

ADMINISTRATIVE GUIDELINES

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Supporting Documents

The following documents are referenced in the Administrative Guidelines. These documents can be found on the FAWCO website.

Document	AG
1. FAWCO Representatives Responsibilities	3.2, 4, 5.3.3
2. Conference Planning Manual	5.1.7, 6.3.17, 8.7.8, 10
3. Communications Guidelines	5.21
4. Representatives Timeline and Deadlines Sheet	5.3.3
5. Regional Coordinator's Responsibilities Document	5.3.4
6. Presidents' Coordinators Responsibilities Sheet	5.3.5
7. Club Workshops Coordinator Sheet	5.3.5
8. Administrative Committees' Handbook	5.4.2, 6.3.12
9. US Issues Committee' Handbook	5.4.2, 6.3.12
10. Global Task Forces Handbook	5.4.2, 6.3.12
11. Target Program Handbook	6.3.13.3
12. Youth Program Handbook	6.3.18.6
13. Youth Program Release Forms	6.3.18.7

These Administrative Guidelines (AGs) are the Standing Rules for the Federation of American Women's Clubs Overseas, Inc. (hereinafter referred to as 'FAWCO'). The "Council" as referred to in this document is as outlined in the Bylaws (Article VII – Council, Sec. 1 – Composition) as follows – the Board of Directors (Board), the Board of Representatives (FAWCO Reps), the Assistant Treasurer, Committee Chairs, Liaisons, Presidential Appointees, Counsellors, Coordinators, the President of The FAWCO Foundation and the President of FAWCO Alumnae Association, Inc. (FAUSA). The AGs can be changed by the FAWCO Board of Directors. In making changes, the Board shall consider whether or not the change might compromise an existing Administrative Guideline (Standing Rule) and/or policy of the FAWCO Foundation and/or, FAWCO Alumnae USA (FAUSA).

1. MEMBERSHIP

1.1 Membership Criteria

Eligibility for membership is based on the following criteria: The applying Club shall:

- 1.1.1 Have a name
- 1.1.2 Work in English (oral and written)
- 1.1.3 Have written guidelines (e.g., bylaws, constitution, statutes, policy)
- 1.1.4 Have an elected board of officers
- 1.1.5 Have aims and goals that approach those of FAWCO and other FAWCO Member Clubs
- 1.1.6 Have Americans who are actively involved in the Club

1.2 Types of Membership

- 1.2.1 **Regular Membership.** Regular membership in FAWCO shall be open to organized groups of Americans outside the United States. At least 60% of the members must be American (Club definition to apply).
- 1.2.2 **Associate Membership.** Associate membership in FAWCO shall be open to organizations outside the United States who have less than 60% American membership, provided that there is a consistently active and continuing participation of Americans. Associate Memberships shall be limited to one-third of the current membership of the Corporation. (Bylaws, Art. III, Section 2, paragraph b).
- 1.2.3 **Individual Membership.** A limited number of Americans living abroad, who do not have a FAWCO Club to join in their area, may be invited by the FAWCO President to become individual members of FAWCO. They are entitled to receive FAWCO publications and notices, may chair a committee, but may not vote or hold elective office or apply for FAWCO Foundation awards.

1.3 Voting Rights

- 1.3.1 Each Regular and Associate member club shall be entitled to one vote at Biennial and Interim Conferences.
- 1.3.2 An Individual member does not have the right to vote.
- 1.3.3 Regular and Associate member clubs unable to send a delegate to the Biennial Conference may send in a vote in writing on matters submitted to them prior to the Biennial Conference.

1.4 Membership Application Procedure

- 1.4.1 A prospective Club shall be contacted by the Membership Chair and be provided with an information packet.
- 1.4.2 Interested Clubs fill out the application form and a Club profile sheet and return it, together with a copy of their constitution or bylaws (and newsletter, if any) to the Membership Chair by regular or electronic mail.
- 1.4.3 The Membership Chair and the FAWCO President determine eligibility.

1.5 Membership Confirmation and Follow-up

- 1.5.1 Confirmation of all memberships shall be subject to the approval of the President of FAWCO.

- 1.5.2 The Membership Chair notifies the prospective Club of their eligibility and invites them to pay their dues.
- 1.5.3 The Treasurer notifies the President of receipt of the dues.
- 1.5.4 The President informs Membership and the Board of new club and forwards approved application to 1st VP, treasurer and 2nd VP.
- 1.5.5 The President sends a welcome letter introducing all aspects of FAWCO, attaches the latest FORUM and Connections, directory, and gives all relevant contact information.
- 1.5.6 The FAWCO Second Vice-President sends the latest Rep mailing together with instructions on how to complete the club profile on the website and a welcome letter to the Club President, as well as the latest Rep mailing and the FAWCO Rep Job Description.
- 1.5.7 The FAWCO Secretary is responsible for adding the new Club President and FAWCO Rep to the directory and Constant Contact mailing list.
- 1.5.8 The FAWCO First Vice President is responsible for updating all relevant information on the website: club profile added, club listing in regional view, add onto map, etc.
- 1.5.9 The Membership Chair arranges for an article describing the new Club to appear in the FAWCO Letter from Headquarters-Connections, the next FORUM, and includes the news in her next report to the Interim or Biennial Conference.

1.6 Annual Dues

Annual dues for all categories of membership are determined at each Biennial FAWCO Conference for the two-year period that follows. They may, however, be reviewed by the Board and an adjustment may be proposed to the Membership for a vote at the Interim Conference. A Club or association that joins FAWCO after July 1st shall be required to pay only half the annual dues for that year. Members of Clubs who have not paid dues by March 1st are not eligible to run for office in FAWCO or The FAWCO Foundation, nor will they or their children be considered for FAWCO Foundation awards, and may not attend Conferences. Any Club that fails to pay dues after receiving two reminders from the Treasurer and notification by the President may be dropped for non-payment. The Board will take into consideration any valid reasons for non-payment before final action is taken.

1.7 Non-American Members

Non-American Members of regular or associate Member Clubs may not hold elective office in FAWCO, with the exception of the Treasurer. They may serve as Committee Chairs, Liaisons and Coordinators at the discretion of the FAWCO President, or as a FAWCO Representative at the discretion of their Club.

1.8 Courtesy Privileges

Any member of a FAWCO Club wishing to avail herself of a temporary or permanent transfer to another Member Club should present proof of membership from her former Club. *(Club membership requirements to apply – not all clubs accept transfer memberships and some do not accept non-American members, although most clubs accept non-Americans as Associate Members.)*

2. FAWCO'S RESPONSIBILITIES TO MEMBER CLUBS

- 2.1 Promote communication and cooperation among the FAWCO Board, FAWCO Foundation, Committees, Liaisons, Coordinators and Member Clubs by distributing the FAWCO Letter from Headquarters-Connections, Annual Report, the FAWCO Membership Directory, the FAWCO FORUM and any other publications with Member Clubs.
- 2.2 Organize a Conference each year to which the FAWCO Officers, Committee Chairs, Liaisons, Coordinators, FAWCO Representatives, Club Presidents, Club delegates, Club participants, FAWCO Counselors, FAWCO Foundation and FAUSA Officers are invited to discuss the ongoing work of FAWCO.

- 2.3 Investigate new ways and means for FAWCO to serve Americans overseas as well as non-American members of Member Clubs, and suggest new activities that will enhance the clubs' members' experiences in their host countries.
- 2.4 Maintain contact with the United States, and strive for improved rights and benefits for Americans overseas through the appropriate FAWCO Committees and Liaisons and other organizations.
- 2.5 Gather and disseminate information through FAWCO Committees and Liaisons about the activities, issues, concerns and progress towards equal human rights and opportunities for women and children.
- 2.6 As an NGO (non-governmental organization), FAWCO shall undertake to support the work of the United Nations and to promote knowledge of the UN's principles and activities, in accordance with FAWCO's own aims and purposes within the scope and nature of FAWCO's capability.
- 2.7 Maintain a current and informative Website dedicated to serving Member Clubs.
- 2.8 Participate in Regional activities by sending a Board representative, and content experts to FAWCO Member Club Regional Meetings.
- 2.9 Respond to requests from Member Clubs in a timely manner.
- 2.10 Implement the Disaster Relief Fund (DRF) at the request of at least one Member Club or at the Board's own initiative, to accept donations from clubs and individuals for a humanitarian project in response to a disaster, e.g., tsunami, flood, war, etc.

2.11 Mission Statement:

FAWCO is an international network of independent organizations whose mission is to serve as a resource and channel of information among its members; to provide a voice for American women abroad and to support the rights of all Americans worldwide; and to actively contribute to the global community with a specific focus on education, the natural and human environment, multicultural understanding and international goodwill.

3. MEMBER CLUBS' RESPONSIBILITIES TO FAWCO

- 3.1 Allocate funds for FAWCO in the Club budget to cover the cost of dues, and see that these dues are paid on time.
- 3.2 Elect, or appoint, a FAWCO Representative to carry out the responsibilities of Club membership in FAWCO. Assist the FAWCO Rep in forming a committee in order to carry out the responsibilities and duties of membership in FAWCO. (***See FAWCO Rep's Responsibilities***)
- 3.3 Respond to requests from FAWCO Headquarters and the FAWCO Representative to provide information to FAWCO and disseminate FAWCO information throughout the Member Club.
- 3.4 Update the online Club Profile on a timely a basis, at minimum, annually. This information will be extracted and included in the FAWCO Annual Report, Directory and the Charities information will be included in the triennial ECOSOC report.
- 3.5 Encourage club membership to subscribe to FAWCO Connections-Letter from Headquarters, FAWCO FORUM, FAWCO News-In-Brief and other publications on the FAWCO website.
- 3.6 Promote official attendance at FAWCO Conferences and Regional Meetings by the Member Club President and FAWCO Rep and promote and encourage attendance by the Club membership.

4. RESPONSIBILITIES OF THE FAWCO REPRESENTATIVES

See FAWCO Rep's responsibilities.

5 RESPONSIBILITIES OF OFFICERS

Officers shall perform their duties according to, and be cognizant of, the Bylaws and Administrative Guidelines. At the end of their term, the officers must assist in the smooth transition of the FAWCO administration by finalizing all pending work and transferring all pertinent files, information and recommendations to their successors.

They must provide their successors with workable timelines to help them in planning their work during their first year in office.

5.1 President

- 5.1.1 Presides over all meetings of the Council and of the FAWCO Board.
 - 5.1.1.1 Convenes at least one Board Meeting per annum at a location most convenient to all Board members, between the Bi-Annual and Interim Conference Meetings.
 - 5.1.1.2 Calls as many on-line meetings of the Board as is deemed necessary.
- 5.1.2 Appoints a Parliamentarian, an Assistant Treasurer (if deemed necessary after discussion with the Treasurer), a Counselors' Coordinator, an UN Liaison, a US Liaison, a Presidents' Coordinator, a Website Manager, a FORUM newsletter editor and any necessary Headquarters staff. In consultation with the Board, appoints Chairs of the FAWCO Committees/Task Forces. It is the privilege of each FAWCO President to determine the size of the staff and the division of work and/or form Ad Hoc Committees as deemed necessary.
- 5.1.3 Initiates the Disaster Relief Fund (DRF) at the request of at least one Member Club or at the Board's own initiative, which will accept donations from clubs and individuals for a humanitarian project in response to a disaster, e.g., tsunami, flood, war, etc.
- 5.1.4 Carries out the business of FAWCO, keeping in touch with the Council.
- 5.1.5 Issues a Letter from Headquarters-Connections on a quarterly basis.
- 5.1.6 Seeks to enlarge membership in FAWCO in cooperation with the Membership Chair, and promote FAWCO, The FAWCO Foundation and FAUSA.
- 5.1.7 Plans the next Biennial and Interim Conferences in cooperation with the Conference Planning Committees and draws up an agenda. Has final approval on speakers and expenses. Is responsible for completing a post-conference write-up to be included in the next year's Annual Report. This post-Conference Report will be sent to the upcoming Conference(s) Chair(s) and Sites Committee, and sent to be posted on the website. **See Conference Planning Manual.**
- 5.1.8 Presents a written report at meetings of the Board, the Biennial and Interim Conferences and Annual Report.
- 5.1.9 Coordinates with the Secretary to compile the Annual Report and submits the final .pdf and/or Word versions for posting on the FAWCO Website.
- 5.1.10 Resolves a conflict within the organization, calling on whomever she deems necessary to do so. Every effort will be made to reach a satisfactory solution informally and discreetly. Only if it can be shown that the continuing behavior impedes the smooth running of the organization, or is damaging to the reputation and/or financial soundness of the organization, or specifically contravenes the Bylaws and/or Mission Statement of the organization will the involved person(s) be censured or excluded from FAWCO business. If the President is part of the conflict, the Counselors Coordinator may be called upon to chair a conflict resolution process by a FAWCO board member or a Member Club.
- 5.1.11 Appoints an acting replacement for any position on the Board in the event of a vacancy.
- 5.1.12 Serves as liaison to The FAWCO Foundation by attending The FAWCO Foundation board meetings whenever possible.
- 5.1.13 Serves as liaison to the FAWCO Alumnae Association (FAUSA) through the President of FAUSA.
- 5.1.14 Replies to all Board communications and discussion. Conducts Board voting.
- 5.1.15 Becomes a Counselor upon the expiration of her term of office.
- 5.1.16 At the end of the term, finalizes all pending work and transfers to the successor all pertinent files and information. Ensures that Archives receive copies of all official communications and pictures.
- 5.1.17 Ensures that Archives receive copies of all pertinent documentation, in particular documents related to incorporation, contracts with webhosting companies, 501 (c) (3) documents, ECOSOC documentation, approved Minutes of Board meetings, by forwarding these to the Board Secretary to archive where

they are to be accessible both in printed and electronic form. Forwards any special reports from the US Liaison and UN Liaison to Archives.

- 5.1.18 Reviews all website articles in the President's area of the responsibility and archives out of date material by April 30th of the first year of term.

5.2 First Vice-President

- 5.2.1 Ensures consistency of FAWCO communications: website, corporate branding and timing of communications. Defines Communication Guidelines. Instructs Board members, Committee/Task Force Co-Chairs and Liaisons on how to format web pages and their subscription bulletin list.

See Communications Guidelines document

- 5.2.2 Coordinates all FAWCO public relations and advertising/sponsorship activities. She may appoint a PR Manager and Advertising Manager to manage these respective duties.
- 5.2.3 Oversees the activities of the Website Manager and the Web team. Reviews, approves and publishes all new website content in consultation with the responsible FAWCO Officer. Ensures that, once permission from the author is obtained, Conference presentations are uploaded onto the website for the Conference. This includes all FAWCO volunteers and external Speakers.
- 5.2.4 Manages the online presence of the Conference by ensuring that up-to-date materials are posted (presentations, photos, daily reports). Ensures that things are posted only if permission is obtained from presenter (both FAWCO and external).
- 5.2.4.1 Contacts confirmed speakers to obtain their bios and pictures for the speakers' page, and coordinates management of speakers with the host club's speakers' coordinator.
- 5.2.5 Manages the production and mailing of the bi-annual FORUM newsletter, in coordination with the FORUM editor(s).
- 5.2.6 Ensures timely press releases are sent by PR manager, including a press release announcing the new FAWCO board members immediately following each FAWCO Biennial Conference, to the embassies and consulates of the countries of residence of the newly elected board members.
- 5.2.7 Assumes the office of President, if vacated.
- 5.2.8 Receives website inquiries/ feedback from website manager and forwards to appropriate person.
- 5.2.9 At the end of the term, finalizes all pending work and transfers to the successor all pertinent files and information. Ensures that Archives receive copies of all official communications: FORUMs, brochures, press releases, and presentations as well as is responsible for sending electronically to Board Secretary to archive all conference material that is placed on the FAWCO website, including all conference photographs, speaker presentations, external PR letters, Conference Annual Reports and Conference Agenda are forwarded electronically to Board Secretary to archive.
- 5.2.10 Presents a written report at meetings of the Board, the Biennial and Interim Conferences and Annual Report.
- 5.2.11 Meets performance indicators for the First Vice-President:
- Meeting advertising budget
 - FAWCO mentions in the news
 - FORUM on time and readership
 - Website and social media traffic
- 5.2.12 Reviews all website articles in the 1st VP's area of the responsibility and archives out of date material by April 30th of the first year of term.

5.3 Second Vice President

- 5.3.1 Serves as a liaison among the FAWCO Board, Committee Chairs, Regional Coordinators and FAWCO Representatives.
- 5.3.2 Welcomes orients and supports new clubs to become engaged and active FAWCO members.

- 5.3.3 Welcomes orients and supports new FAWCO Reps and introduces them to their Regional Coordinator. Helps new Reps create their online club profile including relevant contact information for the club president and the FAWCO Rep. Sets up and maintains regular communications with Reps worldwide to promote FAWCO's events, activities and resources (for example through the monthly "News in Brief" e-newsletter). Maintain Reps responsibilities and timeline documents.

See Reps Responsibilities Document

See Reps Timeline and Deadlines Sheet

- 5.3.4 Orients, supports and oversees Regional Coordinators to fulfill their role. Sets up and maintains a regular communication channel with RCs. Maintain RC Responsibilities Document.

See RC Responsibilities Document

See section 9.2 of this document for the Financial Policy on RC Expenses.

- 5.3.5 Orients and oversees a Club Presidents' Coordinator and Club Workshops Coordinator.

See Club Presidents' Coordinator Responsibilities Sheet

See of the Club Workshops Coordinator Sheet.

- 5.3.6 Presents and promotes FAWCO and its activities at regional meetings.

- 5.3.7 Prepares and/or conducts parallel meetings for FAWCO Reps and RCs at the annual conference. Oversees the creation and updating of club mini-profiles for the annual report.

- 5.3.8 Updates and maintains the areas of the website that are relevant to FAWCO Reps, RCs and Presidents. Contributes content to FAWCO publications (FORUM).

- 5.3.9 Assumes the office of the President, if necessary.

- 5.3.10 Presents a written report at meetings of the Board, the Biennial and Interim Conferences and Annual Report.

- 5.3.11 Meets performance measures for 2nd VP:

- Member Clubs participation in FAWCO activities
- RCs and Reps satisfaction

- 5.3.12 At the end of the term, finalizes all pending work and transfers to the successor all pertinent files and information.

- 5.3.13 Ensures that Archives receives copies of any changes to governing documents from all Member Clubs in electronic form to the Board Secretary by September 30 each year.

- 5.3.14 Reviews all website articles in the 2nd VP's area of the responsibility and archives out of date material by April 30th of the first year of term.

5.4 Third Vice-President

- 5.4.1 Serves as the Coordinator of Committee/Task Force Chairs with proposals for establishing a new FAWCO committee or a new focus/concern of an existing Committee. Approves Committee material for Website posting and distribution, according to Communication Guidelines. Supports the active cooperation and information exchange of global committees to similar committees or to individuals in FAWCO Member Clubs while attempting to link committee work to FAWCO's UN focus and involvement. Assists task forces and committees in setting clear goals and performance indicators (e.g., number of articles/bulletins published, readership, awareness measure).

- 5.4.2 Establishes and maintains communication with, and supports the on-going work of the Committees. Informs the Committee Chairs of their responsibilities, the approval procedure for distribution of material and Website posting and the schedule for mailings and deadlines. Maintain Handbooks for Committees and Global Issues Task Forces.

See Committee Handbooks for Admin Committees, US Issues Committees and Global Issues Task Forces

- 5.4.3 Assumes the major responsibility for the Target Program, including informing and encouraging Clubs and Committee Chairs to be involved in the entire process.

- 5.4.4 Informs the Committees/Task Forces of any Board decisions and/or Administrative Guideline changes that pertain to them. Advises and assists them when necessary.
- 5.4.5 Formulates and conducts meetings of the Committee/Task Force Chairs with the Liaisons at the Interim and Biennial Conferences.
- 5.4.6 Replies to all correspondence regarding inter-Board queries, votes and discussions.
- 5.4.7 Organizes and conducts Parallel Meetings/workshops for Committee/Task Force Chairs and Liaisons at Interim and Biennial Conferences.
- 5.4.8 Plans and organizes the FAWCO Fair or similar showcase for FAWCO Committee/Task Force concerns and interests at Interim and Biennial Conferences.
- 5.4.9 Assumes the office of President, if necessary.
- 5.4.10 Presents a written report at meetings of the Board, the Biennial and Interim Conferences and Annual Report.
- 5.4.11 Meets performance measures for 3rd VP: Publication quantity and readership of committees and task forces.
- 5.4.12 Ensures that Archives receive copies of all pertinent documentation including forwarding all approved new member club applications as well as a copy of the Member Club by-laws and/or constitutions on the announcement of their becoming members of FAWCO to the Board Secretary. Forwards the current list of Chairs for FAWCO Task Forces and Committees, updated Bylaws and Administrative Guidelines, special reports from any of the Committees or Task Forces to Archives.
- 5.4.13 Reviews all website articles in the 3rd VP's area of the responsibility and archives out of date material by April 30th of the first year of term.

5.5 Treasurer

- 5.5.1 Takes charge of the income and disbursements of the organization according to the budget and the established financial policy. Is responsible for all billing and acceptance of payments for web hosting and advertisers. Opens and maintains the necessary bank accounts with the power to sign and endorse checks. Administers the finances of all committees.
- 5.5.2 Seeks the approval of the Board before making disbursements not provided for in the budget and before making investments.
- 5.5.3 Maintains accurate and detailed files and ledgers with a record of income and expenditures and the supporting documentation (proof of actual expenditure, i.e. original air ticket, hotel bill, etc.) filed in chronological order and numbered to correspond to the appropriate entry in the ledger. A complete printout of the register is required should a computer program be used instead of a ledger. Is prepared to show the books upon request; submits the records for a professional review or audit at the end of each fiscal year and sends a yearly statement of the review or audit for inclusion in the Annual Report for the upcoming Conference.
- 5.5.4 Sends notices of annual dues to each Member Club before the first of January (payments are due by March 1st). Informs the FAWCO President, and the FAWCO Foundation Awards Committee and the Nominating Committee of Clubs that have not paid their dues by the deadline.
- 5.5.5 Presents a written financial report at meetings of the Board, the Biennial and Interim Conferences, stating the balance and any outstanding dues or debts. Recommends any necessary budget changes comparing the proposed two-year budget with the present balance and the projected income and expenses. The Treasurer's Report shall be included in the Annual Report.
- 5.5.6 Informs the Board and the Membership Chair if any Member Club elects not to renew.
- 5.5.7 Files all necessary tax forms with the IRS, reports FAWCO bank accounts to the Department of the Treasury, and complies with requirements for maintaining FAWCO's U.S. not-for-profit status by filing with the New York Charities Bureau. Informs the IRS of changes in the Bylaws, and of name and address changes of the FAWCO Officers.

- 5.5.8 Prepares a Proposed Budget for the next administration.
- 5.5.9 Acts as an adviser to the Finance and Budget Committee.
- 5.5.10 Accepts responsibility for all financial records and transactions until the end of the fiscal year or the term of office, whichever occurs first. This includes submitting these records for a professional review or audit before relinquishing duties.
- 5.5.11 At the end of the term, arranges for the necessary signature changes on the bank accounts and makes the necessary monetary transfers.
- 5.5.12 Ensures that Archives receive copies of all original tax returns, financial and audit statements by forwarding these documents electronically to the Board Secretary. Space permitting, sends printed documents to be stored in the Archives located at the AWC Zurich clubhouse space permitting.
- 5.5.13 Reviews all website articles in the Treasurer's area of the responsibility and archives out of date material by April 30th of the first year of term.

5.6 Secretary

- 5.6.1 Assists the President as required.

5.6.2 Minutes

- 5.6.2.1 Takes minutes of all Board meetings (regular Board meetings, Skype meetings, meetings with Counselors and the FAWCO Foundation Board at Conferences) and distributes to the Officers and participants within one month of such meetings.
- 5.6.2.2 Takes minutes of General Sessions at the Biennial and the Interim Conferences which are to be posted on the website within two weeks of the Conference.
- 5.6.2.3 Ensures that Minutes of the last General Session of a previous Conference, which are to be approved at the opening General Session of the current Conference, shall be made available to attendees upon arrival at said Conference.

5.6.3 Directory

- Maintains an up-to-date directory of names, addresses, e-mail addresses, and telephone numbers of the FAWCO Board, FAWCO Reps and Club Presidents, Counselors, Committee Chairs, Liaisons, Regional Coordinators, and other officers and the Boards of The FAWCO Foundation and FAWCO Alumnae Association (FAUSA). Posts, at least quarterly, the Member Directory in a password-protected area of the FAWCO website as a downloadable PDF file for reference by all registered users.
- 5.6.4 Keeps an up-to-date e-mail distribution list of FAWCO Reps and Club Presidents for distribution of FAWCO communications (FORUM, Connections and News-in-Brief).
- 5.6.5 Maintains a file of passport photocopies for all elected officers.
- 5.6.6 Is responsible for filing for copyrights and ISBN numbers for all published FAWCO materials.
- 5.6.7 Working closely with the President, compiles and edits the Annual Report.
- 5.6.8 At the end of the term, finalizes all pending work and transfers to the successor all pertinent files and information.
- 5.6.9 Ensures that Archives receives copies of all Board meeting notes, Conference meeting notes and letters from our First Ladies. Is responsible to hold all electronic external hard drives and to see that this drive is archived at the archived location at the end of her term.
- 5.6.10 Is responsible for filing changes to the FAWCO Board of Directors along with the copy of the the minutes from the Annual General Meeting where the election of the officers was confirmed and changes to the FAWCO Headquarters address to the Charities Bureau of the Office of the Attorney General of the State of New York (120 Broadway, NY, NY 102721-0332). The registry number for FAWCO is 21-63-96.
- 5.6.11 Reviews all website articles in the Secretary's area of the responsibility and archives out of date material by April 30th of the first year of term.

6. BOARD APPOINTMENTS

6.1 Parliamentarian

The Parliamentarian (ex-officio, non-voting member of the Board) studies all documents pertaining to the management of FAWCO and serves as Parliamentarian at all meetings of the Board, when possible, and FAWCO conferences. At the request of the President serves as advisor to the FAWCO Board.

- 6.1.1 Maintains all FAWCO officers' job descriptions for the Nominating Committee.

6.2 Assistant Treasurer

The Assistant Treasurer (if deemed necessary by the Treasurer and/or the President) is an ex-officio, non-voting member of the Board who assists the Treasurer and assumes the office of Treasurer if vacant.

6.3 Other Presidential Appointments

The President may appoint the following: *FORUM* Editor, Presidents' Coordinator, Counsellors' Coordinator, UN Liaison, US Liaison and the FAWCO Web Manager and any other positions deemed necessary. The President may also appoint other UN Representatives and a CONGO Rep. who report to the UN Liaison. These Presidential Appointees report to the President or Board as noted below.

6.3.1 Liaisons

- 6.3.1.1 Liaisons shall be full and active members of an overseas FAWCO Club at the time of appointment, with the exception of the Washington Liaison.
- 6.3.1.2 All liaisons are automatically considered to have resigned at the end of their two-year term. At the beginning of each two-year term, liaisons will be appointed, by the FAWCO President upon consultation with the FAWCO Board.
- 6.3.1.3 Upon consultation with the Board, the President may create new liaison position(s).
- 6.3.1.4 A Liaison position may be discontinued if deemed redundant by the Board. Any change of focus, concern or direction of any liaison must be approved by the Board.

6.3.2 General Responsibilities of Liaisons

- 6.3.2.1 Shall have regular and easy access to e-mail. Inform President and Third Vice President of key developments, news.
- 6.3.2.2 Work with the Third Vice-President for Committees and other Committee Chairs to promote and communicate FAWCO concerns and interests to the Member Clubs, as pertinent and necessary to the particular Liaison position.
- 6.3.2.3 Follow the Communication Guidelines for communication to Member Clubs and for posting on the website.
- 6.3.2.4 Attend the Biennial and the Interim Conferences, if possible, or send a written report on their work. Honor the deadlines for written reports for the Annual Report.
- 6.3.2.5 At the end of their term (which automatically ends with the term of the President) finalizes all pending work and transfer all pertinent files and information to their successors.
- 6.3.2.6 Ensure that Archives receive copies of all studies and reports that are undertaken and completed by the Liaison position by sending them to the Board Secretary.

6.3.3 US Liaison

The US Liaison Reports directly to the President. Promotes the rights of US citizens living abroad, dealing with problems they encounter and helping them to be informed and responsible citizens. Coordinates FAWCO's US citizen advocacy work with that of other American citizens' organizations overseas, represents FAWCO in dealing with U.S. legislators and government agencies and works closely with the Chairs of the US Citizenship, US Tax and Banking and US Voting from Overseas Committees. Serves as a liaison with the Americans Abroad Caucus.

- 6.3.3.1 Adheres to the Financial Policy and is responsible for managing her US Liaison budget as well as the Overseas Americans Week budget.
- 6.3.3.2 Submits a timely report to the President and Third VP after every trip made on behalf of FAWCO (e.g. Overseas Americans Week).
- 6.3.3.3 Forwards important material to Board Secretary for archiving.

6.3.4 Counselors' Coordinator

The Counselors' Coordinator reports to the President. Serves as a communication conduit between FAWCO and its counselors. Prepares the agenda and chairs the Counselors annual meeting. If appropriate, gives a report at the end of the Conference based on discussions held by the Counselors during a Conference. Brings concerns/issues of the Counselors to the Board. If necessary, the Counselors' Coordinator writes any memorials/tributes or arranges for one to be written.

6.3.5 UN Liaison

The UN Liaison reports to the President. Coordinates and promotes FAWCO's participation and representation as an Non-Governmental Organization (NGO) with Consultative Status to the Economic and Social Council and the United Nations Department of Public Information (DPI) of the United Nations. Disseminates information about the UN to the Member Clubs.

- 6.3.5.1 Oversees the FAWCO UN Representatives in New York, Geneva and Vienna, and works in concert with the CONGO (Congress of Non-Governmental Organizations) Rep. Develops guidelines for FAWCO members attending UN meetings representing FAWCO.
- 6.3.5.2 Works in conjunction with FAWCO's Global Task Forces to support of the UN Millennium Goals and issues relating to FAWCO concerns.

6.3.6 CONGO Representative

The CONGO (Conference of Non-Governmental Organizations) Rep reports to the President and is the FAWCO representative to the Conference of Non-Governmental Organizations in Consultative Status with the UN (CONGO), a not-for-profit association. Works in concert with the UN Liaison.

6.3.7 FAWCO Website Manager

Reports to the First Vice-President. Maintains the FAWCO Website with the latest software and security requirements.

- 6.3.7.1 When possible, assists Club Web team with non-server related technical problems.
- 6.3.7.2 Sends Website Feedback and Inquiries to First VP for appropriate handling.

6.3.8 FAWCO Web Hosting Coordinator

Reports to the First Vice-President. Manages the FAWCO web-hosting program.

- 6.3.8.1 Promotes the FAWCO web-hosting program among Member Clubs.
- 6.3.8.2 Assists Club Web team with technical problems as it relates to the server, and provides the information required to maintain their websites, e-mail alias lists, etc.
- 6.3.8.3 Purchases and/or renews domain names for Member Clubs and forwards all Visa Card activity to the FAWCO Treasurer.
- 6.3.8.4 Maintains a web-hosting spreadsheet with up-to-date of all web hosting clubs.
- 6.3.8.5 Assigns and maintains official FAWCO e-mail aliases and maintains secure e-mail lists, updating them regularly from each new database.
- 6.3.8.6 Monitors spam filters and whitelists friendly addresses.

6.3.9 FORUM Editor

- 6.3.9.1 Reports to the First-Vice President and collects articles and photos from Committee Chairs/Liaisons/ FAWCO and FAWCO Foundation Board Members, Member Clubs and members-at-large for publication in the *FORUM*.
- 6.3.9.2 Writes and/or edits articles as needed, ensuring coverage of main topics, key events, and the depth/breadth of FAWCO as much as possible.
- 6.3.9.3 Manages the layout and produces the *FORUM* newsletter in desktop publishing program and PDF format for final printing, as well as editing and

ensuring formatting specifically for electronic version on the Website in coordination with FAWCO Website Manager.

- 6.3.9.4 Develops a proposed budget for the *FORUM*, subject to Board approval, and coordinates printing with printer, ensuring proper formatting, color, size, and timely delivery.
- 6.3.9.5 Mails *FORUM* newsletters to Clubs (via the Reps and Club Presidents), Board Members, Counselors, Committee Chairs and Liaisons, as well as sponsors, advertisers and media as appropriate; notifies same when mailing is done and when the newsletter is available on the Website.
- 6.3.9.6 May participate in FAWCO Fair and may conduct workshops at Conferences. The Editor should be available to lead or work with the Conference Organizer(s) team/newsletter team for production of a conference newsletter.

6.3.10 Advertising Manager

Reports to the First Vice-President. Is responsible for finding, implementing and maintaining advertisers for the FAWCO *FORUM*, the FAWCO website, and electronic newsletters and bulletins. Responsible for keeping an up-to-date advertising rate sheet and reaching the amount of advertising income as stated in the budget. Responds to advertising inquiries and proactively approaches advertising leads.

6.3.11 Public Relations Manager

Reports to the First Vice-President. Is responsible for creating and maintaining an ongoing PR program that represents FAWCO in the public domain with the goal of increasing FAWCO's visibility to the external world. Responsibilities include maintaining an up-to-date media contacts list, sending press releases, and writing articles for PR purposes.

6.3.12 FAWCO Committees and Task Force Chairs

Report to the Third Vice-President.

Committees refer to the Administrative Committees (Archives, Bylaws and Administrative Guidelines, Finance, Membership, Resolutions and Recommendations, Nominating Committee and Site Selection help with the administration of FAWCO.) as well as US Issues Committees (Citizenship, Tax and Banking and Voting from Overseas address US Citizens' concerns.).

Task Forces refer to the Global Issues Task Forces.

See *Committee Handbooks for Admin Committees, US Issues Committees and Global Issues Task Forces.*

6.3.13 FAWCO Target Program Chair

Reports to the Third Vice-President. Is a one-stop contact for all questions and concerns regarding the Target Program as well as the one source for the most up-to-date information on the Program (funds raised, etc.)

- 6.3.13.1 Is responsible for putting out a monthly Target Bulletin with sections on: awareness (information for easy placement in club newsletters), fund-raising ideas, and success stories from clubs, and total funds raised.
- 6.3.13.2 Prepares an annual report to be included in the FAWCO Annual Report. Upon completion of a triennial Program, prepares final report with full results of program on awareness and fundraising throughout the FAWCO network. This information will be included in the triennial ECOSOC report to the UN.
- 6.3.13.3 Towards the end of each triennial program, is part of a Board appointed committee to review and improve the Target Program for the next go-around.
Refer to the FAWCO Target Program Handbook
- 6.3.13.4 Forwards all relevant information (committee names, etc.) to Board Secretary for archiving.

6.3.14 Regional Coordinators

Reports through Second Vice-President. Assist the Second Vice-President in communicating with the Clubs within each region. Assist FAWCO Reps in their region, establish contact with Club Presidents and promote FAWCO committee projects. Work with the Second Vice-President to enhance communications

between the Clubs and the Board. Are automatically considered to have resigned at the end of their two-year term but may ask to be re-appointed at the beginning of the next. Shall attend the Biennial and Interim Conferences, if possible, and honor the deadlines for written reports for the Annual Report.

6.3.14.1 Are allocated \$200 for their two-year term. May apply for additional funding in excess of the \$200, not otherwise directly allowed for in the budget, by submitting a proposal to the Board for approval in advance of incurring these expenses. Unspent budgetary allocations may not be carried over to the next fiscal year.

6.3.14.2 Regions are as follows:

- Region 1: United Kingdom and Ireland
- Region 2: Scandinavia and Russia
- Region 3: France
- Region 4: Belgium, Luxembourg, and Netherlands
- Region 5: Austria and Germany
- Region 6: Liechtenstein and Switzerland
- Region 7: Africa and Spain
- Region 8: Greece and Italy
- Region 9: Middle East
- Region 10: Latin American and the Caribbean
- Region 11: Asia and Australia

6.3.15 Club Presidents' Coordinator

Reports through Second Vice-President and serves as a liaison among club presidents, the Second Vice-President, the Member Clubs and the FAWCO Board.

6.3.15.1 Facilitates communications among the club presidents.

6.3.15.2 Sets up and maintains a regular communication vehicle, such as the "President's Pipeline" e-newsletter, that focuses specifically on issues and resources for club presidents.

6.3.15.3 Plans, organizes and facilitates Club Presidents' Parallel Meetings at FAWCO annual conferences. Submits an agenda to the President and the Second Vice-President for two or three Parallel Meetings that include topics, participation and training relevant to Club Presidents.

6.3.16 Club Workshops Coordinator

Reports through Second Vice-President. Coordinates and oversees the Club Development Workshop program, under the direction of the 2nd VP.

6.3.16.1 Maintains listing of workshops and presentations offered by FAWCO. Manages requests from Member Clubs. Schedules with presenters and assures that they adhere to FAWCO financial policy. Obtains club and presenters' feedback afterwards.

6.3.17 Interim/Biennial Conference Chair(s)

Reports to the FAWCO President regarding all Conference correspondence and planning. Within the Host Club, organizes, together with the FAWCO President and Board, the upcoming Interim/Biennial Conference.

See Conference Planning Manual

6.3.18 FAWCO Youth Program Chair

Reports through the Third Vice-President. Develops, coordinates and oversees the FAWCO Youth Program under the direction of the 3rd VP.

6.3.18.1 develops annual plan for the Youth Program Modules subject to approval by the Board.

6.3.18.2 Coordinates/Manages the Youth Program Modules with the host clubs and volunteers

6.3.18.3 Manages communications about all aspects of the Youth Program with the various constituents (participants, FAWCO, rest of the world).

6.3.18.6 Maintains the FAWCO Youth Program Handbook in conjunction with the 3rd Vice President.

See the FAWCO Youth Program Handbook

6.3.18.7 Maintains the FAWCO Youth Program Release Forms for each Youth Program Module.

See the FAWCO Youth Program Release Forms

6.3.18.8 Prepares an annual report to be included in the FAWCO Annual Report.

6.3.18.9 Maintains and communicates information about other international youth programs pertinent to FAWCO youths.

7 RECORDS

- 7.1 All written material (agendas, mailing lists, directories, etc.) must be titled and dated on each page in the form of a header or footer.
- 7.2 Each FAWCO Officer, Committee Chair, Liaison, Coordinator, or Representative is expected to keep a file of important letters and reports received, and a copy of all important letters and reports sent. Upon completion of their term of office, or in case of resignation, all FAWCO material shall be turned over to their successors or to FAWCO Headquarters in electronic and/or paper format as appropriate.
- 7.3 Each FAWCO Officer must provide the Archives with the originals or copies of important documents such as legal or tax papers. The Membership Committee sends a copy of applications for membership in FAWCO to the Archives.
- 7.4 Important light-sensitive faxed material should be photocopied in order to preserve it.
- 7.5 E-mail: all files important to the future of FAWCO should be transferred to the successor in either printed form or electronic format.

8. FINANCIAL POLICY**8.1 Board Expenses**

- 8.1.1 Board members' expenses for telephone, postage, supplies and photocopying, within reason, will be reimbursed up to the budgeted amount.
- 8.1.2 Board members' travel expenses for official Board meetings, Interim and Biennial Conferences attended shall be covered by FAWCO. Board members' (or designated representative of the Board) travel expenses to Regional Meetings attended (including hotel when in-home accommodation cannot be provided by the host club) shall be covered by FAWCO. Where travel by car or train is not feasible, the Board member may request reimbursement for the least expensive airfare.
- 8.1.3 Interim and Biennial Conference expenses will be reimbursed to Board members attending these meetings.

8.2 Regional Coordinators' Expenses

- 8.2.1 Any Regional Coordinator, who expects her expenses for the two-year period to exceed US\$200, must submit in advance a detailed request for Board approval, with one copy to go to the Treasurer, the President, and the Second Vice-President. No amount exceeding US\$200 will be reimbursed without prior Board approval unless it is specifically allowed for in the budget.
- 8.2.2 At the discretion of the Board and funds permitting, Interim and Biennial Conference registration fees may be reimbursed to the Regional Coordinators attending these meetings.

8.3 Committee Chairs'/Coordinators'/Liaisons' Expenses

- 8.3.1 Any Committee Chair/Coordinator who expects her expenses for the two-year period to exceed US\$100 must submit in advance a detailed budget request for Board approval, with one copy to go to the Treasurer, the President, and the Third Vice-President. No amount exceeding US\$100 will be reimbursed without prior Board approval unless it is specifically allowed for in the budget.
- 8.3.2 If appropriate and financially possible, a specific line item may be budgeted for Liaison expenses to allow for travel and other Liaison responsibilities, which may be reimbursed on presentation of original receipts.

8.4 Delegate Expenses

- 8.4.1 An officially designated representative of FAWCO attending a non-FAWCO meeting or conference, with the prior approval of the President, may be reimbursed documented travel and registration expenses only.
- 8.4.2 When claiming travel expenses, the same guidelines apply as those for Officers' travel.

8.5 Reimbursements and Payments

- 8.5.1 Requests for reimbursements and payments must be sent to the Treasurer as soon as possible (latest 6 weeks) after the expense is incurred or by March 1st of the fiscal year in which the expense is incurred. If for any reason the Officer, Liaison or Committee Chair is unable to submit the request by this deadline, she must notify the Treasurer, in writing, of the expected expenses. She must also notify the Treasurer of any expected income by this deadline so that the financial report at the Interim or Biennial Conference will reflect this anticipated amount.
- 8.5.2 All requests for payments or reimbursements of expenses must be accompanied by a completed FAWCO expense form, and all receipts must be attached. The procedure for reimbursement established by the Treasurer must be followed.

8.6 Advertising and Corporate Sponsorship

- 8.6.1. Advertising criteria, rates and terms for all FAWCO media shall be established by the First Vice-President and the Advertising Manager in consultation with the Treasurer and are subject to the approval of the President.
- 8.6.2. Corporate sponsorship criteria, rates and terms shall be determined by the First Vice-President in consultation the Treasurer and are subject to the approval of the President.

8.7 Interim & Biennial Conference Finances

- 8.7.1 It should be the goal of the Conference Organizer(s) and FAWCO to hold a meeting that is within the financial means of those attending while at the same time being at no cost to FAWCO or the Host Club. The meeting should be self-supportive. If fundraising is necessary, this is the responsibility of the Conference Organizer(s).
- 8.7.2 The Biennial and Interim Conference budgets must be approved by FAWCO Headquarters and should conform to the Sites Selection Committee budgetary pro forma guidelines listed in the Conference Planning Manual.
- 8.7.3 In the event of a financial loss not due to the negligence of the Conference Organizer(s), FAWCO Headquarters will accept financial responsibility for this loss.
- 8.7.4 In the event of a Conference profit, FAWCO and the Host Club will share equally the surplus. A detailed report of the finances of the conference shall be made available to the Treasurer as soon as is possible after the Conference Committee has closed its Conference books. FAWCO's half of any surplus is to be received by the Treasurer, together with the definitive report by September 1.
- 8.7.5 The Conference Organizer(s) may request a cash advance to cover its immediate and future operating costs. This is normally US\$1000. The cash advance is to be repaid to FAWCO after the Conference.
- 8.7.6 The Conference Chair shall open a local bank account for use before and during the conference but may not use FAWCO's name for said bank account.
 - 8.7.6.1 The local bank account must have credit card capability for both expenses and income.
- 8.7.7 The conference organizers may not sign FAWCO's name on any legal documents and may not use FAWCO's tax status or UN accreditation for any purpose.
- 8.7.8 The amount of the Conference Fee shall be set in consultation with the Board. The Conference Fee includes a non-refundable registration fee.
See Conference Planning Manual
- 8.7.9 The Conference Organizers must get approval of any contracts with the conference venue & hotel from the FAWCO president before signing.
- 8.7.10 Any extraordinary expenses above the approved conference budget must be approved by the FAWCO president.

9 PHILANTHROPY

9.1 FAWCO Target Program

The Target Program is the triennial program that brings a critical global issue to the attention of FAWCO Clubs, their members and their host communities/countries. Through the work of the FAWCO Global Issue Task Forces, the program seeks to

assist in attaining one of the UN Millennium Goals. Funds received shall be administered by The FAWCO Foundation.

9.2 FAWCO Founder's Circle

The Founder's Circle was established in 2004 to provide funding for FAWCO Task Force and Committee Chairs/other committee member(s) to attend non-FAWCO events/conferences/meetings to represent FAWCO and the committee's work. Funds received are administered by FAWCO.

9.3 FAWCO Disaster Relief Fund (DRF)

The DRF may be initiated by the FAWCO President at the request of a FAWCO club or at the Board's own initiative, in response to a recognized disaster with the intent of providing disaster relief through a reputable international organization or an association vetted by a FAWCO Member Club familiar with the area and circumstances of the disaster. Funds received are administered by FAWCO.

The fund was renamed to **Disaster Relief Fund** - alleviating the "emergency" requirement and allowing for support of recovery as well as rebuilding projects also.

9.3.1 Requirements of the Member Club submitting the request require that:

1. This request must have full support of the club's Board.
2. The requesting Member Club will be asked to research and suggest at least one recipient organization/ project.
3. The requesting Member Club (or one of its members) should have a personal connection with the disaster or the recipient organization. This ensures credibility and long-term feedback on the recipient. The Board feels that FAWCO would not add much value if our recipient organization is a well-known international organization (e.g., Red Cross, Doctors without Borders) as our members could make these donations directly.

9.4 Federation of American Women's Clubs Overseas, Inc. (FAWCO)

FAWCO is a not-for-profit 501 (c) (3) U.S. corporation registered in the State of New York. Contributions to the Federation are tax deductible for U.S. income tax purposes.

10. CONFERENCE PLANNING

See Conference Planning Manual.

11. FAWCO ANNUAL REPORT

- 11.1 An Annual Report will be compiled and distributed to Member Clubs at the Interim and Biennial Conference. The FAWCO Secretary is responsible for mailing either a hard or electronic copy of the Annual Report to FAWCO Member Clubs not in attendance. An additional hard copy and an electronic file are to go to Archives.
- 11.2 If one is provided, the cost of printing the Annual Report is to be included in the Conference budget.
- 11.3 The FAWCO Secretary is the Annual Report layout editor while the FAWCO President is the content editor. The Annual Report shall be prepared in Word format. Upon completion, the FAWCO secretary shall provide a web PDF of the complete Annual Report to the FAWCO First Vice-President for inclusion on the FAWCO Website, a print PDF version for printing to the Conference Chairs, and the original Word document to the President.
- 11.4 The FAWCO Secretary will determine the required format and a submission deadline will be determined by the President.
- 11.5 The FAWCO President is to solicit reports from the FAWCO Foundation President and Treasurer, the FAUSA President, the UN Liaison/CONGO Liaison, the U.S. Liaison and the Counselors' Coordinator. The President prepares her own report and the Conference report, which includes conference theme, participant and guest numbers, financial summary, as well as key decisions taken. The three Vice-Presidents will prepare their own reports as well as solicit reports from their team members, for which they are respectively responsible. The Second Vice-President shall coordinate and submit Club Profiles/Reports for inclusion in the Annual Report.

12. THE FAWCO FOUNDATION

- 12.1 The FAWCO Foundation is a not-for-profit 501(c) (3) organization registered in the State of Missouri where it maintains a registered agent. As the philanthropic arm of FAWCO it operates under its own constitution and bylaws, and has its own Board of Directors and financial responsibilities.
- 12.2 The President of The FAWCO Foundation is a member of the FAWCO Council.
- 12.3 The FAWCO and FAWCO Foundation presidents are invited to attend each other's board meetings, as deemed appropriate, and exchange board meeting notes, as a way of keeping up to date with each other's organizations.
- 12.4 In written communications with FAWCO members and clubs, The FAWCO Foundation is to coordinate with FAWCO First VP of Communications and 2nd VP of Member Clubs and follow FAWCO communication guidelines.
- 12.5 The President of The FAWCO Foundation submits an annual Foundation Report for the Biennial or Interim Conference to be included in the Annual Report.

13. FAWCO ALUMNAE USA, Inc. (FAUSA)

- 13.1 FAWCO Alumnae USA, Inc. (FAUSA) is a not-for-profit 501(c) (4) organization registered in the State of Texas. As the alumnae arm of FAWCO in the United States, FAUSA operates under its own constitution, bylaws, administrative guidelines, Board of Directors and financial responsibilities. FAUSA does not pay dues to FAWCO.
- 13.2 Members of FAUSA may attend and participate in FAWCO Conferences. FAUSA does not have a vote at FAWCO Conferences and members of FAUSA are not eligible to hold elected office in FAWCO. FAUSA members may serve on FAWCO Committees and serve as a Chair of a FAWCO Committee if they are current members of a FAWCO Member Club.
- 13.3 The President of FAUSA is a member of the FAWCO Council and acts as Liaison between FAUSA and FAWCO with the FAWCO President.
- 13.4 In written communications with FAWCO members and clubs, FAUSA is to coordinate with FAWCO First VP of Communications and 2nd VP of Member Clubs and follow FAWCO communication guidelines.
- 13.5 The President of FAUSA submits an annual FAUSA Report for the Biennial or Interim Conference to be included in the Annual Report.

14. THE FAWCO BRAND

- 14.1 The use of the FAWCO brand must be approved by the FAWCO Board.
- 14.2 Any time the FAWCO brand is used for a project, place or event, there must be ongoing dialogue with the FAWCO Board as to the planning, calendar, finances, publicity, people involved, follow up and monitoring, subsequent financial reporting, connection and communication with other entities (NGOs, FAWCO Member Clubs or other clubs/associations, official bodies, etc.). A letter of Agreement must be signed by the FAWCO Board and the requesting party, specifically outlining the conditions under which the FAWCO brand will be used and the timeline for ongoing verification with respect to these conditions.
- 14.3 The use of the FAWCO brand is not to be considered to be 'eternal' but is subject to review by each subsequent FAWCO Board to ensure that it remains consistent with the FAWCO mission and purpose, and is not detrimental to the FAWCO image in any way. If appropriate, the question of the continued use of the FAWCO brand on a project could be put to the R&R Committee for input on consistency.
- 14.4 If the FAWCO brand is to appear on a building or room, for example, which will need future maintenance or staffing, the request must include detailed plans to provide for and fund this, to ensure protection of the FAWCO brand image.
- 14.5 Requests to use the FAWCO brand should clearly state the benefit to FAWCO and/or its Member Clubs.

15. COPYRIGHT

Federation of American Women's Clubs Overseas, Inc. (FAWCO) COPYRIGHT

- 15.1 All material written for FAWCO is the property of FAWCO.

- 15.2 All research conducted through the FAWCO Club network is FAWCO property and may only be published by FAWCO. Should a researcher wish to have material she collected through FAWCO published, she shall make a written request to the Board and receive an answer no later than one month of her request.
- 15.3 All copyrights will be in the name of FAWCO. The Secretary will be responsible for filing both copyrights and ISBN numbers. Materials published and distributed by FAWCO will be put under copyright and are protected by international copyright law.
- 15.4 In the event of rewrites, revisions or reprints, the advice and suggestions of the former writers and editors will be sought whenever possible. However, all final decisions will be made by the FAWCO Board.
- 15.5 No Member Club may use FAWCO's name, tax status, founding date or NGO status on their letterhead, checks or any legal documents, other than that the Club is a Member Club of FAWCO.

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