



CALIFORNIA WOMEN *for* AGRICULTURE

OPERATING POLICIES AND PROCEDURES

In addition to the CWA Bylaws, these Policies and Procedures shall provide additional guidance for the conduct of CWA business and operations. These policies and procedures may be amended or rescinded by a two-thirds vote of the Board without previous notice at any regular meeting, providing a quorum is present, or by a majority vote with advance notice to all Board of Director members thirty (30) days prior to that meeting.

SECTION 1. OFFICER ROLES AND RESPONSIBILITIES

Section 1.01 President

1. Represents CWA to outside organizations and the public
2. Represents CWA at meetings of American Agri-Women
3. Appoints State Directors (except for elected District Directors) and the Parliamentarian
4. Prepares a tentative agenda for the Board of Directors Meetings, including details on pending business, to be mailed/e-mailed with the *President's Newsletter* (PNL) when possible.
5. Leads Executive Board Meetings, Statewide Meetings, the Annual Meeting, and Convention
6. Coordinates the installation ceremony for Elected Officers at the Annual Meeting

Section 1.02 President Elect -- Issues and Legislation

1. The President Elect oversees: Air Quality, Animal Issues, Biotechnology, Endangered Species, Food Safety, Labor, Land Use, Legislation-Federal, Legislation-State, Pest Management, Renewable Resources/Global Climate Changes, Trade and Water. She is to be kept informed by these appointed directors, request their reports for Statewide Meetings, and assist them with workshops when asked.
2. Approves action campaigns by the State and Federal Legislative Directors and may chair the Legislative Reception or appoint someone to do so.
3. It has been a tradition that the President Elect, upon consultation with Executive Committee Members, presents an appropriate gift from the Board of Directors and Chapters to the outgoing President at the Annual Meeting.

Section 1.03 Vice President – External Relations (Education and Public Relations)

1. The Vice President – External Relations oversees the following Appointed Directors: Adopt-A-Legislator, Agricultural Education, Compass, and Public Relations. She is to be kept informed by these directors, request their reports for Statewide Meetings, and assist them with workshops when asked.
2. Is responsible for maintaining an inventory for printed supplies and will order additional supplies as needed and appropriated by the budget
3. Writes and submits an Annual Report to American Agri-Women and oversees all special projects relating to education and public relations



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Section 1.04 Vice President – Internal Relations

1. Oversees the following Appointed Directors: Ag Boosters BBQ, Convention, Emergency Action/Web Master, Fund Development, Historian, Membership, Sunshine, and the District Directors, who are elected.
2. Oversees the *Presidents Newsletter (PNL)*, CWA Bylaws (with Parliamentarian), scheduling of Statewide meetings, and serves on Convention Committee
3. Ensures that the minutes of the previous Statewide Meeting are emailed in the *PNL*, or directly, to all members of the Board of Directors at least 10 days prior to the next Statewide Meeting.
4. Assists District Directors with forming new chapters

Section 1.05 Secretary

1. Keeps in permanent form complete and accurate written records of each meeting. Emails, or otherwise distributes, copies of dated minutes within 10 days following the Statewide Meeting to the President and the Vice President – Internal Relations for inclusion in the *President's Newsletter (PNL)*. The *PNL* shall be received at least 10 days prior to the next Statewide Meeting, at which time the minutes will be amended/approved. Minutes are not read at the Board of Directors meeting.
2. Ensures that the Bylaws, Minutes, *and* Policies and Procedures, shall be kept in a permanent record book at the Business Office. The current year's records shall be available at all meetings.
3. Notifies Secretary of State any changes in the Bylaws or Articles of Incorporation. Files necessary papers and pays filing fees.

Section 1.06 Treasurer (*See Financial Guidelines for discussion of Assistant Treasurer*)

1. Records and Audits.
 - a. Keeps complete, accurate and permanent financial records, including financial records for membership dues/assessments, meetings and conventions, and special projects, and ensures that records are kept for 10 years. Each year, purges old financial records. .
 - b. With the Assistant Treasurer, prepares an Annual Report consisting of a summary of income, disbursements and all accounts as of December 31.
 - c. Forwards membership forms to Membership Director who keeps a master list and to Business Office for inclusion in *Compass* mailing.
 - d. The financial records shall be audited upon the resignation of the Treasurer and at any time deemed necessary, but at least biannually. This shall be conducted by a licensed accountant or a trustee committee composed of three members of CWA. Tax returns shall be prepared by a Certified Public Accountant who is selected by the Treasurer and approved by the Executive Committee.
2. Bookkeeping and Budget. Performs bookkeeping and budgeting duties, including:
 - a. Records all money received and expended.
 - b. Deposits all money received by the State organization and issues checks.
 - c. Balances receipts and expenditures each month and reconciles bank statements at the end of each quarter.
 - d. Prepares a statement of income and expenses for each Statewide Meeting.
 - e. Keeps the Chart of Accounts current and notifies Chapter treasurers of changes.
 - f. Posts year-end figures to the general ledger.
 - g. Prepares articles for *President's Newsletter* on items concerning finances.



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- h. Advances Convention Director the necessary funding to cover expenses incurred in planning forthcoming convention.
 - i. Chairs the Budget Committee which prepares the State Budget for presentation at the Annual Meeting.
 - j. Reviews and records income, expenses, etc. of all Chapters at the end of the year.
 - k. Ensures that a financial audit of any chapter upon the request of the Executive Committee.
 - l. Conducts an review of CWA Annual Meeting and Convention and the Ag Boosters' BBQ accounting within 60 days after Convention, prepares a summary for the subsequent state Board meeting, and ensures that excess funds (after bills are paid) are secured and deposited in the State account.
3. State and Federal Filings and Reports
- a. Is responsible for preparing and submitting, on time and with the approval of the Executive Board, all financial filings required by the State of California and the U.S. Government, including:
 - i. Sales taxes to the State Board of Equalization (Due May 15th). Note: On forms provided by the State Treasurer, each chapter reports yearly on sales taxes collected by the chapters on goods sold, providing a check to State CWA to cover those taxes.
 - ii. Political Action Committee reports for any political donations requiring such reports.
4. Other duties
- a. Attends all Executive and Statewide Meetings and makes financial presentations as requested.
 - b. For new chapters: Records and issues charters for new chapters. Sends treasurer's information packet and setup books to the new chapter. Issues a \$250 "start-up" check to new chapters.
 - c. Answers all correspondence regarding finance issues and/or problems.

Section 1.07 District Directors

1. Serves on the Convention Site Committee as appropriate.
2. If unable to attend either meeting may, with prior approval of the President, appoint a non-voting alternate to represent the District.
3. Submits reports to Vice President – Internal Relations for the membership and the *President's Newsletter*, if applicable, on regular basis.
4. Coordinates activities among and between chapters and the state, including local chapter attendance at Statewide Meetings and secures the Statewide Meeting financial summaries within 45 days of meetings.
5. Designates, if requested, a representative in her District to work with State Treasurer and Fund Development Director for statewide fundraising.
6. Contacts her District Chapters by late January for suggestions for Nominating Committee nominees. Each Director is responsible for furnishing the Parliamentarian with at least one nominee from her District to be considered by the District Directors for selection for the Nominating Committee at the March Statewide Meeting.
7. See Attachment D: District Director Handbook for great detail.



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Section 1.08 Chapter Presidents

1. Serves as the executive of her chapter.
2. Communicates with her District Director, as a representative of the Executive Committee, on chapter issues that need input from State CWA that arise within her Chapter.
3. Assists her District Director, if requested, for suggestions of a Nominating Committee nominee.
4. Represents the chapter at all Statewide Board Meetings. She may not select a chapter member to represent her by proxy at these meetings.

Section 1.09 Parliamentarian

1. Assists the President with the conduct of Statewide Meetings and ensures that business is conducted according to Roberts Rules.
2. Calls the first meeting of the Nominating Committee following its election at the March Statewide Meeting. Provides instructions according to the established nominating guidelines and assists in the election of a Nominating Committee Chair.
3. Obtains preceding year membership totals for each Chapter and informs Chapters in June of the number of election ballots each Chapter will receive as well as their apportioned Convention delegates, with the exception of new chapters chartered by September 1st of the current calendar year.
4. Sends ballots to all eligible delegates by September 20. All ballots will be due to the Parliamentarian postmarked no later than November 1.
5. Tallies the ballots with the assistance of up to two tellers. The tabulation will take place prior to the November Statewide Meeting.
6. Notifies the elected officers and asks them to be present at the November Statewide Meeting. The Nominating Committee Chair shall read the names of the elected Officers at the November Statewide Meeting.
7. Keeps a current copy of each Chapter's bylaws in permanent record.
8. Serves on the ad hoc Bylaws Committee.

Section 1.10 Air Quality (*Issues and Legislation*)

1. Becomes acquainted with and monitors issues and legislation concerning air quality on state and federal levels.
2. Reports to and coordinates their efforts through the President Elect and other issue directors to determine the appropriate method of informing members on state and federal issues that require the immediate action of the membership.
3. Keeps the Board of Directors and the general membership informed by means of written or oral reports at a minimum of two (2) Statewide Meetings.
4. May use the *Compass*, *PNL*, fax, CWA e-group, email or mail to send information directly to the membership when appropriate.

Section 1.11 Animal Issues (*Issues and Legislation*)

1. Becomes acquainted with and monitors issues and legislation concerning livestock animals and animals used in food and fiber production on state and federal levels, assists members and the general public with information concerning the value of animal products as they relate to human welfare, including but not limited to, food, clothing, and health benefits.



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2. Reports to and coordinates their efforts through the President Elect and other issue directors to determine the appropriate method of informing members on state and federal issues that require the immediate action of the membership.
3. Keeps the Board of Directors and the general membership informed by means of written or oral reports at a minimum of two (2) Statewide Meetings.
4. May use the *Compass*, *PNL*, fax, CWA e-group, email or mail to send information directly to the membership when appropriate.

Section 1.12 Biotechnology (*Issues and Legislation*)

1. Becomes acquainted with and monitors issues and legislation concerning biotechnology on state and federal levels.
2. Reports to and coordinates their efforts through the President Elect and other issue directors to determine the appropriate method of informing members on state and federal issues that require the immediate action of the membership.
3. Keeps the Board of Directors and the general membership informed by means of written or oral reports at a minimum of two (2) Statewide Meetings.
4. May use the *Compass*, *PNL*, fax, CWA e-group, email or mail to send information directly to the membership when appropriate

Section 1.13 Endangered Species (*Issues and Legislation*)

1. Becomes acquainted with and monitors issues and legislation concerning the Endangered Species Act, and interpretations of the Act, on state and federal levels.
2. Reports to and coordinates their efforts through the President Elect and other issue directors to determine the appropriate method of informing members on state and federal issues that require the immediate action of the membership.
3. Keeps the Board of Directors and the general membership informed by means of written or oral reports at a minimum of two (2) Statewide Meetings.
4. May use the *Compass*, *PNL*, fax, CWA e-group, email or mail to send information directly to the membership when appropriate

Section 1.14 Food Safety (*Issues and Legislation*)

1. Becomes acquainted with and monitors issues and legislation concerning food safety on state and federal levels.
2. Reports to and coordinates their efforts through the President Elect and other issue directors to determine the appropriate method of informing members on state and federal issues that require the immediate action of the membership.
3. Keeps the Board of Directors and the general membership informed by means of written or oral reports at a minimum of two (2) Statewide Meetings.
4. May use the *Compass*, *PNL*, fax, CWA e-group, email or mail to send information directly to the membership when appropriate

Section 1.15 Labor (*Issues and Legislation*)

1. Becomes acquainted with and monitors issues and legislation concerning labor that may impact agriculture on state and federal levels.



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2. Reports to and coordinates their efforts through the President Elect and other issue directors to determine the appropriate method of informing members on state and federal issues that require the immediate action of the membership.
3. Keeps the Board of Directors and the general membership informed by means of written or oral reports at a minimum of two (2) Statewide Meetings.
4. May use the *Compass*, *PNL*, fax, CWA e-group, email or mail to send information directly to the membership when appropriate

Section 1.16 Land Use (*Issues and Legislation*)

1. Becomes acquainted with and monitors issues and legislation concerning land use on state and federal levels.
2. Reports to and coordinates their efforts through the President Elect and other issue directors to determine the appropriate method of informing members on state and federal issues that require the immediate action of the membership.
3. Keeps the Board of Directors and the general membership informed by means of written or oral reports at a minimum of two (2) Statewide Meetings.
4. May use the *Compass*, *PNL*, fax, CWA e-group, email or mail to send information directly to the membership when appropriate.

Section 1.17 Renewable Resources/Global Climate Change (*Issues and Legislation*)s

1. Becomes acquainted with and monitors issues and legislation concerning renewable resources and global climate change on state and federal levels.
2. Reports to and coordinates their efforts through the President Elect and other issue directors to determine the appropriate method of informing members on state and federal issues that require the immediate action of the membership.
3. Keeps the Board of Directors and the general membership informed by means of written or oral reports at a minimum of two (2) Statewide Meetings.
4. May use the *Compass*, *PNL*, fax, CWA e-group, email or mail to send information directly to the membership when appropriate.

Section 1.18 Legislation-Federal (*Issues and Legislation*)

1. Becomes acquainted with and monitors federal legislation concerning agriculture.
2. Reports to and coordinates their efforts through the President Elect and other issue directors to determine the appropriate method of informing members on state and federal issues that require the immediate action of the membership.
3. Keeps the Board of Directors and the general membership informed by means of written or oral reports at a minimum of two (2) Statewide Meetings.
4. May use the *Compass*, *PNL*, fax, CWA e-group, email or mail to send information directly to the membership when appropriate.

Section 1.19 Legislation-State (*Issues and Legislation*)

1. Becomes acquainted with and monitors state legislation concerning agriculture, conducts legislative workshops on request at State, District or Chapter levels.
2. Reports to and coordinates their efforts through the President Elect and other issue directors to determine the appropriate method of informing members on state and federal issues that require the immediate action of the membership.



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3. Coordinates with the President Elect for the CWA Legislative Reception.
4. Keeps the Board of Directors and the general membership informed by means of written or oral reports at a minimum of two (2) Statewide Meetings.
5. May use the *Compass*, *PNL*, fax, CWA e-group, email or mail to send information directly to the membership when appropriate.

Section 1.20 Pest Management (*Issues and Legislation*)

1. Becomes acquainted with and monitors issues and legislation concerning pest management and crop protection materials and methods on state and federal levels.
2. Reports to and coordinates their efforts through the President Elect and other issue directors to determine the appropriate method of informing members on state and federal issues that require the immediate action of the membership.
3. Keeps the Board of Directors and the general membership informed by means of written or oral reports at a minimum of two (2) Statewide Meetings.
4. May use the *Compass*, *PNL*, fax, CWA e-group, email or mail to send information directly to the membership when appropriate.

Section 1.21 Trade (*Issues and Legislation*)

1. Becomes acquainted with and monitors issues and legislation concerning trade on state and federal levels.
2. Reports to and coordinates their efforts through the President Elect and other issue directors to determine the appropriate method of informing members on state and federal issues that require the immediate action of the membership.
3. Keeps the Board of Directors and the general membership informed by means of written or oral reports at a minimum of two (2) Statewide Meetings.
4. May use the *Compass*, *PNL*, fax, CWA e-group, email or mail to send information directly to the membership when appropriate.

Section 1.22 Water (*Issues and Legislation*)

1. Becomes acquainted with and monitors issues and legislation concerning water on state and federal levels.
2. Reports to and coordinates their efforts through the President Elect and other issue directors to determine the appropriate method of informing members on state and federal issues that require the immediate action of the membership.
3. Keeps the Board of Directors and the general membership informed by means of written or oral reports at a minimum of two (2) Statewide Meetings.
4. May use the *Compass*, *PNL*, fax, CWA e-group, email or mail to send information directly to the membership when appropriate.

Section 1.23 Adopt-a-Legislator (*External Relations*)

1. Evaluates voting records and recommends legislators to chapters, corresponds with chapters about their adoptees and continually monitors their progress, and organizes an Adopt-a-Legislator function once a year during the Statewide Meeting held in Sacramento
2. Reports to and coordinates their efforts through the Vice President -- External Relations and other issue directors to determine the appropriate methods of informing the membership.



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3. Keeps the Board of Directors and the general membership informed by means of written or oral reports at a minimum of two (2) Statewide Meetings.
4. Uses the *Compass* Newsletter, PNL, fax, CWA e-group, email or mail to send information directly to the membership if necessary.

Section 1.24 Agricultural Education (*External Relations*)

1. Becomes acquainted with and monitors issues and legislation concerning agriculture education on state and federal levels.
2. Reports to and coordinates their efforts through the Vice President -- External Relations and other issue directors to determine the appropriate methods of informing the membership.
3. Keeps the Board of Directors and the general membership informed by means of written or oral reports at a minimum of two (2) Statewide Meetings.
4. Uses the *Compass* Newsletter, PNL, fax, CWA e-group, email or mail to send information directly to the membership if necessary.

Section 1.25 Compass Newsletter Editor (*External Relations*)

1. Edits and oversees the publishing of *Compass*, the CWA newsletter.
2. Reports to and coordinates their efforts through the Vice President -- External Relations and other issue directors to determine the appropriate methods of informing the membership.
3. Keeps the Board of Directors and the general membership informed by means of written or oral reports at a minimum of two (2) Statewide Meetings.
4. Uses the *Compass* Newsletter, PNL, fax, CWA e-group, email or mail to send information directly to the membership if necessary.

Section 1.26 Public Relations (*External Relations*)

1. Works to develop and effectively communicate CWA's messages and to enhance the reputation of CWA. Becomes acquainted with and monitors issues concerning agriculture public relations opportunities on state and federal level
2. Works with the Executive Committee to develop a state public relations plan to communicate CWA's messages to consumers.
3. Assists and encourages chapters to develop their own working relationships with local -media and the formulation and execution of basic public relations strategies or plans.
4. Monitors the public relations campaigns and strategies of other agricultural organizations or groups and identifies opportunities for CWA involvement to leverage resources and efforts.
5. Works with Executive Committee and Appointed Directors as necessary on media and press outreach related to specific issues.
6. Reports to and coordinates their efforts through the Vice President -- External Relations and other issue directors to determine the appropriate method of informing members on that require action of the membership.
7. Keeps the Board of Directors and the general membership informed by means of written or oral reports at a minimum of two (2) Statewide Meetings.
8. Uses the *Compass* Newsletter, PNL, fax, CWA e-group, email or mail to send information directly to the membership if necessary.

Section 1.27 Ag Boosters BBQ (*Internal Relations*)

1. Supervises sales of tickets through Chapters and State Board of Directors.



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2. Oversees participation in Country Store and Silent Auction fundraisers.
3. Coordinates CWA activities with Ag One Committee and attends planning meetings.
4. Coordinates her efforts through the Vice President – Internal Relations and the District Directors.
5. Convenes a committee for the purpose of being part of the planning and implementation team for the Annual Ag Boosters BBQ
6. Keeps the Board of Directors and members informed regarding Ag Boosters BBQ plans, coordinate CWA activities with Ag One Committee and attend planning meetings.
7. Within sixty 60 days after close of the Ag Boosters BBQ, the Ag Boosters BBQ Director shall send all Ag Booster BBQ financial records to the State CWA Treasurer for an audit.
8. Keeps the Board of Directors and the general membership informed by means of written or oral reports at a minimum of two (2) Statewide Meetings.
9. Uses the *Compass*, *PNL*, fax, CWA e-group, email or mail to send information directly to the membership if necessary.

Section 1.28 Convention Director (*Internal Relations*)

1. Convenes a committee for the purpose of planning the Annual Meeting and Convention and keep the Board of Directors and members informed regarding Convention plans including speakers and programs.
2. Seeks advice from the previous Convention Director, Vice President – Internal Relations, and Public Relations Director for planning and implementing the Annual Meeting and Convention.
3. Submits a budget and a recommended registration fee for approval by the Board of Directors.
 - a. If the proposed budget shows Convention expenditures are in excess of \$3,000 more than anticipated fees and donations combined, the Board shall approve a registration fee high enough to cover expenses, or an alternative venue must be selected.
4. May open a bank account with an advance for initial funding from State CWA. Is responsible for all record keeping in accordance with procedures established by the State Treasurer. All Convention accounts must require two (2) signatures.
 - a. Advancements greater than \$5000 for facility deposits (i.e. deposit for hotel or meeting space) require Executive Board approval.
5. Solicits donors with Convention Committee to offset expenses
6. Coordinates her efforts through the Vice President – Internal Relations and gives reports in writing at Statewide Meetings as appropriate.
7. Reports to and coordinates their efforts through the First Vice President -- Internal Relations.
8. Keeps the Board of Directors and the general membership informed by means of written or oral reports at a minimum of two (2) Statewide Meetings.
9. Uses the *Compass*, *PNL*, fax, CWA e-group, email or mail to send information directly to the membership if necessary.
10. Within 45 days and no later than 60 days after close of the Convention, the Convention Director shall send all Convention financial records to the State Treasurer for an audit.
11. Ensures that funds remaining after the final payment of expenses are sent to the State Treasurer within 45 days and no later than 60 days of Convention.
 - a. If sufficient funds are raised, over and above all Convention (and conjunctive Statewide Meeting) expenses, 25% of the remaining funds, not to exceed \$2000 per participating chapter, will be retained by the chapter(s) that solicited funds on behalf of the State CWA for Convention purposes (also see Section 5.2).



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Section 1.29 Emergency Action/Web Master (*Internal Relations*)

1. Contacts District Directors and/or Executive Committee members in the event of an emergency concerning agriculture or the organization.
2. At the request of an Executive Officer she shall also serve as the liaison between the general membership and the CWA e-group,
3. Maintains list of members on the official email group (Yahoo Groups or other); verifies membership through Membership Director.
4. Maintains website and coordinates changes as necessary
5. Monitors emails going through email list (Yahoo Groups or other systems) to ensure posting rules are followed
6. Reports to and coordinates their efforts through the First Vice President -- Internal Relations. Coordinates with other directors to determine the appropriate method of informing members on issues that require action of the membership.
7. Keeps the Board of Directors and the general membership informed by means of written or oral reports at a minimum of two (2) Statewide Meetings.
8. Uses the *Compass*, *PNL*, fax, CWA e-group, email or mail to send information directly to the membership if necessary.

Section 1.30 Fund Development Director (*Internal Relations*)

1. Acts as the primary State Donor fundraiser.
2. Develops potential state donor list and fund raising ideas to finance CWA and its state activities.
3. Coordinates with Chapters so that there is not a duplication of donor requests.
4. Distributes donation request letters to current and potential donors each January.
5. Writes thank you letters and places follow-up calls to donors who have not responded.
6. Serves on the Budget Committee and assist local chapters with ideas for obtaining chapter donor members.
7. Reports to the State Treasurer and coordinates their efforts through the First Vice President -- Internal Relations. Coordinates with other directors to determine the appropriate methods of informing the membership..
8. Keeps the Board of Directors and the general membership informed by means of written or oral reports at a minimum of two (2) Statewide Meetings.
9. Communicates through the *Compass*, *PNL*, CWA e-group, email or mail or in writing to Chapter Presidents, Finance Chairs, Newsletter Editors and at Statewide Meetings.

Section 1.31 Historian (*Internal Relations*)

1. Researches, compiles, and updates the history of CWA by maintaining and storing the scrapbook(s) (hardcopy or electronic) of CWA activities and other documents, pictures and media clippings.
2. Reports to and coordinates their efforts through the First Vice President -- Internal Relations. Coordinates with other directors to determine the appropriate methods of informing the membership.
3. Keeps the Board of Directors and the general membership informed by means of written or oral reports at a minimum of two (2) Statewide Meetings.
4. Uses the *Compass*, *PNL*, fax, CWA e-group, email or mail to send information directly to the membership if necessary.



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Section 1.32 Membership (*Internal Relations*)

1. Develops ideas for increasing and maintaining the membership and works with Chapter Membership Directors. Distributes current membership reports at each Statewide Meeting.
2. Solicits membership renewals from Members-at-Large and state-level Student members.
3. Conducts membership workshops when requested.
4. Maintains membership records, develop ideas for increasing and maintaining the general membership, conduct membership workshops at the state and chapter levels when requested, and shall distribute current membership reports.
5. Verifies address lists, corrections, deletions, or other changes with the Business Office and State Treasurer.
6. Provides to the State Parliamentarian a year-end list of membership totals for each Chapter to be used to determine the number of voting Member Delegates for state officer elections and the Annual Meeting.
7. Reports to and coordinate their efforts through the First Vice President -- Internal Relations and Treasurer. Coordinates with other directors to determine the appropriate methods of informing the membership.
8. Keeps the Board of Directors and the general membership informed by means of written or oral reports at a minimum of two (2) Statewide Meetings.
9. Uses the *Compass*, *PNL*, fax, CWA e-group, email or mail to send information directly to the membership if necessary, or directly with Chapter Presidents, Membership Chairs and Newsletter Editors.

Section 1.33 Sunshine (*Internal Relations*)

1. Provides cards or contact to CWA members and others identified as needing support, circulates cards at Statewide Meetings, and requests sunshine items.
2. All members are asked to keep the Sunshine Director aware of Chapter members in need of a card or contact.
3. Reports to and coordinates their efforts through the First Vice President -- Internal Relations.
4. Keeps the Board of Directors and the general membership informed by means of written or oral reports at a minimum of two (2) Statewide Meetings.
5. Uses the *Compass*, *PNL*, fax, CWA e-group, email or mail to send information directly to the membership if necessary.

SECTION 2. DUES AND ASSESSMENTS

1. *Chapter dues* are set by the chapters.
2. Per-member *state assessments* for each chapter member and dues for state members (At-large and Students not members of local chapters) are determined by a majority vote of Member Delegates at the Annual Meeting. Current dues/assessments are:
 - a. Regular members (state assessment): \$20
 - b. Members-at-Large, including State Donors (state dues): \$40
 - c. State student members (state dues): \$20



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SECTION 3. CHAPTERS

Section 3.01. Governance & Activities

1. Chapter Bylaws shall be consistent with CWA State Bylaws.
2. Two Chapter Officers shall sign chapter checks. If Chapter checks require only one signature, Chapter minutes reflecting a majority approval of Chapter expenditures shall be kept with Chapter financial records.
3. Chapters shall be represented at Statewide and Annuals meetings by their presidents.
4. Chapters shall submit items for the agenda via their District Directors.
5. Chapter Officers shall be elected prior to November 15.

SECTION 4. MEETING GUIDELINES

1. The order of business shall follow the outline in Robert's Rules of Order.
2. The outgoing Executive Committee shall prepare a schedule of proposed meeting dates and their locations for the upcoming calendar year. This schedule shall be published in the Directory, distributed at the Annual Meeting, and posted on the website.
3. Executive Committee Meetings
 - a. Executive Committee meetings will be open to all CWA members.
 - b. In order to facilitate discussion between Executive Committee members, their seats may be designated.
 - c. Executive Committee meetings will be conducted in accordance with Robert's Rules of Order for Executive Committee meetings (that is, loosely structured, but retaining the system of voting on a motion.)
4. Statewide Meetings
 - a. Each District shall host a regular Statewide meeting on a rotating schedule. The District Director shall serve as Chairman and her Chapter Presidents as the committee responsible for all arrangements pertaining to hotel accommodations, meeting facilities, meals etc. Every effort shall be made to encourage District members to attend these meetings.
 - b. Registration fees are not considered reimbursable State expenses.
 - c. Recommended program speakers must be approved by the State CWA Executive Committee at a previous Statewide Meeting.
 - d. The District Director in charge of the meeting will deposit registration fees, lunch money, and other monies collected, through a Chapter. These meetings shall be self-supporting and any money remaining after expenses shall be sent to the State CWA Treasurer. In the event that additional money is needed to pay for unexpected charges, State CWA will reimburse the chapter.
 - e. When a District is hosting the Convention, it should not host a Statewide meeting in the year prior to the Convention, if at all possible.
 - f. Minutes will be emailed via the President's Newsletter 10 days prior to each Statewide Meeting. The minutes are not read aloud at meetings, but will be approved or amended at meetings.
 - g. Voting members shall sign in vote by a show of hands or placards unless roll call is requested.



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5. CWA Representation at Meetings
 - a. When a member is representing CWA in an official capacity (i.e. approved by the Executive Board, Board of Directors, appointed by the President), regardless if she is receiving a stipend or reimbursement, she shall conduct herself in a professional manner.
 - b. Prior to the acceptance of a meeting &/or travel stipend, the member agrees to fully participate in the structured program/scheduled meeting of the event attending in an official capacity, as well as conduct herself in a professional manner. A “scholarship” application form may be required to be completed.
 - c. Specific to the AAW Fly-in, an official CWA representative agrees to the following:
 - i. Close, constant communication with the Federal Legislative Task Force Director and the CWA State President;
 - ii. A “scholarship” application form may be required and will reviewed by the Federal Legislative Task Force Director, State Legislative Task Force Director and the CWA State President; and
 - iii. Professional, business-like conduct on behalf of CWA and not representing other interests.

SECTION 5. FINANCIAL GUIDELINES *(See also Duties of Officers, Treasurer)*

1. Protocols
 - a. Annual Audit.
 - i. An annual audit shall be conducted by an outside, licensed accountant.
 - ii. At the Statewide Meeting following the annual audit, the Treasurer shall report on the audit.
 - b. Tax Returns.
 - i. As outlined in the bylaws, annual tax returns shall be prepared in a timely manner by an outside, licensed accountant (Certified Public Accountant).
 - ii. The treasurer shall present copies of the tax filings to the Executive Committee and the Secretary will keep with the minutes of that meeting as part of our official record.
 - c. Mid-year Financial Review
 - i. A mid-year financial review is to be conducted between the months of June and August by a qualified, outside, third party to look at CWA’s books to verify that tax returns have been timely filed, as well as to verify that expenses are appropriately allocated and required reports have been timely filed with the various governmental agencies. Alternatively, an internal audit made up of an assigned committee could also conduct a mid-year review.
 - ii. At the Statewide Meeting following the mid-year review, the Treasurer shall report on the review.
2. Statewide Fundraising related to Annual Meeting & Convention, Ag Boosters BBQ, and State Fundraisers
 - a. A review of the financial reports of the Annual Meeting and Ag Boosters BBQ, and any other statewide fundraiser shall occur within no later than 60 days of receiving the final reports from responsible directors.



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- b. A portion of the net proceeds raised from fundraisers for State CWA will be shared with the sponsoring district. The portion will be up to 25% of the funds raised, not to exceed \$2000 per participating chapter. The portion should be split evenly between all participating Chapters. The District Director and the Vice-President of Internal Affairs will determine which Chapters in the sponsoring district provided support for the fundraiser.
 - c. CWA Legislative Reception is not considered a statewide fundraiser.
3. Assistant Treasurer
 - a. The Assistant Treasurer is nominated for inclusion on the nominated slate of candidates and voted upon by the Membership on the candidate slate.
 - b. The Assistant Treasurer is considered “in-training” and is an automatic nomination for the position of Treasurer upon that position becoming vacant.
 - c. The Assistant Treasurer is encouraged, but not required, to attend statewide meetings and is eligible for the same level of reimbursement received by Appointed Directors.
 - d. The Assistant Treasurer does not have signatory privileges.
 - e. The Assistant Treasurer reviews and approves Treasurer’s requests for reimbursement.
4. Expenditure checks greater than \$800, not previously approved by the Executive Committee, shall be submitted to the Executive Committee for their review via email or conference call.
 - a. Concerns or objection regarding expenses are to be submitted to the Treasurer within 24 hours.
5. An annual calendar of due dates for various reports/filings shall be maintained by the Treasurer and available to the Executive Committee upon request.
 - a. The Treasurer shall annually update the Executive Committee of regulatory activities.
6. Budget
 - a. The Budget Committee shall prepare an annual budget, and the State Treasurer shall present it at the Annual Meeting. The Budget Committee shall consist of Treasurer, Finance Director (Past-President), and one District Director appointed by the President. During years where there is a newly elected Treasurer, both the incoming and outgoing Treasurer shall serve on the Budget Committee.
7. Disbursement of Funds
 - a. All requests for reimbursement or payment of expenses must be presented to the State Treasurer by signed voucher, with supporting receipts/bills within forty-five (45) days of date of expenditure.
 - b. The elected State Officers and Appointed Directors shall be reimbursed for expenses incurred as related to their duties and limited by the budget.
 - i. Any individual attending a seminar or workshop at CWA expense must have prior approval of the Executive Committee.
 - ii. Chapters enlisting the service of Executive Committee or Appointed Directors may be responsible for expenses incurred, excluding State President’s one visit per Chapter per year.
 - iii. Chapters hosting a Statewide Meeting are encouraged to offer the State President a complimentary Statewide Meeting/tour registration which will be considered a donation to the State.
 - iv. The Nominating Committee shall be reimbursed for postage, printing, telephone, lodging and travel expenses.



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- v. Retiring Elected Officers, Appointed Directors, and Chapter Presidents will be reimbursed for one-half of their Convention transportation and lodging expenses, with the other half of the expense reimbursement going to their successor.
 - vi. Expenses to be paid to Statewide Meetings for Executive Committee, Appointed Directors, Chapter Presidents and one Chapter Representative are transportation and one-half of cost of room (*at the negotiated room rate; if block is full, reimbursement is subject to review*). Meals, parking fees, tolls, transportation costs to and from airports, and registration fees are not included. Mileage is to be reimbursed at twenty-five cents (\$.30) per mile. If a State Officer/Appointed Director does not attend Business Sessions of the Statewide Meeting or fails to perform the duties of their office, the Executive Committee may, at their discretion, forfeit their right to expense reimbursement.
 - vii. If a Special Committee Chair is on the agenda, her expenses will be paid the same as in item "e" immediately above.
 - viii. Travel by air only when absolutely necessary. Maximum allowed three (3) flights per year with Treasurer pre-approval. If airfare is pre-approved and reimbursed, mileage cannot be claimed for the same meeting. Car pools are encouraged as much as possible. Rental cars may only be reimbursable with Executive Committee's pre-approval.
 - ix. No expenses to be paid for previous year's Elected or Appointed State Officers to activities such as seminars, workshops, or Statewide Meetings unless specifically requested to attend by the Executive Committee. Expenses of the Immediate Past President, as provided in the By-Laws are the single exception to this rule.
 - x. No expenses to be paid to more than one person for any Appointed Director position. Co-Appointed Directors may divide expenses or alternate attendance at Meetings or functions.
6. Business Office and Inventory
- a. Supplies to be charged at cost. Current printing costs will dictate charges made for brochure printed by State CWA.
 - b. Handbooks, directories and any other guidebooks printed at State CWA Executive Committee direction by any Officer or Appointed Director shall be distributed as requested.

SECTION 6. WORKSHOPS and PRESENTATIONS

1. CWA workshops are primarily intended for CWA members. Chapters are encouraged to combine for workshops.
2. Information requests by a Legislator will be referred to the District Directors and/or Chapter President residing within said Legislator's representative area.
3. Workshops and/or information requests by non-CWA organizations will be referred to the local CWA Chapter.



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4. When the above activities involve non-budgeted expenses, approval is required by the Executive Committee. When there is a question about the content of a workshop or presentation, the Vice President responsible for the subject area must be consulted.

SECTION 7. ENDORSEMENTS

1. Routine Endorsement
Whenever CWA is requested to endorse an initiatives, the procedure outlined in this section shall be followed.
 - a. CWA does not endorse candidates for publicly elected offices.
 - b. Any member requesting CWA endorsement of any initiative other than Legislation Directors must first submit a brief history and summary of the initiative to be considered, along with a statement summarizing any supportive and opposing views as follows:
 - i. Contact the appropriate Director who will distribute materials to the Executive Committee, other Appointed Directors, and all Chapter Presidents.
 - ii. Contact directly the Executive Committee, Appointed Directors and Chapter Presidents.
 - c. Information regarding initiativesfor consideration should be received by the Board of Directors for study as early as possible prior to the regular meeting at which State Board of Directors action is requested.
 - d. The Executive Committee will formulate a recommendation to the Board of Directors for consideration at the next regular Statewide Meeting.
 - e. A two-thirds vote of the Board of Directors present is required to endorse any initiative.
2. Other Endorsements — CWA does not endorse individual candidates, political parties, products, goods, services, or companies.
 - a. CWA members may not use their CWA affiliation in conjunction with any personal political endorsement.
3. Emergency Endorsement
 - a. Any member, including Legislation Directors, requesting emergency or urgent CWA endorsement of any initiative must notify either the State President, one of the Vice Presidents, or the appropriate Appointed Director of the request and the need for an emergency endorsement.

SECTION 8. LEGISLATION

1. Any specific state and/or federal legislation position being proposed by a CWA member or their chapter must be presented to the state and federal legislative task force directors, as appropriate. The proposed position must meet the policy guidelines adopted by CWA.
2. The state and/or federal legislative directors may request input from issue relevant task force directors as needed.
3. State and federal legislative task force directors will take positions as appropriate when required to further the overall interest of agriculture within the policy guidelines adopted by CWA. Legislative positions are often time sensitive and must be taken within a very short timeframe. CWA policies in effect serve as guidelines for legislative positions.



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4. The legislative directors will coordinate with other related associations and/or organizations.
5. Guidelines for Legislative Activity
 - a. CWA should be selective when endorsing bills;
 - b. Membership needs to know, when appropriate, the pros and cons of the legislation and what other ag/business groups support or oppose and why, as well as legislative votes; Chapters are encouraged to have a local legislative committee and offer input on legislation in a timely manner;
 - c. Encourage each District to ascertain how legislation would affect agriculture in its District and relay specific suggestions to the state and/or federal legislative directors.

SECTION 9. NOMINATING COMMITTEE

1. Committee activities and discussions are to be held in strict confidence. The only communications outside of the Nominating Committee shall be with the Parliamentarian to clarify any procedural questions.
2. Nominating Committee will make available a "Nominations Suggestion Form" (referred to as Form A) to be used by members interested in serving as a state officer. Any member may submit this form. The form will be placed in the *President's Newsletter* and the *Compass*. Prospective candidates shall submit Form A no later than May 20.
3. Upon receipt of the "Nominations Suggestion Forms" (Form A), the Nominating Committee will send a confirmation letter and an "Application for Executive Office" (Form B) to all candidates. All candidates must submit this form by July 1 to the Nominating Committee Chair.
4. "Application for Executive Office Forms" (Form B) will be routed by the Chair to the other Committee members every two weeks prior to the deadline of July 1. The Nominating Committee will summarize all application responses. The Nominating Committee will then compile no more than two names per Executive Office to be listed on the ballot.
5. Qualifications and references shall be verified by the Nominating Committee.

SECTION 10. GRANT DEVELOPMENT & PROCUREMENT

Should CWA pursue grants for the support of CWA programs, the following procedures shall be followed:

1. Prior to applying for a grant, the grant-seeking Officer (CWA Project Manager) or Appointed Director shall provide to the Executive Committee for their consideration and feedback:
 - Grant Source
 - Grant title
 - Application due
 - Grant award/amount requested
 - Match required
 - Funding duration
 - Need addressed
 - Concurrence with CWA mission and policies
 - Use of funds for implementation
 - Fund management/project manager



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- Additional partners
 - Preliminary timeline
2. The Executive Committee may approve pursuit of grants that supports CWA's mission and conform to its adopted policies.
 3. If pursuit of the grant is approved by the Executive Committee, the CWA grant manager shall submit a proposal to the Executive Committee and applicable Officer or Directors for review and comment a minimum of 7 days prior to grant submittal.
 4. Upon approval by the Executive Committee of grant pursuit, the President shall report the grant application to the Membership.
 5. After grant application submittal, and prior to grant award and any expenditure of funds, CWA designated contact person/grant project manager will make a request of the President for placement on a Statewide Executive Committee and Board of Directors Meeting agendas for a formal presentation and approval of the grant program execution and work plan.
 6. Upon grant award, the project manager will provide monthly reports to the President as well as to the membership at Statewide Meetings or via electronic means.

SECTION 12. MEMBERSHIP LIST

The membership list is available to regular, student and donor members. CWA members shall only use the list for purposes related to CWA business.

SECTION 13. PRESIDENT'S PENDANT

There shall be an official State President's pendant to be presented to the President at the conclusion of her first year and is to be worn by the President during her term.

SECTION 14. CONFLICT OF INTEREST, AFFIRMATION OF COMPLIANCE

Annually, each member of the Board of Directors, as required by law, is review the CONFLICT OF INTEREST POLICY (Attachment A), and conduct an annual review and reaffirmation (Attachment B, CALIFORNIA WOMEN FOR AGRICULTURE, A CALIFORNIA NON-PROFIT CORPORATION, CONFLICT OF INTEREST, AFFIRMATION OF COMPLIANCE) stating that she, to the best of her knowledge, does not have a conflict of interest in serving on the CWA Board of Directors. The form in Attachment B, shall be reviewed and signed annually; and be kept on file by the Secretary.

SECTION 15: REVIEW OF BOARD OF DIRECTORS' ROLES AND RESPONSIBILITIES

Annually, the Board of Directors shall receive a summary of their expected roles and responsibilities in serving on the CWA Board of Directors; see Attachment C for a copy of the agreement. Board members are expected to sign the agreement and return it to the President. The President is responsible for annually updating the dates identified on the agreement.



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ATTACHMENT A:

**CALIFORNIA WOMEN FOR AGRICULTURE,
A CALIFORNIA NONPROFIT PUBLIC BENEFIT CORPORATION
CONFLICT OF INTEREST POLICY**

**Article I
Purpose**

California Women for Agriculture (“CWA”) encourages the active involvement of its directors, officers, and employees in the community. To CWA’s tax-exempt status when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of CWA or might result in a possible excess benefit transaction, CWA adopts the following conflict of interest policy. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

**Article II
Definitions**

1. **Interested Person.** Any director, principal officer, or member of a committee with board of directors delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. **Financial Interest.** A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - a. An ownership or investment interest in any entity with which CWA has a transaction or arrangement,
 - b. A compensation arrangement with CWA or with any entity or individual with which CWA has a transaction or arrangement, or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which CWA is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate board of directors or committee decides that a conflict of interest exists.

**Article III
Procedures**

1. **Duty to Disclose.** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with board of directors delegated powers considering the proposed transaction or arrangement. The interested person shall make that disclosure promptly upon learning of the link between that person and transaction.
2. **Determining Whether a Conflict of Interest Exists.** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the board of directors or committee meeting



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while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

- 3. Procedures for Addressing the Conflict of Interest.** If the Board of Directors determines that a director has a conflict of interest with regard to a transaction of CWA, CWA may engage in the transaction with the affiliated director only if the following conditions are met prior to the transaction:
 - a.** The interested person shall disclose to the Board all material facts concerning the affiliation and the material economic interest. After complete disclosure, the interested person shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - b.** The Board shall review the material facts. The transaction may be approved only if a majority of the directors, not counting the vote of any director who is an affiliated person as to this transaction, concludes the following:
 - i.** The proposed transaction is fair and reasonable to CWA;
 - ii.** CWA proposes to engage in this transaction for its own purposes and benefits and not for the benefit of the interested person; and
 - iii.** The proposed transaction is the most beneficial arrangement which CWA could obtain in the circumstances with reasonable efforts.
 - c.** The minutes of any meeting at which such a decision is taken shall record the nature of the affiliation and the material facts disclosed by the interested person.
- 4. Violations of the Conflicts of Interest Policy**
 - a.** If the board of directors or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 - b.** If, after hearing the member's response and after making further investigation as warranted by the circumstances, the board of directors or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV Records of Proceedings

The minutes of the board of directors and all committees with board delegated powers shall contain:

- a.** The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.



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- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V

Compensation and Reimbursement

- a. A voting member of the board of directors who receives compensation or reimbursement, directly or indirectly from CWA for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of the governing board or any committee whose jurisdiction includes compensation and reimbursement matters and who receives compensation, directly or indirectly, from the Foundation, either individually or collectively, is prohibited from the following: (1) providing information to any committee regarding compensation or reimbursement; and (2) from voting on matters pertaining to that member's compensation or reimbursement.

Article VI

Annual Statements

Each director, principal officer and member of a committee with board of director's delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy,
- d. Understands that CWA is a nonprofit organization and that in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes without personal benefit by Board Members or Staff (other than by salary), and
- e. Will disclose any direct or indirect afflictions which may pose a conflict of interest.

Article VII

Periodic Reviews

To ensure that CWA operates in a manner consistent with its charitable purposes and its status as an organization exempt from federal income tax, the Board shall authorize and oversee a periodic review of the administration of this conflict of interest policy. The review may be written or oral. The review shall consider the level of compliance with the policy, the continuing suitability of the policy, and whether the policy should be modified and improved.

Article VIII

Use of Outside Experts

When conducting the periodic reviews as provided for in Article VIII, CWA may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the board of directors of its responsibility for ensuring periodic reviews are conducted.



CALIFORNIA WOMEN for AGRICULTURE

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ATTACHMENT B:

CALIFORNIA WOMEN FOR AGRICULTURE,
A CALIFORNIA NON-PROFIT CORPORATION
CONFLICT OF INTEREST
AFFIRMATION OF COMPLIANCE

I have received and carefully read the Conflict of Interest Policy for board members and staff with significant decision making authority of California Women for Agriculture, a California Non-Profit Corporation ("CWA") and have considered not only the literal expression of the policy, but also its intent. By signing this affirmation of compliance, I hereby affirm that I understand and agree to comply with the Conflict of Interest Policy. I further understand that CWA is a nonprofit organization and that in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes without personal benefit by Board Members or Staff (other than by salary).

Except as otherwise indicated in an attachment, I hereby state that I do not have any conflict of interest, financial or otherwise, that may be seen as competing with the interests of the CWA, nor does any relative or business associate have such a potential conflict of interest. Nor shall I, any relative or business associate benefit from any action, policy or transaction made by CWA in a manner that has not been previously disclosed.

If any situation should arise in the future that I think may involve me in a conflict of interest, I will promptly and fully disclose in writing the circumstances to the President of the Board of Directors of CWA. I understand that the intent of this statement is to ensure complete disclosure, and if I am in any doubt as to whether a source of funding or other benefit(s) constitutes a conflict of interest or might be so construed, I will err on the side of disclosure. If a conflict of interest does arise, I shall temporarily withdraw from board deliberation, voting and access to applicable board information.

I further certify that the information set forth in the Disclosure Statement and attachments, if any, is true and correct to the best of my knowledge, information and belief.

Name (Please print)

BY: Signature Dated:

Attachment: Yes No

Annual Review and Reaffirmation

Signature Date Attachment: Yes No
Signature Date Attachment: Yes No
Signature Date Attachment: Yes No



CALIFORNIA WOMEN *for* AGRICULTURE

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ATTACHMENT C:

CWA Board of Directors' Roles & Responsibilities

Boards work as a team and each member of the team contributes to helping make the organization effective. Each board member is expected to become an active participant in California Women for Agriculture (CWA) to ensure that CWA fulfills its mission in support of California agriculture. This agreement outlines the expectations of 2012 Board members.

As a Director you will be expected to:

1. Participate:
 - a. Be a current dues-paying member of California Women for Agriculture
 - b. Be informed about the organization's mission, policies and programs
 - c. Have access to email and the Internet.
 - d. Be in good-standing in at least one CWA chapter.
 - e. Contribute to the development and successful implementation of the CWA mission, policies and programs &/or strategic plan.
 - f. Work together as a board in the best interest of CWA and California agriculture.
 - g. Fulfill duties as identified in the CWA Greenbook.
2. Attend all statewide board meetings:
 - Annual Meeting and Convention (January 7, 2012)
 - Board of Director's Statewide Meetings (January 8, 2012; March 10-11, 2012; May 7-8, 2012; September 8-9, 2012; November 3-4, 2012).
3. Attend CWA events and meetings:
 - Ag Boosters BBQ (September 9, 2012)
 - Legislative Visits (May 8, 2012)
4. Be an Advocate for the CWA
 - a. Promote membership
 - b. Identify at least one new member and cultivate members for board participation
 - c. Inform and suggest to others how they can support the organization

As a Director you are encouraged to:

- Attend Executive Board meetings.
- Act as a liaison of the Board with your local chapter.
- Participate in state committees and projects
- Sign up for a shift at CWA State supported activities such as, but not limited to the World Ag Expo.
- Become a State CWA donor

CWA Executive Board of Directors will also:

- Provide timely information and support to assist the Directors in accomplishing their tasks.
- Provide linkages to chapters.
- Attend all Executive Board meetings
- Fulfill duties of office
- Contribute a silent or live auction item to the Ag Boosters BBQ.
- Provide history and analysis on complex issues and provide professional guidance, where appropriate.
- Be respectful of Directors' availability and time in recognition of professional and family commitments.

** Attendance at CWA events and meetings is at the personal expense of the Director, except as defined in the CWA Greenbook; dates are subject to change.*

CWA Board Member's Signature

Date



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ATTACHMENT D:

District Director's Handbook
California Women for Agriculture
(Updated December 15, 2010)

General Guidelines

1. Functions as the liaison between the local chapter and the Executive Board through the VP-Internal. Shall be familiar with Chapter officers, membership and activities of all chapters in the district.
2. Assists with Statewide meetings that are held within the District.
3. Serves on the Convention Site Committee when the State Convention is held in your District.
4. Organizes new chapters in your district, encourage new membership and coordinates activities through the local chapters including attendance at the Statewide meetings.
5. Represents your District at the Executive Board and Statewide Meetings. District Directors are elected members of the State Board of Directors and are required to attend all meetings of the State Board. No voting alternates are allowed if you cannot attend a meeting.
6. You are required to gather Chapter reports and compile a District Report for each Statewide meeting.
7. Designate, when requested, a representative from your District to work on Statewide committees, this includes furnishing a representative from your District to serve on the State Nominating Committee ANNUALLY. Each director is responsible for furnishing the Parliamentarian with at least one nominee for this committee to be elected at the march SWM to serve on the Nominating Committee.
8. Serves as the Chair of the District Breakout meetings during the SWM. You will update members of your district of items that need to be relayed from the Executive Board and encourage members to share ideas and activities within their chapters.
9. Abides by the rules in the District Director Handbook and makes sure the jobs are completed monthly as written in the handbook.
10. Makes sure that the "black box" is given to the chair of the next Statewide Meeting. The box will include all voting placards, sign in sheets, and other SWM supplies. Be sure to check the box and make sure everything is there and ready for the next meeting. (#10 is all the responsibility of the Parliamentarian)
11. Follow through on Ag Booster Assignments that are given to your district. Make sure there is coverage at the BBQ for all areas that help is needed. Coordinate volunteer lists for your chapters with the Ag Boosters chair one month prior to the event.

Statewide Meeting Responsibilities

1. Attend all Executive Board and Statewide meetings. No alternates will be allowed. State CWA will reimburse the costs of mileage and ½ of hotel costs.
2. Attend District Director meetings as scheduled by the VP-Internal. This is an opportunity to discuss upcoming projects, meetings and share ideas, problems, etc., that come up within your district. Agendas for this meeting will be sent out by the VP-Internal prior to the meeting and minutes should be recorded.
3. Chair your District Breakout meeting. This is held during the Statewide Meeting and is the time to share information to your chapters' members, updating them on Statewide issues, projects and events.



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In addition, if the SWM is held in your District:

1. Chair the District committee in charge of organizing the event. Each chapter in your District must provide members to this committee.
2. Refer to the Checklist provided in this handbook as to what is needed to organize the event. Delegate responsibilities as needed but you are in charge of follow through and making sure everything gets done.
3. Follow up with your SWM treasurer to make sure the final financial report is turned in to the State Treasurer within 60 days of the event.

Monthly Checklist

January

1. Contact chapter presidents in your district and request a nominee, in good standing, to serve on the nominating committee. These are due to the Parliamentarian by March 1.
2. Assist the State Treasurer by contacting chapters in your district regarding tax reports needed by State CWA by the end of January.
3. Review SWM dates and locations for the upcoming year.

February

1. Nominating Committee names to Parliamentarian by March 1st

March

1. Determine Ag Booster BBQ assignments for each District. Put in PNL and announce to general membership at SWM.
2. Legislative reception duties and donations – President-elect will tell us what we need to get donated, etc.
3. Start compiling SWM schedule for next two years.

April

1. Update President-elect on progress and needs for Legislative reception.
2. Remind Chapters to get their legislative appointments scheduled.

May

1. Review and finalize future SWM schedule and locations. Make sure finalized proposal goes to VP-Internal for review the Executive Board Meeting.

August

1. Obtain silent auction items for Ag Boosters BBQ.
2. Remind your chapters of items for Country Store and that each chapter needs to provide volunteer list and silent auction items for the event.
3. Contact Ag Boosters chair and inquire as to what is needed to help out with the event. Remember that this is a Statewide event and each District is obligated to help.

September

1. Attend and assist with the Ag Boosters BBQ



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October

1. Complete and return ballot for state election.
2. Contact each chapter and remind them to get their ballots turned in.

November

1. Submit updated information for the State directory.

In addition, we shall go over any new business or district director reports as necessary at each SWM. The DDs will meet prior to all SWMs. An agenda will be provided by the VP-Internal and DD Chair and a list of objectives will be distributed to all DDs. These will be discussed at the DD Meetings and then, as necessary, announced at the District Breakout meetings.

Statewide Meeting Planning Checklist

1. Choose site for event one year prior to date. Choose hotel and sign a contract.
 - a. Negotiate last day to turn in final count.
 - b. Contract for 25 rooms with 85% doubles.
 - c. Make deposit and continue communicating with hotel throughout the year.
 - d. Plan for a meeting room for the Statewide Meeting and a smaller meeting room for the Executive Board meeting the day before the main meeting.
 - e. Find out when you need to meet with catering to plan meals and when final meal count is needed. Meal plan will depend on schedule. Negotiate free meeting space with catering if possible.
2. When finalizing meeting details with hotel, be sure large meeting room is outfitted with head table, podium with microphone, flag, and projector screen.
3. Plan extra events about 3 months prior to date. If schedule allows this can include a tour and a dinner/reception prior to the meetings (see past SWM schedules for ideas).
 - a. Choose a tour leader and tour committee
 - i. Choose locations of tours
 - ii. Make bus reservations and negotiate costs (find a sponsor if possible)
 - iii. Choose chapter to provide drinks and snacks
 - iv. Always confirm the bus arrangements a week before AND a few days before.
 - b. Choose a reception/dinner committee
 - i. Choose location
 - ii. Choose catering and determine cost
 - iii. Plan miscellaneous items such as decorations, etc.
4. Have a flyer and registration form finalized by the SWM prior to event. Flyer should be given to the PNL, Compass and Website editors. Include hotel reservation information, location, tour and other activity information. Registration form should ask for email addresses so you have them in order to distribute packets.
5. Designate a Treasurer for the event that will keep track of registration monies and expenses.

Adopted 1/7/2012



CALIFORNIA WOMEN *for* AGRICULTURE

OPERATING POLICIES AND PROCEDURES

6. Designate a person to handle registrations.
7. Secure guest speakers for SWM. Coordinate with Executive Committee as to theme or issue to be addressed, if applicable. Be sure to have names submitted to the executive board for approval by the meeting previous to yours.
8. Send out reminders to DDs and Appointed Directors to get reports turned into YOU 2 weeks prior to event. You will need to consolidate all reports, agendas, etc. into an electronic packet and email this packet to all those registered for the meeting 5 days prior to event.
9. Prepare for event:
 - a. Locate “black box” that contains voting placards, the Executive Board and Statewide Meeting sign-in sheet masters and make sure there are copies for the meetings. (check with Parliamentarian)
 - b. Designate a registration committee to take care of checking members in.
 - c. Checks with hotel to be sure all your needs are planned for.
10. On the day of the meeting:
 - a. Arrive early to be sure the room has been arranged properly.
 - i. Head table for Exec Board
 - ii. Seating around tables
 - iii. Extra seating provided for Exec Board for guests
 - iv. Knowledge of closet copy facility in case last minute copies needed
 - v. Be sure that the registration team is prepared
 - vi. Set up CWA PA and projector system (CWA does not have a projector system)
 - vii. Be sure final hotel payment is made after event