



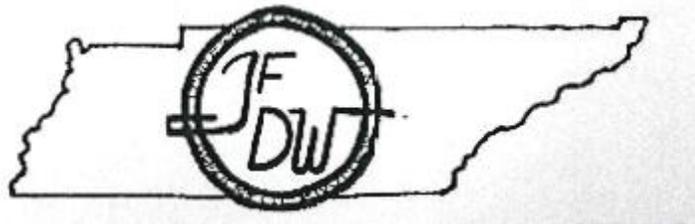
Tennessee Federation of Democratic Women

Policy and Procedure Manual

Approved February 1, 2020

Table of Contents

TFDW History.....	3
TFDW Purpose.....	4
By-Laws	5
Governance	
1.01 Dues.....	12
1.02 Development and Orientation of New Members.....	13
1.03 Legal Requirements.....	15
1.04 Equitable Opportunity.....	16
1.05 Conflict of Interest and Confidentiality.....	17
Administrative	
2.01 Attendance.....	19
2.02 Records Maintenance.....	20
2.03 Grievance Procedure.....	21
Fiscal Management	
3.01 Bookkeeping and Internal Controls.....	22
3.02 Purchases – Supplies & Equipment.....	24
3.03 TFDW Budget.....	25
3.04 Executive Committee Expenses.....	26
3.05 Petty Cash Policy.....	28
3.06 Meeting Registration and Payment	29



TFDW Heritage

A group of ten to twelve women from across the state met in Nashville in the Fall of 1957 to discuss the possibility of forming a state organization for Democratic women. Martha Ragland and Anna Belle Clement called the meeting. Among those present included Martha Ragland, Rilla Moran (Woods) of Nashville, Charlotte Allen of Murfreesboro, Jean Livingston of Chattanooga, Gwen Fleming of Bristol and Agnes Bird of Maryville.

The Meeting was held at the Hermitage Hotel. Plans were made for an organizational convention to be held in the Spring of 1958 in Nashville. Many discussions preceded the decisions on the type of organization this was to be, who should be contracted to attend the convention and what the membership should be. Decisions were made to guide the committees which were appointed that day.

The decision was made that this was to be an organization of Democratic Women's Clubs (many of which were already in existence across the state). Thus, the organization was to be a Federation, meaning that the local clubs continued with their independent status, giving up only enough power to the Federation so that it could coordinate the efforts of the clubs and members in promoting the issues and candidates of the Democratic Party; and, could promote friendships and cooperation among the Democratic women of Tennessee.

At the first convention, the organizing was completed, Bylaws were adopted and officers were elected. Dr. Charlotte Williams Allen of Murfreesboro was elected President.

TENNESSEE FEDERATION



OF DEMOCRATIC WOMEN

The Tennessee Federation of Democratic Women is an organization of Democrat activists in Tennessee in support of the National Federation of Democratic Women. Our members strongly support the Democratic Party agenda on the local, state, and nation levels. We work to elect Democrats - especially women Democrats to public office and to promote women of leadership in the Democratic Party.

Democrats support issues and causes related to feminism, civil rights, labor, healthcare, government transparency, education, technology and the environment. We actively participate online and in our communities to guard, educate and activate to make sure that individual rights are protected, equality is maintained, and bigotry doesn't prevail. We work to support Democratic ideals as well as the party platform and we support Democrats that are currently in office. The state chapter of the Tennessee Federation of Democratic Women is divided into three Grand Divisions: East Tennessee, Middle Tennessee and West Tennessee. Each grand division has county chapters headed by club presidents. Our chapters encourage women to be active in their community, promoting the image of Democrats as well as the ideals of the party, while acknowledging that big change often starts with a little change in our communities.

The history of the Democratic Party has truly been a history of the advancement of human rights in America. Founded in 1792 by supporters of Thomas Jefferson, the party carried various names until the election of 1828 when it became known as "The Democratic Party." The founding Jeffersonian Democrats, Jefferson, Madison and Monroe, acted as Trustees for the people and that tradition in the party continues.

Throughout its history, whether the election was won or lost, the Democratic Party has continued to champion causes of the people of the land. Whether it was Woodrow Wilson's "New Freedom", FDR's "New Deal", or Lyndon Johnson's "Great Society," the party has worked to protect the interests of the individual. During Woodrow Wilson's second administration, the 19th Amendment securing the women's vote was ratified.

In war and in peace, the Democratic Party has provided capable leadership at all levels and for many issues. The Democratic Party espouses equality on all fronts. Democrats believe in equal opportunity for all including on the basis of race, religion, gender, or sexual orientation. Efforts to improve education, health care, environmental protection, urban renewal, rural opportunities, equal employment opportunities and opportunities for immigration and citizenship are only some of the areas that our party has worked to improve the lot of human kind.

BYLAWS

TENNESSEE FEDERATION OF DEMOCRATIC WOMEN

Revised 1972

Amended 1974, 1975, 1977, 1978, 1979, 1981, 1987, 1993, 1997, 2002, 2016, 2017

Revised 2018

Article I. NAME

The name of this organization shall be the Tennessee Federation of Democratic Women.

Article II. PURPOSE

Section 2.01 The Purpose of this organization shall be to unite all Democratic Women into one group working for the success of the Democratic Party.

Section 2.02 The mission of this organization shall be:

- (a) To assist in the organization of a Democratic Women's Club in every county in Tennessee.
- (b) To discover and recruit capable and well-informed leaders among women in every voting district.
- (c) To encourage, within the limits of these Bylaws, qualified women to seek and fill key positions in government, including both public and party offices.
- (d) To seek to inform Democratic women of available positions at all levels of government.
- (e) To educate women about local, state, and national issues and proposed legislation that affects women and families.

Article III. POLICY

Section 3.01 This Federation pledges itself to the active support of all Democratic nominees for public office. For the purpose of these Bylaws, public office is defined as a paid elective office in local, state, or federal government.

Section 3.02 In other campaign activities the Federation shall be governed by the following regulations:

- (a) The Federation or its Clubs acting as an organization shall not endorse or support the candidacy of any person for public or party office prior to nomination in the Democratic Primary, except when the Democratic nominee has no opposition.
- (b) The Officers of the Federation and the Presidents of local Clubs, individually or collectively, shall not endorse or support the candidacy of any person for public office prior to nomination in a Democratic Primary except when the Democratic nominee has no opposition. An exception shall be granted only to those running for delegate to the Democratic National Convention, and this provided that no attention is called to Federation or Club position.
- (c) Other members of the Board of Directors and Officers and Board members of local Clubs may be active on behalf of Democratic Primary candidates providing that no public attention is called to their connection with the Federation or their Clubs.

Section 3.03 If, after an officer or director has been given an opportunity to be heard, the Executive Committee of the Federation, on the basis of the evidence, finds that such officer or Director has failed to comply with the above regulations, her tenure in office shall be automatically terminated. The Executive Committee may take

Tennessee Federation of Democratic Women Policy and Procedure Manual

any other action necessary to clarify the position of the Federation. If a Club President or an Officer or Board member of a local Club has failed to comply with the above regulations, the Board of Directors of the Tennessee Federation of Democratic Women by 2/3 vote may censure such Club or person and take whatever action it deems necessary.

Section 3.04 Activity of an individual member as a candidate, or on behalf of a candidate, for office within the Democratic Party is exempt from the above regulations.

Section 3.05 Member Clubs or individuals shall not act in the name of the Tennessee Federation of Democratic Women without written authorization from the President.

Section 3.06 Publicity related to policy matters or official actions of the Federation shall be released only by the Public Relations Chair and the President or with the approval and the concurrence of the members of the Public Relations Committee.

Article IV. MEMBERSHIP

Section 4.01 All Democratic Women's Clubs in the State may become members of this Federation provided that:

- (a) The Club has ten (10) or more paid members.
- (b) The Club's purposes and activities are in harmony with the principles of the Democratic Party.
- (c) The Club pays dues to the Federation.
- (d) Local Clubs shall have a minimum of four (4) meetings per year.
- (e) Local Clubs shall have an annual election of officers at a time specified in the Club's Bylaws.
- (f) Each Club shall have in its Bylaws a provision corresponding with the policy regulations of Article III, Section 2, in these Bylaws.

Section 4.02 Individuals may hold Federation membership provided there is no Democratic Women's Club in their community and that they pay annual Federation dues equal to the dues paid by Clubs for each member.

Section 4.03 The amount of dues per member payable by each member Club shall be determined by majority vote at the annual convention. The minimum number of members on which a Club may pay dues shall be ten (10), and the maximum number delegates from any Club shall be thirty (30). For the purpose of determining delegate strength to a convention, dues will be based on the number of members as of December 31 of the previous year. Each member Club shall send a list of the members as of that date, and the amount of dues per member, to the TFDW Treasurer by the last day of February. Clubs whose dues are received after the last day of February will not be eligible to send voting delegates to the state convention.

Article V. OFFICERS

Section 5.01 Officers of the Federation shall be President, three (3) Vice-Presidents, Recording Secretary, Corresponding Secretary, and Treasurer. One Vice-President shall be selected from each of the three (3) Grand Divisions of the State. Officers are to be elected at the annual convention for a term of one (1) year. If the President is unable to serve, the Vice-President from the same Grand Division as the President shall assume the duties of the President until the President is again able to resume her duties or until the Board of Directors, in accordance with Article VII, Section 2 or 3, fills the office.

For the purpose of these Bylaws, the Grand Divisions shall be defined as follows:

Tennessee Federation of Democratic Women Policy and Procedure Manual

East: The counties of Scott, Morgan, Roane, Bledsoe, Rhea, Sequatchie, Marion and all counties east of the Tennessee River.

West: All counties west of the Tennessee River

Middle: All remaining counties.

Section 5.02 No Officer may serve in the same position for more than two (2) consecutive terms.

Section 5.03 The qualifications for any office shall include leadership ability, experience working in a Democratic organization, and sufficient freedom from other responsibilities to devote necessary time and travel required by the office.

Section 5.04 The President must have served at least one term in another elected office in this organization and must have attended at least one state convention.

Section 5.05 The Presidency shall be rotated among the three (3) Grand Divisions of the State. The Corresponding Secretary shall be from the same division of the State as the President. Other officers shall be chosen from different divisions of the State from those specified above in so far as is practicable to distribute and share responsibility across the Grand Divisions.

Section 5.06 The duties of the various officers, unless otherwise specified, are those usually pertaining to the office.

Section 5.07 The duty of the outgoing officers is to brief the incoming officers on all responsibilities relative to their office and to assist with the transition.

Section 5.08 The duties pertaining to the various offices are:

(a) President: The President shall preside at all meetings of the Federation and at all meetings of the Board of Directors and shall be an ex-officio member of all committees except the Elections Committee. She shall appoint the chair of all standing and special committees. She shall serve as the spokesperson for the Federation. In the event that the President or regional Vice President is unable to serve as the spokesperson, she reserves the authority to select a designee to represent the Federation to the public. The President shall, along with the Treasurer, sign all checks written by the TFDW. She shall also keep the Corresponding Secretary apprised of all changes in committee membership.

At the conclusion of each annual convention, the outgoing president must meet with all outgoing and incoming officers to review officer responsibilities. This procedure will offer support and ensure a successful transition of the TFDW activities.

(b) Vice-President: If, for any reason the President is unable to perform her duties, the Vice- President of the same division shall assume the responsibilities of, and have the same authority as, the President.

In addition to the customary duties of their office, the Vice-Presidents of the Federation shall undertake the following activities: They shall encourage and assist the activities of the individual Clubs and Federation committees in their respective divisions of the state. They shall serve as the nucleus of the Organization Committee with each Vice-President appointing three (3) additional committee members from their divisions. The Vice-President shall keep the Corresponding Secretary apprised of all Club President changes with current contact information.

Tennessee Federation of Democratic Women Policy and Procedure Manual

If for any reason the Vice-President of a Grand Division fails to visit a minimum of two of her Clubs during her one year term without a valid reason, upon formal written or electronic notification, she shall be asked by the Tennessee Federation of Democratic Women Executive Committee to relinquish her position. Her major purpose is to promote membership and motivate activities to enhance the Tennessee Federation of Democratic Women.

As soon as practicable and no later than thirty days after the close of the convention, all outgoing Vice-Presidents should pass the documents relative to the Clubs in their Grand Division to the incoming Vice-Presidents, including contact information for their Club Presidents and officers, potential new Clubs, and any specific concerns regarding the various Clubs.

(c) Recording Secretary: The Recording Secretary shall keep the general records, reports, and documents belonging to the TFDW, including minutes of all conventions and board meetings, committee appointments, officers' list, and shall keep the roll of each meeting.

As soon as practicable and no later than thirty days after the close of the convention, the Recording Secretary shall complete and submit a draft of the Minutes from the convention along with other records in her possession to her successor and shall also provide copies of the draft convention Minutes to all Federation officers and committee chairpersons.

(d) Corresponding Secretary: The Corresponding Secretary shall keep a roll of the board of directors and shall call the roll by Grand Division at all official state meetings. She shall handle all the official correspondence of the Federation including the Call to Convention. She shall keep and maintain an up to date list of all individual members showing their addresses, phone numbers, and email addresses.

As soon as practicable and no later than thirty days after the close of the convention, the outgoing Corresponding Secretary will transfer all files and data in her possession to her successor.

(e) Treasurer: The Treasurer shall receive and pay all proper bills of the Federation at the direction of the President and/or Board of Directors. The Treasurer shall be bonded before assuming her responsibilities. She shall make a report of same at each official meeting of the Federation. The Treasurer shall create a budget for presentation to the Board of Directors at the Fall meeting for the Board's approval. The Treasurer is also responsible for submitting financial disclosures for the Federation in accordance with Tennessee law and the rules and regulations of the Tennessee Registry of Election Finance.

She shall be prepared to transfer a copy of the financial records of the Federation to her successor as soon as is practicable and no later than thirty days after the new election. These records shall be subject to an independent audit by a firm or party not affiliated with the Executive Committee designated by the Board of Directors. As soon as the audit is complete and no later than July 1, the Treasurer must transfer all records, materials, and responsibilities to the successor.

The outgoing President and Treasurer shall brief the incoming President and Treasurer on all financial matters at the convention so that the incoming Treasurer leaves with a full account of what her new role entails and with access to all the financial records needed to start working on creating a budget to present at Fall Board.

Section 5.09 Tenure of Office: Tenure of office for Officers of this Federation shall be one (1) year from date of installation of officers. Officers shall be eligible to succeed themselves in office one time only.

Tennessee Federation of Democratic Women Policy and Procedure Manual

Section 5.10 State elected officials and candidates for state public office are not eligible to serve as officers.

Section 5.11 The President of this Federation shall be reimbursed for all reasonable expenses as outlined and established by the Executive Committee for travel in the interest of the Federation and within the limits of the budget established for the President.

Section 5.12 The Vice-Presidents of this Federation shall be reimbursed their expenses, as outlined and established by the Executive Committee, for travel required to organize Clubs and assist the Clubs in their own Grand Division.

Section 5.13 The Secretaries and Treasurer shall be reimbursed for their expenses as outlined and established by the Executive Committee, as is required by their position.

Article VI. MEETINGS AND QUORUM

Section 6.01 The one (1) annual meeting of the Federation shall be known as the Convention and shall discharge the ordinary business of an annual meeting.

Section 6.02 Delegates to the Convention shall be the President of each member Club or her designee and one (1) additional delegate for each ten (10) members from a single Club. Delegates are to be selected by each member Club and shall be so certified to the Federation.

No member shall be counted for the purpose of delegate strength to the Convention by more than one (1) Club. If an individual holds membership in more than one Club she must designate in writing which single Club shall include her name toward counting delegates to the State Convention.

A Federation officer not serving as a voting delegate representing their local Club shall have a vote at the Convention.

Section 6.03 There shall be a pre-convention caucus of non-Club affiliated Federation members to select delegates to represent them at the ratio of one (1) delegate for each ten (10) individuals provided that this number is not greater than one-third the number of delegates representing Federation member Clubs.

Section 6.04 The Federation shall have an Annual Convention at a time and place as named by the Executive Committee, said convention rotating annually between the Grand Divisions. When possible, the convention site shall be announced two years in advance.

Section 6.05 Meetings of the Board of Directors shall be held at least two (2) times each year. Additional meetings may be called by the President at any time deemed necessary.

Section 6.06 Seven (7) members shall constitute a quorum for the meetings of the Board of Directors.

Section 6.07 The fiscal year of this organization shall be from July 1 through June 30 of the following year.

Article VII. BOARD OF DIRECTORS

Section 7.01 The Board of Directors shall consist of the officers of the Federation, Chairs of the duly appointed committees, a Parliamentarian appointed by the President, and the Club President or duly designated-in-

Tennessee Federation of Democratic Women Policy and Procedure Manual

writing representative of each affiliated Club. Ex-officio members shall be the immediate past President and any members of the Federation who are also members of the Democratic National Committee.

Section 7.02 Vacancies on the Board of Directors shall exist when:

- (a) The Board has so declared by vote at any one of its regular meetings, or
- (b) Any members of the Board shall have died, resigned, or become otherwise unable to attend meetings of the Board.

Section 7.03 Vacancies on the Board occurring between Conventions shall be filled:

(a) By a majority vote of the Executive Committee after notifying the Board of Directors of the vacancy and the intent to fill the position from the membership. The Board of Directors must receive notification of the vacancy within three business days. Such vacancies shall be filled no later than thirty (30) days after receipt of notification of the vacancy. Such action shall be reported at the first meeting of the TFDW following the appointment.

(b) According to the Club's bylaws when the vacancy is that of a Club President or their designee.

Article VIII. EXECUTIVE COMMITTEE

The elected Officers of the Federation shall constitute the Executive Committee.

Article IX. COMMITTEES

Section 9.01 There shall be standing committees as follows:

Budget, Ways and Means
Bylaws
Charter Ceremonies History
Legislative Membership Newsletter
Organizations (Clubs)
Public Relations Speakers Bureau Special Projects Resolutions Voter Services Webmaster
And such other committees as are deemed advisable by the President and the Board of Directors.

Section 9.02 The President shall be an ex-officio member of every committee other than the Elections Committee.

Section 9.03 The Chair of each standing committee shall be appointed by the President.

Section 9.04 Members of each committee shall be selected by the Chair with the approval of the President and shall represent as fully as is feasible the member Clubs and the Congressional Districts of the State.

Section 9.05 Primary responsibility for the activities of each committee is vested in its Chair and committee members with progress to be reported at each Board meeting.

Article X. NOMINATIONS AND ELECTIONS

Section 10.01 An Elections Committee, consisting of three (3) members, one (1) representative from each Grand Division of the state, shall be elected at the annual convention immediately preceding the convention at which the committee shall report. The members of the Elections Committee shall meet following the convention business session and choose one of their members to serve as chair of the committee. Each person

nominated to serve as a member of the Elections Committee shall be present at the convention or shall have indicated in writing the member's willingness to serve. No member who is elected to serve on the Elections Committee shall be a candidate for office in the election for which the committee functions.

Section 10.02 Candidates for the offices outlined in Article V, Section 1 shall file a statement of candidacy accompanied by a brief biography with the Elections Committee chair by certified mail or by email no later than sixty (60) days prior to the annual convention at which the election shall take place. Any member of the Federation can also submit names of candidates for any office to the Elections Committee chair by certified mail or email no later than sixty days prior to the convention. Candidates for all elected positions in the TFDW must reside in Tennessee.

If no statements of candidacy or nominations are received for a particular office by the deadline, it will be the responsibility of the Elections Committee to recruit candidates for that office. Six (6) weeks prior to the election, the Elections Committee shall compile a list of all candidates, a copy of which shall be in the Call to Convention or otherwise distributed to each Club President and individual member not later than three (3) weeks prior to the annual convention.

Section 10.03 Nominations may also be made from the floor of the Convention by any duly accredited delegate.

Section 10.04 Where there is more than one candidate for any office, the vote shall be taken by ballot. If no one candidate receives a majority vote, the two candidates who receive the most votes will participate in a run-off election.

Article XI. AMENDMENTS

Section 11.01 Amendments to these Bylaws may be made by a two-thirds (2/3) vote of the delegates present and voting at any annual Convention provided that the Bylaws Committee, any Club, any individual member, or any Federation member intending to propose amendments at any Convention shall notify the Bylaws Committee in writing no later than six (6) weeks before the Convention and the Bylaws Committee shall notify the Presidents of Federated Clubs and Individual Members at least one (1) month before such convention, setting forth any proposed amendments.

Article XII. PARLIAMENTARY AUTHORITY

Section 12.01 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

CATEGORY:
SUBJECT:

Governance
Membership Dues

POLICY NO: 1.01
EFFECTIVE DATE: 2-1-20
APPROVAL: 2-1-20

POLICY:

The amount of dues per member payable by each member Club shall be determined by majority vote at the annual convention. Without such a vote, the previous dues amount remains in effect. The Treasurer shall inform the membership of each of the obligations below each year in a timely manner.

PROCEDURE:

A. Dues Assessment:

The minimum number of members on which a club may pay dues shall be ten (10), and the maximum number delegates from any club shall be thirty (30). For the purpose of determining delegate strength to a convention, dues will be based on the number of members as of December 31 of the previous year. Each member club shall send a list of the members as of that date, and the amount of dues per member, to the TFDW Treasurer by the last day of February. The TFDW Treasurer shall send a dues roster format to each member club by December 31 prior to any dues assessment.

Individual members will pay the same rate as a member of any club.

B. Payment of Dues:

Clubs whose dues are received after the last day of February will not be eligible to send voting delegates to the state convention.

C. Dues Roster:

The Treasurer shall relay the list of members for each club to the TFDW Corresponding Secretary and to the President's designated Credentialing Committee Chair as soon as possible, but no later than the last day of March. This list will be used to verify credentials for members attending the annual Convention. New members to a club, not already on the submitted club list, can be accepted as credentialed delegates as long as they are a member in good standing and paid their TFDW membership dues on or before the first day of the convention.

D. Format:

The TFDW Treasurer, in consultation with the Corresponding Secretary, will proscribe a format for the membership report to be submitted. The report shall be available in on on-line format that can be submitted electronically or on a paper form. Members are encouraged to submit the form electronically whenever possible.

Tennessee Federation of Democratic Women Policy and Procedure Manual

CATEGORY: Governance POLICY NO: 1.02
SUBJECT: Development and Orientation of New Members EFFECTIVE DATE: 2-1-20
APPROVAL: 2-1-20

POLICY:

The Vice Presidents of each region shall reach out to the County Party Chairs and other Democratic or progressive organizations in their region, to promote the establishment of new Democratic Women’s Clubs and to foster their promotion whenever possible. When Democratic Women’s clubs form, each Vice President for that club’s region shall nurture their development with timely and appropriate support.

The Vice Presidents of each region shall provide on a timely basis, an orientation for newly elected Executive Committee members for any new club, newly formed clubs and new individual members in their region to assure each is aware of the By-Laws, Board of Directors meetings and Annual Convention.

PROCEDURE:

- A. Each TFDW Regional Vice President should seek out like minded organizations in their region and establish relationships with the County Party Chairs, Young Democrat Groups, school Democrat Clubs and other progressive organizations in their area whether in person or through the Club presidents in their region.
- B. Upon hearing of interest in establishing a Democratic Women’s Club, The Regional Vice President shall foster it’s development through any resources at her disposal, including but not limited to:
 - 1. Sharing appropriate TFDW documents and those from other clubs
 - 2. Mentoring or providing a local mentor from a close-by established club, past TFDW officer, or other resource
 - 3. Attending meetings to promote the development of the club
 - 4. Encouraging prospective members to attend TFDW events and nearby club events
 - 5. Maintaining regular contact with the prospective group
- C. For any new club, the Regional Vice President shall work with the new members to ensure that any By-Laws developed meet the criteria for TFDW affiliate clubs.
- D. The Regional Vice President shall ensure a timely orientation process for new board members of any newly formed club and for newly elected officers of any existing club.

The following topics shall be reviewed during orientation.

- 1. TFDW Bylaws and policies
- 2. TFDW Officer names, roles and contact information
- 3. Responsibilities of the club Treasurer including the dues structure
- 4. Review of the TFDW Website and other existing media connections
- 5. Link to technical assistance for the club to develop media connections such as a website, Facebook, Twitter, etc.

Tennessee Federation of Democratic Women Policy and Procedure Manual

- E. The Executive Committee shall review and establish any further contents of the orientation packet bi-annually in even numbered years.

Tennessee Federation of Democratic Women Policy and Procedure Manual

CATEGORY:
SUBJECT:

Governance
Legal Requirements

POLICY NO: 1.03
EFFECTIVE DATE: 2-1-20
APPROVAL: 2-1-20

POLICY:

The Tennessee Federation of Democratic Women shall strive to ensure that the organization complies with all statutes, ordinances, laws, rules, regulations or orders of all governmental and regulatory bodies having jurisdiction over the organization or its operation.

PROCEDURE:

- A. Past President shall be charged with the responsibility of ensuring on-going compliance with all legal and/or regulatory requirements in effect including, but not limited to, the following:
 - 1. Charter of Incorporation or By-Laws
 - 2. TN Secretary of State
 - a. Ethics reports
 - b. Lobbying Expenditures
 - 3. Health and Safety Regulations
 - a. Fire Safety Compliance (State Fire Marshall)
 - b. Occupational Safety and Health Act (OSHA)
 - 4. E.E.O.C. Regulations
 - 5. Affirmative Action Regulations
 - 6. Civil Rights Act of 1964, as amended as the Equality Act
 - 6. Americans With Disabilities Act
 - 7. 501(c)3 (not-for-profit) Status
 - 8. Tennessee Charitable Solicitations Act
 - 9. I.R.S. Regulations
 - 10. Fair Labor Practices

- B. Any Member who becomes aware that the organization is not, or may not be, in compliance with any of the above requirements shall report the suspected non-compliance to the Past President, current President or the Executive Committee who shall initiate corrective action, if applicable.

CATEGORY:

Governance

POLICY NO: 1.04

SUBJECT:

Equitable Opportunity

EFFECTIVE DATE: 2-1-20

APPROVAL: 2-1-20

POLICY:

An ongoing process of internal evaluation and monitoring shall be implemented and maintained to ensure that architectural, attitudinal, environmental, financial, employment, communication, policy and other identified barriers for persons who have been traditionally prevented from social, community or political participation are removed to the extent possible and that accessibility to complete participation in the TFDW is maximized.

PROCEDURE:

All TFDW members are encouraged to be sensitive to potential barriers to participation and inclusion and are encouraged to make recommendations or suggestions to enhance accessibility whenever they become aware of a barrier. All such suggestions shall be forwarded to the Executive Committee for action.

- A. The organization shall review each program, event and policy as it is enacted or implemented to ensure that equitable participation is fostered and provided.
- B. All programs and materials shall be available, to the extent possible, to persons with disabilities, limited education or limited English language proficiency or explained verbally.
- C. Persons from diverse backgrounds and perspectives shall be recruited as members, chairs of committees and as officers.
- D. Reasonable accommodations shall be provided for those with disabilities to ensure that they are able to participate fully.
- E. The Executive Committee shall act upon any recommendation brought to them and report the outcome. The Executive Committee shall report any recommendations for inclusion or accessibility to the membership at each Convention at a minimum.

CATEGORY:	Governance	POLICY NO: 1.05
SUBJECT:	Conflicts of Interest & Confidentiality	EFFECTIVE DATE: 2-1-20
		APPROVAL: 2-1-20

POLICY:

Conflicts of Interest

A “conflict of interest” exists when a person’s private interest interferes in any way with the interests of TFDW. A conflict situation can arise when an Officer or member takes actions or has interests that may make it difficult to perform his or her work for TFDW objectively and effectively. Conflicts of interest may also arise when an Officer or member of his or her family, receives improper personal benefits as a result of his or her position with TFDW.

Conflicts of interest should be avoided in any TFDW activities and promptly reported by any member or officer affected. TFDW Executive Committee Members and Committee Chairs will be asked to sign a copy of this policy in acknowledgement and acceptance of its terms.

Confidentiality

Confidentiality is the hallmark of professionalism. TFDW members must maintain the confidentiality of any information entrusted to them by the National or TN Democratic Party, NFDW, TFDW or its affiliates, except when disclosure is authorized by the TFDW Executive Committee or required by laws or regulations. Confidential information includes all non-public information in whatever form: written, oral or electronic, that might be of use to competing political parties, or harmful to TFDW or its affiliates, if disclosed. The release of any records and/or information may constitute a violation of state and federal law including civil statutes. The improper or unlawful release of any records and/or information will not be tolerated under any circumstance. The obligation to preserve confidential information continues even after a member’s relationship with TFDW ends.

PROCEDURE:

Disclosure of Conflicts of Interest

TFDW requires that members disclose any situations that reasonably would be expected to give rise to a conflict of interest. If a Member suspects that she or he has a conflict of interest, or something that others could reasonably be perceived as a conflict of interest, the Member must report it to his regional Vice President or the Board President. The TFDW Executive Committee will work with the Member to determine whether he or she has a conflict of interest and, if so, how best to address it. The member with a conflict or perceived conflict should take no part in voting or policy regarding the subject of the conflict until a determination is made – or afterwards if a conflict is determined.

A member should avoid any direct business connection with TFDW suppliers or contractors, except on TFDW’s behalf. Under no circumstances is a member to conduct business directly or indirectly with TFDW except with the prior approval of TFDW’s Executive Committee after full disclosure of all the circumstances to the Board of Directors.

Protection and Proper Use of Assets

All members should endeavor to protect TFDW assets and ensure their efficient use. Any suspected incident of fraud or theft should be immediately reported. The obligation of members to protect TFDW assets includes protection of its proprietary information. Proprietary information includes intellectual property such as TFDW or party actions or discussions, as well as business, marketing and service plans, designs, databases, records,

Tennessee Federation of Democratic Women Policy and Procedure Manual

salary information and any unpublished financial data and reports. Unauthorized use or distribution of this information is a violation of TFDW policy.

Acknowledgement

Each TFDW Executive Committee Board member and Committee Chairs will be asked to sign a copy of this policy upon their election to office. Each officer will be expected to return a signed copy of the signed copy of this policy no later than the first Board meeting following their election.

Attestation

As an Executive Committee member or Chair of a TFDW committee, I have read, understand and agree I will uphold and promote the principals of this code. I will uphold the bylaws and policy and procedures of the TFDW, including but not limited to the conflict of interest and confidentiality policies that protect this organization, its members, reputation, and effectiveness. I will report any potential violation or conflict for myself should one arise and I will report violations of this code promptly.

Signature_____

Date_____

CATEGORY: Administrative
SUBJECT: Executive Committee Attendance

POLICY NO: 2.01
EFFECTIVE DATE: 2-1-20
APPROVAL: 2-1-20

POLICY:

All TFDW Executive Committee Members are expected to attend Board meetings and Conventions during their tenure. A pattern of absences can be subject to review and potential removal from office.

PROCEDURE:

Due to the expectation that attendance at Board meetings and Conventions is mandatory, Executive Committee members should request an excused absence from the President whenever they will be unable to attend. Excused absences will be granted for:

1. Death of immediate family members
2. Illness or injury; self or family member
3. Religious or cultural observances
4. Jury duty or other legal obligations
5. Unforeseen transportation issues
6. Weather related inability to travel

Other circumstances will be considered as excused absences upon review by the President.

A pattern of excused or unexcused absences by any officer will need to be considered by the Executive Committee. The Executive Committee shall consider:

1. Two unexcused absences by any officer during the entirety of their term shall be subject to consideration by the Executive Committee for removal.
2. Two consecutive excused absences by any officer shall be subject to consideration by the Executive Committee for removal.
3. Three total excused absences by any officer shall be subject to consideration by the Executive Committee for removal.

Once the Executive Committee has considered the circumstances of any absences referred to them for review, they may take a vote on a recommendation for removal from office. If the Executive Committee votes in the affirmative to recommend removal, the recommendation shall be communicated to the Board in advance of the next meeting so that the Board may consider acting on the recommendation.

CATEGORY: Administrative
SUBJECT: Records Maintenance and Control

POLICY NO: 2.02
EFFECTIVE DATE: 2-1-20
APPROVAL: 2-1-20

POLICY:

All administrative records of TFDW including minutes and financial records shall be maintained, stored, and controlled in accordance with all applicable state laws, federal regulations, and best practice guidelines.

PROCEDURE:

- A. The Recording Secretary shall be responsible for the control and maintenance of all TFDW records.
- B. Access to all records shall be provided to any TFDW member within 10 days of the receipt of a written request unless to do so would compromise a pending legal issue or conflict of interest. Requests shall be vetted by the TFDW Executive Committee.
- C. All written records shall be stored in secure cabinets or cases that afford reasonable protection against fire, water damage and other hazards. TFDW will provide such storage containers.
- D. Records that are maintained on internal computer drives shall also be stored on in a cloud based storage site as designated by the TFDW Executive Committee as a back-up system to prevent the inadvertent loss of data.
- E. Retention of records shall occur as follows:
 1. All agency year-end financial audits shall be retained for a minimum of ten years. All other financial records shall be maintained for a minimum of seven years.
 2. Any contractor records, including ERISA information, FICA and FUTA information, I-9 verification, and FMLA information, if applicable, shall be retained for a minimum of six years.
 3. Records transferred to external storage drives shall be maintained for a minimum of ten years.
 4. Cloud based records shall be maintained in perpetuity, as long as space allows, but for a minimum of 20 years.
 5. Destruction of records shall take into account the need to maintain confidentiality and prevent the disclosure of any personal information.
 6. In the event that a legal process is initiated against TFDW, no record shall be destroyed until the legal process has been resolved.
 7. The President shall monitor the maintenance and control of all records on an ongoing basis to ensure compliance with the procedures contained herein.

CATEGORY: Administrative Policies and Procedures POLICY NO: 2.03
SUBJECT: Grievance Procedure EFFECTIVE DATE: 2-1-20
APPROVAL: 2-1-20

POLICY:

All members, contractors and associates of TFDW have a right to expect professional, courteous and appropriate communications and actions from those representing TFDW at all times.

PROCEDURES:

Any member, contractor, associate or candidate who believes TFDW has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, and/or (3) Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act, or that TFDW has demonstrated conduct that may be indicative of fraud waste, or abuse, or that TFDW has acted in an unprofessional manner may bring forward a complaint which shall be referred to as a grievance, to any member of the Executive Committee.

A written statement of any grievance signed by a complainant and submitted to TFDW shall be submitted to the full Executive Committee within five (5) business days of receipt. The Executive Committee shall further investigate the matters of grievance and reply in writing to the complainant within thirty (30) business days.

If the complainant wishes clarification or to appeal the decision, s/he may submit a signed statement of appeal to the President within five (5) business days after receipt of the response. The President and one member of the Executive Committee shall meet with the Complainant and will report their recommendations to the Executive Committee and to the complainant in writing within 7 days. The President may request further action by the Executive Committee based on this meeting.

If at this point the grievance based on compliance with equitable opportunity has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, 401 South State, Room 700, Chicago, Illinois, 60605-1202.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

CATEGORY:	Fiscal Management	POLICY NO: 3.01
SUBJECT:	Bookkeeping and Internal Controls	EFFECTIVE DATE: 2-1-20
		APPROVAL: 2-1-20

POLICY:

A system of internal fiscal controls shall be maintained to insure that measures are employed by TFDW to: (1) safeguard assets from waste, fraud, misappropriation, and inefficient use; (2) promote accuracy and reliability in the accounting records; (3) encourage and measure compliance with policies and annual budget; (4) evaluate operational efficiency; and (5) ensure the availability of working capital and contingency funds, and (6) analyze and monitor cash flow.

PROCEDURES:

General Procedures

- A. All revenue received shall be receipted and/or recorded immediately (See Petty Cash Policy 3.05).
- B. All purchases not authorized in the Annual Budget will be reviewed for payment by the Executive Committee. The Executive Committee shall report all such expenditures to the Board at the next Board meeting.
- C. A general ledger of expenses and revenue posted against the annual budget shall be maintained by the Treasurer. This ledger shall include all petty cash and its disbursements authorized by the Executive Committee.

Cash/Payment Receipts

- A. Cash receipts shall be numbered and recorded. Each receipt shall show the name, date, amount and the type of funds received (cash or check). All copies of voided receipts shall be retained.
- B. All payments received by mail will be stamped upon receipt "for Deposit Only" and the Treasurer shall deposit any funds within ten (10) days of receipt.
- C. The Treasurer will enter receipts into a ledger based on the checks/cash received to verify each deposit slip.
- D. Membership dues will noted by club, entered and receipted by the Treasurer.
- E. The Treasurer will reconcile the amount of the deposit to the deposit slip created.
- F. Each deposit record shall be filed separately and maintained in the Treasurer's records.

Cash Disbursements

- A. Checks shall be pre-numbered by the printer and shall be recorded or accounted for by number.
- B. The Treasurer shall prepare all checks for signature.
- C. The President will co-sign each check with the Treasurer. TFDW will maintain two signatories on any bank account.
- D. Executive Committee members are authorized to sign checks in the absence of either one of those individuals. In urgent circumstances, one signature can occur in person, the second signature can be authorized by the second signer and entered digitally only after the Treasurer has verified the authorization in writing.
- E. Voided checks shall be defaced to prevent unauthorized use and shall be maintained on file.
- F. Blank checks shall be kept in a secure location maintained by the Treasurer and accessible by the Executive Committee.

Debit Card Purchases

- A. Only persons authorized by the Executive Committee will be issued debit cards. Authorized users cannot share these cards with others unless authorized by the Executive Committee.
- B. Debit card purchases will be reviewed by the Treasurer at least monthly to monitor for unauthorized use. Valid receipts for purchases must be maintained and given to the Treasurer for validation and monitoring.

Bank Reconciliation

- A. Bank reconciliations shall occur monthly to verify that alterations or other errors have not occurred.
- B. Bank accounts will be monitored by the Treasurer at least monthly to assure the integrity of all items posted and paid.
- C. When a check is reported lost a stop payment order by telephone or internet shall be made to the bank on the original check prior to issuing a replacement check.
- D. Checks that remain outstanding for more than ninety days shall be investigated and either cashed or stopped.

Finance Reports

The Treasurer shall report a proposed budget for consideration at the Fall TFDW Board Meeting. After a budget is approved, the Treasurer shall report the financial status of TFDW at each Board meeting. This report will be in writing and include at a minimum:

- A. Expenses compared to budget
- B. Total Revenue – including any ways and means and any other fundraising revenue
- C. Total Expenses
- D. Net Revenue as of a given date

Audits

TFDW shall have an examination of its financial status. TFDW will establish an Ad Hoc Audit Committee each year. The Board President will ask the immediate Past President and a previous Treasurer to serve on this committee and can appoint others as needed. The Audit Committee shall arrange for an auditor/s to be established each year prior to the Winter Board meeting. The audit shall occur after the yearly convention and before the Fall Board meeting if at all possible, but be completed no later than the following Winter Board meeting. The audit will occur at least bi-annually, prior to when a new Treasurer is installed. If a new Treasurer is installed prior to the completion of a term of office, an audit shall be performed prior to the new Treasurer taking office, if at all possible. Upon receiving an audit report, the Executive Committee will review the findings, take any appropriate action in response to recommendations, and make recommendations to the full Board for action. Any audit findings may require immediate corrective action by the Executive Committee. The Executive Committee shall present the report for approval as well as any actions taken in response to the Board.

Tennessee Federation of Democratic Women Policy and Procedure Manual

CATEGORY:	Fiscal Management	POLICY NO: 3.02
SUBJECT:	Purchases – Supplies & Equipment	EFFECTIVE DATE: 2-1-20
		APPROVAL: 2-1-20

POLICY:

Guidelines and procedures shall be maintained to govern the purchase of supplies, equipment, and other items to ensure that funds are expended in accordance with the approved budget and the Executive Committee’s directives, with consideration of the availability of funds.

PROCEDURES:

- A. The Annual Budget shall contain amounts for the expenses for officers. Approved expense items are contained in Policy Number 3.04
- B. The annual budget shall contain an allocation for Ways and Means. If the Ways and Means Chair determines that additional funds are needed, the request shall be made to the Executive Committee for review and approval.
- C. The Executive Committee shall review all expenditures for supplies, travel and equipment in excess of the allocated amounts for any officer or Committee Chair. Additional requests must be pre-approved as those will require alterations to the budget purchases. These additional requests for needed supplies, travel or equipment should be presented to the full Executive Committee for review.
- D. The President, in consultation with the Treasurer and Past President, may wave pre-approval for additional expenses if the situation is time sensitive or urgent. The request and any authorization for expenditure that was granted must be post reviewed by the full Executive Committee.
- E. Whenever possible, and in all cases involving single item purchases not already contained in the budget and in excess of \$500.00, three price quotations or competitive bids shall be secured. The competitive bidding process may be waived if this is a previously used vendor for a standing item.

Tennessee Federation of Democratic Women Policy and Procedure Manual

CATEGORY: Fiscal Management
SUBJECT: TFDW Budget

POLICY NO: 3.03
EFFECTIVE DATE: 2-1-20
APPROVAL: 2-1-20

POLICY:

TFDW shall develop an agency budget for each fiscal year. The President shall ensure the timely and complete review of the agency budget by the Executive Committee each year prior to its implementation.

PROCEDURES:

- A. The Treasurer shall prepare the annual budget in consultation with the President and Past President.
- B. The fiscal year for TFDW shall be July 1 to June 30 each year. The proposed budget for each year should be presented at the Fall Board meeting, typically in September.
- C. The Treasurer will insure that the budget includes an accounting of all projected dues, other projected revenue as well as allocated expenditures for each officer, event and project.
- D. The Treasurer will ensure that appropriate recommendations for expenditures and contributions to the Jean Livingston Fund and the Anna Belle Clement O'Brien Scholarship fund are made yearly.
- E. The President will ensure that the proposed budget is reviewed and approved by Executive Committee prior to introduction to the Board each year. The President shall work to ensure that the budget is presented at the Fall Board meeting. The Executive Committee can review and approve any exceptions or extensions to this timeframe and process but their actions shall be disclosed to the Board.
- F. The ledger of expenses and revenue year to date as outlined in Policy Number 3.01, will be submitted for review and approval by the Executive Committee to the Board at each meeting.
- G. The Executive Committee shall meet on an Ad Hoc basis to review any issues and trends found within the budget.
- H. Budget revisions may be needed to address unplanned expenses. The Executive Committee will meet and review any such expenses or requests for new allocations. If approved, the Executive Committee shall report any new expenditures to the Board at Board's next meeting.

Tennessee Federation of Democratic Women Policy and Procedure Manual

CATEGORY:	Fiscal Management	POLICY NO: 3.04
SUBJECT:	Executive Committee Expenses	EFFECTIVE DATE: 2-1-20
		APPROVAL: 2-1-20

POLICY:

Reimbursement for expenses for the Executive Committee or their duly appointed designees will be based on expense reports as well as receipts and are subject to limits as set forth here.

PROCEDURES:

All official travel for the regional Vice Presidents and President shall be reimbursed according to the guidelines set forth here. Expenses other than mileage will only be reimbursed with a valid receipt. Any additional travel not anticipated in this policy will be subject to the review and approval of the Executive Committee for reimbursement. Expenses for other officers will be considered by the Executive Committee as well.

If the President is issued a Debit Card for expenses, each expense shall be documented with a receipt and submitted to the Treasurer for reconciliation. Expenses paid by debit card will be limited to supplies, expenses for official travel such as airlines, hotel, meals and tips (indicated in writing on a receipt) as well as registration fees and venue expenses for events and official meetings. If the debit card is used for gasoline purchases for travel, no further expenses for mileage will be paid.

Mileage for travel to official meetings of TFDW clubs, TNDP meetings and NFDW events and meetings or other official business will be reimbursed at the rate set forth by the State of Tennessee for its employees. Documentation required for mileage reimbursement includes date of travel, starting location, destination, type of event, and number of miles traveled. The Treasurer may require submission of a mileage form for the reimbursement of mileage expenses.

Travel to Regional Club Meetings

Regional Vice Presidents are expected to travel to a minimum of two clubs in the interim between board meetings (6 visits per year). Mileage will be reimbursed but no meals, hotels or other expenses. Expenses should be capped in the yearly budget and each Vice President will honor this allocation. The President is expected to attend as many club meetings as possible, but at least 6 meetings per year. The President will be reimbursed for mileage to travel to these meetings and if traveling outside the region of residence, can be reimbursed for one night of hotel expenses – up to \$120 per night. Exception requests to this section can be reviewed by the Executive Committee.

Travel to TFDW Board Meetings, Convention and Events

TFDW Executive Committee Members are expected to attend all Board meetings and the annual convention. Additionally, TFDW may hold special events that may require official attendance. Each officer shall be reimbursed for mileage to attend these meetings. Each Executive Committee member shall be provided complimentary registration to official events and meetings. Executive Committee members will be responsible for their own meal and hotel costs for these meetings and events.

Travel to NFDW Meetings and other National Events

It is expected that the President travels to each NFDW convention and to their regional Conventions. The President will be reimbursed for such travel – registration, hotel, mileage, meals and tips up to \$1500 per event. In addition, in the year of transition from one TFDW President to a new President, the immediate past President will be

Tennessee Federation of Democratic Women Policy and Procedure Manual

reimbursed for the same amount of expenses for the National Convention so that she can report the past year's activities at that Convention.

Travel to TNDP Meetings and Events

The President of TFDW becomes a member of the Executive Committee of the TNDP. Travel to TNDP meetings and special events held in person will be made for the President or designee. Expenses for hotel stays will not be reimbursed unless the President lives in a region other than the region where the event is held. Hotel cost reimbursement will follow the reimbursement schedule in the State of TN Travel Regulations - Policy 08. The President can claim mileage expenses for all such travel as well as registration/ticket purchases to attend.

Tennessee Federation of Democratic Women Policy and Procedure Manual

CATEGORY:

Fiscal Management

POLICY NO: 3.05

SUBJECT:

Petty Cash

EFFECTIVE DATE: 2-1-20

APPROVAL: 2-1-20

POLICY:

The Petty Cash Fund exists to expedite the purchase of items of small value, to document cash donations, to document Ways and Means revenue and to serve as seed money for any event or ways and means. Petty cash funds may be distributed at the discretion of the Executive Committee after appropriate review and approval per Policy 3.03 or for small or emergency purchases on the basis of established or demonstrated need that has been presented to the President or Executive Committee. It should not be used as a means to circumvent proper purchasing procedures.

PROCEDURES:

TFDW Treasurer will be the custodian of petty cash and its accounting. The treasurer can withdraw funds from a TFDW bank account in order to have petty cash funds on hand for an event. Bank reconciliations will indicate the use of these funds, repayment and receipts.

USING THE PETTY CASH FUND

All expenditures that are to be made or reimbursed with petty cash funds are to be preapproved by the Executive Committee or President. A receipt to verify the purchase or payment must support expenditures from the fund. The purchaser must submit receipts or remaining cash for any petty cash funds dispensed by the Treasurer. It is the responsibility of the Treasurer to review the transactions to ensure they meet the intent of authorization and the requirements as set forth in the petty cash policy. Transactions not meeting these requirements are to be reported to the Executive Committee.

The Treasurer will ensure that purchasers are notified of any outstanding reimbursements. All Petty cash funds must be reimbursed or documented with a receipt by the purchaser within 30 days of dispensing.

Tennessee Federation of Democratic Women Policy and Procedure Manual

CATEGORY:	Fiscal Management	POLICY NO: 3.06
SUBJECT:	Meeting Registration and Payment	EFFECTIVE DATE: 2-1-20
		APPROVAL: 2-1-20

POLICY:

Board members need to register and make payment for meetings and events promptly. Each meeting will have a cutoff date for registration. Payment for meetings and events can be refunded by submitting an appropriate and timely request.

PROCEDURES:

It will be the responsibility of the Executive Committee to ensure that each meeting or event is posted promptly and with full event information. Each Board meeting shall be announced within two months of the date of the meeting if at all possible. "Save the Date" announcements should be sent as soon as feasible. Events shall be communicated by the Corresponding Secretary to each member via their contact information as well as posted online and on social media as available.

Every effort shall be made to offer appropriate registration timelines that allow members sufficient time to register and pay any event fees. Every effort shall be made to offer reasonable fees, discounts and scholarships to members to ensure the opportunity to participate for all involved.

Board members can request a refund for any event fees up to 72 hours prior to the start of that event. Board members can request an exception to this refund policy to the Executive Committee.

If an event is cancelled for any reason, any fees paid for registration may be encumbered under an event contract. The Executive Committee will make every effort to return registration fees if they are able to do so and still meet the obligations of any event contract/s.

Registration fees are not transferable from one member to another without the express consent of the original payer.