

**POLICY GUIDELINES**  
**NATIONAL VOLUNTEER OUTREACH NETWORK, INC.**



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This booklet of the National Volunteer Outreach Network, Inc. contains the policy and guidelines for the wise management of NVON and principles by which the NVON Board may determine a course of action.

## NATIONAL VOLUNTEER OUTREACH NETWORK, INC. POLICY GUIDELINES

### **President shall:**

1. Attend and preside at meetings of NVON.
2. Serve with vote in an event of a tie.
3. Study and become familiar with NVON Bylaws and Policy Guidelines.
4. Have access to electronic communication.
5. Hold only one position on NVON Board during term.
6. Appoint an Advisor, with the approval of the Executive Committee, to serve during her three-year term.
7. Appoint a Parliamentarian annually, whose term of office shall be January 1 to December 31, with the approval of the executive committee, with option for reappointment, not to exceed president's term of office
8. Appoint all committees:
  - a. Bylaws Committee in second year of term to consist of an Executive Committee member and two (2) state presidents.
  - b. Nominating Committee, appointed annually, consisting of a member of the Executive Committee as chair with two (2) state presidents.
  - c. Financial Review Committee, appointed annually, consisting of Secretary as chair with two (2) qualified members, each from a different state. Committee members shall not be from the Treasurer's state.
  - d. Tellers Committee, appointed annually.
  - e. Special Projects Committee, appointed as needed.
  - f. The Executive Committee will serve as the Budget and Policy Guidelines Committees.
9. Be an ex-officio member of all committees with exception of Nominating Committee.
10. Appoint a Newsletter Editor concurrent to President's term with approval of Executive Committee. During the second year of Editor's term poll Executive Committee to see if they approve of Editor being appointed an additional three year term.
11. Provide an article for each newsletter printed.
12. The four elected officers of NVON (President, Vice President, Secretary, and Treasurer) shall each designate the use of no more than one fourth of the interest deposited into the designated Endowment Reserve Account.
13. All requests for disbursement of the National Volunteer Outreach Network Endowment funds shall require a voucher for payment (with attached receipts), and follow the voucher approval procedure with the additional approval in writing of the appointed Advisor to NVON Board.

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14. Represent NVON on Country Women's Council USA Board and at the Associated Country Women of the World Triennial Conference.
15. Represent NVON at meetings of other groups, or delegate this duty.
16. Make a report of activities at annual conference.
17. Shall send Nomination Form to NVON Board six (6) months prior to annual conference.
18. Counsel with President-Elect so that duties will be familiar when the office is assumed.
19. Send agenda of annual conference to NVON Board, Advisor and Editor at least thirty (30) days prior to conference.
20. Prepare an agenda for board meetings and send to NVON Board, Advisor and Editor, ten (10) days prior to meetings
21. Send a copy of the final proposed budget with the agenda to NVON Board, Advisor and Editor, ten (10) days prior to the annual business meeting.
22. Brief pages and tellers of their duties prior the opening session.
23. Work with host state conference chair for arrangements of annual conference during years of presidency.
24. Compile and print annual conference program.
25. Be responsible for a "Thank You" gift for the retiring NVON Officers and appointees, not to exceed \$50.00 per gift taken from the reserve funds.
26. Receive invitations from state organizations to hold annual conference.
27. Forward copies of NVON Conference Report and updated Annual Conference Budget Planner to NVON Board and to future Conference Chairs.
28. Encourage members to carry out the work outlined in the resolutions and recommendations passed at triennial.
29. Revise and print a NVON Handbook every three years during the year of the President Elect.
30. Welcome new member states by sending a welcome packet to State President. Suggested items to include are:
  - a. Red Booklet containing current NVON Bylaws, Policy Guidelines, Conference Guidelines and Forms
  - b. NVON Handbook with inserted sheet of present NVON Board
  - c. Project In Common information
  - d. Program Library list
  - e. NVON Conference Information

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- f. NVON VISION, VISION Subscription Form and information on printing and distribution of VISION
  - g. NVON Pin and brochure and information on additional purchases
31. Receive vouchers (with attached receipts) for payment of NVON funds, determine whether approval will be given, and forward one copy to the Treasurer for payment.
  32. Attach copy of check to approved voucher.
  33. Attach monthly bank statement to corresponding deposits and approved vouchers.
  34. May submit voucher for NVON Conference registration to be reimbursed by NVON.
  35. Keep a record of expenses and submit a voucher with attached receipts to the Vice President.
  36. Pass on to incoming President all information and papers pertinent to that office no later than January 15th.

## NATIONAL VOLUNTEER OUTREACH NETWORK, INC. POLICY GUIDELINES

### **President Elect shall:**

1. Attend all NVON meetings.
2. Serve with vote.
3. Study and become familiar with NVON Bylaws and Policy Guidelines.
4. Have access to electronic communication.
5. Hold only one position on NVON Board during term.
6. Serve on Budget and Policy Guidelines Committees.
7. Appoint an Advisor, with the approval of the Executive Committee, prior to conference, to serve during her three-year term as President.
8. Appoint a Parliamentarian, with the approval of the Executive Committee, to serve a one year term beginning January 1 of Presidency.
9. Serve as understudy to and receive training and guidance from President.
10. Assist President and perform all assigned duties.
11. Serve as ex officio member of all committees on which the President is serving.
12. Perform all President's duties in President's absence or inability to serve.
13. Perform duties of President in case of resignation or death.
14. Work with host state conference chair for arrangements of the annual conference that will be held the first year of his/her presidency.
15. Be responsible for a "Thank You" gift from the NVON Board to the out going President, keeping the cost to a maximum of no more than \$10 of personal money per NVON Board member.
16. May submit voucher for NVON Conference registration to be reimbursed by NVON.
17. Keep a record of expenses and submit a voucher with attached receipts to President for payment as required.

## NATIONAL VOLUNTEER OUTREACH NETWORK, INC. POLICY GUIDELINES

### **Vice President shall:**

1. Attend NVON meetings.
2. Serve with vote.
3. Study and become familiar with NVON Bylaws and Policy Guidelines.
4. Have access to electronic communication.
5. Hold only one position on NVON Board during term.
6. Serve as Policy Guidelines Committee Chair and on Budget Committee.
7. Send recommended changes of Policy Guidelines to Executive Committee to review.
8. Update pages for Policy Guidelines booklets as needed.
9. Serve as an aide to President.
10. Perform all President's duties in President's absence or inability to serve, except in year of President-Elect.
11. Serve as Program Chair.
12. Coordinate and report on "Projects in Common" as determined by NVON Board.
13. Prior to running for position of Vice President, contact NVON board members for Project in Common suggestions. Refer to resolutions and recommendations recently passed at ACWW's Triennial Conference for direction in selecting Project in Common. Use the selected suggestion for the next Project in Common and as the platform when making the annual conference announcement of running for Vice President.
14. Project in Common:
  - a. Is a three (3) year project running January 1 to December 31.
  - b. Shall rotate themes from International, United State and Membership.
  - c. Shall begin January 1 during the President's second year and end the next President's first year.
  - d. Information, report form, logo and any other pertinent information should be ready March 1 of the Vice President's first year in order for states to have information available to start the Project in Common. (It is suggested to send a copy of project information to President before it goes to print, is mailed to state presidents, or included on the web site to be well informed of Project in Common.)
  - e. Announcement letter shall be sent to each member state's president with information, report form, logo and any other pertinent information by April 1 of the Vice President's first year.
  - f. Shall begin January 1 of Vice President's second year.
  - g. Information shall be sent by the Vice President to the Webmaster for placement on the NVON website once the Project in Common has been announced.

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- h. An annual written report shall be sent to the Vice President from each member state using the Report Form on the NVON website 2 months prior to the Annual Meeting in order to be included on the progress of their state's Project in Common (include several electronic photographs of activities.)
  - i. Final written report of member state's three years activities shall be sent to the Vice President (include report form and electronic photographs.) The project shall end in the next Vice President's first year.
15. The four elected officers of NVON (President, Vice President, Secretary, and Treasurer) shall each designate the use of no more than one fourth of the interest deposited into the designated Endowment Reserve Account.
  16. All requests for disbursement of the National Volunteer Outreach Network Endowment funds shall require a voucher for payment (with attached receipts), and follow the voucher approval procedure with the additional approval in writing of the appointed Advisor to NVON Board.
  17. Provide an article for newsletter when requested.
  18. Receive President's vouchers (with attached receipts) for payment, determine whether approval will be given, and forward one copy to Treasurer for payment.
  19. May submit voucher for NVON Conference registration to be reimbursed by NVON.
  20. Keep a record of expenses and submit voucher with attached receipts to President.
  21. Pass on to incoming Vice-President all information and papers pertinent to that office no later than January 15th.

## NATIONAL VOLUNTEER OUTREACH NETWORK, INC. POLICY GUIDELINES

### **Secretary shall:**

1. Attend NVON meetings.
2. Serve with vote.
3. Study and become familiar with NVON Bylaws and Policy Guidelines.
4. Have access to electronic communication.
5. Hold only one position on NVON Board during term.
6. Serve on Budget and Policy Guidelines Committees.
7. Write minutes of NVON meetings, attach copies of reports. Submit to President for approval/corrections within two (2) weeks of close of meeting. Make corrections, if necessary and mail to NVON Board within one (1) month.
8. Update Motion Log and submit to President for approval/corrections within two (2) weeks of close of meeting. Make corrections, if necessary and mail to NVON Board with minutes within one (1) month.
9. Mail credential form to state organizations 90 days prior to annual conference. Receive completed forms 60 days prior to annual conference to prepare necessary voting delegate packets.
10. Work with Conference Chair to place a copy of the minutes in registration packets.
11. Call the roll to determine number of voting delegates present at business meetings. Report number required to establish a quorum, majority, and two-thirds vote.
12. Serve as chair of Financial Review Committee.
13. The four elected officers of NVON (President, Vice President, Secretary, and Treasurer) shall each designate the use of no more than one fourth of the interest deposited into the designated Endowment Reserve Account.
14. All requests for disbursement of the National Volunteer Outreach Network Endowment funds shall require a voucher for payment (with attached receipts), and follow the voucher approval procedure with the additional approval in writing of the appointed Advisor to NVON Board.
15. Submit an article that summarizes the NVON Conference for the October VISION.
16. Perform any other secretarial duties as assigned by President.



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17. Set up system to collect files of NVON activities for the Archives to include:

NVON Handbook

NVON Bylaws

NVON Policy Guidelines including Annual Conference Guidelines

NVON Executive Committee & Appointed Positions  
(list & photos are to be included in this file)

NVON Conference Program Booklets

NVON Conference Attendance List  
(Prepared by host state)

NVON Conference Evaluations Summary

NVON Brochure and Panel Card, when applicable

NVON Indiana Not for Profit

NVON IRS 501 (c) (3) Status

NVON Logos, Trademarks

NVON "VISION" Editor Reports

NVON "VISION" (copy of each issue)

NVON "VISION" Distribution List

NVON Financial Papers  
(Including: Each Year End Financial Report)

Each Year End Financial Report signed by Review Committee

Proposed Budget and Actual Budgets

NVON Endowment Reports

NVON Motion Log

NVON, ACWW and CWC Related Papers

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NVON Minutes & Attachments

NVON Projects in Common

NVON Officer Nomination Applications  
(including a picture)

NVON Sales Items

NVON ACWW Related Papers

Send to: Louise Pettus Archives  
c/o Gina White, Director of Special Collections  
Winthrop University  
700 Cherry Road  
Rock Hill, SC 29733

Call before sending papers,  
Phone (803) 323-2334

18. May submit voucher for NVON Conference registration to be reimbursed by NVON.
19. Keep a record of expenses and submit a voucher with attached receipts to the President.
20. Pass to incoming Secretary all information, equipment, and papers pertinent to that office no later than January 15<sup>th</sup>.

## NATIONAL VOLUNTEER OUTREACH NETWORK, INC. POLICY GUIDELINES

### **Treasurer shall:**

1. Attend NVON meetings.
2. Serve with vote.
3. Study and become familiar with NVON Bylaws and Policy Guidelines.
4. Have access to electronic communication.
5. Hold only one position on NVON Board during term.
6. Contact bank to maintain signatures of current President, President-elect (when applicable) and Treasurer on all bank accounts
7. Notify fidelity bond holder to update policy when a new President or Treasurer assumes office.
8. Deposit all interest derived from the principal of the National Volunteer Outreach Network Endowment (after the amount of \$10,000 has been reached) on January 1<sup>st</sup> into the NVON checking account in a designated Endowment Reserve Account.
9. The four elected officers of NVON (President, Vice President, Secretary, and Treasurer) shall each designate the use of no more than one fourth of the interest deposited into the designated Endowment Reserve Account.
10. All requests for disbursement of the National Volunteer Outreach Network Endowment funds shall require a voucher for payment (with attached receipts), and follow the voucher approval procedure with the additional approval in writing of the appointed Advisor to NVON Board.
11. Deposit any amount not designated by the four elected officers of the designated Endowment Reserve Account on December 31<sup>st</sup> back into the principal of the National Volunteer Outreach Network Endowment to forever become a part of the principal.
12. Send a copy of the End of the Year Financial Report to the President to distribute to the NVON Board no later than (2) months following the close of the calendar year.
13. Serve as Budget Committee Chair and on Policy Guidelines Committee.
14. Designate line items in the NVON Reserve Fund section of the Budget to cover items such as ACWW Delegate, printing of handbooks, brochures, etc.
15. Send a copy of proposed budget to Budget Committee no later than three (3) months prior to the annual business meeting for input/comments.
16. Send a copy of proposed budget to NVON President no later than 2 months prior to the annual business meeting for final input.

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17. Send a copy of final proposed budget, Financial Report-to-Date, the VISION Subscription Report and the NVON Endowment Report to The President no later than 3 weeks prior to the annual business meeting to be mailed with the annual business meeting agenda.
18. Work with Conference Chair to place a copy of the treasurer's report and proposed budget in registration packets.
19. Present proposed budget to NVON Board at meeting prior to annual conference.
20. Present proposed budget to voting delegates at annual business meeting.
21. Retain a qualified depositee/bank for NVON funds.
22. Receive, keep accurate records, and deposit all funds of NVON within two (2) weeks of receipt.
23. Present a statement of accounts when President requests.
24. Receive dues from state organizations and individual members and report status to the NVON Board.
25. Receive VISION subscriptions information from the Editor.
26. Keep accurate and up-to-date listings of state organizations, individual members and VISION subscriptions.
27. Provide a list of names and addresses to the NVON President and Editor semiannually or when requested.
28. Send dues notices to state organizations, individual members and follow up when necessary.
29. Place VISION subscriptions fee in NVON VISION expense fund.
30. Present a statement of accounts at all meetings of NVON, and at such other times as the President may request.
31. Request vouchers from President for budgeted expenses and pay as authorized.
32. Pay authorized expenses of NVON upon receipt of a signed voucher.
33. Before dispersing payment, copy each check and send to President for attaching to approved voucher.
34. Send itemized list of each deposit to President.
35. Each month send copy of checking bank statement to President for review.
36. A copy of the Endowments and CD's shall be sent to the NVON President for review.
37. Send a copy of all CD's to the President.

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38. Send a check for monies collected during the NVON Banquet and from the Silent Auction on behalf of Pennies for Friendship to Country Women's Council USA for ACWW before November 1 each year.
39. Submit, in a timely manner, any and all forms required by Internal Revenue Service and State of Indiana for non-profit organizations.
40. Present Treasurer's records for review to Secretary at close of board meeting.
41. May submit voucher for NVON Conference registration to be reimbursed by NVON.
42. Keep a record of expenses and submit a voucher with attached receipts to President for approval.
43. Pass on to incoming Treasurer all information, equipment and papers pertinent to that office no later than January 15<sup>th</sup>.

## NATIONAL VOLUNTEER OUTREACH NETWORK, INC. POLICY GUIDELINES

### **Advisor shall:**

1. Attend NVON meetings.
2. Serve without vote.
3. Study and become familiar with NVON Bylaws and Policy Guidelines.
4. Have access to electronic communication.
5. Hold only one position on NVON Board during term.
6. Serve as Advisor to all committees.
7. Provide approval in writing for all requests for disbursement of the National Volunteer Outreach Network Endowment funds to attach to a voucher (with attached receipts) for payment.
8. May submit voucher for NVON Conference registration to be reimbursed by NVON.
9. Pass on to incoming Advisor all information and papers pertinent to that office no later than January 15<sup>th</sup>.

## NATIONAL VOLUNTEER OUTREACH NETWORK, INC. POLICY GUIDELINES

### **Webmaster shall:**

1. Attend NVON board meetings when possible.
2. Serve without vote concurrent to President's term.
3. Study and become familiar with NVON Bylaws and Policy Guidelines
4. Maintain NVON website to contain current forms, NVON Vision, and up-to-date information as directed by NVON President.
5. Maintain host for NVON website, with approval of NVON President, and notify President and Treasurer of changes to the web hosting fee for proposed NVON Budget.
6. May submit voucher for NVON Conference registration to be reimbursed by NVON.

## NATIONAL VOLUNTEER OUTREACH NETWORK, INC. POLICY GUIDELINES

### **Parliamentarian shall:**

1. Attend NVON meetings.
2. Serve without vote.
3. Study and become familiar with NVON Bylaws and Policy Guidelines.
4. Have access to electronic communication.
5. Hold only one position on NVON Board during term.
6. Study and become familiar with Webster's New World Robert's Rules of Order Simplified and Applied Second Edition 2001 as a guide for monitoring and maintaining the proper conduct of official NVON business.
7. Advise NVON Board on parliamentary procedures.
8. Promote courtesy, justice, impartiality, and equality.
9. May submit voucher for NVON Conference registration to be reimbursed by NVON.
10. Pass on to incoming Parliamentarian all information and papers pertinent to that office no later than January 15th.



## NATIONAL VOLUNTEER OUTREACH NETWORK, INC. POLICY GUIDELINES

### **Editor shall:**

1. Attend NVON meetings.
2. Serve without vote
3. Study and become familiar with NVON Bylaws and Policy Guidelines.
4. Have access to electronic communication.
5. Hold only one position on NVON Board during term.
6. Publish a minimum of two (2) newsletters to be mailed each year by first class mail.
7. Collect articles and pictures for future issues of NVON VISION. Request from Board Members, advisor and state presidents, information to be included in VISION.
8. Prepare each issue of VISION to contain:
  - a. Subjects and projects, which will promote the goals of NVON
  - b. Letter from President
  - c. List of current NVON Board Members with term of office listed.
  - d. List of upcoming dates for conferences/meetings (State – National - International)
  - e. VISION subscriptions renewal information
  - f. Deadline for submitting information for next VISION (Due the 1<sup>st</sup> day of the month of publication.) Conference Information is due December 1<sup>st</sup> to President or President-Elect (when applicable) for approval.
9. Secure a printing company for NVON VISION.
10. Send draft of VISION to President for review before taking to printer. For better quality, request 2-3 people proof each issue of VISION.
11. Prepare for publication in following months and include stated information in issues of VISION
  - January – “Conference Issue” containing all information for July conference including registration form.
  - May – Update on conference plans, including registration form and other items deemed necessary by the president and board.
  - October – Report from NVON Conference, Country Women's Council USA Annual Meeting and news from member states.
12. Send VISION to the webmaster the day it is taken to the printer.
13. Request of twenty-five (25) copies of the January Conference Issue may be made by the Host Conference State. Additional copies may be requested by January 1<sup>st</sup>. Host State will pay printing and postage cost for additional copies over the 25 requested.

**NATIONAL VOLUNTEER OUTREACH NETWORK, INC. POLICY GUIDELINES**

14. Keep an accurate record of mailing/subscription list.
  - a. Each year request from member states updated list of officers and effective dates of term in office.
  - b. Mail up to five (5) complimentary copies of VISION to each member state.
  - c. Receive VISION subscriptions and forward to NVON Treasurer. (Issue VISION subscription list of each state to respective state president for verification once a year at NVON Conference in July.)
  - d. Make three (3) copies of mailing/subscription
    - I. Send one (1) with the President's copy of VISION
    - II. Send one (1) with Treasurer's copy of VISION
    - III. Place one (1) in Editor's file with VISION
15. Prepare labels for mailing of VISION.
16. Affix dues expiring label to the last mailing prior to subscription expiration.
17. Order from the printer the number of copies to be printed. Determine current number of VISION subscriptions, plus complimentary copies to include:
  - a. One (1) each to NVON President, President-Elect (when applicable), Vice-President, Secretary, Treasurer and Advisor
  - b. Five (5) for each NVON member state
  - c. Two (2) for Editor's file
  - d. One (1) for Archives (to be sent to the Secretary)
  - e. One (1) to each perspective NVON member state president/designee
  - f. One (1) CWC Chairman
  - g. One (1) ACWW USA Area President
  - h. One (1) ACWW London office
  - i. Plus a number to use for promotion of NVON (suggest 25)
18. Pay expenses upon receipt of invoice from printing company
19. Purchase postage stamps for first class mailing
  - a. Prepare one copy with label and request postal clerk to determine amount needed for postage. (Example: 18 pages #20 weight paper = \$.60 US postage.)
  - b. Each VISION to be mailed overseas must be in 6" x 9" manila envelop and marked "Printed materials"

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20. Prepare VISION for mailing:
  - a. Secure folds (see note)
  - b. Tape two edges
  - c. Adhere labels
  - d. Adhere postage
21. Complete expense voucher with attached receipts for all expenses incurred for the mailing. Send two (2) copies with receipts to President for approval and reimbursement.
22. Prepare a report of each mailing to be presented at next board meeting with copies for all NVON Board Members. Plus two for reviewing in Editor's expense file. Include in report:
  - a. Number of VISION mailed to paid VISION subscribers
  - b. Number of VISION mailed as complimentary copies
  - c. Total cost figure (Include all expenses for procuring VISION)
  - d. Cost for each VISION (Divide total cost by number of copies mailed)
23. May submit voucher for NVON Conference registration to be reimbursed by NVON.
24. Pass on to incoming Editor all information and papers pertinent to that office no later than January 15<sup>th</sup>.

## COMMITTEES

### A. Budget

1. Committee shall study expenditure trends in order to make recommendations to Treasurer.
2. Chair shall send a copy of proposed budget to Budget Committee no later than three (3) months prior to the annual business meeting for input/comments.
3. Committee shall review, revise if needed, and approve a budget proposal as submitted by Treasurer.
4. Chair shall send a copy of proposed budget to NVON President no later than two (2) months prior to the annual business meeting for final input/comments.
5. Chair shall send a copy of final proposed budget to The President no later than three (3) weeks prior to the annual business meeting to be mailed with the annual business meeting agenda.
6. Chair shall present proposed budget to NVON Board at meeting prior to annual conference.
7. Chair shall present proposed budget to voting delegates at annual business meeting.

### B. Annual Conference

1. States will take turns hosting annual conference using the following rotation: Kentucky, West Virginia, Illinois, North Carolina, Wisconsin, South Carolina, Indiana, Arkansas
2. Conference Chair shall be appointed by the host state organization and approved by NVON President.
3. Dates for annual conference to be selected by the state hosting the conference and NVON President.
4. The President and/or President-Elect (when applicable), will work closely with conference chair to plan conference.
5. Conference Chair shall use the NVON Annual Conference Guidelines.
6. The Conference Chair, Co-Chair, Registration Chair and Committee Chairs may not be a member of the NVON Board during the conference.
7. Conference Chair shall send records including signed vouchers with receipts, proposed budget, post summary with final conference expense report and evaluation forms with tabulated results to NVON President within thirty (30) days of close of conference. NVON President will share information with the NVON Board and future Conference Chairs.

## NATIONAL VOLUNTEER OUTREACH NETWORK, INC. POLICY GUIDELINES

8. The duties of the Tellers include:
  - a. Monitor voting delegates seating
  - b. Pass out ballots
  - c. Collect marked ballots
  - d. Retire with Chair of Tellers Committee to count ballots
  - e. Teller Chair will provide paper and envelope for sealing ballots
  - f. Teller Chair will present result of vote/ballot to President
  - g. Assist pages when requested

### **C. Policy Guidelines**

Committee shall review the Policy Guidelines and make recommendations as stated in Committees. Section Policy Guidelines.

1. Policy Guidelines Committee is made up of the Executive Committee.
2. Executive Committee will review and recommend changes to Vice President as needed.
3. Proposed changes to the Policy Guidelines shall be sent to The Executive Committee for their approval at least 60 days prior to the annual business meeting.

Majority vote of The Board is necessary for amendment.

### **Bylaws**

Committee shall review the Bylaws and make recommendations as stated in Article XI.

1. Bylaws Committee is appointed in second year of President's term to consist of an Executive Committee Member and two (2) state presidents.
2. Bylaws Committee will review and propose amendments during the second year of President's term.
3. Proposed amendments to the bylaws shall be sent to The Executive Committee for their approval at least 90 days prior to the annual business meeting.
4. Notice of intention to amend shall be sent to voting delegates at least 60 days prior to the annual business meeting.

**E. Nominating**

1. Committee shall review Bylaw Article IV, Section 2.
2. Chair shall contact NVON Board requesting applications for open positions one hundred twenty (120) days prior to the annual business meeting. Request should state open positions, their qualifications and a reminder to submit completed nomination forms to the NVON Nominating Chair forty-five (45) days prior to the NVON Annual Business Meeting.
3. Nominating Committee Chair shall send nomination forms to NVON President
4. Nominating Committee Chair shall send nomination form copies to Nominating Committee.
5. Nominating Committee shall select candidates from those whose credentials have been submitted forty-five (45) days prior to the annual business meeting.
6. Chair shall notify candidates as soon as selection is completed and request their attendance at annual conference for presentation to membership and request that each candidate deliver a 2-3 minute presentation on their qualifications.
7. Chair shall send copies of completed nomination forms with attachments to NVON Board thirty (30) days prior to annual business meeting.
8. Chair shall prepare ballots for annual business meeting.

**F. Financial Review**

1. Shall review financial records and make recommendations.
2. Chair shall request the Treasurer to bring the following for review:  
vouchers with attached receipts, check register, all bank statements and 1099 interest earnings notices, cancelled checks (when available), copies of all active CD's, computer accounting records, such as a summary statement and a by category statement and the last two years' financial reports for comparison. Check the year's beginning balance on the financial report against previous year's closing balance (These amounts should match)
  - a. Randomly, check some deposits (as listed on bank statements) against income records (such as income receipts in file and annual financial report). For example, verify that a deposit made for a fundraiser, for instance was made in the correct amount.
  - b. Randomly, check expenses (listed in bank statements and annual financial statement) against the cancelled checks to verify amount paid. Alternately, pull several cancelled checks and search for their invoices. There should be receipts and vouchers for all transactions.
  - c. Reconcile at least two months' bank statements with the treasurer's register. In addition, balance the last month of the year. If time permits, verify that all checks, used and unused, are accounted for.
  - d. Verify the annual financial report's beginning and ending balance with the figures in the check register.
  - e. Check bank statements of any savings accounts or certificates of deposit against the year-end financial statement for correct balances. These balances should be indicated on the annual financial statement. Were any transfers made in identical amounts?
  - f. The Treasurer shall be present during the Financial Review to answer questions that may arise.
  - g. On report at annual business meeting include that records have been reviewed, which records have been reviewed, signatures of the reviewers and the date of inspection. Comments or suggestions may be added.
3. Chair shall present report at annual business meeting and return records to Treasurer.

## **RULES FOR NVON BUSINESS MEETINGS**

1. The meeting shall open on time.
2. No one shall be admitted to the assembly without a name badge.
3. The credential report shall be adopted before business.
4. The program booklet, when adopted, shall be the order of business for the conference sessions, subject to amendment if necessary.
5. Minutes shall be approved by the NVON Board.
6. NVON members may introduce business; however precedence shall go to the voting delegates.
  - a. Upon being granted the floor, a delegate shall be permitted to speak no longer than two minutes.
  - b. There will be a ten minute limit for discussion on a subject that is on the floor. A motion may be made to extend discussion time an additional 10 minutes.
7. All motions shall be written and signed by the maker.
8. All communications to the platform shall be delivered by pages.
9. Displays at the conference shall be those pertaining to the interest of NVON and shall be for educational purposes.

## **VISION SUBSCRIPTION**

1. VISION Subscription is \$18.00 for three years
2. Subscriptions include nine NVON VISIONS plus the upcoming release of the NVON Handbook

## **INDIVIDUAL MEMBERSHIP**

1. Individuals from a non-member state may obtain an individual membership.
2. Individual members are members without vote.
3. Individual membership will be reported at annual meeting during roll call.
4. Dues shall be fifteen (\$15.00) dollars, payable every three years.



## NATIONAL VOLUNTEER OUTREACH NETWORK, INC. POLICY GUIDELINES

### HANDBOOK

1. Copies of the handbook shall be given at no cost to NVON Board, individual members and VISION subscription holders.
2. Printing cost of the handbooks should be designated in the NVON Reserve Fund section of the Budget.
3. Postage to mail the handbooks is derived from the VISION Subscription Fund.
4. Additional copies shall be available for purchase.

### WEB SITE

1. <http://www.nvon.org> is the official web site for the National Volunteers Outreach Network, Inc.
2. The site shall contain current information relating to NVON.