

SMRCA Board of Directors
Policies and Procedures Manual

SMRCA Calendar of Important Dates and Events

JANUARY

BOD liability insurance must be paid asap by treasurer, so there is no lapse.
Change name on the account (ie, contact info) for our domain name. Our domain name is registered, and we are now paid for 10 years with \$ 129.00 paid for “godaddy.com,” where we are registered as of 7/15/2013. At the first meeting of the new board every year, one of the responsibilities will be to change the name on the account (ie, contact info) to the new treasurer or any executive board member that carries a debit card for any bills to be paid.
File State Tax exempt form every 5yrs - (good until 2015) 13 St Alliance dues
Council of Civic Ass’n dues
All Executive Officers go to bank to get their debit cards
Secretary–notify appropriate entities re changes in BOD to City, State, banks, etc
Treasurer – present prior YTD final report at BOD and GMM meetings
BOD – pay dues before BOD 1 meeting in order to vote
Gen Membership – pay dues asap

FEBRUARY

“Sunbiz” registration to FL Dept of Business State Regulations
Register to Dept of Agriculture

MARCH

Prepare IRS 990 or 990(EZ) form and present to BOD for review

APRIL – Taxes must be sent to IRS

MAY – E-mail reminder to GM and prospective new BOD about when dues must be paid re: BOD election

JUNE - Semi-annual budget review by Compliance Officer and BOD (to be done in July) Semi-annual “Conflict of interest reaffirmation” by Compliance Officer w/ BOD

JULY - By July 1, final date for prospective new BOD members to have paid dues Semi-annual budget review by Compliance Officer and BOD

AUGUST - Nominating Committee appointed by BOD
GM ratifies Nominating Committee and its chair

SMRCA Board of Directors Policies and Procedures Manual

SEPTEMBER

Nominating Committee discusses its role to GM and provides forms to prospective new BOD; Nom Cmte informs Gen Membership of upcoming election of the new BOD held in November (for the following year)

OCTOBER

No outside speakers permitted
Inform all members re possible change of Nov meeting (due to Thanksgiving) By Oct 7, all applications for new BOD must be handed in to Nom Cmte Interviews by Nom Committee for prospective new BOD members Announcement of prospective BOD candidates;; bios;; Q&A Candidate's forum

NOVEMBER

Semi-annual budget review by Compliance Officer and BOD
Semi-annual "Conflict of interest reaffirmation" by Compliance Officer w/ BOD
Electronic and oral reminder to all members re dues for following year Sec to notify any change in SMRCA's mailing address after election This is Annual Meeting of the year - no outside speakers permitted Election of new BOD
"Annual Statement" (re "Conflict of Interest Policy") and "Code of Conduct Policy" to be signed by all new BOD members
Verbal & written reports by Pres, Treas, & Comm Chairs reflecting year's events

DECEMBER - BOD "transition" meeting w/ new BOD;; handover of all paperwork & Reports and other documents; orientation of new BOD by current BOD;
We have liability insurance for the board of directors. Must be paid by Jan 1 of the year.
Plan to change name on the account (ie, contact info) for our domain name. Our domain name is registered, and we are now paid for 10 years with \$ 129.00 paid for "godaddy.com," where we are registered as of 7/15/2013. At the first meeting of the new board every year, one of the responsibilities will be to change the name on the account (ie, contact info) to the new treasurer or any executive board member that carries a debit card for any bills to be paid.

MONTHLY

BOD meeting – 2nd Wed @ Warfield Park, 7 PM
Gen Membership Meeting – 4th Tues @ Church of Intercession @ 6:45 PM
By Friday before meetings, Treas and Sec e-mail their reports, agenda, prior minutes, etc to BOD and Compliance Officer, for proof reading & review before meetings
Treasurer updates membership list and presents to BOD

SMRCA Board of Directors Policies and Procedures Manual

Treas reports his monthly report to BOD & at GMM

Secretary is responsible for assuring that everyone signs in at BOD meeting; and uses sign-in membership list at GMM w/ updates

Sec brings bylaws, this calendar, and Rob Rules of Order to all meetings

GENERAL

- Committees – meet at least quarterly and present reports to BOD
- Term of Office for BOD – 1 year (see bylaws)
- BOD vacancy – member must complete profile form; & be paid up 4 mos prior
- Back-up all computer information on disk quarterly or more often: March, June, September and after Nov meeting

CALENDAR OF IMPORTANT EVENTS FOR SMRCA THROUGHOUT THE YEAR **EXPLANATION OF CALENDAR EVENTS**

January

- 1) Change name on the account (ie, contact info) for our domain name. Our domain name is registered, and we are now paid for 10 years with \$ 129.00 paid for “godaddy.com,” where we are registered as of 7/15/2013. At the first meeting of the new board every year, one of the responsibilities will be to change the name on the account (ie, contact info) to the new treasurer or any executive board member that carries a debit card for any bills to be paid.
- 2) File for State Tax-exempt form by the end of month every 5 yrs (good until 2015)
- 3) Pay dues for 13 Street Alliance membership (approx. \$ 150)
- 4) Pay dues to the Council of Civic Associations (approx. \$ 50)
- 6) All Executive Officers must get their debit cards at the bank
- 7) BOD liability insurance must be paid asap in January by treasurer.
- 8) Secretary to notify City, State and all our banks re changes to the BOD, including a list of names, titles of office, phone number and e-mails
- 9) At first BOD meeting and GMM of year, prior treasurer must present the year-end (as of Dec 31 of prior year) report closing out that year.
- 10) BOD members must be paid up any time after the BOD election in November, but not later than by the first BOD meeting (2 Wednesday of January). a) Payment by cash-immediate voting and motion privileges; b) payment by cleared check must be before the 1 BOD meeting, verified by treasurer. Otherwise, the proposed BOD member cannot make motions or vote at any meeting until paid.
- 11) For general members, dues for the new fiscal year to be paid in January, or at any time thereafter. Payment of dues in order to vote in general membership meeting:
 - a) If paid by check, it must have been cleared before member can vote, verified

SMRCA Board of Directors Policies and Procedures Manual

by treasurer. b) If paid by cash, voting privileges are effective immediately except as follows: Payment (cash or cleared check) must be received at least 60 days prior to BOD election vote held in November. In general, this due date is approximately the 4th Tuesday of September of the election year.

12) Any membership renewal or payment received from November 1 – December 31 will be counted as full payment for the following fiscal year, as well as for those last two months.

February

- 1) Submit form for “Sunbiz” – State Registration to the Florida Dept of Business-- State Regulations (regarding change in BOD officials) - \$ 61.25
- 2) Submit form to the Dept of Agriculture (approx. \$ 50-60.00) for SMRCA to be permitted to solicit donations

March

Prepare for filing IRS tax return(s) for 501 (c) (3) corporation form 990 or 990(EZ)

April

- 1) Treasurer presents 990 or 990(EZ) forms for review by BOD
- 2) IRS tax form(s) must be filed

May

- 1) E-mail reminders to notify all SMRCA members of payment of dues (cash or cleared check) required by July 1 to become eligible to run for BOD (election)
- 2) E-mail reminders to all members re payment of dues (cash or cleared check) to be received at least 60 days prior to BOD election vote held in November in order to vote in November BOD election. In general, this due date is approximately the 4th Tuesday of September of the election year.

June

- 1) Semi-annual Budget Review by Compliance Officer and BOD (to be done in July)
- 2) “Conflict of Interest Reaffirmation” periodic review by Compliance Officer w/ BOD

July

Semi-annual Budget Review by Compliance Officer and BOD
For all prospective BOD candidates who want to run in the November election, dues must be paid up as a member (by cash or cleared check) by July 1, and the individual must have been active in some SMRCA project (see bylaws)

August

- 1) At BOD meeting – Nominating committee is appointed by BOD; the

SMRCA Board of Directors Policies and Procedures Manual

- committee appoints its Chair (pending approval by general membership)
- 2) At GMM – members ratify Nominating committee with its chair

September GMM

- 1) Nominating committee presents its role and nominating process to the GM
- 2) Committee provides prospective new BOD w/ “board member profile form”
- 3) Nominating Committee informs Gen Membership of upcoming election of the new BOD held in November (for the following year) as per bylaws

October 7 – Nominating committee must receive all profile forms by this date for a candidate to be considered

October

- 1) Interviews will be held for all qualified prospective board members by Nom Cmte
- 2) Notify members electronically if Nov GMM date changes due to Thanksgiving

October GMM

- 1) No outside speakers will be permitted
- 2) Prospective BOD candidates will be announced at beginning of meeting
- 3) Short bios are given by prospective candidates
- 4) Candidate’s Forum (Q & A) is held

November

- 1) Semi-annual budget review by Compliance Officer and BOD
- 2) Semi-annual “Conflict of interest reaffirmation” by Compliance Officer w/ BOD
- 3) Electronic, oral (and other) reminders to be sent to all members re renewal of SMRCA dues, beginning in November and December (which will be valid for the following full fiscal year)
- 4) Secretary to notify all necessary parties of change in SMRCA mailing addresses (if addresses are changed) due to change in BOD

November GMM

- 1) No outside speakers will be permitted; this is the Annual Meeting
- 2) Election of the BOD by ballot and/or acclamation
- 3) “Annual Statement” (re “Conflict of Interest Policy”) and “Code of Conduct Policy” to be signed by all new BOD members
- 3) Verbal and written reports are presented by the President, Treasurer and Committee Chairs reflecting events from the year

December - BOD “transition” meeting between current BOD and newly elected BOD;; Current

SMRCA Board of Directors Policies and Procedures Manual

BOD

orients new BOD and hands over all paperwork, reports and other documents to new BOD BOD liability insurance must be paid by Jan 1 of the year.

Plan to change name on the account (ie, contact info) for our domain name. Our domain name is registered, and we are now paid for 10 years with \$ 129.00 paid for “godaddy.com,” where we are registered as of 7/15/2013. At the first meeting of the new board every year, one of the responsibilities will be to change the name on the account (ie, contact info) to the new treasurer or any executive board member that carries a debit card for any bills to be paid.

MONTHLY

BOD meeting - 2nd Wednesday of each month – 7:00 PM, (at least one week’s notice, if possible, is required to change the date and/or location)

General membership meeting (GMM) - 4th Tuesday of each month, 6:15 PM (social), 6:45 PM (meeting officially begins) - at least one week’s notice, if possible, is required to change the date and/or location

Friday immediately before the BOD meeting:

- 1) Treasurer’s report must be e-mailed to BOD and Compliance Officer for proof reading & review before BOD meeting
- 2) Secretary’s BOD agenda and previous month’s BOD minutes must be e-mailed to the BOD and Compliance Officer, for proof reading & review before BOD meeting

Friday immediately before the GMM:

Secretary’s general membership meeting’s agenda and previous month’s general membership meeting’s minutes must be e-mailed to the BOD and Compliance Officer, for proof reading & review before general membership meeting

Treasurer’s and Secretary’s monthly duties:

- 1) Treasurer updates membership list and provides to BOD at BOD meeting
- 2) Treasurer prepares monthly treasurer’s report for the month prior (from the first to last day of prior month, including balance at the end of the previous month)
- 3) Treasurer presents his/her report (if approved by BOD) at the following general membership meeting
- 4) Secretary provides agenda and prior BOD meeting minutes to BOD
- 5) Secretary provides agenda and prior general membership meeting’s minutes to general membership

SMRCA Board of Directors Policies and Procedures Manual

- 6) Secretary assures that all BOD members, Compliance Officer and any guests sign in before BOD meeting begins on sign-in sheet
- 7) Secretary is responsible for using current membership list of paid voting members at general membership meetings and assures that all members sign in and update any changes in their information (phone, e-mail, etc); for non-members or those not on the list, a different sign-in sheet will be used. This must be done before meeting begins. He/She assures that there is a quorum at all meetings and records the number of voting members in the minutes.
- 8) Secretary will bring to all meetings a copy of the bylaws, this calendar, and Robert's Rules of Order

GENERAL

Committees - Every 3 months (quarterly) or more often as per individual committee:

All committees must meet at least quarterly (except the Bylaws and Nominating committees, which meet as needed or during election season, respectively) and present a written report of their activities/minutes to the BOD for review and implementation that month. If more frequent meetings are held, reports for those meetings must also be reported. The reports, after BOD approval, will be placed on the website (SMRCA.com) by webmaster and kept as hardcopies or on discs in the secretary's files.

Term of Office for BOD

- 1) One year, beginning at the first BOD meeting the following January and ending just prior to the first meeting of the following year's new BOD Meeting (January), when the newly elected BOD takes over.
- 2) Executive officers may run for same office for a maximum of 2 consecutive terms of one year each and then must wait two years, before running for that same office again. That same position may be held for a total of 6 yrs total lifetime. (see bylaws)

BOD Vacancy Position

4 months prior to nomination for a member to fill a BOD vacancy - must be paid up (by cash or cleared check) as a member and have been active in some SMRCA project(s); appointed by BOD after prospective board profile form is completed and reviewed; then ratified by the

SMRCA Board of Directors Policies and Procedures Manual

next GMM

Backup discs

The Webmaster will back up all computer data at least quarterly: March, June, September and after Nov GM meeting