

Guidelines and Protocols for Lake County Women's Coalition

FINANCE

1. Except for customary and recurring expenses, any expenditures over \$50 must receive prior approval, at the following levels:

- \$51 to \$99 – at least two members of the Executive Committee*
- \$100 plus – LCWC Steering Committee

*NOTE, however, in urgent situations the Steering Committee Chair may use her discretion in authorizing a reasonable expenditure for the good of the LCWC.

2. Budgets for all events need to be presented by the chair of the committee to the Steering Committee.

3. Besides the Treasurer, one other member of the Executive Committee will be an authorized signer for our bank account.

MEMBERSHIP

1. Requirements for Membership into the Lake County Women's Coalition, approved October 12, 2013

- Application Form must be submitted in accordance with the following criteria. Applications shall be reviewed by the Lake County Women's Coalition Steering Committee for approval. Organizations accepted to the Coalition shall be required to renew their membership annually.
- Organizations wishing to become a participating member of the Lake County Women's Coalition (LCWC) shall be a women's business, professional or civic organization.
- Organizations shall be Lake County Illinois based or, if a member of a state or national organization, have branches or clubs within Lake County Illinois.
- Organizations must be non-sectarian and non-partisan.
- Organizations shall have a constitution and bylaws and a copy of them must be submitted with the application.
- Organizations must support the Mission Statement of the Lake County Women's Coalition as set forth in the Bylaws.
 - "The mission of the Lake County Women's Coalition is to continue the pursuit of equality that led to the ratification of the 19th Amendment; celebrate the accomplishments of women; and encourage women in their educational endeavors."
- There are no membership dues required to belong to the LCWC, but organizations shall support and attend events held by the Coalition.

- Events held by the Coalition may or may not charge for participation. When no admission is charged, a donation is suggested to support the LCWC Scholarship at the College of Lake County.
- Organizations shall nominate from within their membership a representative and an alternate to serve on the LCWC Steering Committee. Responsibilities of the representative or alternate shall be as follows:
 - The representative or her alternate should commit to attend at least 75% of scheduled meetings. If unable to attend, she should call or email the Chair in order to be considered excused.
 - When the representative is unable to attend, it is her responsibility to notify the alternate to attend in her place.
 - The representative or alternate is the conduit of communication between the Coalition and the members of her organization.
 - Representatives, alternates, and member organizations shall **not** use the LCWC for propaganda, to influence partisan politics, or publish or distribute any political campaign on behalf of any candidate for public office.

2. Membership Renewals to be sent out to all existing members, including organizations and members-at-large by November of each year, with deadline for renewals due by January 31 of the following year.

3. Coalition organizations or others may not use information in the Coalition membership directory for their own personal or solicitation purposes.

4. A list of former members who wish to stay in touch will be maintained in a *Circle of Friends* listing, for the sole purpose of receiving LCWC communications of interest. The Membership Committee will review the listing annually and recommend adjustments.

COMMITTEES

1. Every committee (standing and ad hoc) must have a minimum of three members (chair and two additional members). Committee Chairs are responsible for submitting timely reports to the Steering Committee. All reports should be dated and show the author.

2. To maintain continuity and historical documentation, officers and chairs of various committees are to pass on their files to the incoming chair.

Adopted: November 10, 2012

Revised and Adopted: August 13, 2016

Reviewed: September 18, 2021 with no changes

Ad Hoc Committee: Debbie Larker, Chair, Members: Helen Scott and Dorothy Roderick