



## **POLICY AND PROCEDURE GUIDELINES**

The Policy and Procedure Guidelines have been developed to serve as an information source for the Athena Society, Inc. ("Society") members. These Policy and Procedure Guidelines are designed to implement the Bylaws of the Athena Society, Inc. ("Bylaws") and may be amended by the Board of Directors.

### **STANDING COMMITTEES**

#### **Bylaws Committee**

1. The committee is charged with the responsibilities as outlined in Article VIII, Section I. E, of the Bylaws.
2. The committee is comprised of the president-elect as the chairperson and members who choose to serve.
3. The committee is charged with reviewing the Bylaws, recommending to the Board of Directors changes as necessary, and ensuring the governing rules reflect the long range direction of the Society. Additionally, the committee reviews these Policy and Procedure Guidelines for alignment. The Bylaws will be reviewed biennially.
4. By March 1 of each year, the committee chair shall propose a budget for revenue and expenses for the committee and programs identified for funding based on resources preliminarily committed to each program.

#### **Community Action Committee**

1. The roles and responsibilities of the Community Action Committee include:
  - a. Identify, research, and recommend to the Board of Directors annually those one or more issues supported by the Society's position statements that will be the subject of the Society's programs and social action activities.
  - b. Develop and execute a continuum of community action activities that support the annual key issues approved by the Board of Directors.
  - c. Coordinate with Program Committee to ensure such programs raise awareness and educate members about those key issues. As such programs are presented, be prepared to inform members of opportunities for action.
  - d. Continue to support and expand partnerships with other women's issues groups and organizations.
  - e. Put structures and processes in place that allow the Society to respond quickly to key issues, identify tasks, make assignments, and set timelines for executing the Society's social action activities.
  - f. Regularly inform members about opportunities for action related to the Society's position statements that other Tampa Bay area organizations might offer.
  - g. Regularly review for language relevancy and clarity of the Society's position statements.
2. The committee is comprised of members who choose to serve.
3. By March 1 of each year, the committee chair shall propose a budget for revenue and expenses for the committee and programs identified for funding based on resources preliminarily committed to each program.

### **Finance Committee**

1. The committee is charged with the responsibilities as outlined in Article VIII, Section I. D, of the Bylaws.
2. As chair of the committee, the treasurer works closely with the Society's president, president-elect, the Society's administrator and/or the accounting firm that handles the Society's outside accounting services for financial oversight.
3. The proposed budget shall be developed in accordance with the following:
  - a. By December 15, the Board of Directors will review program achievements and fiscal performance for the prior fiscal years; review objectives achieved; compare budget to actual figures; consider the number served in each program activity; identify programs to be continued; and determine changes in funding of programs based on past achievements, fiscal performance, and current objectives.
  - b. By January 1, the Finance Committee and the Society's administrator shall provide current year-to-date actual amounts and two prior years' actual amounts expended by each committee/program chair for programs to be continued.
  - c. By January 15, the Finance Committee and the Society's administrator shall project membership dues and other revenue for the upcoming fiscal year.
  - d. By January 31, the Finance Committee, president-elect and the Society's administrator shall develop a budget for supporting (non-committee/non-program) activities within available resources and budget guidelines.
  - e. By January 31, the Finance Committee and the Society's administrator may provide a budget workshop to committee chairs
  - f. By March 1, committee chairs shall propose budgets for revenue and expenses for their respective committees and programs identified for funding based on resources preliminarily committed to each program. The Finance Committee, president-elect and the Society's administrator shall provide guidance to the committee chairs.
  - g. By April 15, the Finance Committee, president-elect and the Society's administrator shall present to the Board of Directors a proposed consolidated overall budget, including projected monthly cash flow and reserve balance, and confirm that the proposed budget is in accordance with the Society's Bylaws and these Policy and Procedure Guidelines.
  - h. By the third Monday in April, the Board of Directors shall approve distribution of the draft budget to the Society members.
  - i. By the third Monday in May, the president-elect and treasurer shall distribute the proposed budget to the Society members.
  - j. At the Society's annual membership meeting in June, the membership shall vote for approval of the budget for the upcoming fiscal year.
4. Budgeted expenditures, contributions, and sponsorships that are within budget do not require pre-approval. If an expenditure of an amount of \$200 or more is over budget or not included in the budget, written pre-approval from the president or treasurer is required to qualify for payment/reimbursement.
5. All requests for unbudgeted contributions, funds, or sponsorships must be submitted in writing two weeks prior to the meeting of the Board of Directors in order to be considered. The request must be on the written meeting agenda of the Board of Directors.

6. All requests for funds must demonstrate they conform to the Society's long-range planning guidelines, as well as specify benefits and recognition available as a result of participation. A standard form is available and is required.
7. A formal audit is not necessary on an annual basis.
8. A sum of \$50,000, designated as reserve funds, must be carried over each fiscal year.
9. Any unbudgeted item that results in an invasion of the \$50,000 reserve must be brought before the general membership.
10. A restricted funds category has been added to the balance sheet to include retreat funds. These funds are unavailable for other use.
11. The treasurer will work with the Philanthropy Committee to ensure an equitable allocation of philanthropy funds in the budget. A restricted funds category has also been added to the budget for philanthropy. Currently, ten percent (10%) of cash available at the end of each fiscal year will be contributed to the Athena Society Women's Education Fund within the Community Foundation of Tampa Bay, Inc.
12. A current Board of Directors cannot impose debt of \$1,000 or more on a future Board of Directors without membership approval.
13. In odd numbered years, the Board of Directors will examine dues for regular and emeritus members to determine whether a dues adjustment is needed.
14. For purchases over \$1,000, a minimum of three proposals/quotes shall be obtained to ensure competitive pricing.
15. The annual dues statement shall include line items for voluntary contributions to specific programs (Community Foundation Education Fund, Phyllis P. Marshall Career Assistance, Young Women of Promise and other programs as approved by the Board of Directors).
16. By March 1 of each year, the committee chair shall propose a budget for revenue and expenses for the committee and programs identified for funding based on resources preliminarily committed to each program.

#### **Membership Committee**

1. The committee is responsible for instructing the general membership in the procedures for the nomination of new members for the Society and for the review and selection of new members on a yearly basis as outlined in Article VIII, Section 1.A of the Bylaws.
2. Guidance for Sponsorship and Membership:
  - a. The Society began as an organization supporting the Equal Rights Amendment in the mid 1970's and expanded its interest to include improving the status of women.
  - b. The Society is an organization of business and professional people whose shared purpose is the promotion of equality and opportunity for women.
  - c. Consistent with this broader goal, the Society's Position Statements on public issues were approved by a majority vote of the membership. Prospective members must be aware of these Position Statements, as well as the purposes as contained in the Articles of Incorporation and Bylaws prior to consideration for membership. It is not a membership requirement for individuals to affirmatively accept every Position Statement, and neutrality is respected.
  - d. Sponsors and co-sponsors are requested to encourage their nominees to attend as many Society luncheons

and other meetings as possible.

- e. The Society is a Hillsborough County based organization. Prospective members should have a significant connection and leadership impact in Tampa or the surrounding communities. It is our goal to maintain a vibrant, engaged, active membership and believe that our prospective members should have an investment in our local community. A person proposed for membership should live or have professional, governmental or humanitarian interests in our community.
  - f. Membership diversity enhances our organization. Members are encouraged to advance nominees who will add to the richness of age, ethnicity, educational background, industry field, and professional diversity that strengthens the Society.
  - g. The Society is committed to being a well-managed organization that connects our membership, routinely offers quality programs, and exercises stewardship of our resources in a manner that promotes our core mission. Our membership supports these high standards.
  - h. Sponsors should be sensitive to the financial commitment expected of members, and prospective members should be aware of the associated costs of membership prior to accepting membership.
  - i. A proposed member must have been in residence in the Tampa Bay area for at least one year prior to March 1<sup>st</sup> in the year they are nominated.
  - j. New members cannot sponsor or co-sponsor a nominee within their first year.
  - k. Sponsorship is essential for the growth and cohesion of our membership. It is important that sponsors and co-sponsors are knowledgeable of nominees professional and community contributions and personal characteristics that suggest the nominee would positively contribute to our organization.
3. Nomination Process:
- a. The typical timeline is as follows:
    - i. Nomination deadline is mid-to-late February.
    - ii. The committee meets twice between the nomination deadline and the third week of March. The first meeting is a closed committee meeting. The second meeting allows two minutes per member at the beginning of the meeting for members to speak on behalf of, or to present objections to, a nominee. The final vote occurs at the last meeting with only the committee members present.
    - iii. During the third week of March, the names of nominees and respective sponsors are distributed to the full membership.
    - iv. New members are submitted for approval to the Board of Directors at its April meeting.
    - v. The new member orientation party is held in May.
  - b. All processed nominations will be filed with relevant materials, including written objections, and be held as confidential in the custody of the Society's administrator. Permission to view such nominations must be given by the Board of Directors.
  - c. The proposed nominee must demonstrate positive action on the Society's purposes. This plus diversity of age, profession, ethnicity, leadership, industries represented, and the advancement of the status of women will be major determinants in the Membership Committee's decision.
  - d. A sponsor procedure/guideline sheet will be distributed to all members who wish to sponsor a nominee for membership. This procedure/guideline will specify the number of admissions available and outline the membership intake procedures.
  - e. As stated in the Bylaws, nominations will be made on a nomination form that is approved by the Board of

Directors.

- i. The sponsor and two co-sponsors may not be members of the Membership Committee.
  - ii. The nomination form shall be completed by the primary sponsor.
  - iii. The two co-sponsors are to write letters of support to be submitted with the nomination form.
  - iv. The nomination form, nominee resume or curriculum vitae (CV), and two co-sponsor letters are to be submitted electronically to the Society's administrator by a deadline set by the Board of Directors.
  - v. The committee recommends that the completed nomination form, resume or CV, and two letters of support be scanned into a single document for ease of review.
- f. The list of prospects will be sent in a separate mailing marked "PERSONAL AND CONFIDENTIAL". The included information should list the nominee's professional occupation and sponsors. A cover letter will accompany the list with the request that contents not be revealed to non-members.
- g. Nomination Endorsements and Objections:
- i. As stated in the Bylaws, members who wish to endorse or object to any nominee may do so by attending a Membership Committee meeting or by submitting a position to the committee in writing. Anonymous letters will not be accepted. Though an option, sponsors are discouraged from attending a membership meeting unless significant information is inadvertently left off the nominations form. Special preference will not be given a nominee whose information is presented at a Membership Committee meeting.
  - ii. Committee members are asked to disclose to the full committee any relationship that they have to a nominee, whether a relative or close friend. This should occur as soon as the names of the nominees are circulated. If the nominee is a relative, the committee member should not participate in the discussion or voting of that nominee and the alternate will cast the vote in place of the committee member. If the committee member is a close friend, the committee member can decide whether the vote can be fair and impartial. If it cannot, the alternate will cast the vote.
- h. No nominee, sponsor or co-sponsor shall be informed of the decision until after the final vote is made by the Board of Directors.
- i. The President will issue a written invitation to each of the approved proposed members. This letter of invitation shall contain the Position Statements approved by a majority of the vote of the membership and the purposes as contained in the Articles of Incorporation and Bylaws. The letter of invitation for membership shall include the expectation that the new member will attend Society functions, including the annual retreat
- j. Upon new member acceptance in writing, the Society's administrator will include the new member on the new member notification list to be sent to the full membership.
4. Member benefits are not transferrable except as expressly provided in the Bylaws.
5. By March 1 of each year, the committee chair shall propose a budget for revenue and expenses for the committee and programs identified for funding based on resources preliminarily committed to each program.

### **Mentoring Committee**

1. The charge of the committee is to help new members feel welcome.
2. Responsibilities of the committee include helping new members:
  - a. Connect with other Society members to provide a foundation for creating deeper relations. Steps include:
    - i. Send a welcome letter to all new members.
    - ii. Share new member biographies with committee members.
    - iii. Conduct a kick-off “Meet & Greet” meeting with new members and committee members to learn more about each other. Develop a list of thought-provoking questions that will help facilitate this objective.
  - b. Learn more about the Society’s history, policies, committees, programs and Position Statements. Ideas include:
    - i. Send a survey to the new members asking for different ways that the committee can support them.
    - ii. Host a meeting to answer questions about the function of each Society committee, relying on members who served on the respective committees.
    - iii. Present the new members with the Society’s Position Statements and discuss why they were adopted.
  - c. Network personally and professionally. Send an email to new members asking them to identify:
    - i. Society members they would like to get to know better, and
    - ii. Topics that they are passionate about to enable introductions to members supporting the respective areas.
  - d. Identify potential updates and improvements to this committee’s Policy and Procedure Guidelines.
  - e. Conduct a Retrospective (Lessons Learned) with new members and committee members in March.
    - i. Review feedback and identify opportunities for updates to this committee’s Policy and Procedure Guidelines.
    - ii. Submit updates to the Bylaws Committee by March for review and consideration at the April Board of Directors meeting.
3. The committee is comprised of members who choose to serve.

### **Nominating Committee**

1. The committee is selected and charged with the responsibilities outlined in Article VIII, Section 1. B, of the Bylaws.
2. The Society’s administrator shall prepare a slate that includes the names of all members eligible to serve on the next year’s Nominating Committee. The slate shall be sent to the membership at least 30 days before the May meeting. A member may request that the member’s name be removed from the slate at any time prior to 20 days before the May meeting.
3. At the May meeting, the membership shall be asked to vote for 12 individuals from the slate of eligible members to serve on next year’s committee. The results of this meeting shall be tallied and a final ballot containing the names of the 12 persons who received the highest number of votes shall be prepared and provided to the membership with the slate of officers.

4. The members elected to the committee at the June annual meeting will be notified of their election as quickly as possible. The Society membership will be informed after the members are confirmed.
5. The committee should meet in either the fall or early winter to familiarize the members with the committee's assignment, including discussing the requirements for board service, the responsibilities of each position to be filled by the committee, and the needed attributes of potential officers and directors. This first meeting is intended to be primarily educational for the committee members and would not include discussion of specific potential nominees.
6. Prior to discussion of potential nominees, the administrator will identify all candidates who meet the Bylaws requirements for president-elect; notify them of their eligibility; and determine their willingness to serve - if nominated. For those willing, the administrator will research their involvement in other Society committees for consideration by this committee during the nomination process.
7. The committee should seek diversity in the nominations, as diversity in the Society's leadership will strengthen it.
8. The committee's discussions of specific potential nominees are and should remain confidential and should not be communicated outside the committee, except to confirm a nominee's willingness to serve in a specific position. When contacting potential nominees, these potential nominees should be asked to keep the contact confidential. The committee's discussions remain confidential after the slate is determined and after approval by both the Board of Directors and the Society membership.

#### **Program Committee**

1. The committee is charged with the responsibilities as outlined in Article VIII, Section 1. C, of the Bylaws.
2. The committee is made up of members who choose to serve.
3. The chair is responsible for communicating with the Society's administrator to make meeting arrangements.
4. The installation of new officers is held at the June annual meeting and is a closed meeting to non-members of the Society. Other meetings may be scheduled with the approval of the Board of Directors.
5. The committee must work with the appropriate committee chairs to present programs that include:
  - a. the history of the Athena Society Women's Education Fund within the Community Foundation of Tampa Bay, Inc., disclosure of source of funding, and encouragement to contribute;
  - b. the Phyllis P. Marshall Career Assistance Grant awards presentations, made available primarily from interest earned in the Athena Society Women's Education Fund;
  - c. the presentation of the Dr. Sylvia Richardson Young Women of Promise awards; and
  - d. raising awareness of issues identified by the Community Action Committee.
6. The annual retreat is held in July.
7. By March 1 of each year, the committee chair shall propose a budget for revenue and expenses for the committee and programs identified for funding based on resources preliminarily committed to each program.

## **OTHER COMMITTEES**

### **Career Assistance Grants**

1. The charge of the committee is to award grants to deserving Tampa Bay area women who are in need of financial support to achieve their educational goals. Grant recipients are women in good academic standing who attend an accredited non-profit or public educational or training program. The recipients should have stated and attainable career goals, motivation to succeed, and a demonstrated need for financial assistance. Additionally, they may have family responsibilities, undertaken an unusual or special endeavor, or may have overcome an obstacle or special circumstance
2. Funds from the Society's philanthropy drive and allotted earnings of the Athena Society Women's Education Fund within the Community Foundation of Tampa Bay, Inc. ("the Foundation") shall be apportioned to as many grant recipients as deemed appropriate by the committee in accordance with the guidelines of the Foundation. In the event the Foundation also grants funds from the Beth Waters Friendship Fund to the Society, the funds shall be apportioned to as many grant recipients as deemed appropriate by the committee, in accordance with the guidelines of the Foundation.
3. The committee is comprised of members who chose to serve. Committee work begins in the late fall and culminates with a recognition luncheon at which recipients are honored.
4. The chair is responsible for calling meetings and overseeing committee activities which include: handling correspondence with partner agencies; preparing written materials, including the commemorative program booklet; managing the committee's budget; determining and acquiring gifts for recipients and counselors; handling luncheon reservations, including preparation of nametags and signage; alerting members of the local press and ensuring a photographer is at the recognition luncheon.
5. Complete application packets include financial, educational, and work history information, two essays, and two statements of recommendation. Applications are evaluated by a scoring rubric determined by the committee.
6. As of 2005, all career assistance grants shall be named in honor of Phyllis P. Marshall.
7. By March 1 of each year, the committee chair shall propose a budget for revenue and expenses for the committee and programs identified for funding based on resources preliminarily committed to the program.

### **Communications Committee**

1. The charge of the committee is to create a platform for influential leaders to engage and collaborate with each other and for the promotion of the Society's mission, position statements, and activities to its members and, as appropriate, to an external audience.
2. The committee is comprised of members who choose to serve.
3. The committee will:
  - a. Assist in researching and creating the content for a current, user friendly, accurate, informative website, and for contributing ideas, content and review for the newsletter and digital media in accordance with direction from the Board of Directors.
  - b. Build buzz and excitement in the Society community by promoting upcoming events and activities that support the Society's mission and position statements and develop a process by which other Society members can produce content.
  - c. Support the Society's use of digital media (website, social media, newsletter, video) to improve user experience and flow, and coordinate the development of content to assist with consistency and brand messaging.
  - d. Monitor the effectiveness of the Society's digital media and suggest ways to improve it.

- e. Serve as a resource for the Board of Directors for media/public relations in accordance with the Society's External Communications – Media Relations and Website guidelines.
  - f. Complete routine committee reports and conduct a Retrospective (Lessons Learned) with committee members.
  - g. Create ad hoc workgroups for specific tasks and practice/process improvements projects, *e.g.* website subcommittee, promotions subcommittee, media relations subcommittee.
4. By March 1 of each year, the committee chair shall propose a budget for revenue and expenses for the committee and programs identified for funding based on resources preliminarily committed to each program.

### **Hospitality Committee**

1. The charge of the committee is to plan and oversee the holiday party usually in December and a new members' reception usually held in June.
2. Responsibilities include selection of location, menu, and serving arrangements.
3. The committee is comprised of members who choose to serve.
4. By March 1 of each year, the committee chair shall propose a budget for revenue and expenses for the committee and programs identified for funding based on resources preliminarily committed to each program.

### **Long Range Planning Committee**

1. The charge of the committee is to
  - a. review and draft refinements to the Long-Range Plan (Plan);
  - b. provide opportunities for members to offer input to the refinement of the Plan;
  - c. draft goals that align with and support the Plan;
  - d. draft any needed Bylaws and Policy and Procedure Guidelines changes to ensure alignment with the Plan;
  - e. recommend objectives that a specific committee(s) may consider incorporating into its planning; and,
  - f. regularly review the Plan.
2. The committee is comprised of a minimum of 6-8 members appointed by the President, including:
  - a. the current President-Elect,
  - b. prior committee members (2 -3), and
  - c. diverse member representation based on length of active membership, membership classification, race, profession, and age.

The President has the discretion to appoint up to 14 members in those years when significant issues and changes to a current Plan are anticipated or needed.

3. The committee chair is a non-voting member of the Board of Directors and helps ensure the work of the Board of Directors and its committees is aligned to the Plan. The committee is responsible to the Board of Directors.
4. The chair and members are announced by the President to the membership in August and the committee's work and appropriate engagement of all members in the planning process occurs January through April.
5. The committee will present to the membership any refinements to the Plan for approval at the Annual Meeting in June.

6. By March 1 of each year, the committee chair shall propose a budget for revenue and expenses for the committee and programs identified for funding based on resources preliminarily committed to each program.

### **Philanthropy Committee**

1. The committee is charged with recommending and/or implementing methods to increase funding for the Society's philanthropic programs, including soliciting from the membership (including opportunities for grants in members' names), overseeing potential fundraising events, and working with the Finance Committee and the appropriate committee chairs to ensure equitable allocation of philanthropy funds in the budget and unrestricted funds.
2. The committee is charged with working with the Program Committee and the appropriate committee chairs to ensure that membership is aware of the history and significance of philanthropy programs, including the Dr. Sylvia Richardson Young Women of Promise awards and the Phyllis P. Marshall Career Assistance Grant awards.
3. The committee will work with the appropriate committees and the Communications Committee to recommend opportunities to obtain positive media coverage for philanthropic activities considered of interest to the public as approved by the Board of Directors, as well as ensure that philanthropic activities by either the Society or its members are noted in the newsletter and posted on the website.
4. The committee is comprised of members who choose to serve.
5. Each year, the committee will prepare a report to the membership providing an overview of funds raised and where the dollars were invested to be shared at the time of the annual meeting.
6. By March 1 of each year, the committee chair shall propose a budget for revenue and expenses for the committee and programs identified for funding based on resources preliminarily committed to each program.

### **Retreat**

1. The committee is responsible for the planning and oversight of the Society's annual retreat, traditionally but not necessarily held in July.
2. The committee is comprised of members who choose to serve. The chair of the committee is appointed by the president-elect of the Society.
3. The duties of the committee include selection and arrangement for venue, accommodations and meals, program and activities, possible transportation, and early promotion. The committee may engage the Society's administrator to negotiate favorable rates and arrangements as needed. The paid use of outside planners and coordinators is discouraged.
4. Revenues are generated from registration fees. Expenses for the retreat are self-contained and are not a responsibility of the Society or funded from the general budget. Revenues are generated from registration fees and donations from outside sources, as well as from restricted retreat funds maintained by the Society from prior retreats. The Society will contribute \$150 from the initiation fee of a new member toward that member's registration for an upcoming retreat within 2 years for that member joining the Society.
5. No later than six months prior to the date of the retreat, the committee chair shall propose for Board approval:
  - a) plans for the retreat, b) estimate of revenue and expenses, and c) a venue contract for execution.

### **Young Women of Promise Committee**

1. The charge of the committee is to recognize 8 to 12 of Hillsborough County's most outstanding juniors from both public and private high schools. The recipients are young women who show promise of making future significant contributions to the world, to their community, and in their chosen field of work. Nominees should have demonstrated excellence in scholarship, as well as proficiency in areas such as leadership, music, theatre, art, athletics, and community service. They may have undertaken an unusual or special endeavor or may have overcome an obstacles or special circumstance.
2. The committee is comprised of members who choose to serve. Committee work begins in late fall and culminates with the luncheon at which the recipients are honored.
3. Responsibilities of the chair include calling meetings; handling correspondence with high school guidance departments and principals; preparing written materials, including the commemorative program booklet; managing the committee's budget; determining and acquiring gifts for recipients and counselors; handling luncheon reservations, including preparation of nametags and signage; alerting members of the local press; and ensuring a photographer is at the recognition luncheon.
4. Complete nomination packets include academic and involvement information, two essays, and two references. Nominations are evaluated by a scoring rubric determined by the committee.
5. As of 2012, the award shall be named in honor of Dr. Sylvia Richardson.
6. By March 1 of each year, the committee chair shall propose a budget for revenue and expenses for the committee and programs identified for funding based on resources preliminarily committed to each program.

### **COMMITTEE LIAISON TO THE BOARD**

The president shall appoint a Board of Directors member as liaison to each committee whose chair is not a member of the Board of Directors. If a committee chair is a member of the Board of Directors the chair shall act as the liaison to the Board of Directors.

### **MISCELLANEOUS**

#### **Cash Awards and Compensation**

In accordance with IRS guidelines, cash awards in excess of \$25 are considered a form of compensation. Therefore, it is the Society's policy not to make any such awards unless they are specifically designed as compensation for a service performed.

#### **Charity/Special Projects**

An amount of money is set-aside in the annual budget for causes that come before the Board of Directors during each year. Additional donations may be requested from the membership as the need arises. (Refer to Finance Committee, Items 5 and 6 of these Policies and Procedures for request guidelines.)

#### **Committee Expenses**

The chair of each committee shall have the authority to authorize expenditures by that committee only in accordance with Items 4 and 5 defined in the Finance Committee section. The committee chair shall forward those expenditures to the treasurer. Contracts must be entered in accordance with Article VI, Section 2, A. ii of the Bylaws.

## **Directory**

Membership directory information is accessible on the Society's internal website. Members are expected to keep their own information current. The membership directory is printed periodically with photo and basic contact information on each member.

## **Email**

Use of email to member addresses is restricted to Society members. Email broadcast by the Society's administrator shall be limited to messages pertaining to Society business or activities and to notify of an event such as illness or death in a member's family.

## **External Communications - Media Relations**

1. The president or a designated member of Board of Directors may quote to the press directly from the Society's written purpose, policy statements or adopted positions on behalf of the Society.
2. When the media's question is unrelated to the Society's purposes, policy statements or adopted positions no one will comment to the media on behalf of the Society.
3. When the media's question is related to the Society's purpose, policy statements or adopted positions but calls for greater specificity the president or a designated member of Board of Directors must seek the opinion and approval of the Board of Directors before issuing a statement.
4. When a majority of the Board of Directors agrees that a statement to the media based on greater specificity of the Society's purpose, policy statements or adopted positions is appropriate the president or a designated member of Board of Directors has the authority to make the statement to the media. Such statement is to be prefaced with, "The Athena Society, Inc.'s Board of Directors feels that..."
5. No member shall officially comment on behalf of the Society when there is no complete public record of purpose, policy statement or adopted position statement exists on a topic or an issue.
6. Members who are not in a position to make a statement to the press are strongly discouraged from offering the Society as a substitute commentator without securing the permission of the president or a designated member of Board of Directors. It is suggested that members who feel the Society ought to comment on urgent issues contact the president to relay same. If the Board of Directors determines that a comment is appropriate it can prepare a statement and initiate contact with the media.
7. There may be an occasion when timeliness does not allow for the benefit of a meeting of the Board of Directors. In such an instance the president shall seek input from three member of Board of Directors and, if practicable, a Society member with media experience prior to responding to the media on behalf of the Society.

## **Website**

1. Public Access.
  - a. Access to the public pages of the Society's website is designed for external communications and is unrestricted. Its purpose is to promote the Society as an organization of professional and business leaders in the community committed to advancing the status of women through equality, acceptance, education, and opportunity. It defines membership and mission; showcases grants and awards; includes positive news concerning membership; and may include press releases, public articles, and public statements issued by the Society. It also provides a list of the Society members as well as the current officers and Board of Directors.
  - b. Linking to another site from the public access of the Society's website suggests support on behalf of the organization for all content and links from the connected site. As such, linking to external sites shall require approval of the Board of Directors in the same manner as other external communications. However, an external link may be provided to guide a website visitor to a specific archived periodical article describing a

sponsored Society program, e.g., the Dr. Sylvia Richardson Young Women of Promise awards or the Phyllis P. Marshall Career Assistance Grant awards.

2. Member Only Access.

- a. Access to the member pages of the website is designed for internal communications for its membership and is restricted to current members of the Society. It includes full access to the member directory, news, events, and governances. Members are able to register for upcoming lunches and events. An archive of the minutes of the meetings of the Board of Directors, newsletters, and photographs from past Society activities are accessible to members.
- b. Security is the responsibility of each member. It is the responsibility of members to maintain confidentiality of passwords and prohibit access by those that are non-members. Members are encouraged to change passwords immediately upon gaining access to the member area and periodically thereafter.
- c. Members are encouraged to use the Member Announcement section of the internal website to post articles on member projects, invitations to community events, and information regarding Society related current events. This section may also be used to share news of a social nature of interest to other members and as a method of sharing kudos, well wishes, and condolences. Links may be provided to other websites that promote public issues consistent with the Society's mission and approved position statements. Consistent with the diversity of our membership and recognition of the professional requirements of many in public office, postings should be issue-based rather than political in tone. Posting will be reviewed by the Society's website administrator for compliance to these guidelines.
- d. The rich diversity of our membership and the opportunity for communication and networking between individual members are core benefits of the Society. Members are encouraged to update their profile page periodically to ensure that the Member Directory has current contact information. Members are also cautioned to use contact information respectfully. The use of contact information for mass communication and marketing is inappropriate.
- e. Members are encouraged to share photographs of Society events through the website. Some size adjustment may be needed for posting and assistance is available through the Society's administrator and Communications Committee.

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