

**WIDOWED MEN AND WOMEN OF AMERICA  
(WMWA)  
National Policies & Procedures**

**I. DUES**

- A. Annual membership dues shall be \$30.00 per year, payable to WMWA by February 28 of each year.
- B. Membership dues for new members who join between January 1 and June 30 will also be \$30.00 payable with submittal of membership application  
Membership dues for new members who join between July 1 and December 31 will be \$15.00 payable with submittal of membership application.
- C. In Colorado \$15.00 (\$7.50 for new member application during 2nd half of year) of the dues will be returned to the Individual Links and the remainder will be retained by the National Office for administrative expenses and/or new member name tags.
- D. For other states, \$15.00 (\$7.50 for new member applications) will be returned to Individual Links; \$12.50 (\$6.25 for new member applications during 2nd half of year) of the dues will be returned to State Agents; and the remainder retained by the National Office for administrative expenses and/or nametags.

**II. DUTIES OF NATIONAL BOARD OF DIRECTORS**

**A. NATIONAL DIRECTOR**

The National Director shall:

- 1. Assist in the business operations of the organization.
- 2. Represent and be a spokesperson for the organization.
- 3. May sign checks written for National WMWA Organization.
- 4. Assist President with creation of Agenda for National Board Meetings.
- 5. Maintain records of States outside of Colorado.
- 6. Renew all individual State licenses including National License for Widowed Men & Women of America in Colorado.
- 7. Organize new links wherever there is an interest.
- 8. Oversee the National Elections with assistance from the National Board of Director.

**B. NATIONAL PRESIDENT**

The National President Shall:

- 1. Preside at meetings of the National Board of Directors.

2. Establish the agenda for all Board meetings with assistance of the National Director and National Secretary.
3. Assist the National Director when requested.
4. Serve in the absence of the National Director.
5. Help facilitate the activities of the National Committees.
6. Receive and process membership applications and renewals; return proof of death.
7. Provide membership name badges to Link Membership Chairperson.
8. Maintain records for all members, add new members, correct addresses, delete non-renewing members, and provide up-to-date rosters, which include e-mail addresses to National Secretary.
9. Complete quarterly Membership Report and provide to each Individual Link Membership Chairperson.
10. The original membership application shall be retained by the National Office.
11. Notify Board member of all meeting dates, times and locations no less than 10 days prior to a meeting.

#### **C. NATIONAL VICE-PRESIDENT**

The National Vice-President shall:

1. Serve if the National President is unable to attend Board meetings other functions.
2. Assist the National Director with planning National functions.
3. Facilitate the activities of the National Committees.
4. Assist the National President with membership applications and renewals as required.
5. Assist with voting process at any Board Meeting where voting will be required.

#### **D. NATIONAL SECRETARY**

The National Secretary shall:

1. Establish and maintain all record systems of the National Board and the WMWA Organization.
2. Record the minutes of National Board of Directors meetings and distribute minutes to all board members on a timely basis.
4. Assist President with preparation of agenda for National Board Meetings.
5. Receive from each individual Link, their quarterly Calendar, compile a National Quarterly Calendar/Newsletter and e-mail to each WMWA Member.
6. Record individual links monthly minutes; these should be submitted to the National Secretary electronically.
7. Obtain any additional information from Director, President or National Board of Directors, which needs to be mailed to all members

## **E. NATIONAL TREASURER**

The National Treasurer shall:

1. Establish and maintain all financial records of the WMWA Organization.
2. Report on the records and the financial status of the organization at all Board meeting or at request of National Director or National President.
3. Receive and deposit all income monthly.
4. Pay all bills subject to approval of the National Board.
5. Maintain a checking account for the National WMWS Organization with all checks written to be signed by Treasurer or Director or other designated National Officer.
6. Record individual Links Monthly Reports, these should be sent to the National Treasurer electronically.
7. Assist with dues renewal notices as per the WMWA By-Laws when required. Be responsible for having the Income Tax compiled and notifying all states in the WMWA National Organization if any income taxes are due.
8. Accounting for all individual links will be done according to GAAP (General Accepted Accounting Principles) guidelines ALL INCOME AND EXPENSES MUST GO THROUGH THE TREASURER, BOTH LINK AND NATIONAL. Each Link should set guidelines for how much can be spent with prior approval to ensure there are sufficient funds to cover expenses. Basically, no sore receipts, no reimbursement.
9. Be responsible for having the Income Tax compiled and notifying all states in the WMWA National Organization if any income taxes are due.

## **F. NATIONAL WEBMASTER**

The National Webmaster shall

1. Maintain and update the widowedamerica.org web pages with all additions, changes and updates voted on by the National Board of Directors.
2. Post photos of WMWA events, it's assumed that all photos taken are allowed to be posted unless a specific member requests their photo not be posted.
3. Report on web pages at all National Board meetings.
4. Prepare report of expense and present at the National Board meetings when necessary.

## **G. NATIONAL MEMBERSHIP CHAIRPERSON**

The National Membership Chairperson shall:

1. Be responsible for obtaining new members by soliciting a variety of businesses, clubhouses etc., and encouraging member participation.
2. Report to National Board meetings on the progress of new members.

### **III. PROCEDURES FOR SELECTION OF NATIONAL OFFICERS**

#### **A. Nomination procedures for candidates for National Officers**

1. Nominating forms outlining duties of each National Officer shall be provided to each WMWA Member by the National Office in the 3<sup>rd</sup> Quarter calendar/newsletter of each election year. Nomination forms need to be returned by August 15<sup>th</sup>.
2. Any WMWA member may nominate themselves for a National Office or may nominate any other WMWA member upon obtaining that member's consent.
3. The National Director shall contact all nominees to verify that the individual is willing to be on the ballot for the office for which they were nominated.
4. Nominees will be announced at each Individual Link's September meeting, along with requests for additional nominations for each office.

**B.** The National Election shall be held in October at each Individual Links regular Business meeting. This election shall be conducted by the Link President, who shall return all ballots to the National Director before a designated date or at the latest by November 1. Absentee ballots shall be available, prior to the meeting, from, each Individual Link's President for any member unable to attend the Links regular October business meeting and shall be mailed to the National Office to arrive before November 1.

**D.** The National Board of Directors will meet before November 30<sup>th</sup> to count ballots. A majority of the National Board must be present for an official count.

1. If one of the current National Officers is a candidate for an office, that person shall not be allowed to assist counting the ballots for that office.
2. If there is a tie vote for an office, there shall be a run-off election (for that office only), held at each Individual Links next regularly scheduled business meeting, unless one of the candidates concedes.
3. If there are no candidates for an office, the National Board of Directors shall appoint a consenting WMWA member to fill that office.

**E.** The National Director shall notify all candidates of the election results, by telephone if possible, and after all new officers have been notified, shall send written notice of all new officers, via the next Calendar/Newsletter to all WMWA members.

- F. The National Officers shall officially take office January 1, following the October elections, but they may meet for planning prior to January 1.

#### **IV. STATES OTHER THAN COLORADO - DUTIES AND STATE OFFICERS**

- A. At the time a State becomes independent, it will receive \$2.00 for each member who was in good standing in the State as of January 1 of the year.

- B. The State Director shall be responsible, along with the elected State Secretary and State Treasurer for the following:

1. Collecting membership fees and processing new members and renewals.
2. Mailing renewal notices to members.
3. Opening a checking account with the name of Widowed Men and Women of America and the State name, all checks to be co-signed by the State Treasurer and State Director.
4. Keeping accurate financial records and mailing copies to the national Office every two months to be received by the National Office by the 5<sup>th</sup> day of the month.
5. A portion of the membership fee (to be determined by the National Board) shall be returned by the State Director to each State Link for each new member and renewal member.
6. Keeping an accurate record of all members in the State's Individual Links and every two months sending a list of all new, renewal and non-renewing members to the National Office by the 5<sup>th</sup> day of the month.
7. The National Office shall receive \$2.50 for each States new member and renewal member (\$1.25 for mid-year membership applications). This amount to be sent to the National Office with the financial records every two months.
8. Compile a Quarterly Activity Calendar of all the States Individual Links and mail a copy to each of that States members. Also mail a copy to the National Office.
9. Organize local trips for the State. Occasionally organize a trip to include all states in the WMWA organization.

- C. Each State shall be responsible for having membership applications, renewal notices, membership cards, and welcome letters printed using the National Office format.