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IMCA PROCEDURES AND OPERATIONAL MANUAL

The IMCA Mission Drives Governance

The manual draws on accepted principles and best practices in nonprofit club governance in order to optimize the smooth flow of authority from the Directors to membership and the corresponding flow of accountability from the membership back to the Directors. The manual is a set of principles designed to keep communications throughout the organization open and clear so that the Board is positioned to better manage resources for the betterment of the membership. IMCA governance is driven by IMCA's mission and focuses on three key issues:

1. Planning - developing strategic goals and objectives. An annual strategic planning meeting will be held if deemed necessary by the Board.
2. Organization Performance - monitoring performance to ensure that IMCA goals and objectives are achieved.
3. Leadership - ensuring that IMCA is governed so that the best interests of the members are paramount.

I. MISSION AND VISION

Mission

Building Bridges of Friendship: by promoting international understanding and by encouraging learning, camaraderie, and mutual respect among men of experience, honor, and integrity with strong international backgrounds and interests, through a series of friendly and participative educational, cultural, and social events.

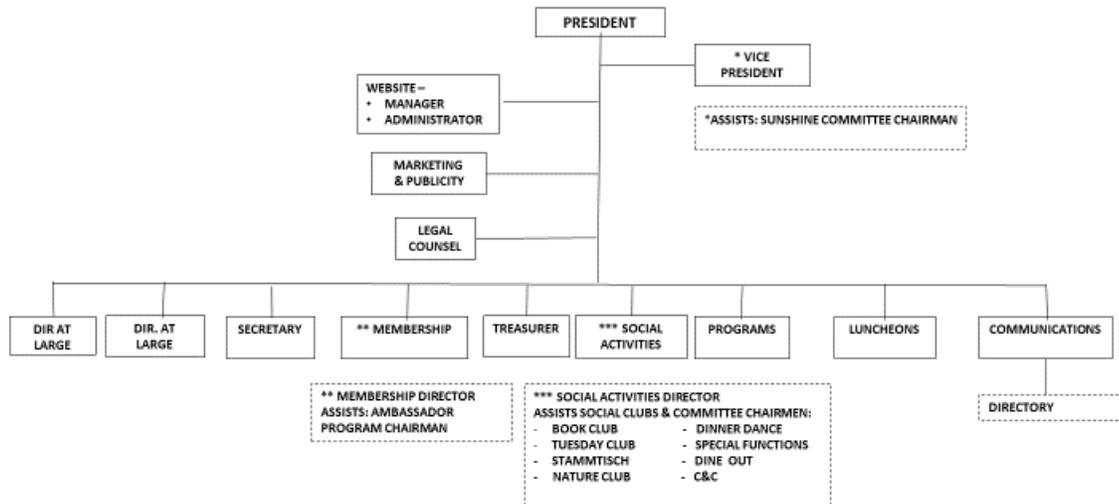
Vision

1. Make IMCA the premier social venue of SW Florida
2. Increase international focus by emphasizing diversity
3. Offer a range of consistently high quality program
4. Increase participation and satisfaction in club activities
5. Maintain friendliness, camaraderie and connectedness

II. PURPOSE AND GOVERNANCE

Board Structure and Process

IMCA ORGANIZATIONAL CHART 2019/2020



Structure

The Board of Directors of the Corporation shall be composed of no fewer than seven (7) and no more than eleven (11) members, including the four officers. The Board of Directors shall include directors (“Assigned Directors”) who will be assigned the following responsibilities: a Membership Director, a Program Director, a Social Activities Director, a Membership Luncheon Director and a Communications Director. The Assigned Directors will have such specific responsibilities as shall be determined from time to time by the Board. Directors at large shall perform such other functions as are assigned to them by the President, with approval of the Board.

Processes

1. The Board is accountable to the Membership and shall communicate with them regularly.
2. The Board and individual Directors speak as a unit; no one Director may speak on behalf of the Board unless they are specifically authorized to do so
3. The Board’s decisions should focus on policy development and ends determination for the benefit of the membership.

4. The Board delegates to Committees and controls the Committee's members' performance by establishing the limits within which they perform.
5. IMCA exists for the benefit of the members, therefore, the Board must explicitly define its own processes and procedures and what it is responsible for producing.
6. The Board must monitor and evaluate the performance of the Directors against established and clearly communicated policy and criteria.

Strategic Goals and Objectives

1. Engage new members into the activities of the club.
2. Increase and monitor the role of new member sponsors.
3. Establish the role of "Ambassadors" to foster member use of IMCA activities.
4. Facilitate "Building Bridges of Friendship" at luncheon meetings and other activities.
5. Develop a Policy and Operations Manual to assist in governance.

Performance Monitoring

The Board must monitor and evaluate the performance of its Directors against mission's goals and objectives and other established criteria to include:

1. Member satisfaction as reflected in attrition analyses, usage statistics, third party surveys, in house surveys, etc.
2. Maintenance of and adherence to the Club's strategic plan.
3. Development and maintenance of a positive community image.
4. Adherence to the Club's By-Laws and Procedures and Operations Manual.

Interest of Members

The interest of the members is paramount and all programs and activities must benefit the members.

Programs

Member programs include such as: Luncheon Speaker Program, Annual Dinner Dance, Dine Out, Cocktails & Conversation, Social Programs, Nature Club, Book Club, Tuesday Club, Stammtisch, IMCA Ambassadors and sponsors for new members to help facilitate their integration into the Club.

III. INCORPORATION

IMCA was incorporated on August 14, 2013 as a Florida non-profit corporation exempt from federal income tax under Section 501(c)(7) of the Internal Revenue code.

IV. INSURANCE

IMCA maintains Directors and Officers Liability and General Liability Insurance. The Treasurer is responsible for renewing these policies annually and recommending that the coverages be quoted if premium changes warrant.

V. PROCEDURES & OPERATIONS

Best Practices

The Board of IMCA ensures that the organization acts in accordance with its mission through meaningful oversight of operations and policy. The Board achieves this objective through the adoption of certain measures that have become best practices. Best practices will be identified by the directors and committee chairmen responsible for IMCA membership, programs and activities. These best practices will embody the unique pragmatic solutions that will work given the particular needs and circumstances of IMCA to include member requirements, organizational structure, size, programs and activities, and lifecycle stage. They will ensure the active oversight necessary for objective and informed judgment required for accountable organizational functioning including the responsible use of resources.

Implementation

The Board's ability to implement best practices and govern effectively is dependent on its ability to focus its time and attention on member programs and activities. The Board analyzes the available information from these events to revise programs and events to better enhance member benefits. The Board's attention is best focused on setting strategic direction and long term goals, and monitoring the use of best practices in IMCA's varied programs and activities. The Board's action in directing the implementation of best practices is necessary to achieve desired mission goals and objectives, and to ensure satisfactory compliance with ethical standards and the applicable law.

Adherence

Adherence to best practices allows the Board to measure the organization's progress towards achieving mission goals and objectives. The evaluation of program and activity performance is the foundation for gauging quality, efficiency, effectiveness, and membership desirability. With this information the Board can determine the correlation between mission and strategy, and board composition and organizational structure. The Board revitalizes itself through diversity of experience and through continuous recruitment.

VI. PRESIDENT /VICE PRESIDENT /SECRETARY /TREASURER

Position Descriptions

Refer to Article V of the IMCA By-laws for descriptions for the President, Vice President, Secretary, and Treasurer.

- **President and Vice President**

All references to the President are also applicable to the Vice President, unless noted otherwise.

Duties

The President is responsible to IMCA's membership and serves the Board by keeping them focused on IMCA's mission and vision, programs and events, legal obligations and responsibilities. The President presides over IMCA meetings and those of the Board of Directors and represents the Board in communications to the members, and the community. The President shall have only the authority and responsibility that is specifically delegated by the Board of Directors. The President will:

1. Perform all of the responsibilities of a Director.
Prepare the agendas for the Board of Directors' meetings, making every effort to ensure that the agendas focus on the Primary Functions and Specific Responsibilities of the Board of Directors.
2. Ensure that the Secretary distributes a meeting notice to all Directors and Committee Chairs, if applicable, outlining the time, date, place, and agenda for upcoming meetings. This notice should also include information pertinent to agenda items.
3. Preside over IMCA member and Board Meetings in accordance with Robert's Rules of Order.
4. Ensure that the Board of Directors and the Committees are adhering to the IMCA's Policy and Operations Manual and to proper parliamentary procedures.
5. Move for the removal of any Director or committee member who fails to meet their obligations.
6. Represent the Board of Directors in communications to the members.
7. Nominate successors to fill vacated positions on the Board or committees of the Board.
8. Settle conflicts among committee and/or Board members.
9. Approve all Annual Meeting and non-social publications or communications prior to publication.
10. Make any appropriate changes to the Administrative Calendar and coordinate through Website Administrator.
11. Appoint the Legal Counsel, Web Manager, and Web Administrator subject to approval by the Board of Directors.

Accountability

The President is accountable to IMCA's members and the President's effectiveness will be measured by:

1. Adherence to IMCA's mission and vision:
2. Adherence to IMCA's bylaws.
3. Adherence to IMCA's Operation and Policy manual
4. Adherence to IMCA's strategic plan
5. Effectiveness of the Board of Directors through productive decision making for the benefit of the membership

Duties

The Vice President shall serve in the place of the President in the President's absence or disability. Otherwise, the Vice President shall not have autonomous authority that is not specifically delegated by the Board of Directors and may not represent IMCA in any matter unless specifically authorized by the Board of Directors. The Vice President, when serving in place of the President, will perform all the duties of the President and be accountable and measured accordingly.

The Vice President is responsible for the maintenance of the Procedures and Operations Manual, and advising the Board of Directors regarding needed changes to the Manual and the By-Laws. All changes to the Procedures and Operational Manual and or By-Laws must be approved by the Board of Directors in accordance with the By-Laws.

The Vice President assists as necessary in the coordination of all Social functions with the Social Activities Director and with each social function chairman.

The Vice President has been delegated by the Board of Directors to assist the Sunshine Committee chair, as required, in the attainment of its goal and objective. The Vice President will report on any relevant activity at the monthly Board Meetings.

• Secretary

The Secretary shall have the authority and responsibility specifically delegated by the Board of Directors. The Secretary will:

1. Perform all of the responsibilities of a Director.
2. Ensure that IMCA's By-Laws and the minutes of Board of Directors meetings and those of annual meetings, which are legal documents, are properly filed and protected.
3. Ensure that IMCA's governance history is properly documented and preserved.
4. Ensure that amendments to IMCA's By-Laws, Procedures and Operations Manual, and other Club documents are properly recorded and the documents revision(s) are properly distributed.

5. Ensure that the procedures for the notice of IMCA's annual meeting and the Board's meetings are followed in accordance with the By-Laws and the Procedures and Operations Manual.
6. Distribute a meeting notice to all Directors outlining the time, date, place, and agenda for upcoming meetings. This notice would also include information pertinent to agenda item and be distributed at least one week in advance of the meeting so as to give Directors an opportunity to formalize their thoughts for issues under consideration.
7. Ensure minutes of the Board of Director's meetings are distributed to the Board within seven (7) days following the meeting.
8. Distribute aforementioned documents to Treasurer and the Web Administrator to be filed in the appropriate IMCA Dropbox folder.

- **Treasurer**

In addition to Article V of the by-laws, also refer to Section VIII of the Operations and Policy Manual, the Treasurer shall have only the authority and responsibility delegated by the Board of Directors. The Treasurer will:

1. Perform all of the duties and responsibilities of a Director
2. Serve as a member of the IMCA's Financial Committee if one exists.
3. Prepare and review the IMCA's monthly financial statements, and discuss with the President any variances from budget or unusual entries and report same to the Board of Directors. The Treasurer will report on financial status and budget to the Board of Directors at their monthly meetings.
4. Monitor the IMCA's accounts receivable procedures and results and when necessary make recommendations to the Board of Directors regarding member delinquency
5. Participate in the annual financial review.
6. Prepare and review the IMCA's budget and budgeting procedures to ensure they are consistent with the Club's mission and strategic plan, bringing any inconsistencies to the attention of the Board of Directors.
7. Maintain a list of all user names and passwords associated with bank accounts and other financial items, including IMCA Dropbox. Provide a sealed envelope containing a list of these items to the President for safe keeping.

VII. DIRECTORS

Position Descriptions

Refer to IMCA By-Laws Article IV

- **Director of Communications**

Coordinate and publish all IMCA communications for the various club events.

Methods

1. If IMCA does not use a vendor for announcements, then prepare and publish all forms of correspondence.
2. If IMCA uses a vendor, act as a go between with respective Event Chair and vendor.
3. Primarily, use email as it maintains a record of actions taken, although text or telephone calls can be used for clarification and/or follow-up.

Activities

Editor for all IMCA Communications (e.g. Informational Flyers, Membership Directory)

1. Coordinate, or prepare, and publish announcements for all club events, newsletters, business letters, Reminders, Membership Directory and Speaker and Event Brochure. Changes to the Administrative Calendar are the responsibility of the President.
2. Receives flyer information from Event and Committee Chairmen. Request clarification or missing information and if appropriate recommend changes. Finalizes, and receive approval from those chairmen before publishing.
3. Receives information from the President or Vice President for Annual Meeting announcements, By-Law Amendments, and report to members of IMCA Board decisions.
4. Maintain and distribute to appropriate Directors the annual IMCA Publications Schedule of Announcements.
5. Forward all communications to Web Administrator for publishing and retention.
6. Endeavor to send, via mail, all communications to members not possessing or having access to email.
7. Coordinate publishing and mailing of Membership Directory, and Speaker and Event Brochure.
8. Coordinate any printing jobs (i.e.: Sunshine cards, membership recruiting material i.e.: One New Member cards).

Internal Links

Receives and finalizes communication flyer details from:

1. President or Vice President for any Business Letters, special announcements, By-Laws and other Governance document publication
2. Program Director for all speakers and Speaker and Event Brochure
3. Luncheon Director for luncheons menu
4. Membership Director for Membership Directory and details of new member reception event. Also, if a vendor is not used, provide new member name and contact details.

5. Marketing and Publicity Chair as needed for any special assignments and publicity activities.
6. The various Club Chairmen for activity details
7. Event Chairmen for planning and event activity details
8. Social Activities Director also for the various social activities and the Speaker and Event Brochure
9. Dine-Out Chairman for Dine-Out Roster
10. Website Administrator for website, flyers, Membership Directory.
11. Treasurer for Annual Dues solicitation and reminders thereof.
12. Sunshine Committee Chair
13. Photographer, if needed, for Event Chair photos
14. Any Director and member for aMemoriam

Preparation of Directory and Speaker and Event Brochure

The Communications Director is responsible for the accurate updating, publishing and mailing of the Membership Directory; and two-sided Speaker and Event Brochure.

Activities

1. Membership Director verifies that the Member Roster and excel file on the website are updated as of mid-August. This includes obtaining photos, if missing, from members or photographer.
2. Website Administrator prepares files of all additions, including photos, deletions and changes, including updated photos that occurred since the last Directory was published. Inserts, were appropriate, labels for missing photos of New Member or Photo Not Available.
3. Program Director provides the Speaker name and photo, and the speaker's Topic for the October through May Luncheons for the Speaker and Event Brochure.
4. Social Activities Director provides the Event Calendar of the new year for the Speaker and Event Brochure.

The Communications Director forwards this information to the printer along with the changes to the Board of Directors and the list of Past Presidents by mid-September:

Robert Haller, robert@monarchgraphics.com
 Monarch Marketing Services
 28440 Old 41 Road. #6
 Bonita Springs, FL 34135
 Tel: (239)221-8993

5. The printer prepares a "proof" of the directory and of the Speaker and Event Brochure and emails them to the Communications Director.
6. The Membership Director and Communications Director proof read the Directory.
7. The Social Activities Director and Program Director proof read the Speaker and Event Brochure.
8. Corrections are sent to the printer by the Communications Director and proof read again as above.
9. Communications Director signs off on the proofs and instructs the printer to print the minimum quantity (250).

10. Web Site Administrator (Bold Solutions) provides an up dated mailing list to the Communications Director who forwards it to the printer. Upon completion of printing, the printer mails a directory and a Speaker and Event Brochure to each member.

11. Communications Director keeps the extra Directories and brochures, mails them to all new Members, when they join, during the next year and supplies them, as requested, to other Directors and Officers.

Internal IMCA Links

1. With Membership Director, Social Activities Director and Program Director for updated information and proofing.
2. With Treasurer for payment of printing invoices.
3. With the President to report on status of the project.

External IMCA Links

1. With Website Administrator for updated files.
2. With printer for directory and brochure printing and mailing.

• Director of Membership

Provide leadership to develop strategies and action plans for recruiting qualified members with emphasis on diversity and cultural and international backgrounds. This includes new member enrollment, verifying new applicants and seeking Board approval of them. Coordinate with Treasurer and Website Administrator to keep the Club membership roster up-to-date.

Activities

1. Achieve membership goals with respect to numbers and diversity.
2. Develop and maintain recruiting materials and keep them up-to-date. (Brochures, Flyers, Business Cards, etc.)
3. Develop and implement strategies and action plans for:
 - a. Welcoming new members (introductions, annual special events, etc).
 - b. Incentivizing the membership in the recruitment effort.
4. Retaining existing members and perform exit interviews to assess the reason for termination of membership and take follow-up corrective actions, where necessary.
5. Achieving greater awareness of membership benefits.
6. Notify new members of their membership status.
7. Provide regular updates to the Board regarding membership activities issues.
8. In conjunction with Treasurer and Luncheon Director keep an accurate record of attendance at Luncheons, Special Events, etc. and analyzes the data to determine membership attendance.
9. In coordination with Treasurer, develop and implement new member and renewing member payment policy.
10. Order name tags for new members and coordinate with Treasurer for payment of invoices.
11. Plan, coordinate and host Annual New Member Reception.

Internal IMCA Links

1. With the Board to keep them apprised of membership activities and from Treasurer to ensure annual dues and initiation fees from new members are properly collected and recorded.
2. With the Website Administrator to ensure the Membership Roster, is up-to-date encompassing new members, resignations and deaths.
3. With the Communications Director to provide membership material and news for publication.

External IMCA Links

1. With the Communications Director to provide membership material
2. Website Administrator for updates of the membership roster
3. With outside vendors to order name tags, lapel pins, brochures, etc.

• Luncheon Director

Organize and execute luncheons for the membership.

Activities and Timing

1. Plan meals for following calendar year of monthly luncheons with the help of the Food & Beverage of a Country Club of choice.
- **Timing:** January to March of the current year
2. Get approval from Board of next year's Luncheon dates, menu and costs.
- **Timing:** in March present and obtain Board approval
3. Obtain names of those attending and payments from Website Administrator and share such information with Treasurer.
- **Timing:**
 - a. Monday Luncheon - Website closes Friday Midnight. Preliminary head and meal count provided the Wednesday before the luncheon. Final Headcount provided on Saturday. Update with changes, as needed, on Monday AM.
 - b. Wednesday Luncheon - Website closes on Monday. Preliminary head and meal count provided on Friday. Final count Tuesday AM.
4. Send luncheon headcount and meal choices to country club.
- **Timing:**
 - a. Monday Luncheon - Preliminary list on Wednesday before. Final count on Saturday AM. This is the club's committed attendance number.
 - b. Wednesday Luncheon - Preliminary list on Friday with final on Tuesday PM. This is the club's committed attendance number.
Note: refunds for luncheon payments are permitted only if cancellation notice is received by final count deadline.
5. Ensure that lobby and luncheon area are set up properly: flags, banner, speaker podium, microphones, and refreshments.
- **Timing:** Morning of luncheon

6. Assign greeters for luncheons and prepare the reception table.
- **Timing:** As needed
7. Greet members and guest, verify attendee list, and ensure luncheon runs smoothly and resolve any issues.
- **Timing:** As needed
8. Gather all IMCA items at luncheon conclusion.
- **Timing:** As needed
9. Remit all forms of payment received at luncheons to Website Administrator with copy to Treasurer.

Board Meetings

1. Arrange set up for Board Meeting that occur prior to the Luncheon.
- **Timing:** As Required

Interactions

1. With Board, to update on progress and issues
2. With Communications Director, to post information within luncheon flyers
3. With Program Director and President for member/guest seating at head table
4. With Treasurer for attendance count, payments received, refunds, or rescheduling requests
5. With Website Administrator provide menu choices and payment
6. Membership and Ambassador, to greet attendees, provide information, solve problems, and provide for dietary needs
7. With the country club of choice, the Food & Beverage Manager in a liaison role

• Program Director

The Program Director is responsible for developing a list of timely, interesting topics predominantly international in focus and obtaining highly qualified speakers for the monthly luncheons.

Activities

1. Form a Speakers Committee of at least three to four members. Solicit members who have contacts to speak or know of speakers to contact.
2. Meet with the Committee early in the fiscal year to plan the Speakers Program.
3. Develop a list of highly qualified speakers. At the discretion of the Program Director, he may assign Committee member(s) to contact potential speakers.
4. Consult with the Vice President and or President to obtain their viewpoints on potential speakers
5. Prepare the next fiscal year's Speaker Program for Board approval at the April Meeting.
6. Introduce the Guest Speaker at the monthly luncheons.

7. Follow up, as required, during the year to ensure proper communication with the guest speakers and arrange for the payment of speaker fee (not exceeding \$500) and reimbursement of travel expenses if necessary. (Note: Any speaker fee or travel reimbursement exceeding \$500 require President's approval.)

Internal IMCA Links

1. With President and Directors to gain their input on potential speakers
2. With the Board to advise the members of the speaker program
3. With Luncheon Director, checking menu for any conflict with religious or ethnic issues.
4. With Communication Director for speaker information to be provided to the membership. Also, notify if inaccuracies exist on the Website Event Calendar, and notify if special Speaker requirements exist.
5. With the Chair of the Marketing and Publicity Committee for media release information.
6. With Directory Committee, providing Speaker information for Speaker and Event brochure that is mailed to the membership.
7. With Treasurer for speaker fee and travel expenses.

External IMCA Links

1. With the organizations providing the speakers
2. With the speaker for appointment confirmation, travel schedule and expenses, if any.

Program Chairman Checklist

Responsibility is to organize luncheon speakers

1. Establish Speakers Committee
2. Solicit speaker recommendations from committee & membership
3. The Speaker Program should be of interest to our membership:
 - a. Topic could be international
 - b. Topic could be local, state or national
 - c. Topic should be current and relevant
 - d. There should be a diversity of speaker topics
4. Confirm lunch dates for the season. Check for any conflict with religious holidays
5. Select and contact potential speakers, and confirm each speaker
6. Upon speaker confirmation send e-mail to the speaker
7. Obtain and send name(s) & entrée selection and any dietary considerations for the speaker and any others in his/her party to Luncheon Director
8. Send promotional information to Communications Director to prepare flyer and website promotional draft
9. Send draft of promotional information to speaker for his/her approval and advise Communications Director of any changes and/or the speaker's approval.
10. Send copy of info to Vice President and to President

11. Determine if any on site security is needed. If so, contact the local Collier County Neighborhood Sergeant.
12. Periodically update the Board with speaker names and topics
13. Two to three weeks prior to luncheon send reconfirming note to speaker (same information as indicated in #5)
14. Determine who will introduce the speaker (member who obtained speaker, Program Chairman, or President), provide introductory information
15. Determine if speaker fee check should be made out to the speaker or an organization of his/her choice. Determine if travel expenses are involved. Obtain speaker fee and or travel reimbursement check from Treasurer.
16. Obtain "Globe" gift for speaker.
17. Send thank you note to the speaker.

- **Social Activities Director**

The Social Director is responsible for managing and coordinating with the Chairmen for all social events, clubs and activities for IMCA. These include, among others: Dinner Dance, Social Programs, Dine Out, Cocktails and Conversation, Annual Picnic, and Book, Tuesday and Nature Clubs.

The Director is responsible for identifying, qualifying, recruiting and training the Chairmen for the social events and activities, and to act in their behalf should sickness or other reasons prevent them from performing their duties. The Social Activity Director will provide the names of Committee Chairs at the May Board Meeting.

The Director ensures that the required information is posted on the IMCA event calendar and the website event calendar ensuring accuracy thereof. Also, the necessary information is communicated to the membership with an appropriate number of Reminders.

Examples of Activities

1. Cocktails and Conversation in the fall and spring
2. December Dinner Dance Gala
3. Dine Out events
4. New Member Reception in March (assisting the Membership Director)
5. Special events to include museum and natural history tours, theatre, etc.
6. Nature Club excursions within Florida
7. Annual Picnic
8. Stammtisch monthly dinners
9. Monthly meetings of the Book and Tuesday Clubs

Internal IMCA Links

1. With President for information for the newsletter
2. In conjunction with the appropriate Event Chairmen to Communications Director for the Flyers, reminders, and inaccuracies on the Website's Event Calendar
3. With Treasurer for fund control
4. With the IMCA Board for issues and approvals specific to social events
5. With the membership to provide actionable information regarding activities and events
6. Sending the annual Events Calendar to the Website Administrator for updating the website, the Board of Directors.
7. With the Directory Committee for the Fall Speaker and Event Calendar Brochure.

External IMCA Links

1. With third party organizations for scheduling events and activities.
2. With third party organizations providing services specific to scheduled events and activities.

• Director(s) at Large

This is a position that is flexible and serves the various needs of the President and or the Board. This position is intended to garner interest of the membership to become involved in Board matters, leading to a Board Position.

Activities

1. Provides assistance to other Directors and Committee Chairmen when needed or needed or required.
2. Performs other functions, including special assignments, as are assigned.

Internal IMCA Links

1. Coordinating assignments with the President
2. Coordinating with other Directors/Committee Chairmen when support and/or assistance is needed or requested

VIII. FINANCIAL

Financial duties are the responsibility of Treasurer and include:

Budgeting

Budgeting helps to aid the planning of IMCA operations by having Directors and Chairmen consider how conditions for their responsible events might change and what factors should be considered in allocating resources. Budgeting, as a tool, also helps co-ordinate the multiple activities of IMCA by compelling the responsible Directors and Chairmen to examine relationships between their events and activities and those of others. The budget provides a forecast of revenues and expenditures, and constructs a Business Plan model of how IMCA could perform and be measured given the event financial plan.

Treasurer prepares the annual Budget and Business Plan and presents it for approval at the March Board of Directors Meeting.

Cash Management

1. To facilitate the operation of our club, IMCA maintains a small business checking bank account (currently with Bank of America). Treasurer and President are the only authorized signatures. Only one signature is required regardless of the amount. A debit card on the account is available in the name of the Treasurer. The card is used to facilitate recurring payments and online purchases. The card and check books are in the custody of the Treasurer. IMCA takes advantage of the online features of the bank account and is paperless. Only the Treasurer has online access. There are no fees associated with this account and no interest is earned on the balance.
2. IMCA maintains a Stripe account to facilitate cash receipts and, when necessary, for refunds. Stripe is an internet based service and is paperless. Treasurer is the named custodian of the account and the account is administered by the Website Administrator. All transactions are verified by e-mail. Stripe deducts a fee from each receipt. These fees are posted to the Monthly Expenses when the month-end statement is available. Balances in the Stripe account are transferred to the bank account, by the Website Administrator, on a schedule set by the Treasurer,
3. IMCA receives payments for dues and fees in the following ways:
 - a. Through Stripe when members use the payment function on the IMCA web site.
 - b. Through the mail to the IMCA P.O. Box when members pay by check.
 - c. Through checks or cash collected at the welcome table at monthly luncheonsThe Website Administrator collects and manages all receipts and makes bank deposits to the IMCA account within three days of receipt except in the slow

months of July and August. The Website Administrator provides a month end detailed report on the first business day after month-end and forwards it to Treasurer. This report includes all payments by members, all member refunds that are processed through Stripe, Stripe processing fees and month end Stripe account balance and any checks received that have not been deposited. For refunds to members who have paid by check, Website Administrator will notify the Treasurer to process a check refund.

4. Treasurer posts all the reported receipts to the IMCA financial statements and reconciles the accounts. IMCA's financial statements are reported on a cash basis.
5. Treasurer receives all invoices and receipts for expenses associated with the operations of IMCA. These expenses are posted to the appropriate account on the financial statements. Using the 'Bill Pay' function of the Bank of America bank account or, if necessary, a manually written check, Treasurer will pay these expenses as soon as practicable after receipt of the invoice or back up documentation. Copies of all invoices and receipts are filed in the Treasurer's records.
6. Although IMCA cash balances may reach \$30,000 and average in excess of \$15,000 these balances are not invested in any interest earning instruments. At this time, both money market funds and short term CDs yield are less than 0.5% and potential earnings would not compensate for the additional effort required to manage multiple accounts and instruments. When this situation changes a Board discussion of actions to be taken will be appropriate.

Financial Reporting

Treasurer is responsible each month for providing the Board of Directors a balance sheet report highlighting the cash availability, and a profit and loss statement showing revenues and expenses for the month and year to date. At the end of each quarter a similar report including a balance sheet and quarterly year to date profit and loss statement including comparison to budget is provided. Additionally, Treasurer will provide a written commentary on IMCA's quarterly financial performance. Both are forward to the Website Administrator for inclusion on the IMCA web site.

Financial reporting is generated in the format prescribed by generally accepted accounting software such as QuickBooks, that are property of IMCA and uploaded on Treasurer's personal computer(s).

All monthly financial reports to the Board of Directors and the month end working files will be filed in the respective Financial folders in IMCA's Dropbox maintained by the Website Administrator. Treasurer will ensure that all electronic files are properly secured and regularly backed up.

Incorporation, Tax Status and Tax Reporting

Tax Status – The International Men’s Club is incorporated in Florida as a not-for-profit and is classified as a 501(c) 7 Social Club under IRS regulations. IMCA does not have to apply to the IRS to confirm this designation but as such must finance all activities from Member dues, assessments and fees for specific events. IMCA cannot solicit or receive grants or donations and must distribute any excess funds equally among members in case of dissolution of the club.

The Treasurer must file an Annual Report with the Florida Department of Corporations before May 1 each year. This will be done using a form available on line immediately after new officers are elected at our March Annual Meeting.

Treasurer must send 1099-MISC forms to individuals who provided services to IMCA and were paid \$600 or more, exclusive of documented travel and expenses, in the prior calendar year. The 1099-MISC must be forwarded to the individual by January 31 and must be electronically submitted to the IRS by March 31 or IMCA could be liable for penalties.

Treasurer must file Form 990-EZ with the IRS within 90 days of our April 30 fiscal year-end. This form is a summary of our year-end financial status with supplementary information estimating the hours per week our Officers and Directors expend in performing their duties and a listing of all events and how they are paid for. Three years of our Form 990-EZ must be made “widely available” for public inspection. To comply, IMCA will respond to a request to examine our tax returns by sending the requestor a copy by US mail or e-mail within two weeks of the request.

Financial Review

Year-end financial reports and records will be subject to a review conducted either by a member with appropriate business experience or by a professional accounting firm if deemed necessary appointed by the President and approved by the Board. The reviewer will examine the reports, backup files and procedures of both the Treasurer and the Website Administrator. A report of the review will be submitted by the reviewer stating that the income and expenses are properly recorded and supported by appropriate documentation. This report will be posted on the member’s only part of the IMCA website.

IX. COMMITTEES AND OTHER POSITIONS

Purpose

Committees of the Board, and single member positions, assist the Board of Directors in performing the Board's duties by focusing their time and energy on a specific aspect of IMCA's needs or the Board's responsibilities. The Board of Directors shall establish and communicate the specific responsibilities to each Committee and Position, ensuring that their goals are aligned with IMCA's mission and vision.

Committees are defined in IMCA's Bylaws Article VI.

Committees assist the Board by:

1. Involving members in the decision-making process, enhancing the opportunities for members to participate meaningfully in the organization.
2. Develop within members the awareness and governance skills that are necessary for them to serve effectively on the Board of Directors.
3. Distribute the work of the organization among IMCA members thereby reducing the burden placed upon each volunteer.
4. Leveraging the experience, training and contacts of its members.
5. Provide a means for communication and information flow between the committee, its members, and the Board.
6. Give members an opportunity to discuss issues freely and fully in an effective setting.
7. Serve as effective problem-solving and decision-making groups, employing collaboration whenever possible

Structure

Committees of the Board shall have no supervisory authority or responsibility that is not specifically delegated to them by the Board of Directors and shall have no autonomous authority that is not specifically delegated to them by the Board of Directors. Committees of the Board may not represent the Club in any matters, unless specifically authorized by the Board.

1. Each Committee of the Board may have three (3) to six (6) members, who are members in good standing. Each Committee shall have a chairperson and alternate.
2. Each Committee should be comprised of members who represent the interests of the members, and who possess an interest and/or expertise in the committee's areas of responsibility.
3. No member, except for Directors, may serve on more than one Committee of the Board at any time.

Accountability

Accountability will be determined by measuring the Committee's progress toward its mission and purpose as stated by the Board and adherence to IMCA's Procedures and Operations Manual.

Authorized Committees IMCA

The Board has authorized a committee for activities such as: Marketing & Publicity, Sunshine, Website, Social Clubs, Dinner Dance, Social Programs, Dine Out, Cocktails and Conversation, Nature Clubs, and Annual Picnic.

• Marketing & Publicity

Activities

1. Develops key public relations contacts and relationships for media releases. These include:
 - a. Major IMCA events that would be newsworthy to the general public
 - b. Publication of club activities that would precipitate new membership sign-ups
 - c. Articles that would differentiate IMCA as the premier social club

Internal IMCA Links

1. Coordinating assignments with the President
2. Coordinating with the Communications Director regarding external publications that are to be sent to the membership
3. Coordinating with other Directors/Committee Chairmen when support and/or assistance is needed or requested
4. Coordinating with Program and Social Directors for activity and event information media release dates

External IMCA Links

1. With print and electronic media as required for announcement and publication of IMCA activities and events.

• Sunshine

To act as liaison between the membership and those members who have become ill or the surviving family of a member who has passed. Through the sending of a 'note card', provide emotional support from IMCA to those members suffering from illness or expressions of condolences to the spouses, partners and families of those members who have passed.

Activities

1. The Sunshine Committee, consisting of a Chairman, will receive information from members or the Board about ill or deceased members, and/or ask at Luncheons of any members going through difficult times.
2. The cards are signed 'From (Name) President and the Board of Directors.'

3. Considering the privacy of the member, relay pertinent information of illnesses or family matters to the President.
4. For member deaths, advise the President, Membership Director and Communications Director. Flowers, etc. are not to be sent unless decided by President.
5. For passing of a member's spouse, or a family illness, expression of condolences or support can be sent. No information is sent to the Membership.

Internal IMCA Links

1. Report to and communicates at least quarterly with Vice President regarding activities since the last update.
2. Resupply of note cards is through the Vice President.

- **Photographer**

Photographer, appointed by the Board, will photographically document IMCA events whenever possible. When he is not in attendance, other members may submit their photos of the event to Photographer and he will select at his discretion photos for appropriate distribution and preservation. This position is voluntary and the appointed person shall use their personal equipment except for digital storage media for archiving purposes, which will be provided by IMCA (discs or subscription to cloud services).

Activities:

1. Photographer is responsible for selecting photos of IMCA events and sending these to Website Administrator for archiving and publication on the IMCA website. In some cases, Photographer may choose to distribute photographs directly to members via digital or other means.
2. Photographer will take head shots of new members for inclusion in the Membership Directory if new member does not provide one. Photographer will take head shots of existing members if requested.
3. Photographer will forward digital photos in his possession to the next appointed IMCA photographer.
4. All photographs of IMCA events are the property of IMCA. The photos will only be used for internal club purposes unless specific permission is obtained from the Board and the members in the photo.

- **Social Clubs**

1. **Book Club**

The Book Club meets the third Monday of the month, November through April, at the venue of choice with expenses approved by the board. The discussion focuses on a book, selected the previous month, by the book club members. Books are selected by popular vote based on suggestions by the members. The topics are usually historical non-fiction or fiction, and are not best sellers. Membership is open to all IMCA members.

2. Stammtisch

The term *Stammtisch* refers both to a group of people meeting regularly, as well as the table reserved for them at their regular restaurant/pub. Originally, the group consisted of the local dignitaries such as the mayor, doctor, pharmacist, etc. Today, Stammtisch is more relaxed, and not associated with local status. The main intention is to meet with IMCA friends to discuss those subjects of interest to the group. Stammtisch meets the first Wednesday of the month throughout the year at a local Naples area restaurant.

The consumption of liquid refreshments is mandatory; being German is not a requirement! IMCA members are invited to join the Stammtisch for a sampling of good food and drinks, and stimulating discussions. Each member pays his own bill.

3. Tuesday Club

The Tuesday Club meets the third Tuesday of the month at the venue of choice with expenses approved by the Board and it provides a member forum for reviewing world situations in an informal welcoming atmosphere. No advance preparation is required only a willingness to contribute to the discussion with an open mind. The club provides spirited conversation and the opportunity to learn from member's views. All IMCA members are invited.

• Ambassador Program

The purpose of the IMCA Membership Ambassador Program is to actively engage the existing membership body and to assist new members with orientation and integration into the club.

- Ambassadors will educate members about the club's history, its By Laws, Structure and Committees and encourage members to consider serving in various functions.
- The Ambassadors will familiarize members with the club's activities, explaining the various programs, such as : Luncheon Programs, Dine Out, Cocktails & Conversation, Social Programs, Nature Club, Book Club, Tuesday Club, Stammtisch, and informational material relating to website, directory, Speaker & Event Schedules, etc.
- Ambassadors will also assist with the integration of new members to the general membership. This role may include introducing the new member to existing members with similar personal, business and cultural interests.
- Ambassadors will spread the word about benefits in belonging to IMCA, be a sounding board for IMCA Management and provide feedback regarding membership concerns and issues.

- **Dine Out**

The Dine Out Program offers the opportunity for members to get to know each other better. The Dine Out Program participants share cocktails and dinner once a month typically during the months of January, February and April but can be extended.

Dine-Outs are typically held on a Thursday and the a member hosting has the following options:

- a. provides cocktails and hors d'oeuvres at the host's home (approximately from about 5:30 to 6:30 p.m.). Then the group moves on to dinner at a nearby restaurant (average to above average priced).
- b. The group stays in the host's home for cocktails and hors d'oeuvres, and at the host's discretion either caters or cooks dinner (at a cost to the attendees).
- c. The group meets at a restaurant of the host's choice first for cocktails and then dinner.

Members signing up for Dine Outs should participate in a minimum of two events and are encouraged to sign up for all three, including one evening that they offer to host. Group size, including host and spouse/significant other can be as few as four couples but not larger than six couples. Those registering will receive, by email, a list showing the attendees for each event. Members not able to attend should notify their host as soon as possible.

Each host selected will receive a listing of the guests for his Dine Out. The host is responsible for confirming attendance and making reservations at a good local restaurant that will provide separate checks.

Sample Timeline

1. In late September, working with Communications Director, send to all members and explanation of the Dine Out Program, inviting them to join, and encourage everyone to host one event.
2. Create a spreadsheet of the IMCA membership agreeing to participate in the Dine Out Program to include name, email address, phone number. Also input columns for the relevant three dates and whether a member is hosting or attending. (Obtain spreadsheet used by prior Chairmen.)
3. Immediately after the Fall C&C, send the IMCA Flyer again offering the Dine Out program.
4. As additional responses are received record the information on the Dine Out spread sheet.
5. On or before Christmas the hosts and members attending the January Dine Out would be assigned, this information is sent to the Communications Director who will send the IMCA Flyer, on or before January 1st, listing all of the January Dine Out hosts and attending members. Update the spreadsheet indicating who attends

which host's home.

6. On or about January 1st attach the IMCA Flyer to each host informing them to contact each of their attendees with all information concerning their individual Dine Out (when to arrive, directions etc).
7. Repeat this process for each coming scheduled Dine Out thirty (30) days in advance.

Internal IMCA Links

1. To all IMCA members informing them of the program and dates
2. With the Communications Director for announcement program, and participant flyers
3. With the IMCA Board for program status

• Cocktails & Conversation (C&C)

C&C provides an informal social gathering for members and their guests to enjoy each other's company while enjoying cocktails and hors d'oeuvres. There are two C&C events, scheduled, one in the Spring and the other in the Fall of the year at a local Naples country club of choice. The atmosphere is relaxed and the opportunity to meet and converse with other members has made this event one of IMCA's more popular.

Activities

1. On the IMCA website post the C&C event and signup information
2. Send the IMCA C&C flyer to all members inviting them to attend the upcoming C&C event and referring them to the web site for signup.
3. As the responses are received enter the information into a spread sheet and coordinate with Website Administrator to confirm payment.
4. Periodically resend the C&C flyer as a reminder of the event
5. Final number of attendees and provide to event chairman. The IMCA event chairman works with Food and Beverage manager at the country club for all arrangements.
6. Provides Treasurer with expense invoices for reimbursement.

Internal IMCA Links

1. With Communication Director for sending of C&C information flyers and reminders
2. With Treasurer for payment confirmation and expense reimbursement
3. With IMCA Board for program updates

External IMCA Links

1. With the chosen venue management to select the hors d'oeuvres menu and specify required services to include servers, bartenders, and valet
2. With Website Administrator for registration list of paying attendees

- **Dinner Dance**

The marquee IMCA event of the year is the Gala Dinner Dance. This dazzling evening of fine dining, cocktails, entertainment and dancing is always a special occasion where members and their guests unite to share “joie de vivre” (joy of living). The IMCA Gala Dinner Dance positions IMCA as one of the premier social venues of Southwest Florida.

Activities

1. Advise Social Activities Director of the entertainment and music for dancing choices or selection.
2. With Communication Director, on the IMCA website post the information for the Gala Dinner Dance, signup, menu selections and table seating request.
3. Send the IMCA Gala Dinner Dance Flyer to all members inviting them to attend the upcoming event and referring them to the web site for sign up. State the maximum number of members and guests that can be accommodated per table.
4. As the responses are received enter the information into a spread sheet and confirm payment with the Treasurer or Web Administrator.
5. Periodically resend the Gala Dinner Flyer as a reminder of the event and underscoring the maximum number of member and guests per table.
6. Finalize number of attendees and provide to Board and place of venue.
7. Provide Treasurer with venue and event expense invoice for payment.

Internal IMCA Links

1. With Communication Director for sending of Gala Dinner Dance information flyer and reminders
2. With Treasurer for payment confirmation and list of attendees.
3. With IMCA Board for program updates

External IMCA Links

1. With Website Administrator for inclusiveness and accuracy of web information and for registration list of paying attendees.
2. With the chosen venue management to select hors d'oeuvres menu and specify services to include serves, bartenders, and valet.
3. With talent agency for entertainment and music for dancing.

- **Social Programs**

IMCA sponsors a number of social programs during the year focused on cultural and historical tours, museums, theatre, and entertainment attractions. The annual Picnic on the Beach, boat cruises, etc are included. Members and their guests are invited to attend IMCA social programs.

Activities

1. On the IMCA website post the information for the specific social program, and sign-up. Ensure accuracy.
2. With Communication Director prepare the social event flyer and send it to all members inviting them to attend the upcoming event and referring them to the web site for sign up. If appropriate, state the maximum number of members and guests that can be accommodated.
3. As the responses are received enter the information into a spreadsheet and confirm payment with the Treasurer or Web Administrator.
4. Periodically resend the social event flyer as a reminder of the event and underscoring, if appropriate, the maximum number of member and guests that can be accommodated.

Internal IMCA Links

1. With Communication Director for sending of social programs information flyers and reminders
2. With Treasurer for payment confirmation
3. With IMCA Board for program updates

External IMCA Links

1. With local government, tour operators, theatre, museum or entertainment attractions box offices for information, prices, reservations, and permits if needed.
2. With online sites for tour operators, theatre, museum and entertainment attractions for detailed information on programs, available dates, group functions prices, etc.
3. With Website Administrator for registration list of paying attendees.

• Nature Club

The Nature Club sponsors events designed to explore, enjoy, and preserve the natural environment. Club events include tours to wildlife and nature centers, animal rescue centers and havens for both native and nonnative animal species, aquariums, marine mammals and environment centers, and other eco land and marine tours. Other events feature botanical tours and activities focused on environmental protection. Any IMCA member and their guests are invited to participate in Nature Club events.

Activities

1. Prepare the Nature Club Flyer including all pertinent information and send it to the Communications Director inviting all members to attend the upcoming event. Indicate among other things: time to meet, driving time, location of lunch (if relevant). If a factor, state the maximum number of members and guests that can be accommodated. If registration and payment are through IMCA Website, coordinate with Website Administrator.

2. As the responses are received create a list of those attending.
3. Determine method of payment and pay for 'group tickets'. Coordinate with the Treasurer if payment is required in advance and if an IMCA check/credit charge is required.
4. In coordination with Communications Director, periodically resend the Nature Club Flyer as a reminder of the event and underscoring the maximum number of member and guests that can be accommodated.
5. After the trip, send appropriate photos to Photographer for inclusion in IMCA DropBox. Send recap text of the trip to the Communications Director for publication, if appropriate.
6. Submit all form of collected payments, if received, to Website Administrator with copy to Treasurer.
7. Submit evidence of venue expenses to Treasurer for reimbursement.

Internal IMCA Links

1. With Communication Director for sending information flyers and reminders
2. With Photographer for IMCA Drop Box
3. With Treasurer for payment confirmation, attendee list, and expense reimbursement.
4. With IMCA Board for program updates

External IMCA Links

1. With eco tour operators, nature and wildlife rescue centers etc.
2. With environment focused social media sites for detailed information on programs, available dates, group functions prices, etc.
3. With Website Administrator for list of paying and registered attendees and any notices sent.

X. ADMINISTRATION

Website Administrator

Website Administrator is a hired consultant, currently Bold Solutions, approved by the Board of Directors responsible for the upkeep of the <http://www.imcofa.com> website for members and interested third parties. The position requires that the website be maintained in a user friendly and functional manner at all times.

Responsibilities include:

1. Event Registration and Paid events
2. Receive and review event details provided by Communications Director. (Note: Social Activities Director, Nature and Event Chairs go to Communications Director)
3. Enter event details on website and prepare email announcement.
4. Secure approval for announcement from Communications Director.
5. Publish event details and send announcement according to Publication Schedule. and set up automated event reminders to attendees.
6. Log, reconcile reservations (online and offline) and notify the director or Event Chairman the registrants (names, guests' names) and menu choices. A copy goes to Treasurer when registration is closed.
7. Refund cancellations made online PRIOR to the deadline for registration if payment made through the website.
8. Forward requests for refunds paid by check (and received PRIOR to the deadline for registration) to Treasurer for processing.
9. Provide information as requested.
10. Monitor PO Box at Creekside Post Office and collect and process and deposit all checks received during the month.
11. Provide monthly on-line payment receipt system reconciliation report and check(s) deposited report to Treasurer not later than 3 business days after month end, and provide support to Treasurer as needed.
12. Provide website assistance and login rights to new members, collect initiation fee and annual dues for new members and renewal dues for existing members.
13. Provide report of membership dues and fee payments when requested.
14. Maintain IMCA Dropbox and provide viewing rights to Board Members when requested.
15. Upload documents and photos on IMCA's Dropbox and maintain Dropbox.

Phone, Email Response and Technical Support

1. Provide and answer office phone number during office hours (9-5 Mondays-Fridays, closed on holidays)
2. Provide and answer emails sent to Web Administrator's email address. Reply to or forward emails (as appropriate) received at news@imcofa.com
3. Use on-line Email Preparation and Website Updates
 - a. Set up on-line Email account on behalf of IMCA Naples.
 - b. Upload and maintain member email list
 - c. Follow up on 'unsubscribes'
 - d. Receive and review flyer details provided by Communications Director or the President for the Newsletter
 - e. Prepare and secure approval from Communication Director or President If appropriate
 - f. Publish flyer according to Publication Schedule

- g. Provide report on opens/click throughs as requested
- h. Upload photos to photo galleries on website or upload photo pages as requested by Photographer
- i. Provide files as requested for Membership Directory publication and mailing

Internal IMCA Links

1. Website Manager,
2. Communications, Luncheon, Membership and Social Activities Directors, Nature Club and Event Chairs, Treasurer, Photographer and President

External IMCA Links

1. On-line payment receipt system and on-line Email Preparation modules (Stripe, I)
2. Various website software suppliers
3. US Postal Service regarding IMCA PO Box
4. Bank regarding deposits
5. Printer for mailing of Membership Directory

• **Retention Policy**

1. Dropbox is the official depository medium for IMCA's document preservation.
2. IMCA Treasurer will acquire and maintain on IMCA's behalf a Dropbox "Individual - Standard" version account that provides for 1 (one) user with full admin rights and 1 TB of data storage.
3. IMCA Treasurer will be the "owner" and the custodian of the Dropbox and will designate (i) Web Site Administrator for eblasts and (ii) IMCA Photographer for IMCA event photographs as the Dropbox authorized users. Treasurer will provide IMCA President with appropriate Dropbox login and password information for safekeeping.
4. From time to time, other IMCA officers may be designated as "shares", i.e., having the ability only to add to and view files in the Dropbox.
5. In conjunction with Website Administrator, the Dropbox will contain folders: "IMCA Historical Documents" and "Eblasts" into which respective file documents will be deposited in individual subfolders for preservation and access (see below).
6. Website Administrator and Treasurer will continue to use the standardized convention of naming Dropbox files within each folder for easy identification and retrieval.
7. The retention period for each type of document is identified in the charts below.
8. Website Administrator and Treasurer will ensure that respective folders are complete and that the documents beyond the retention period are purged periodically.

Elbast Folder:

Eblast Type	Retention	Keep
Dinner Dance Gala	10 yrs	Initial, Annual files
Anniversary Functions	10 yrs	Initial, Annual files
Cocktails & Conversation	10 yrs	Initial, Annual files
Dine-Out Roster	10 yrs	Initial, Annual files
Memoriams	10 yrs	Initial, Annual files
Annual Meeting Notice	7 yrs	Initial, Annual files
Annual President Report	7 yrs	Initial, Annual files
Business Letters	7 yrs	Initial, Annual files
Luncheons	5 yrs	Initial, Annual files
Nature Club Trips	5 yrs	Initial, Annual files
Photos	Forever	Initial, Annual files
Excursions (Non-Nature Club)	5 yrs	Initial, Annual files
President's Newsletter	5 yrs	Initial, Annual files
Stammtisch		Do not retain
Tuesday Club		Do not retain
Book Club		Do not retain
Picnic on the Beach		Do not retain
Broadway Palm Dinner		Do not retain
Annual Dues		Do not retain
Directory Profile Updating		Do not retain
Web Master Tips		Do not retain

Historical Documents Folder:

IMCA HISTORICAL DOCUMENTS	Retention	KEEP
Board Meeting Minutes Annual monthly records	Forever	Annual files
Articles of Incorporation	In Perpetuity	All in one folder
SS4 Tax ID	In Perpetuity	All in one folder
Tax returns	7 yrs	Annual files
End of Year Financial Statement	7 yrs	Annual files
Annual Financial Review	7 yrs	Annual files
Insurance Liability and D&O Policies	Current, plus the most previous policy. Minimum 3 years	All in one folder
By-Laws. Including past by-law versions, all indexed by date	Forever	All in one folder
P&O Manual	1 past version, plus current	All in one folder
3 rd Party Contracts	Current version plus 1 past version	All in one folder
Current Membership Roster—one at end of each fiscal year	Forever	All in one folder
Past Member Roster—one at end of each fiscal year	Forever	All in one folder
Strategic Planning Meeting—minutes, other records	Forever	All in one folder
Administrative Calendar	Current only	One folder
Annual Calendar of Events	5 yrs	Annual files
OTHER MISC. ARCHIVE FILES		
BoD meetings some dating back to	Forever	One folder

1998 to present		
Membership rosters dating back to 2004	Forever	One folder
Leadership records, 1998 – 2010	Forever	One folder

- Note:

1. Communications Director, Treasurer, and Secretary will be responsible for providing Website Administrator and Treasurer with the respective documents to be placed into the Historical Document folder and the appropriate subfolders.
2. As a not-for-profit club, IMCA may be required to file Form 990s with the IRS to certify that the club has a document retention and destruction policy that meets IRS not for profit requirements.

- **Website Manager**

The Website Manager is appointed by the President. He is responsible for:

1. Communicating with the Website Administrator (see below entry)
2. With input from the membership and others, strives to continuously improve the website towards ease of use, and overall appearance.
3. Assists Website Administrator in adding to or resolving website functionality. Included are problem solving and directly communicating with the membership as needed for problem resolution.

Internal IMCA Links to Other

1. Board of Directors as required and Treasurer

External IMCA Links to Others

1. Website Administrator as required
2. On-line payment receipt system and various website software suppliers (Stripe, PayPal)

- **Annual Membership Dues Policy**

Membership in IMCA is on an annual basis to coincide with its fiscal year and it runs from May 1st until April 30th of the following calendar year. Renewing members are encouraged to pay their annual dues, currently set at \$100, between January 31st and April 30th. Such dues must be paid no later than May 1st.

Any member whose annual dues remain unpaid as of May 31st, will be deemed as not being in good standing and will be removed from the roster of active IMCA members. Reinstatement of any such delinquent members will be subject to payment of the initiation fee (currently \$100) in addition to the payment of the annual membership dues. There will be no pro-ration of the annual membership dues for renewing members.

For new members joining IMCA between May 1st and April 30th, the following partial annual membership dues will apply, based on the timing of the new member's acceptance and payment of the \$100.00 initiation fee together with such partial membership dues:

5/1 - 7/31 => \$100.00

8/1 - 10/31 => \$75.00

11/1 - 1/31 => \$50.00

2/1 - 4/30 => \$25.00

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