

Christ Child Society of Atlanta
Procedures and Guidelines

Membership and Dues

1. Annual dues are set at \$65, and are payable by December 31 annually. Members shall be notified by the VP-Membership beginning October 1st of each year regarding payment of dues and be reminded of the importance of supporting the National Appeal.
2. Membership shall be forfeited if dues are not paid by December 31, but may be reinstated upon payment.
3. New members shall be accepted upon completion of an application and payment of dues. Prorated dues payable in March will be set at \$30. Memberships paid July 1st and on will expire December 1st of the following calendar year. New Members shall receive membership information as described in the Communication Section of these Guidelines.
4. Members are encouraged to perform 20 service hours annually. Hours include all service related to our outreach programs, including travel to and from such programs, as well as attendance at social events.

Board of Directors

1. The Board will consist of elected members as stated in the By-Laws. Their duties and responsibilities are as described below.
2. All Board Members, with the exception of the Nominating Committee, shall notify and invite the President and the President-Elect to all committee meetings.
3. Annual reports shall be prepared by the Board Members and presented to the President for presentation at the Annual Meeting.
4. Each Board Member is responsible for keeping accurate records and procedures of her committee to be passed on to her successor.
5. Board of Directors may seek professional guidance from outside sources as needed.
6. The Board of Directors shall review every 3 years the Bylaws and Procedures and Guidelines.

Executive Committee

The duties of the Executive Committee should be adhered to as set forth in the Bylaws. Additionally, the members of the Executive Committee should abide by the procedures that follow.

President

1. Facilitate online communication with the board as a follow up to meetings.
2. Send and receive emails through the Christ Child Society of Atlanta.
3. Set the Board and general meeting calendars.
4. Assign tasks and duties to the Board as needed.
5. Communicate with the National office on all matters that require their attention.
6. Ensure that all decisions are approved by President and the Board.

7. Hold all Board members accountable to standards, policies, and procedures of The Christ Child Society.
8. Attend National conferences and conventions as schedule will allow.
9. In Coordination with VP Communications, act as Public Relations spokesperson for CCS of Atlanta.
10. Assist the VP Social and lead the Annual Luncheon (as Moderator).
11. Write President's letter for each newsletter.
12. Conduct an annual review of the chapter to assess the financial status and the Outreach and Volunteer status in the community.
13. Every three years initiate and lead a comprehensive review of all Christ Child Society of Atlanta by-laws, Procedures and Guidelines, Job Descriptions and Outreach, (which include Programs, Projects and Community Service). All work will be done in accordance with Guidelines from the National Christ Child Society and be submitted to the Director of Programs and Chapter Relations for review and approval. The next comprehensive review will be in 2027.

President-Elect

1. Be available for discussion with anyone from National.
2. Assist President and perform any duties that she assigns.
3. Attend all Board meetings.

Secretary

1. Attend all Board meetings, bringing copies of the current minutes as well as minutes from past Board meetings as the Board deems necessary.
2. Write thank you notes for donations and gifts received by the chapter.
3. Coordinate with the Treasurer to provide gifts or stipend for guest speakers and priests.
4. Administer layette card sales.

Treasurer

1. Track and record individual contributions.
2. Provide donors a letter with tax-exempt number for their tax records, for donations of \$250 and above.
3. Ensure annual tax-exempt and corporate status, by preparing and filing all required state and federal returns. Prepare annual financial statements to include balance sheet, profit and loss statement and cash flow statement.
4. Reimburse members for approved expenses when they submit appropriate receipts, within 30 days.
5. Maintain the PO Box at the Dunwoody post office. Collect and distribute mail to the designated persons. In the event of a post office box change, the treasurer shall be responsible for communicating such change to all necessary parties.
6. Attend all Board meetings.
7. Will maintain records for 7-years.

Standing Committees

There are four Standing Committees-Social, Communications, Membership and Outreach, which includes all Programs, Projects and Community Service. Each Committee is chaired by a Vice-President of the Board, who should work with her committee to ensure that the following duties and responsibilities are met.

Vice-President-Social

1. Be responsible for all hospitality aspects for general meetings, luncheons, coffee/brunches as set by the Board. Annual events include general meetings, two annual informational membership events, Annual Membership luncheon, and Past President's Christmas Brunch.
2. Contact our spiritual advisor to schedule the dates when mass is celebrated in conjunction with general meetings.
3. Execute all aspects of the Annual Membership Luncheon.
4. Attend all Board meetings.
5. Perform any duties assigned by the President.

Vice-President- Communications

1. Create and distribute monthly Happenings by email.
2. Coordinating with the President, develop and implement a public relations and marketing strategy based on the chapter's current goals and needs.
3. Make changes and additions to the online calendar as needed.
4. Attend all Board meetings.
5. Perform any duties assigned by the President.

Vice-President- Membership

1. Maintain a database of the membership, tracking basic contact and family information, as well as membership history, participation in any committees, and payment records. Update and make changes/additions as they occur.
2. Coordinate with Treasurer the collection and records-keeping of membership dues.
3. Publish and distribute, through email, a membership directory, and a listing of the Board directory and committee members. Communicate changes as necessary.
4. Create membership report to be sent to National each year.
5. Create, from the database, labels to be used for all mailings.
6. Creating and maintaining new member packets for distribution at the annual luncheon and throughout the year.
7. Attend all Board meetings.
8. Perform any duties assigned by the President.

Vice-President- Outreach

1. Be familiar with all Outreach, which includes all Programs, Projects, and Community Service.
2. Communicate Outreach needs to the Board.
3. Contact all Outreach Coordinators prior to the Board meetings and prepare a report to be presented to the Board.
4. Communicate the Board's decisions back to the Outreach Coordinators.
5. Submit for approval Outreach budget requests annually to the board.
6. Ensure all Outreach coordinators maintain a record of all activities. An annual summary should be submitted by all coordinators in January to the President.
7. Attend all Board meetings.
8. Perform any duties assigned by the President.

Draft Operational Budgets and Reimbursement Policies

1. Draft operational budgets should be submitted to the board by October 1st annually for approval for the upcoming year. Drafts need to be specific and must state details of purchase amount, utilization of funds and where to be purchased. All draft operational budgets are subject to Board approval.
2. Upon Board approval, the Request for Reimbursement Form should be completed with invoices and or receipts attached and submitted within 30 days of purchase to the Christ Child Society of Atlanta Board via P.O. Box 88705, Atlanta, Ga. 30356. Reimbursement may not be considered if requests and necessary documentation are not sent in a timely manner.
3. Based on the availability of funds, requests for additional expenditures will always be considered by the Board. All requests are subject to Board approval.

Conflict of Interest Policy

See Appendix a-11 of the Operating Manual and Guidelines of the National Christ Child Society and Chapters.

Email Policy

Confidentiality of email correspondence must be respected. If the words, "CONFIDENTIAL EMAIL" appear at the beginning of any email, the contents must not be shared beyond the original distribution list. Diligence and discretion are of the utmost importance.

Amendment of By Laws:

1. See Article XV of the ByLaws for general overview.
2. The Board will review the bylaws every three years.
3. Proposed changes to the bylaws will be distributed to the membership 30 days prior to a general meeting. Such distribution shall include both current bylaws and proposed changes in a format that cannot be manipulated. Members may submit their comments or proposed changes in an email at least a week before a general meeting to the President. After consideration, the Board will distribute the proposed bylaws for review by the membership prior to the general meeting. A hard copy of the proposed bylaws will be available for review at said general meeting before voting proceeds.
4. After Chapter approval, the final bylaws will be distributed to the membership.

Reporting to National and Government Agencies

In accordance with duties and responsibilities as outlined in the Bylaws and these procedures, certain documents must be submitted regularly to government agencies and to the Offices of the National Christ Child Society. CCS of Atlanta has financial obligations to various other companies that supply both products and services. The table below shows the financial and reporting obligations that must be met, and where the responsibility lies for ensuring prompt and complete attention and compliance.

Document/Payment	Recipient	Due Date	Responsible Party(ies)
Chapter History Information	NCCS	Every 10 years	Board Members
Chapter Board of Directors/Officer Information Form	NCCS	Within 30 days of the election meeting	President
Proposed Chapter Bylaws	NCCS	Prior to vote	President
Amended & Restated Bylaws	NCCS	Upon approval, two copies should be sent to National	President
Credentials for Delegates	NCCS	Within 30 days of the call to the annual meeting of NCCS	President
President's Annual Chapter Report	NCCS	February annually	President
Website and Domain Name Fees	EZ Address	December	Treasurer
Insurance Policy	Alliance Insurance	January 17 annually	Treasurer
Chapter Dues	NCCS	March 1 annually	Treasurer
Finance Report to include Annual Financial Statement and IRS Form 990	NCCS	Within 3 months of close of fiscal year— March 31 annually	Treasurer
Corporation Annual Report	Georgia Secretary of State	April 1 annually	Treasurer
IRS Form 990	IRS	May 15 annually	Treasurer
Chapter Support	NCCS	June 30 annually	Treasurer
Mailbox Fees	Post Office	October annually	Treasurer
Public Relations Materials	NCCS	As produced	VP-Communication
Roster Update	NCCS	January 1 and July 1	VP-Membership
Program and Community Outreach Report	NCCS	February annually	VP-Outreach