

STANDING RULES OF THE BOARD OF CHILDREN TODAY

1. BOARD OF DIRECTOR MEETINGS

Regular meetings of Directors of the Board shall be held quarterly at noon on the 3rd Wednesday of the months of March, June (Annual Meeting), September and December. If a schedule change is necessary in the event of a holiday or other conflicts, upon Board approval, advance notice will be given to all Board Members of the change in schedule.

2. DIRECTORS OF THE BOARD

Directors of the Board shall be required to adhere to the following:

All Directors of the Board are required to make a \$5,000 cash value or other acceptable in-kind contribution, either directly or by being principally responsible for securing it from another source, by the end of each calendar year [December 31st]. Please keep in mind that it is important for Board Members to demonstrate a financial interest in the organization and that many potential funders look at this requirement before funding Children Today. If this requirement is not met, Board Members may, at the discretion of the Executive Committee, lose their eligibility to be re-elected.

Besides making a direct monetary contribution, examples of ways in which Board Members can meet the \$5,000 requirement include:

- **Fundraise**

The Board Member can raise funds for the organization on their own accord through either an event/s that are separate and apart from any major fundraising event that Children Today currently holds (such as Holiday Cheer), or through securing a donation from a new supporter that isn't part of our existing pool of foundations and supporters. These efforts must be pre-approved by the Executive Committee so as not to conflict with any existing fundraising events and to be sure the collective efforts are well coordinated, appropriate and do not have a negative impact on the organization.

OR

- **In-Kind Donations**

The Board Member can secure in-kind donations of goods that are needed to operate Children Today. These may include program supplies, equipment, and storage space. In-kind donations should be coordinated through the Executive Director to ensure the items are relevant and needed.

OR

- **Pro Bono Services**

The Board Member either provides, or helps to secure, professional services specifically needed by the organization on a pro bono basis. Examples might include legal services, fiscal services, printing, human resources and real estate consulting.

Directors must also adhere to the ByLaws and Rules established in the Standing Rules document. In addition,

- a) Directors of the Board shall give to the Executive Director a contact/solicitation list, updated yearly, to be used by Children Today.
- b) Directors of the Board shall serve a three-year, re-electable term. Elections are held at the annual meeting in June.

3. ASSOCIATES TO THE BOARD

Associates shall be selected by Committee Chairs to lend expertise and assistance to the work done by Board Committees. Associates do not need to meet the requirements of the Directors of the Board. New Associate introductions will be made by Committee Chairs during the quarterly Board meetings. In addition, the Committee Chairs will notify the Executive Committee of any new Associate so a welcome letter can be sent out and notification made that they will be identified as a Children Today Associate on the agency's website.

4. NEW BOARD MEMBERS

Directors to the Board of Children Today must be approved by majority vote of the Board of Directors. Upon approval by the Executive Committee, information about the potential Director candidate will be presented to the Board of Directors for discussion, and if approved, the candidate will be invited to consider a position as a Director of the Board.

5. BOARD COMMITTEES

The Committees of the Board of Children Today will be made up of Directors and Associate Directors. The elected Chairpersons of the Board Committee shall participate on the Executive Committee. Chairpersons shall provide regular reports to the Board of Directors and be responsible for Committee Reports at the Quarterly Board of Director Meetings.

- Executive Committee (Chair, Alex Cherin) – shall be made up of the Officers of the Board of Directors, elected Committee Chairpersons and professional experts as needed (e.g. legal). The Executive Committee shall meet monthly except during months where Director meetings are held. Executive Committee meetings will be held at 9:30am the third Wednesday of designated months.
- Program Advisory Board (Chair, Dora Jacildo) - committee members will provide guidance to the Executive Director and Program Directors on program issues. This committee should include experts in homeless and child care issues. The Executive Director chairs this committee and reports to Executive Committee.
- Holiday Cheer (Chair, Chris Lorenzetti) – committee members will focus on the coordination of the annual Holiday Cheer Wine Tasting and Auction. The Committee Chair or a committee representative will participate in the Executive Committee meeting when the event is on the agenda. The Committee Chair reports to the Executive Committee.
- Run/Walk (Chair, Erin Vince) – committee members will focus on the coordination of the annual Run/Walk. The Committee Chair or a committee representative will participate in the

Executive Committee meeting when the event is on the agenda. The Committee Chair reports to the Executive Committee.

- Golf Tournament (Chair, Masy Bunnell, Co-Chair, Alex Cherin) – committee members will focus on the coordination of the annual Golf Tournament. The Committee Chair or a committee representative will participate in the Executive Committee meeting when the event is on the agenda. The Committee Chair reports to the Executive Committee.
- Audit Committee (Chair, Marisa Semense) – committee members will work with the Executive Director and Fiscal Manager to present an annual financial audit to the Board of Directors. The Committee Chair will participate in the Executive Committee meetings during the audit period and reports to the Executive Committee.
- Eco House (Chair, Marsha Naify, Co-Chair, Josh Lowenthal) – committee members will focus on developing plans for a future child care facility. The Committee Chair is a member of the Executive Committee and reports to the Executive Committee.

6. EXPENSE PROTOCOL

- a. Each Committee Chair shall meet with the President and the Treasurer to present the Committee's budget each year for approval.
- b. Committee Chairs shall work within their approved budget and keep the Board Treasurer and President apprised of budget concerns or changes.
- c. All committee expenditures shall be pre-approved by the Committee Chair. No expenses should be authorized without an approved budget.
- d. Expense reimbursements should clearly indicate the appropriate committee with approval by the Committee Chair prior to submission.

7. CHECK SIGNING PROTOCOL

Except as otherwise specifically determined by resolution of the Board of Directors, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the corporation shall be signed by the Executive Director for debts under \$2,000 or for any standard recurring debts which have been pre-approved by the Board of Directors. Debts over \$2,000 that are not standard and recurring and that have not been pre-approved by the Board of Directors or checks payable to the Executive Director must be signed by an authorized Executive Officer of the Board of Directors. Check disbursement forms shall be reviewed and signed off by the Fiscal & Office Manager or appropriate committee member to approve requests as valid expenses.