

POLICIES AND PROCEDURES

These policies and procedures, originally adopted by the board of directors August 11, 2001, and last modified and approved by the board May 9, 2016. They are general guidelines for the board's conduct of its business. These guidelines may be changed by the will of the board at any board meeting.

Location

The Damon Woods neighborhood is bounded on the north by the south side of North Avenue, on the east by the west side of Wauwatosa Avenue, on the south by, up to but not including, Hillcrest Avenue, and on the west by the west side of 83rd Street.

MEMBERSHIP, DUES

1. Members are in good standing if they pay annual dues and register their name and address with the Treasurer of Damon Woods between January 1-December 31.
2. Memberships accepted after March 15 will be provided by the treasurer to the newsletter editor for publication in next edition of the Damon Woods Neighborhood Newsletter.
3. Annual dues will be requested from each household in a membership form in the newsletter delivered to all addresses within the neighborhood and to all non-resident Associate Members registered during the preceding year.
4. Annual dues will be \$15 per household; senior citizen households, 60 years and older, will be \$12.

BOARD OF DIRECTORS

1. Directors are expected to attend all General Membership meetings and all regular meetings of the board of directors.
2. Directors are expected to assume leadership roles in board committee work and in Association activities.
3. Directors are encouraged to serve no more than two consecutive terms in an executive office.

PRESIDENT

1. The President will coordinate getting an electronic or paper copy of the Damon Woods Bylaws and Policies & Procedures to each new director within 30 days after starting as a director.

VICE PRESIDENT

1. The Vice President generally serves as President Elect.
2. The Vice President will serve as parliamentarian and chief enforcer of the provisions of the Bylaws and of these Policies and Procedures.
3. The Vice President will have the responsibility to fill all committee/event chair positions and perpetuating legacy electronic or paper folders in each committee/event.
4. The Vice President will have the responsibility to notify the Milwaukee County Historical Society regarding Association functions on the grounds of the Lowell Damon House Museum as soon as the calendar is set.
5. The Vice-President will appoint one or more association members association members to oversee the production of the newsletter, sale of advertising in the newsletter and distribution of the newsletter.

SECRETARY

1. The Secretary will prepare minutes of all meetings of the board of directors and of the Annual General Membership Meeting indicating time, date and place of such meetings, whether regular or special, notice given and the names of the directors present and the proceedings thereof. The Secretary will distribute these minutes to the director prior to the next meeting; with a goal of no later than one week from the last meeting.
2. Minutes of all board meetings stored on the website.

TREASURER

1. The Treasurer will deposit all such money in the name of Damon Woods in such banks or other depositories as shall be selected in accordance with the Bylaws.
2. The Treasurer will at each regular meeting of the board of directors inform the board of the financial status of Damon Woods and the number of active members. Financial reports will be sent out at least one week prior to the meeting.
3. The Treasurer will be responsible for annual incorporation reports and payment of fees to the State of Wisconsin.
4. The Treasurer will prepare and present a year-end financial statement and coordinate an independent audit
5. The Treasurer will propose a budget for consideration by the board of directors at its first regular meeting of the new fiscal year.

6. The Treasurer will keep appropriate current records showing the Voting Members and Associate Members of this Association and their addresses.
7. The Treasurer is responsible for soliciting income and expense proposals from other committees and will work with the President in proposing a budget for consideration by the board of directors at the first regular meeting of the new fiscal year. All executive officers of the board will serve on this committee.
8. The Treasurer will maintain a database of active and inactive memberships and will prepare a directory of all active members as of March 15 of each year. The directory will be printed and distributed to the active members with the April newsletter.

PAST PRESIDENT

1. The immediate Past President will be asked to serve on the board of directors for one year after completion of a term as president.

BOARD OF DIRECTORS MEETINGS

1. The board meets at least six times annually, no less than every other month (January, March, July, September, November).
2. Regular meetings are held at a time and a place determined by the board of directors.
3. Meeting times and dates may be changed or canceled at the discretion of the board of directors.
4. The President will provide an agenda for any regular or special meeting to all board members at least one week in advance of the meeting.
5. Notice of all regular meetings will be published on the Damon Woods website and in the Damon Woods Neighborhood Newsletter and will be open to any Voting Member or Associate Member of Damon Woods.
6. A majority of the board of directors present at any meeting of the board of directors will constitute a quorum.
7. The general order of business at board of directors meetings is: Call to Order, Determination of Quorum, Approval of Previous Minutes, Reports of Officers, Reports of Committees, Old Business, New Business, and Adjournment.
8. Rules for conducting all board meetings will be agreed upon by consensus, as determined by the Vice President.
9. Non critical issues that arise between board meetings can be corresponded on and voted by e-mail. Any director may object and request that it be placed on the agenda for the next meeting.

BOARD COMMITTEES

1. Committee chairperson should provide the editor of the Damon Woods Neighborhood Newsletter with articles about activities and events planned for the Association.
2. The term of committee membership shall be one year.
3. Ad hoc committees may be formed as needed by a majority vote of the board of directors.
4. The Bylaws and Policies Committee includes the officers of the board of directors and shall meet at least once each term to review the Bylaws and the Policies and Procedures and recommend any revisions.

NEWSLETTER COMMITTEE

1. Committee members should include the newsletter editor, the distribution coordinator, and the advertising coordinator. At least one committee member shall be a Director.
2. The committee is in charge of publication of the bi-monthly Damon Woods Neighborhood Newsletter that shall be distributed to:
 - All residences within the neighborhood
 - All Associate Members
 - The Lowell Damon House
 - All newsletter advertisers (electronic copy)
3. The Newsletter will include notice to area residents of the Annual General Membership Meeting and Election, and of all regular board of directors meetings.
4. The distribution coordinator will be responsible for timely distribution of the Newsletter and annual membership renewal notices to all residents within the neighborhood boundaries, and distribute the annual membership director to active members.

WEBSITE COMMITTEE

1. The committee will consist of Website Administrator and other members as required. At least one committee member shall be a director.
2. The Website Administrator will
 - Maintain the damonwoods.org website with current and archived content.
 - Manage the online store.

3. Publish and maintain archives of board meeting minutes on the website.

ELECTRONIC COMMUNICATIONS COMMITTEE

1. The committee will consist of a person to send out eBlast, a Facebook Administrator, a Google Calendar administrator, the NextDoor Damon Woods Administrator, and other members as required. At least one committee member shall be a director.
2. The committee should manage communications to the Damon Woods e-mail subscription list using an email mailer application.
3. Communications should be coordinated between all forms of electronic communications.

SAFETY LIAISONS

The neighborhood association will partner with the Wauwatosa Police department in the Safety Liaison program. The NA can have at least one Safety Liaison but is limited to three. The Safety Liaisons will collectively provide a written or verbal update to the board for discussion at the board meeting. Written updates should be provided at least one week in advance of the board meeting. Verbal updates may be made at the board meeting.

GARDENING AND BEAUTIFICATION COMMITTEE

1. The Gardening and Beautification Committee is responsible for promoting and encouraging the beautification of the neighborhood, particularly the grounds of the Lowell Damon House Museum.
2. The committee will coordinate an annual spring cleanup of the museum grounds.
3. The committee will coordinate the annual yard of excellence awards.

MEMBERSHIP COMMITTEE

1. The Membership Committee is responsible for recruiting memberships from among eligible individuals in the neighborhood.
2. The committee will invite new memberships and membership renewals in the December Newsletter with a membership application, distributed to all neighborhood households.
3. Each February the committee may choose to distribute a second membership renewal notice.
4. The membership renewal can also be accomplished via email notifications.
5. At least one committee member will be a director.

NEIGHBORHOOD ASSOCIATION COUNCIL (NAC) DELEGATES

1. The NAC Delegate will attend all meetings of the Wauwatosa Neighborhood Association Council and will be responsible for all communication between Damon Woods and the Wauwatosa NAC.
2. The NAC Delegate will find a replacement to attend the meeting when he/she cannot attend.

NOMINATING COMMITTEE

1. The Nominating Committee is responsible for developing a list of candidates for the board of directors. All committee members will be directors. The Vice President will chair the Nominating Committee.
2. At least sixty days before the Annual General Membership Meeting, the committee should contribute an article to the Damon Woods Neighborhood Newsletter giving information about nominees to the board of directors and notice of any resignations from the board or announcements by board members of intent not to seek re-election. Voting Members may propose other candidates with their consent from the floor at the annual meeting.
3. A general call for nominees will be placed in the May newsletter; Nominees will be placed in the July newsletter.

FISCAL ACTIVITIES

1. The Treasurer may authorize unbudgeted expenditures of \$100 or less.
2. Reimbursement requires a receipt and reimbursement form, unless so specified by the board of directors.
3. Expenditures greater than \$100 must be authorized by the majority vote of the board of directors.

DONATION / GIFT POLICY

Donations/gifts are permissible. Donations/gifts over \$20 require a majority vote of the board of directors. Donations/gifts should be consistent with the purpose of the LDWNA as described in the bylaws. The Board should use its discretion in determining if a donation/gift is appropriate.

Examples of acceptable gifts that may be brought to the Board for a vote:

- Donation to a nonprofit organization that the association is aligned with such as the Wauwatosa Neighborhood Association Council (NAC), The Milwaukee County Historical Society, and the Wauwatosa Historical Society.
- Gift as part of a fundraising effort that will benefit a large number of families in the association, such as a nearby pool or playground.

In cases of illness, injury, or remembrance, board members should consider sending an individual gift or pooling resources to send a joint gift rather than using association funds.

Change History

Revision	Date	Change
Original	Aug 11, 2001	Original release.
1	May 14, 2005	<ol style="list-style-type: none"> 1. Added “and modified May 14, 2005,” In opening paragraph. 2. In Section “Membership Dues,” Paragraph 1, changed “April 15” to “June 30.” 3. In Section “Membership Dues,” Paragraph 2, changed “Secretary” to “Treasurer.” 4. In Section “Membership Dues,” Paragraph 4, added singles and changed \$5 to \$7. 5. In Section “Secretary,” Paragraph 1, changed “within two weeks after such meetings” to “prior to the next meeting.” 6. In Section, “Secretary,” Paragraph 2, inserted “and Policies and Procedures” 7. In Section “Secretary,” Paragraph 3, changed “Woods” to “Woods.” 8. In Section “Secretary,” delete old Paragraph 4 with the wording, “The Secretary shall keep appropriate current records showing the Voting Members and Associate Members of this Association and their addresses.” 8. In Section “Treasurer”, Paragraph 5, changed the wording, “The Treasurer, in conjunction with the Finance Committee, shall” to “The Treasurer shall.” 9. In Section “Treasurer”, added “6. The Treasurer shall keep appropriate current records showing the Voting Members and Associate Members of this Association and their addresses and “7. The Treasurer is responsible for soliciting spending proposals from other committees and shall work with the Treasurer in proposing a budget for consideration by the Board of Directors at the first regular meeting of the new calendar year. All executive officers of the Board will serve on this committee.” 10. In Section, “Board of Directors”, Paragraph 2, changed “Jitterzz Coffee House or another” to “a.” 11. In Section, “Board of Directors”, added Paragraph “9. Non critical issues that arise between board meetings can be corresponded on and voted by e-mail.” 12. In Section “Communications Committee,” Paragraph 1, deleted last bullet, “Wauwatosa Savings Bank.” 13. Deleted Section and text, “Finance Committee” The Finance Committee is responsible for soliciting spending proposals from other committees and shall work with the Treasurer in proposing a budget for consideration by the Board of Directors at the first regular meeting of the new calendar year. All executive officers of the Board will serve on this committee.”
2	July 19, 2007	<ol style="list-style-type: none"> 1. In first paragraph, delete “May 14, 2005.” 2. In Section, “Membership, Dues,” Paragraph 2, changed “April 15” to “July 1.” 3. In Section, “Secretary,” Paragraph 2, changed “deliver” to “direct.” 4. In Section. “Past President,” Paragraph 2, changes “fiscal” to “calendar.” 5. In Section, “Board of Directors,” Paragraph 2, Regular meetings are held at 9 a.m. on the second Saturday of January, March, May, July, September time and November at a place determined by the Board of Directors.” to “Regular meetings are held at a time and a place determined by the Board of Directors.” 5. In Section, “Board of Directors,” Paragraph 5, added “on the Damon Woods website and.”

		<p>6. In Section, "Communications Committee," added "The Damon Woods House" and deleted "The executive director of the Milwaukee County Historical Society."</p> <p>7. In Section, "Communications Committee," added last bullet, "Anyone the Board deems necessary."</p>
3	Nov 19, 2008	<p>1. In Section, "Membership, Dues," Paragraph 1, changed "January 1 and June 30" to "September 1 and August 31."</p> <p>2. In Section, "Membership, Dues," Paragraph 2, changed "April 15" to September 31."</p> <p>3. In Section, "Membership, Dues," Paragraph 3, changed \$10 to \$15.</p> <p>4. In Section, "Membership, Dues," Paragraph 4, changed "and singles will be" to "60 years and older, will be \$12."</p> <p>5. In the Section, "Communications Committee," added the last bullet, "Publish the minutes of the Board meetings in the Newsletter."</p> <p>6 In Section, "Membership Committee," Paragraph 2, changed "During the month of January, the committee shall invite new memberships and membership renewals through a letter, accompanied by a membership application, distributed to all neighborhood households and businesses ", to "The committee shall invite new memberships and membership renewals In the August Newsletter, accompanied by a membership application, distributed to all neighborhood households and businesses."</p> <p>7. In Section, "Membership Committee," Paragraph 3, changed "Each May, the committee shall prepare and distribute second membership notices to residents whose memberships have lapsed." to "Each October, the committee shall prepare notice in the October Newsletter and distribute second membership renewal notices to residents whose memberships have lapsed."</p> <p>8. In Section, "Membership Committee," Paragraph 4, changed "April 15" to "November 15" and "May to "December."</p> <p>9. Added "Change History" Section.</p>
4	January 9, 2012	<p>1. In Section, "Secretary," Paragraph 2, changed the end of the sentence from "the Annual Membership Meeting." to "starting as a Director."</p> <p>2. In Section, "Treasurer," Paragraph 5, changed "calendar" to "fiscal." In the same section, Paragraph 7, changed the second use of "Treasurer" to "President" and "calendar" to "fiscal."</p> <p>3. In Section, "Past President," moved Paragraph 2 to become Paragraph 3 in Section, "Vice President."</p> <p>4. In Section, "Board of Directors Meetings", Paragraph 4, removed the words "or the Secretary."</p> <p>5. In Section, "Board Committees," added missing "4." in Paragraph 4.</p> <p>6. In Section, "Communications Committee," In the last bullet, changed "Publish the minutes" to "Publish the approved minutes" and changed "in the Newsletter" to "on the website."</p> <p>7. In Section, "Membership Committee," moved Paragraph 4. to become Paragraph 8 of Section "Treasurer."</p> <p>8. In Section, "Membership Committee," deleted: 5. The membership committee shall use its database to sort membership applications according to volunteer interests and report those interests to other appropriate committees. 6. The committee also shall forward all member e-mail addresses to the Communications Committee."</p>
5	January 14, 2014	<p>1. In section titled "Policies and Procedures," changed the date of last approval from January 9, 2012 to January 14, 2013</p> <p>2. In the section titled "Location," changed the words "North</p>

		<p>Avenue” to “the south side of North Avenue” and changed the words “Wauwatosa Avenue” to “the west side of “Wauwatosa Avenue.”</p> <ol style="list-style-type: none"> 3. In the section titled “Membership, Dues,” changed Paragraph 1 from “1. Members are in good standing and will be included in an annual membership directory published and distributed to all members if they pay annual dues and register their name and address with the Secretary of Damon Woods between September 1 and August 31.” to “Members are in good standing if they pay annual dues and register their name and address with the Treasurer of Damon Woods.” 4. In the section titled “Membership, Dues,” changed Paragraph 2 from “2. Membership accepted after between September 1 and December 31 will be provided by the treasurer to the newsletter editor for publication in next soonest edition of the Damon Woods Neighborhood Newsletter.” to “2. Membership accepted after November 15 will be provided by the Treasurer to the newsletter editor for publication in next soonest edition of the Damon Woods Neighborhood Newsletter.” 5. In the section titled “Vice President,” added Paragraph 4. 6. Capitalized the section titled “Communications Committee.” 7. In the section titled “Communications Committee,” changed Paragraph 2 from “The committee will maintain any Damon Woods Internet Website, and manage any Damon Woods e-mail group.” to “The committee will maintain any Damon Woods Internet Website, and manage any Damon Woods e-mail group, any active electronic social media site.” Changed Paragraph 7 from “The President shall appoint one or more Directors to oversee the production of the newsletter, sale of advertising in the newsletter and distribution of the newsletter.” to “The chairperson shall oversee the production of the newsletter, sale of advertising in the newsletter, and distribution of the newsletter. 8. Changed the last bullet in Paragraph 1 of the section titled “Communications Committee,” to be Paragraph 2; the remaining paragraphs were incremented by 1. 9. In the section titled “Membership Committee,” deleted Paragraph 3, “Each October, the committee shall prepare notice in the October Newsletter and distribute second membership renewal notices to residents whose memberships have lapsed.” Changed misnumbered Paragraph number 7 to the new number 3 after deleted the old Paragraph 3. 10. Changed the Section titled “NAC Delegates” changed the title to “Neighborhood Association Council (NAC) Delegates.” Changed Paragraph 1 from “1. The Neighborhood Association Council Delegate shall attend all meetings of the Wauwatosa Neighborhood Association Council and shall be responsible for all communication between Damon Woods and the Wauwatosa Neighborhood Association Council.” To “The NAC Delegate shall attend all meetings of the Wauwatosa Neighborhood Association Council and shall be responsible for all communication between Damon Woods and the Wauwatosa NAC.” Changed Paragraph 2 from “2. A first and second alternative delegate shall be appointed by the President to serve in the Delegate’s absence.” to “2. NAC Delegate shall find a replacement to attend the meeting when they cannot attend.” 11. In the Section titled “Fiscal Activities”, added paragraph numbers. 12. Added filename and page numbers to the footer. 13. Added Section titled “DONATION / GIFT POLICY.”
6	January 11, 2015	<ol style="list-style-type: none"> 1. In Section titled “Policies and Procedures,” changed the date of last approval from May 13, 2013 to January 11, 2015.

		<ol style="list-style-type: none"> 2. In Section titled “Membership, Dues”, Item 1 changed from “September 1 – August 30”, to January 1-December 31. 3. Item 2 changed from “November” to “March”. 4. Created new Section “President”. Item 1 was moved from Section “Secretary”, Item 2. 5. In Section “Vice President”, Item 4 changed to reflect new technology allowing electronic folders. Item 5 moved from Section “Secretary” Item 4, now a vice president responsibility to coincide with the calendar of events which the vice president responsibility. Removed “of Association correspondence at the direction of the President”. That responsibility is archaic today. Changed “and shall maintain communication with” to “notify the”. 6. Under Section “Vice President”, Items 6 was moved from Section “Communications Committee” to be consistent with the vice president’s responsibility to fill committee positions. 7. In Section “Secretary”, Item 1 appended “with a goal of no later than one week from the last meeting.” Changed “Minutes and all reports of all meetings and other Damon Woods’ records shall be passed on the the succeeding Secretary and shall be available for inspection to the Board of Directors at all times.” to “Minutes and reports of all meetings stored on the website.” This reflects modern technology. In Section “Treasurer”, Item 2. “Financial reports will be sent out no later than one week prior to the meeting” was “appended. In Item 8, changed date from “November 15” to “March 15” and month “December” to “April” to reflect the change in membership to calendar basis. 8. In Section “Board of Directors Meetings”, in Item 1 added months that we meet to reflect what we actually do. Appended “Any director may object and request that it be placed on the agenda for the next meeting.” to allow escalation to allow for face-to-face discussion. 9. In Section “Board Committees”, Item 1 changed “chairmen” to “chairpersons”. 10. In Section “Communications Committee” moved Item 1 to new line. Fixed punctuation in fifth bullet. Changed “Damon Woods House” to “Lowell Damon House”. The name is now correct. In Item 4 changed Webmaster to Website Administrator”. In Item 8, changed “chairmen” to “chairpersons”. 11. In Section “Membership Committee”, deleted “and welcome newcomers to the neighborhood” from Item 1. This is not what we have been doing. Changed “August” to “December” in Item 2 and “October” to “February” in Item 3 to reflect the change in the membership period. 12. In Section “Nominating Committee”, removed parentheses from last portion of Item 2 to make it a stand alone sentence. 13. Removed Section “Senior Citizens Liaison”. This has become the Seniors Group and the Hart Park Senior Center has its own communications devices. 14. In Section “Fiscal Activities”, in Item 3 deleted “but less than \$1,000” and deleted Item 4. No longer felt the need for this; the board already has financial responsibility. Financials are audited annually.
7	May 9, 2016	<ol style="list-style-type: none"> 1. Added “original” in first paragraph. Changed approval date in first paragraph. 2. In Section “Vice President,” removed old item 3, “At the November Board meeting, the Vice President will propose a 12 month calendar of regular Damon Woods events and activities. This was not common practice and events are planned in an ongonning manner. Renumbered remaining item numbers.

		<ol style="list-style-type: none"> 3. In Section "Secretary," changed item 2 from "Minutes and reports of all Board meetings stored on the website." To "Minutes of all Board meetings stored on the website." 4. In Section "Treasurer," grammatical correction in item 2. 5. In Section "Treasurer," item 7, changed "spending" to "income and expense." 6. In Section "Treasurer," item 8, changed "during the month of April" to "with the April newsletter." 7. In Section "Board of Directors Meetings," item 6 changed from "A majority of the Board of Directors present and voting at any meeting of the Board of Directors will constitute a quorum." to "A majority of the Board of Directors present at any meeting of the Board of Directors will constitute a quorum." 8. Section "Communications Committee," and replaced with three more relevant committees, "Newsletter Committee," Website Committee," and "Electronics Communications Committee" to match what we are doing. 9. Deleted Section "Crime Watch Safety Committee," and replaced with "Safety Liaisons" to match what we are doing. 10. In Section "Gardening and Beautification Committee," added item 3. 11. In Section "Membership Committee," item 2 changed from "The committee will invite new memberships and membership renewals in the Newsletter, accompanied by a membership application, distributed to all neighborhood households and businesses." to "The committee will invite new memberships and membership renewals in the Newsletter, accompanied by a membership application, distributed to all neighborhood households and businesses." 12. In Section "Membership Committee," added new item 4. Old item 4 changed to item 5. 13. To be consistent throughout, changed capitalization of "Board" to "board", "Board of Directors" to "board of directors", and "Directors" to "directors".
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