

MARY WASHINGTON ELDERSTUDY

POLICIES AND PROCEDURES

Table of Contents

	Page
INTRODUCTION	1
SECTION A: GOVERNING DOCUMENTS	
Constitution	A-1
Bylaws	A-3
Memorandum of Understanding	A-9
SECTION B: BOARD OF DIRECTORS	
Board of Directors	B-1
Annual Transition Schedule for the Board of Directors	B-2
Election of Board Members	B-2
Election of Officers	B-2
Responsibilities and Duties of the Officers	B-2
Board Meetings	B-3
Board Tenure	B-3
Annual Reporting to the IRS	B-3
Election Process and Materials	B-3
UMW Scholarship Agreement	B-3
Memorandum of Understanding Reporting Requirements	B-4
Revisions to the Memorandum of Understanding (MOU)	B-4
Revisions to Other Governing Documents	B-5
SECTION C: GENERAL MEMBERSHIP MEETINGS	C-1
SECTION D: GENERAL COMMITTEE PROCEDURES	
General Committee Procedures	D-1
Duties of the Committee Chairperson	D-1
Duties of the Committee Secretary	D-1
Committee Membership: Frequency and Timing of Meetings	D-2

SECTION E: ADMINISTRATION COMMITTEE

Responsibilities and Duties	E-1
Committee Membership	E-1
Updating <i>Policies and Procedures</i>	E-1
Preparation of Annual Budget	E-2
Annual Bachelor of Liberal Studies Scholarship	E-2
Employment of Paid Personnel	E-2
Duties of the Treasurer	E-3
Procedures for Keeping Financial Records	E-3
Disposition of Excess Funds	E-6
Revisions to Financial Procedures	E-6
Revisions to the Constitution and Bylaws	E-6
Maintenance of ElderStudy Files	E-7
Record of Receipt of Keys	E-7

SECTION F: CURRICULUM COMMITTEE

Responsibilities and Duties	F-1
Curriculum Content	F-1
Curriculum Committee Membership	F-1
Curriculum Committee Meetings	F-1
Curriculum Committee Working Documents	F-2
Session Sponsors	F-3
Session Scheduling	F-3
Room Scheduling	F-4
Opening Classes to Non-Members	F-4
Communicating the Curriculum to the ElderStudy Membership	F-4
Communicating Schedule Changes	F-4
Honoraria and Donations	F-5
Certificates of Appreciation	F-6
Curriculum Committee Budget (deleted 2016)	
Additional Duties of the Curriculum Committee Chair	F-6
Memorandum of Understanding Reporting Documents	F-6

SECTION G: MEMBERSHIP COMMITTEE

Responsibilities and Duties	G-1
The Membership Committee Budget (deleted 2016)	
Additional Duties of the Membership Committee Chair	G-2
Sample Forms, Letters, Membership Information	G-2

	Page
APPENDIX B: BOARD OF DIRECTORS	
501(c)(3) Exemption Letter	Appendix B-1
Annual IRS Reporting Requirements	Appendix B-4
Distribution of Election Materials	Appendix B-6
Sample Ballot	Appendix B-7
Terms of Agreement: Scholarship for BLS Student(s)	Appendix B-8
Sample Letter Conveying BLS Scholarship Check	Appendix B-9
 APPENDIX E: ADMINISTRATION COMMITTEE	
File Categories for Historical Records	Appendix E-1
Record of Receipt of Key(s)	Appendix E-3
 APPENDIX F: CURRICULUM COMMITTEE	
Thank You Letter Formats	Appendix F-1
Thank You Letter – Non Member Presenter with Honorarium	Appendix F-1
Thank You Letter – ElderStudy Member Presenter	Appendix F-2
Thank You Letter – Program with a Donation	Appendix F-3
Thank You Letter – UMW Gallery Tour	Appendix F-4
 APPENDIX G: MEMBERSHIP COMMITTEE [Revised September 2016]	
Newsletter	Appendix G-1
Website	Appendix G-3
Telephone	Appendix G-3
Bulletin Board	Appendix G-3
Documents	Appendix G-4
Print	Appendix G-4
Community Calendar	Appendix G-5
Honorary Membership	Appendix G-5
Membership Renewal	Appendix G-5
New Member Welcome Packets	Appendix G-5
New Member Welcome and Introductions	Appendix G-6
Nametags	Appendix G-6
Roster	Appendix G-6
Remembrances	Appendix G-7
Social Events	Appendix G-7
General Membership Meetings — Refreshments	Appendix G-8
Form – Annual Holiday Lunch	Appendix G-9
Form – Potluck Luncheon	Appendix G-10
Form – Renewal Registration	Appendix G-11

	Page
Form – New Member Registration	Appendix G-12
Newsletter Checklist	Appendix G-13
Member Benefits and General Information	Appendix G-14
Opportunity/Comment Form	Appendix G-15
Parking for Mary Washington ElderStudy Programs	Appendix G-16
Campus Access for People with Disabilities	Appendix G-17
Directions to the Stafford Campus Classroom	Appendix G-18
Sample Retiring Faculty Letter	Appendix G-19
Sample Welcome for New Members	Appendix G-20
Sample E-mails to New Members	Appendix G-21
Sample Letter for Ordering Nametags	Appendix G-22
Sample Catering Order	Appendix G-23
Event Registration and Banquet Procedure	Appendix G-24
Name Tag Management	Appendix G-25

Appendix H: Financial Practices Tutorial

IRS Tax Status	Appendix H-1
Budget and Financial Responsibilities	Appendix H-1
Paying Bills and Disbursements	Appendix H-2
Audits and financial Records	Appendix H-2
Example Line-Item Budget	Appendix H-3

Subject Index

Index -1

September 2016 Updates: pages A-10, B-2, D-1, F-6, G-1, G-2 and Appendix G