



PURPOSE

The purpose of this manual is to serve as a guide to officers and chairpersons, both present and future, of the Filipino Women's League. This manual will aid the new officers and chairpersons in order that proper procedures are followed as determined by experience and by law. This document can be amended as needed.

OBJECTIVES OF THE FILIPINO WOMEN'S LEAGUE

The organization's objectives are:

1. To cultivate and encourage the relationship and interaction among Filipinos;
2. To encourage a closer understanding and appreciation of the Filipino heritage and culture;
3. To encourage the Filipino community to take an active role in the affairs of government;
4. To perform services to the Filipino community and the community as a whole;
5. To establish a program of scholarship for Filipino students at a high school level and to establish criteria for the selection of scholarship recipients; and
6. To provide consultant and advisory services within the Filipino community and the community as a whole.

OVERALL ADMINISTRATIVE PROCEDURES

General Membership Meetings:

- *Monthly meetings are scheduled on the first Sunday afternoon.*
- *The hostess will decide the time and location of the meeting.*
- *If a member is unable to attend, she should call the hostess before the scheduled monthly meeting; otherwise, the absence will be considered unexcused.*
- *A member may be suspended or expelled for having three consecutive absences from regular meetings without reasonable cause or for actions unbecoming or damaging to the image of the FWL. The vote for this action must be an affirmative vote of $\frac{3}{4}$ of the membership. The Executive Committee and the Board of Directors may suspend or expel a member after 30 days' written notice has been given. The member may appeal the action and request a hearing within 90 days.*

Membership roster: *This roster is confidential and shall be used exclusively for FWL business. It should not be reproduced or shared with non-FWL members.*

JANUARY

General membership meeting

- All receipts must be submitted to the outgoing Treasurer; otherwise, no payment will be made, the only exception being expenses for the installation banquet
- All outgoing officers and outgoing committee chairpersons verbally present end-of-year reports, and make three written copies--one for the incoming Chairperson, one for the Recording Secretary, and one for the Treasurer.
- Outgoing committee chairpersons hand over the past year's committee documents and any recommendations to their *respective incoming committee chairperson*
- Outgoing President names the Internal Audit Committee
- Incoming committees finalize program and budget, using end-of-year reports of previous committees as reference.
- Executive Committee Meeting of incoming officers and committee chairs to approve new fiscal year's budget (FWL's fiscal year runs from February 1st to January 31st of the following year.)
- Scholarship Committee mails out scholarship checks.
- Installation Ceremony

FEBRUARY

- Members and new members absent at the installation ceremony will recite the League's oath at the membership meeting
- Treasurer and Assistant Treasurer arrange for bank signature cards to be updated with signatures of new officers
- New officers and committee chairpersons report on their upcoming events and request budget approval at the membership meeting
- Treasurer starts collecting membership dues and reminds members that their deadline for paying by April 1st (Art. XI, Sec. 1)

MARCH

- Treasurer collects membership dues and reminds members that the deadline for paying membership dues is by April 1st (Art. XI, Sec. 1)
- Corresponding Secretary prepares an annual calendar of events and distributes it to members
- Internal Audit Committee requests in writing the previous administration's books and records of the Treasurer and the Assistant Treasurer. Both treasurers have 14 days to submit their books to the Internal Audit Committee.

APRIL

- Treasurer collects dues from members; deadline is April 1st
- Vice President updates annual FWL membership list and distributes to members
- Scholarship Committee selects scholarship recipients and works with Media Relations Committee to arrange for media.
- Corresponding Secretary pays P.O. Box fee
- Internal Audit Committee works on books; sends written list of discrepancies/concerns to respective treasurers who must respond in writing by 30 days of receipt of the request as to what they (treasurers) have done to clear the discrepancies/concerns

MAY

- *Record Keeping Committee makes digital copies of all the past year's reports and documents*

JUNE

- Treasurer files IRS e-postcard for the period of February 1st to January 31st by the June 15th deadline

JULY

- Scholarship checks mailed out; Committee checks to see if recipients are available to attend a luncheon in their honor and plans the luncheon if any recipient is available

AUGUST

- President appoints new Scholarship Committee chair and committee members
- Scholarship Committee arranges for a luncheon to honor the scholarship recipients

SEPTEMBER

- Treasurer prepares DCCA Domestic Non-Profit Corp. Annual Report
- Scholarship Committee presents budget for upcoming year to the Executive Committee.

OCTOBER

- President reminds committee chairpersons to start working on annual reports
- Membership votes on the approval of the Scholarship budget
- Scholarship Committee notifies designated school contacts (counselors) of FWL scholarship
- Each officer and committee member reviews and updates the section of the Policies and Procedures Manual that pertains to her jurisdiction and report to EC for action by October 15th.

NOVEMBER

- President appoints an Ad Hoc Committee for Elections to recruit members to run for office
- Ad Hoc Committee for Elections works on nominations and ensures there are candidates running for each office before the December meeting.

DECEMBER

- Ad Hoc Committee for Elections conducts elections
- President-elect appoints committee chairpersons and committee members and reminds chairpersons to review their respective sections of policies and procedures manual
- President reminds current committee chairpersons to hand in receipts and final written reports by January meeting.

PRESIDENT

The President shall be the principal executive officer of the FWL and shall, in general, supervise and control all of the business and affairs of the FWL.

- organizes the Executive Committee by appointing members to serve as Committee Chairpersons of Standing Committees (Art. VI, Sec. 3; Art. VII, Sec. 1) and appoints members to serve on committees.
- fills any vacancy that exists on the Board of Directors (past three Presidents) (Art. V, Sec. 2)
- schedules an Executive Committee meeting in January to discuss and approve a proposed budget for membership approval at the February meeting,
- represents the FWL or designates a representative at Filipino community events and functions
- serves as ex-officio member on all standing and ad-hoc committees and attends meetings as schedule allow
- counter signs checks with the Treasurer and Assistant Treasurer
- designates post office box key holders
- submits all reports (monthly and year-end) on approved forms, one copy each to the Recording Secretary and when applicable, Treasurer
- reviews and updates the section of the Policies and Procedures Manual that pertains to her jurisdiction and report to EC for action by October 15th
- submits a year-end report and recommendations to the President-Elect for distribution to incoming chairpersons in January.

VICE PRESIDENT

- performs the duties of the President in the absence of the President
- responsible for membership enrollment and plans activities to encourage and recruit new members
- creates, updates, and distributes the membership roster
- reviews the ByLaws and Policies and Procedures Manual with all new members
- Vice President-elect hosts the January meeting and members co-host a pot luck meal
- responsible for installation ceremony and venue
- submits all reports (monthly and year-end) on approved forms, one copy each to the President, Recording Secretary, and when applicable, Treasurer
- reviews and updates the section of the Policies and Procedures Manual that pertains to her jurisdiction and report to EC for action by October 15th
- submits a year-end report and recommendations to the President-Elect for distribution to incoming chairpersons in January.
- performs other duties as may be assigned to her by the President and the Board of Directors

RECORDING SECRETARY

- Per the Bylaws, keeps records, including:
 - Minutes (Art. VI, Sec. 5)
 - Record of Attendance (Art. VI, Sec. 5)
 - Seal (Art. VI, Sec. 5)
 - Letters of resignation (Art. II, Sec. 4)
 - Letters requesting leave of absence (Art. II, Sec. 5)
- distributes the agenda and minutes of the monthly general membership meetings and ECM three days before the next month's meeting
- compiles the records in paper and/or digital format at the end of her term and submits them to the Record Keeping Committee except for any reports or letters of resignation or letters of leave of absences
- passes on the organization's seal to the next Recording Secretary
- prepares an annual plan and proposed budget for membership approval at February meeting
- submits all reports (monthly and year-end) on approved forms, one copy each to the President, Recording Secretary, and when applicable, Treasurer
- reviews and updates the section of the Policies and Procedures Manual that pertains to her jurisdiction and report to EC for action by October 15th.
- submits a year-end report and recommendations to the President-Elect for distribution to incoming chairpersons in January.
- performs other duties as may be assigned to her by the President and the Board of Directors

CORRESPONDING SECRETARY

- picks up FWL mail, opens and distributes all mail to appropriate officer or committee chair; notifies the respective officers and/or chairpersons if it is a timely issue
- pays the annual fee of the post office box rental when it is due in April
- sends those notices required by the Bylaws, the President, and the Board of Directors
- recruits active members to host monthly meetings and creates a list of the monthly meeting hostess and co-hostesses
- prepares an annual plan and proposed budget for membership approval at February meeting
- submits all reports (monthly and year-end) on approved forms, one copy each to the President, Recording Secretary, and when applicable, Treasurer
- reviews and updates the section of the Policies and Procedures Manual that pertains to her jurisdiction and report to EC for action by October 15th
- submits a year-end report and recommendations to the President-Elect for distribution to incoming chairpersons in January.
- performs other duties as may be assigned to her by the President and the Board of Directors

TREASURER

- responsible for all general funds
- receives and gives receipt for money due and payable
- deposits all money in FWL account
- signs all checks countersigned by designated officers
- gives a financial report at every meeting of the members and the Board of Directors (Art. VI Sec. 7)
- prepares reimbursement checks for approved FWL expenditures with the completion of a FWL reimbursement form
- writes and distributes donation letters, upon request, to members/others who donated money towards a charitable cause for an FWL project, i.e., Adopt-a-School
- keeps all documents, records and books for submittal to the Internal Audit Committee at the end of the fiscal year
 - submits to the Internal Audit Committee monthly reports, bank monthly statements, and all documentation of expenditures and deposits
- responsible for filing the e-postcard, which is due to the IRS on June 15 (the 15th day of the 5th month after the close of FWL's fiscal year). The information required includes income from all sources: dues and donations
- serves on the Ways and Means Committee
- prepares Department of Commerce & Consumer Affairs (DCCA) Domestic Non-Profit Corp. Annual Report (September)
- prepares an annual plan and proposed budget for membership approval at February meeting
- submits all reports (monthly and year-end) on approved forms, one copy each to the President, Recording Secretary, and when applicable, Treasurer
- reviews and updates the section of the Policies and Procedures Manual that pertains to her jurisdiction and report to EC for action by October 15th
- submits a year-end report and recommendations to the President-Elect for distribution to incoming chairpersons in January.
- performs other duties as may be assigned to her by the President and the Board of Directors

ASSISTANT TREASURER

The Assistant Treasurer maintains the funds for the scholarship program, which is one of the stated objectives of FWL: To establish a program of scholarship for Filipino students at a high school level and to establish criteria for the selection of scholarship recipients.

Per the Bylaws, the Assistant Treasurer does the following:

- disburses funds to scholarship recipients (Art. VI, Sec. 8)
- maintains the minimum balance on the Scholarship checking account if required by designated bank to avoid fees.
- disburses checks in the the exact amount of the submitted invoice and recorded in the books accordingly
- performs the duties of the Treasurer in her absence (Art. VI, Sec. 8)
- signs checks countersigned by the President or Treasurer (Art. VI, Sec. (Art. VI, Sec. 8)
- countersigns all checks in the absence of the President as needed (Art. VI, Sec.8).
- renders a financial report at each meeting of the members and/or Board (Art. VI, Sec. 8)
 - Provides hard copies of the report to the President, Recording Secretary, and Scholarship Chairperson.
- ensures that the funds of the corpus endowment and its interest is used only for scholarship purposes (Art. VI, Sec. 8)
- keeps all documents, records and books for submittal to the Internal Audit Committee at the end of the fiscal year. Scholarship fiscal year is from October 1st of current year to September 30th of the following year.
 - Keeps these records and documents in a hard copy ledger even if she enters the data into a spreadsheet
 - submits to the Internal Audit Committee, at minimum, her monthly reports, the bank monthly statements, and all documentation of expenditures and deposits within 14 days of the request by the Internal Audit Committee to submit the Assistant Treasurer's books and records for audit
 - writes a response to the Internal Audit Committee within 30 days of receiving written notice from the committee on the corrective actions taken by the Assistant Treasurer on any discrepancy/concern
- searches for the financial instruments at a financial institution or bank offering the best returns, and deposits excess funds there after receiving approval of the Executive Committee (in keeping with FWL's desire to build the endowment large enough to use the interest only for scholarships) (Art. VIII, Sec. 3)
 - Any recommended financial transactions regarding Scholarship monies (except for scholarship disbursement) must be presented at the general membership meeting for members' approval.
- prepares an annual plan and proposed budget for membership approval at September meeting
- submits all reports (monthly and year-end) on approved forms, one copy each to the President, Recording Secretary, and Scholarship Chairperson

- reviews and updates the section of the Policies and Procedures Manual that pertains to her jurisdiction and report to EC for action by October 15th
- submits a year-end report and recommendations to the President for distribution to incoming chairperson in September
- performs other duties as may be assigned to her by the President and the Board of Directors

INTERNAL AUDIT

Per the Bylaws, this committee is comprised of three members appointed by the President (Art. VII, Sec. 8)

- secure the Treasurer's and Assistant Treasurer's reports for the year you want to audit
- secure the General Membership minutes of the fiscal year (February to January) being audited
- go through the Treasurer's and Assistant Treasurer's reports with the minutes to check if it matches or if there is/are discrepancies. If there are any, bring it to the attention of the treasurers for explanation/s.
- type the Internal Audit report and report it at the following General Membership Meeting
- return the Treasurer and Assistant Treasurer reports to them, who, in turn will give their reports to the Record Keeping Committee to scan.
- Recommendation: Better to do the audit right after the fiscal year ends so all issues (if any) are fresh and still clear

PROGRAM

The Program Committee develops educational programs to create an awareness of Filipino culture among the FWL members and shall be responsible for the cultural activities of the FWL

- responsible for the education, development, and perpetuation of the Filipino culture by the implementation of cultural programs and activities among the FWL members and the community
- cares for all of the music, costumes, and props belonging to the FWL
- custodian of the gavel and installation materials
- maintains an inventory of all such music, costumes, and props
- responsible for all social team building activities
- prepares an annual plan and proposed budget for membership approval at February meeting
- submits all reports (monthly and year-end) on approved forms, one copy each to the President, Recording Secretary, and when applicable, Treasurer
- reviews and updates the section of the Policies and Procedures Manual that pertains to her jurisdiction and report to EC for action by October 15th
- submits a year-end report and recommendations to the President-Elect for distribution to incoming chairpersons in January.
- submits a year- end report and recommendations including an inventory of the music, costumes, and props to the President-Elect (Art. IX, Sec. 2)
- performs other duties as may be assigned to her by the President and the Board of Directors

Footnote: Because of IRS guidelines (see p. 1 of this document) Samahan activities have to include charitable or educational activities, displays, or presentations for members and their families in order to be funded by FWL.

MEDIA RELATIONS

The Media Relations Committee furnishes the media (social media, press, radio, and television) with the objectives and accomplishments of the FWL and ensures that information about ongoing activities and efforts of the Filipino Women's League is appropriately shared

- updates the website as appropriate as it relates to information for the public.
- works with a webmaster on changes to the website.
- prepares an annual plan and proposed budget for membership approval at February meeting
- submits all reports (monthly and year-end) on approved forms, one copy each to the President, Recording Secretary, and when applicable, Treasurer
- reviews and updates the section of the Policies and Procedures Manual that pertains to her jurisdiction and report to EC for action by October 15th
- submits a year-end report and recommendations to the President-Elect for distribution to incoming chairpersons in January.
- performs other duties as may be assigned to her by the President and the Board of Directors

RECORD KEEPING

- store digital copies of the documents required by law: minutes of all meetings and the audited records of the Treasurer and Assistant Treasurer
- designate one member of the committee to be the FWL historian. She will, at the request of the President,
 - store digital photographs of FWL events and activities
 - shares photos with FWL members
 - keep digital files containing photographs and pertinent documents of all activities and services
- prepares an annual plan and proposed budget for membership approval at February meeting
- submits all reports (monthly and year-end) on approved forms, one copy each to the President, Recording Secretary, and when applicable, Treasurer
- reviews and updates the section of the Policies and Procedures Manual that pertains to her jurisdiction and report to EC for action by October 15th
- submits a year-end report and recommendations to the President-Elect for distribution to incoming chairpersons in January.
- performs other duties as may be assigned to her by the President and the Board of Directors

SERVICE

Because the Filipino Women's League is a 501 (c)(3) organization, the members are required to do charitable or service projects. It has been the Committee's goal to try to cover as many aspects of charity work as possible: general charities, the elderly, shut-ins, abused families, the physically challenged, the sick, the hungry, the needy, youth, veterans, and the military. The Service Committee shall use its discretion to select projects and budget for the year.

Last minute service project requests can be considered as long as they do not cost money, there are enough volunteers, and the Service Committee meets and then makes recommendations to the League.

- prepares an annual plan and proposed budget for membership approval at February meeting (Ad hoc as needed)
- submits all reports (monthly and year-end) on approved forms, one copy each to the President, Recording Secretary, and when applicable, Treasurer
- reviews and updates the section of the Policies and Procedures Manual that pertains to her jurisdiction and report to EC for action by October 15th
- submits a year-end report and recommendations to the President-Elect for distribution to incoming chairpersons in January.
- performs other duties as may be assigned to her by the President and the Board of Directors

WAYS AND MEANS

The WAM Committee plans, organize, and execute fundraising events (Art. VII, Sec. 7)

- prepares an annual plan and proposed budget for membership approval at February meeting (Ad hoc as needed)
- submits all reports (monthly and year-end) on approved forms, one copy each to the President, Recording Secretary, and when applicable, Treasurer
- reviews and updates the section of the Policies and Procedures Manual that pertains to her jurisdiction and report to EC for action by October 15th
- submits a year-end report and recommendations to the President-Elect for distribution to incoming chairpersons in January.
- performs other duties as may be assigned to her by the President and the Board of Directors

SCHOLARSHIP

The Scholarship Committee shall establish a program of scholarship(s) for students with Filipino ancestry at the local high schools.

Please see Addendum for detailed description of Scholarship processes. Scholarship had created a manual containing all procedures and sample letters that need to be used. This manual is held and maintained by the Scholarship Committee Chairperson, and is transferred to the subsequent committee chairperson. This Committee's year runs from September to August.

Scholarship fiscal year is from October 1st of current year to September 30th of the following year.

- prepares an annual plan and proposed budget for membership approval at October meeting. The proposed budget should include funds for the promotion and sales of cookbooks.
- Scholarship Committee notifies designated school contacts (counselors) of FWL scholarship
- works with Scholars App
- Scholarship Committee decides on scholarship recipients by April and works with Media Relations Committee
- Scholarship checks mailed out
- committee checks to see if recipients are available to attend a luncheon in their honor and plans the luncheon if any recipient is available
- submits all reports (monthly and year-end) on approved forms, one copy each to the President, Recording Secretary, and when applicable, Treasurer
- reviews and updates the section of the Policies and Procedures Manual that pertains to her jurisdiction and report to EC for action by October 15th
- submits a year-end report and recommendations to the President-Elect for distribution to incoming chairpersons in January.
- performs other duties as may be assigned to her by the President and the Board of Directors

AD HOC COMMITTEES

Robert's Rules of Order defined an ad hoc committee as "...a temporary committee, also known as a special or select committee, that is created to complete a specific task and is dissolved once the task is finished." Any FWL ad hoc committee will follow the guidelines below.

- prepares an annual plan and proposed budget for membership approval at February meeting or when created
- submits all reports (monthly and year-end) on approved forms, one copy each to the President, Recording Secretary, and when applicable, Treasurer
- reviews and updates the section of the Policies and Procedures Manual that pertains to her jurisdiction and report to EC for action by October 15th
- submits a year-end report and recommendations to the President-Elect for distribution to incoming chairpersons in January.
- performs other duties as may be assigned to her by the President and the Board of Directors

OTHER

PARLIAMENTARIAN

Robert's Rules of Order shall be the parliamentary authority which shall govern the League in all cases where applicable and not otherwise inconsistent with the charter of incorporation and the bylaws. At the discretion of the President, a Parliamentarian may be appointed to oversee meeting procedures and to ensure that the meeting is run smoothly. The Parliamentarian shall be responsible for the document entitled Robert's Rules of Order Newly Revised (JRONR) or Robert's Rules of Order Newly Revised in Brief (RONRIB) and have it available for reference at every meeting (Art. XIII).

The Parliamentarian will assist the President in understanding and applying the Rules at FWL meetings.

ALOHA COURTESY FUND

The Aloha Courtesy Fund was established by the organization to perform all League “aloha” courtesies for a member’s hospitalization, prolonged illness, and death of an immediate family member (spouse, child, sibling, parent), using monies generated by the hostesses and co-hostesses at the general membership meetings. These monies are voluntary and are not part of the general fund or scholarship funds. (The Aloha Courtesy Fund was re-established at the February 8, 2008 meeting).

The Corresponding Secretary is responsible for this fund and follows the guidelines below.

- keeps account of the courtesy fund monies collected at regular meetings and gives a monthly report of the balance and the amount collected at each meeting
- manage Courtesy Fund not to exceed \$100
- plan & organize mini fundraiser when Courtesy Fund has \$40 to maintain \$100 available funds
- utilizes the courtesy funds for:
 - hospitalization of a member: appropriate gift not to exceed \$30 (plant, book, fruit basket, etc.) (April 1, 2016 meeting)
 - illness of a member or spouse but no hospitalization: get well card (Oct. 2, 2006 minutes)
 - death of a member or an immediate family member: condolence card only (Oct. 2, 2006)
- transfers all courtesy funds to the next elected Corresponding Secretary

All courtesy funds will remain in the courtesy fund and not be transferred to the general fund (April 1, 2016 meeting).