Planning Chair
- f. Executive Director
- g. First Vice President

The Finance Committee shall meet no less frequently than quarterly. The

duties of the Finance Committee are to accept and account for all of the corporation's monies, to report on the investment accounts, to report at each Board meeting (through the Treasurer or the Executive Director), to oversee preparation of periodic financial statements, to oversee preparation of and cause to be filed all tax returns and other required financial documents, to engage an independent accounting firm to prepare financial statements and tax returns, to adopt policies to be approved by the Board with respect to the organization's monies, and to perform such other functions as may be requested by the Board with respect to the organization's finances. The Finance Chair will be a signor on all bank accounts.

The Finance Committee is very diligent in reacting to any differences in actual budget and discusses ways to correct any overage amounts and implement changes for the following year. The Finance Committee will provide a recommendation for the next fiscal year's dues by the April Board Meeting and a budget recommendation for the next fiscal year at the first Board Meeting of the new Board (late May/early June).

2. Hope Ball Committee

The Hope Ball Co-Chairs will assign each Club member to a particular Hope Ball Committee, taking into consideration each member's interests and skills. First Year members will serve on a Ball Committee but will not serve on a Club Committee.

3. Dinner Committee

The Dinner Committee shall be chaired by a member appointed by the 20th Century Club President and shall include such other members as may be necessary to allow for the orderly provision of dinners to patients served by the Club. Members must use signup.com to register for dinner shifts and check-in using signup.com to receive credit for their shift.

4. Bingo Committee

The Bingo Committee shall be chaired by a member appointed by the 20th Century Club President and shall include such other members as may be necessary to oversee dinner and Bingo volunteers for the weekly scheduled activity. The Lodge Liaison monitors the donated prizes and purchases any additional prizes needed.

5. Snacks Committee

The Snacks Chairman is appointed by the 20<sup>th</sup> Century Club President. Members must use signup.com to register for the shifts created by the Snacks Chairman. The Snacks Chairman works closely with the Resident Manager to assure the nutritional needs of the patients are considered.

6. Grounds Committee



The Grounds Committee shall be chaired by a member appointed by the 20th Century Club President and shall include such other members as may be necessary to provide for upkeep and maintenance of the Lodge grounds.

7. Long Range Planning Committee

The Long Range Planning Committee will be chaired by a member or Sustaining member appointed by the nominating committee and elected by the membership. The function of the Long Range Planning Committee shall be to advise the Board of Directors on the overall strategic plan of the Club. The Committee is charged with assessing the future sustainability of our Organization, the Lodge and our fundraiser.

In addition, The Committee shall develop and update a schedule of repair and replacement costs for all FF&E of the Lodge. The committee members in addition to the Chair shall be:

- a. President
- b. First Vice President
- c. Sustaining Members President
- d. Treasurer
- e. Two (2) Active members
- f. One (1) Sustaining member
- g. Executive Director

2. Grants Committee

The Grants Committee shall consist of a group of members appointed by the President and shall be responsible for reviewing, writing and submitting grant applications in an effort to raise funds for the new Lodge.

3. Angels of Hope Committee

The Angels of Hope Committee will consist of:

- a. Angels of Hope Chair and Co-Chair are appointed by the President. The Angels of Hope Co-Chair steps up to chair the following year. During her Co-Chair year, the Angels of Hope Co-Chair works with the current First Vice-President to select the next co-chair. This member must be approved by the current President before being offered the Co-Chair position.
- b. There will be one committee member for every two or three Angels participating in the program. These committee members will be placed by the 20th Century Club President and the Angels of Hope Chair. This committee placement constitutes both a Club and Ball committee placement. Active members may not serve as the Angels of Hope

Chair while their daughter or granddaughter participates in the program.

The Angels of Hope program shall be limited to no more than 30 participants each year. The Angels of Hope committee will develop a list of Legacy and General Public candidates to receive Angels of Hope invitations. Each year ONE spot in a future Angels of Hope class will be available for purchase at the Hope Ball as an Auction item. This spot cannot be for a class more than 3 years in the future. It will be the responsibility of the buyer to provide the full name of the candidate, candidate's parents and Angels of Hope class year to the 20<sup>th</sup> Century Club. Legacy candidates are daughters and granddaughters of members in good standing with a status of Active, Career or Sustainer. Sustaining members are considered to be in good standing provided they have paid their required dues for the fiscal year in which invitation packets are mailed. Active and Career members are considered to be in good standing provided they have paid their member dues for the fiscal year and by April 1<sup>st</sup> of the fiscal year have completed ALL of the following membership requirements:

- a. Completed 3 dinner requirements AND
- b. Attended 5 Club meetings (does not apply to Career members) AND
- c. Earned 4 service credits.

First Year members for fiscal 2020-2021 and 2021-2022 with daughters or granddaughters eligible to participate in the Angels of Hope program for Hope Ball 2022, Hope Ball 2023 or Hope Ball 2024 ONLY will be eligible to earn legacy status for their daughter or granddaughter provided these members are considered in good standing as defined above for Active members. These First Year members will be required to commit to serving at least two active years as part of the Legacy candidate enrollment application.

Legacy candidates are eligible for priority status enrollment in the order given below:

1. Daughters of 20<sup>th</sup> Century Club members in good standing. If a 20<sup>th</sup> Century Club member in good standing dies, her daughter retains her Legacy status for the Angels of Hope program. This applies to Active, Career and Sustaining members.
2. Granddaughters of 20<sup>th</sup> Century Club members in good standing with a membership classification of Active, Career or Sustainer. Legacy status IS NOT provided to granddaughters of deceased 20<sup>th</sup> Century Club Sustainers unless the granddaughter is applying in the same fiscal year in which the member dies.
3. Siblings of participants in any Angels of Hope class prior to fiscal

2019-2020.

Members are responsible for providing the 20<sup>th</sup> Century Club with information regarding their daughters or granddaughters who wish to participate in the Angels of Hope program **INCLUDING THEIR ENROLLMENT ELIGIBILITY YEAR**. At the beginning of each fiscal year all non-Sustaining members with a daughter or granddaughter eligible to enroll in the Angels of Hope program in that year will be sent a letter explaining the membership requirements to earn legacy status and will be required to return a signed acknowledgement indicating receipt of this letter.

Candidates must be a girl entering her junior year of high school. All fees must be paid in full for presentation at the Ball. The Candidate must complete the required service hours as established by the Angels of Hope Committee within the allotted time frame. At their presentation at the Hope Ball, Candidates must wear formal white gowns meeting the Committee guidelines and long white gloves. Any Angel completing the presentation requirements and a minimum of 100 total approved service hours may receive a service award. This service award is non-competitive and provides no monetary value.

Legacy candidates will be mailed an application packet on April 1<sup>st</sup> or the first business day following April 1<sup>st</sup>. Application packets for the general public candidates will be mailed April 15<sup>th</sup> or the first business day following April 15<sup>th</sup>. Once application packets to the general public are mailed, priority enrollment is closed; even if a Legacy candidate was not identified at the time of priority enrollment. The Legacy candidate will remain eligible for enrollment as a general public candidate.

Priority Enrollment Process:

1. To secure a spot in the Angels of Hope program, Legacy candidates must complete all forms in the application packet and return those plus a wallet size or 4 X 6 size photo in the provided envelope to the designated accounting firm by 5:00 pm on the date specified in the application letter.
2. Legacy candidates whose packets are received after the specified date and time **and/or** without all the required information will not be eligible for priority enrollment but may participate in enrollment with the general public.
3. The designated accounting firm will provide the 20<sup>th</sup> Century Club with the names of Legacy candidates who met all the requirements and are eligible for the Angels of Hope program and those who did not, if any.
4. The 20<sup>th</sup> Century Club Executive Director will notify the parents of all eligible Legacy candidates via email of the deposit amount and due date. If the deposit is received by the required date, the Legacy

candidate's spot in the Angels of Hope program is secured. If the deposit is NOT received by the required date, the Legacy candidate will be required to participate in enrollment with the general public.

5. The 20<sup>th</sup> Century Club Executive Director will notify the parents of the Legacy candidates, if any, who did not meet the eligibility requirements of their eligibility to participate in the general public enrollment process.

General Public Enrollment Process:

1. Enrollment in the Angels of Hope program is by random drawing. To be entered in the drawing, candidates must complete all forms in the application packet and return those plus a wallet size or 4 X 6 size photo in the provided envelope to the designated accounting firm by 5:00 pm on the date specified in the application letter.
2. Candidates whose packets are received after the specified date and time **and/or** without all the required information will not be eligible for the random drawing.
3. Representatives of the designated accounting firm will conduct the random drawing and provide the results to the 20<sup>th</sup> Century Club by 5:00 pm on the business day following the packet due date.
4. The 20<sup>th</sup> Century Club Executive Director will notify parents of each candidate via email as to whether their daughter was selected in the random drawing or not.
5. Parents of candidates selected by the random drawing will be notified of the required deposit amount and due date. If the deposit is received by the required date, the candidate's spot in the Angels of Hope program is secured. If the deposit is NOT received by the required date, the candidate will not be offered a spot in the Angels of Hope program.
6. If a candidate or candidates selected by the random drawing declines to participate in the Angels of Hope program or fails to submit the required deposit by the due date, those spot(s) in the Angels of Hope program will become available to candidates who were not selected by the initial random drawing. In the event of such an occurrence, a second random drawing will be conducted by the designated accounting firm to fill those spots. The process for the second random drawing and parent notification will be the same as for the initial random drawing.

Parents of candidates not selected by the initial random drawing will be made aware of the possibility of a second random drawing and of the date they will be notified whether this will occur.

2. Awards Committee

The Awards Committee shall be chaired by a member appointed by the 20th Century Club President and shall include other members as may be necessary. The Awards Committee chair's responsibility is to select, order and purchase the six awards/acknowledgements that the 20th Century Club presents throughout the year.

The six awards are as follows:

- a. Hope Award
- b. Distinguished Service Award
- c. Ball Chair Awards (2)
- d. Sustaining Member of the Year Award
- e. President's Award/Acknowledgement

3. Lodge Operations

The Lodge Operations Committee shall be chaired by the Lodge Operations Liaison and shall include other members as may be necessary. The Lodge Operations Committee shall plan programs and entertainment for Lodge patients. The Lodge Operations Liaison shall work closely with the Executive Director and Resident Manager when planning programs to be held at the Lodge.

4. Lodge Decorations

The Lodge Decorations Committee shall be chaired by a member appointed by the 20th Century Club President and shall include other members as may be necessary. The Seasonal Décor Committee shall decorate the Lodge as needed for various seasons and holidays.

5. Kitchen Committee

The kitchen committee is responsible for improving the food storage rotation and kitchen basics such as emptying the dishwasher, making drinks, restocking snacks and preparing our kitchen facilities for our weekly meals.

6. Past President Advisory Committee

The Past President Advisory Committee will be comprised of the 20<sup>th</sup> Century Club President, Parliamentarian, and 3 Past Presidents of the 20<sup>th</sup> Century. The purpose of this committee is to provide a resolution to the Board regarding any unexpected or unplanned, time-sensitive issue relating to a 20<sup>th</sup> Century Club revenue stream. The Chair of this committee will be an ex-officio member of the 20<sup>th</sup> Century Club Board and will not have voting privileges.

7. Soup Monday Committee

The Soup Monday Chair is appointed by the 20<sup>th</sup> Century Club President. Committee members provide soup to patients and caregivers on the first & third Mondays of each month from September through May.

**IV. ELECTIONS**

A. Club Officer Nominating Committee

Nomination for office shall be made by a Nominating Committee, composed of the President, the Parliamentarian, two members appointed by the President and three members elected by the membership.

1. This committee is to be appointed in November of each year.
2. They shall notify the entire membership of the new slate of officers (which includes the new Sustaining President) nominated before the February meeting.
3. A report of the nominations is to be given at the February meeting, at which time the election shall take place.
4. The report of the Nominating Committee shall not exclude nominations from the floor.
5. No member will be allowed to serve on the Nominating Committee for two consecutive years.
6. No member of the Nominating Committee shall be proposed by the Committee for a slated office.
7. The present Parliamentarian shall serve as Chairman of the Nominating Committee.

B. Installation

Officers and appointed Board members are to be installed at the May meeting and take over the duties of their offices on June 1 of the next fiscal year.

**V. DUES AND EXPENDITURES**

A. Dues

1. The annual dues of the Club for all members shall be determined by the Board of Directors on an annual basis.
2. Dues are payable in May and due on June 1.
  - a. Statement of unpaid dues shall be emailed by the Executive Director on June 1 or the first business day after.
  - b. All members, except Sustaining members, are required to pay dues by June 1. A penalty of 10% will be assessed for outstanding dues beginning July 1<sup>st</sup>. Members will receive the July invoice via mail and email. Active, Career and First Year members who do not pay their

dues by August 1<sup>st</sup> will be dropped from membership and removed from the directory.

- c. Dues will be assessed according to the status of membership as of the preceding May meeting.
- d. The President has the authority to waive the dues obligation of a Sustaining member.
- e. Sustaining Members who have reached the age of 80 are exempt from paying dues.

B. Reservations

If a reservation is not cancelled by the deadline provided, you must send your payment to the Executive Director immediately, even though you did not attend the event. Statements of reservations which are not kept shall be mailed by the Executive Director after the event and are payable upon receipt.

C. Expenses

All necessary expenses incurred by members, in the service of the Club, may be refunded by presenting a receipt to the Executive Director.

The 20th Century Club credit cards may be used to purchase budgeted items for the Club, Hope Ball or Lodge use. Credit card purchases in excess of \$1,500.00 must be approved by the President, Hope Ball Chairs, or the Finance Committee in advance. All credit card receipts must be submitted to the Executive Director as soon as practical after the purchase is completed for use in bill processing.

## VI. OTHER POLICIES

A. Record Retention and Destruction

All business documents will be retained by the member responsible for such documents during the time such member holds a particular office. When the member's term with respect to such duties is complete, all business documents will be transferred to the incoming member responsible for such duties. All Club business documents will be retained for a period of ten years, after which time business documents in excess of ten years old may be destroyed.

B. Investment Policy

The Investment Objective of the investment funds of The Twentieth Century Club of Little Rock, Inc. is primarily to generate a steady stream of income to support the operation and maintenance of The Twentieth Century Club's Lodge. Other objectives are to preserve the principal value of the assets and to provide some appreciation in value of the assets in order to hedge against the effects of inflation. These objectives are to be met with prudent levels of risk. The Investment Policy Documents for the Club and Endowment funds will be prepared by the Club's Investment Manager. The current policies will be maintained in the Club's business office located at 4011 Maryland Avenue, Little Rock.

The Club's Investment Manager will be responsible for frequent and open communication with The Twentieth Century Club of Little Rock, Inc. on all significant matters pertaining to the Investment Policy. This will include any significant changes in the organization of the Investment Manager, including ownership, changes in key people and staff, and any other substantive changes as they occur.

The Investment Manager will:

1. Prepare monthly statements for the portfolio, listing individual security positions showing both cost and market and all transactions.
2. Prepare quarterly and annual written reports presenting investment results over the prior quarter, year-to-date, one year, three year and five year periods. The report should include the current outlook for the economy and capital markets over the next 6 to 12 months and the highlights of the manager's then current investment strategy regarding the equity and bond markets and cash position.
3. Meet with senior management of The Twentieth Century Club of Little Rock, Inc. at least annually.
4. Vote the proxies according to the most current investment policy statement.

C. Recognition Awards

1. Hope Award – This award may be presented to a non-member(s) or organization who has helped further The Twentieth Century Club's mission. Nominations for the award are evaluated and recipients chosen by The Twentieth Century Club board of directors. Individuals nominated for this award will:
  - a. Demonstrate exemplary support for the organization
  - b. Demonstrate a passion for our organization's mission
  - c. Enrich the lives of our members and the patients that we serve
  - d. Help further our cause and ensures success and advancement of our organization
  - e. Not have previously received this award
2. Distinguished Service Award – This award may be presented to an Active or Sustaining member of The Twentieth Century Club. Nominations for the award are evaluated and recipients chosen by The Twentieth Century Club board of directors.

Individuals nominated for this award will be:

- a. An Active or Sustaining member in the Twentieth Century Club and meet all requirements
- b. A dedicated worker who gives tirelessly and effortlessly to our mission



- c. One who helps further our cause and ensures success of the organization
- d. An individual who demonstrates a passion for our organization's mission
- e. An individual who enriches our members and the lives of the patients we serve
- f. Someone who has not previously received this award

3. ——— Sustainer of the Year Award –Award may be presented to a Sustaining member of The Twentieth Century Club. Nominations for the award are evaluated and recipient chosen by The Twentieth Century Club board of directors. The award will be presented at the April general meeting of the Club when all sustainers will be honored.

D. Ethics and Whistleblower Policy

All members of the Twentieth Century Club of Little Rock, Inc. are expected to, in the context of their duties on behalf of the organization, conduct themselves in an ethical manner, at all times keeping in mind that they are representatives of a charitable, nonprofit organization. If any Club member has knowledge of, or reason to believe that any officer of the Club has breached this ethical duty and has engaged in conduct which is or could be harmful to the Club and its mission, this activity should be reported to the President or to any member of the Board of Directors. Upon receipt of any such complaint, the Board shall investigate the matter and shall refrain from taking any retaliatory action against the member making the report. At the conclusion of the investigation, the Board shall take all necessary action warranted under the circumstances.

E. In-Kind Contribution Credit

A 20<sup>th</sup> Century Club member may not earn in-kind contribution credit for performing her job duties as described in the 20<sup>th</sup> Century Club Bylaws or Policies and Procedures.

F. Corporate Sponsorship Policy

1. Giving Levels:

- a. Presenting Sponsor - \$25,000 or greater. This is to be a singular business or individual, unless two or more businesses or individuals petition the club together for joint sponsorship. A singular sponsorship requires a minimum of \$25,000. If two companies present jointly, there is a minimum of \$50,000. The prior year presenting sponsor has first right of refusal for the next year, 30 days from the date of solicitation, at which point a signed contract must be submitted to secure sponsorship.
- b. Emerald Sponsor - \$20,000
- c. Diamond Sponsor - \$15,000
- d. Platinum Sponsor - \$10,000

- e. Gold Sponsor - \$5,000
- f. Silver Sponsor - \$2,500
- g. Bronze Sponsor - \$1,500
- h. Crystal Sponsor - \$750

2. Industry Exclusives:

There is no industry exclusive policy for any giving level due to potential tax and board liability.

3. Securing Corporate Sponsorship in lieu of member ticket purchase requirement:

In the event that a member desires to procure a corporate sponsorship as the method of satisfying that member's two-ticket purchase requirement for the Hope Ball, the corporate sponsorship has to be donated by either the member, the member's own company or employer, or the company owned by or employing the member's spouse:

At a \$10,000 or greater level, two Club members affiliated with the same business each will receive credit for meeting their ticket purchase requirement provided they each use two of the corporate tickets to attend the event. The member who solicited the corporate sponsorship will receive a credit for obtaining the corporate sponsorship.

At less than the \$10,000 level, the member soliciting the corporation will receive club credit for meeting her ticket purchase requirement and will receive credit for attaining a corporate sponsorship.

B. Cash Reserves

The Twentieth Century Club of Little Rock will keep \$150,000 in cash reserves at all times. This amount may be held in a money market account or CD with a one year or less maturity. The cash reserve will be held separately from the Organization or Endowment Investment accounts. This amount will be reviewed annually by the Finance Committee.

C. Replacement Income Insurance

The Twentieth Century Club of Little Rock will purchase a \$150,000 Special Event Replacement Income insurance policy annually if available.

## VIII. AMENDMENTS

These Policies and Procedures of the Twentieth Century Club of Little Rock, Inc., may be amended at any board meeting by a majority vote of the Board of Directors present upon first presentation.

*Through May 2022*