

# NEW WORLD CELTS, INC

A **501**(c) (3) Corporation

## CHAPTER

## POLICIES & PROCEDURES

## MANUAL

Version 08/2013

Updated 9/25/2014



[www.newworldceltsinc.org](http://www.newworldceltsinc.org)

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## INTRODUCTION

We have created this manual to attempt to answer your questions and as a reference guide throughout your term.

- Meet with the outgoing Chapter leaders. This gives you the opportunity to learn about ongoing projects, problems, or situations that still need attention in the coming year. It is also a chance to receive paperwork, files, and Chapter properties important to completing your term of office.
- Hold your first Chapter Officer meeting. Though all Chapter leaders are likely to know each other, it's a good idea to hold an informal gathering to brainstorm, look ahead, and begin planning for success.
- Attend Board of Governor meetings at the twice annual Executive Committee meeting or conference. It's a great learning opportunity.

As you lead your Chapter, expect to face many challenges that leaders often face. You may find yourself helping to resolve a conflict between Chapter members, planning a Chapter event, or delegating important tasks to volunteers; you will be submitting paperwork, membership dues, or membership reports to the Executive Committee in a timely fashion. Whenever leadership opportunities arise, use the following guidelines:

- Plan ahead. Communicate early and often.
- Set realistic goals. Don't overburden your Chapter members; focus on your Chapter's goals, and most everything else falls into place. Don't let problems fester; address problems in a positive manner before they get overblown.
- Be a leader, not a boss. Your job is to help your Chapter's members and fellow Chapter leaders to achieve their "leisure time" goals in NEW WORLD CELTS.

Leaders achieve results for their Chapters by giving priority attention to the needs of their members and fellow Chapter leaders. Consider yourself a steward of your Chapter.

In order to lead your team effectively, you must first understand your role within the organization as a Chapter leader. Having a clear understanding of your responsibilities and procedures is essential to the success of the Chapter. Once you know your responsibilities, you can work cohesively with your team members and fellow Chapter leaders.

The Chapter--according to (Article 5, Section 2) (copied from bylaws) Chapter level leadership positions described in this handbook is the following.

- \*President
- \*Vice President
- \*Treasurer
- \*Secretary
- \*Sergeant at arms
- \* And the Immediate Past Chapter President.

## The Legalese

As a 501c3 charitable nonprofit, the New World Celts is subject to Federal regulations and Florida statutes, both of which take precedence over any decisions, policies or procedures that may be made or set by NWC. This hierarchy is important to understand. Each level in the hierarchy takes precedence over the items in lower levels; thus a document lower in the hierarchy must relate to, and be consistent with, a document higher in the hierarchy. Similarly, the higher a rule or document falls in the hierarchy, the harder it is to change. This is illustrated in the diagram below.



1. Federal law relating to 501c3 charitable organizations is expressed through IRS regulations.
2. Florida Statutes relating to nonprofit organizations are found in FS Chapter 617.
3. Articles of Incorporation are a legal document that outlines the general purpose and structure of the organization and its intent to operate exclusively with a nonprofit purpose. NWC's Articles were filed with the State of Florida when the nonprofit was incorporated. The Articles follow a standard form and contain a minimum of detail because they are cumbersome to change. This includes the Articles of Amendment that were filed in 2006 (the amendment added IRS---required clauses that NWC is subject to as a 501c3 tax exempt charity).
4. Bylaws establish the governance structure of a nonprofit. Following a fairly standard format, they define the duties, authority limits, and principal operating procedures for the board and board members. The highest level board policies are embedded in the bylaws; otherwise policies are reserved for the next lower level on the hierarchy. Revising bylaws requires following a specific process and, in the case of a member---based organization, approval by the full membership.
  - a. Policies set out principles and standards to guide the actions and decision-making of

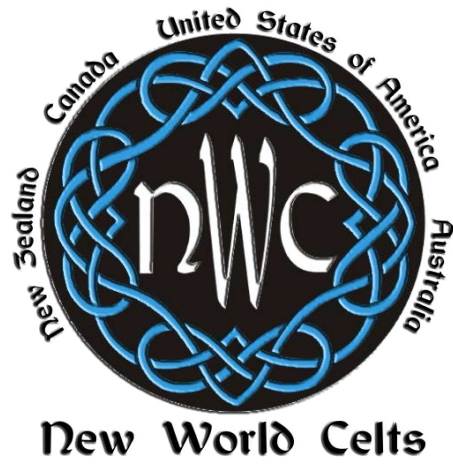
those engaged with NWC. Some policies set out organizational guidelines for behavior, such as whistleblower protection and gift acceptance policies. Others supplement the bylaws and guide board practices and oversight procedures, such as investment, internal controls, and compensation policies. Many policies not only apply to the work of the board, but also have implications for volunteers.

- b. A resolution is a specific board decision that describes an action to be taken or a principle to be adopted. Resolutions are often specific to a given situation. They range from broad statements about organizational values (such as protecting the environment) to elevated recognition of significant contributions (such as of exemplary volunteers).
5. A Procedure describes a specific process for implementing policy. There is often a blurry line between policies and procedures because it can be difficult to separate *what* gets done from *how* it gets done. In practice, policies should set the broadest parameters, and procedures should be handled by staff at the implementation level. But, because the process sometimes matters as much as the results — to ensure transparency, participation, and accountability — some procedures are treated more like policies.
6. Guidelines are often nonbinding but helpful suggestions for actions or behavior. For example, NWC might provide guidelines to help a new chapter put the pieces together for a successful first year.

Similarly, protocols might be established by a chapter to guide processes or workflows which apply only to that chapter. For example, a chapter that hosts an annual Robert Burns dinner might establish local protocols for the execution of the event.

You will be relieved to know that the New World Celts Board of Directors deals with the matters of the articles of incorporation, state statutes, bylaws, policies and board resolutions, giving direction on what to do and the rules governing what is allowable.

At the chapter level you can determine how to achieve your mission with your own chapter procedures, guidelines and protocols (provided that they comply with all of the above). It is our hope that chapters will share their best practices and protocols so events can all be successful.



### Our Mission:

- To promote awareness of the outstanding contributions and history of the Celtic Peoples in the formation and continuance of the New World.
- To provide a forum for the exchange and promotion of Celtic cultural information between the Celtic Associations of the New World; To act as liaison for coordination of and assistance to these Organizations.
- To provide a vehicle for charitable donations to promote Celtic culture in the New World in the areas of Cultural awareness, music, dance, athletics, re-enactments, and other areas deemed appropriate by the Executive Committee.
- To support all Celtic cultural non-political, non-religious, non-racist organizations that espouse the same high ideals as ours, regardless of whether they are Scot, Irish, Galician, Manx, Welsh, Breton, or Cornish.
- To perpetuate Celtic Culture and history in the New World.
- To provide a fraternal atmosphere for members



Executive Committee NWC PO Box 0362 Dunedin, Florida USA

## **Dues & paid memberships:**

1. In order for a member to be an Officer of the chapter, they must be a member in good standing which means their dues are paid in full.
2. Officers MUST have their dues paid before the election;
3. Must also be a paid member to hold any other office (Sgt at Arms) or chair of committees.

### **DUES:**

INDIVIDUAL MEMBERSHIP IS \$25.00

FAMILY MEMBERSHIP IS \$40.00

ORGANIZATIONAL MEMBERSHIP IS \$50.00

Family membership is open to 2 adults in the same legal residence.

Organization membership is open to Celtic clans, family organizations, Celtic organizations, or businesses.

**Dues are from Jan. 1<sup>st</sup> through Dec. 31<sup>st</sup>.**

**They are due by Jan. 31<sup>st</sup> of each year.**

**Renewal/reminder cards will be mailed out in October.**

**\*HINT-** A GOOD TIME TO START COLLECTING RENEWALS IS WHEN YOUR CHAPTER DOES THE VOTING IN NOVEMBER.

Forward the dues checks & applications to the Executive Secretary at [Secretary@NewWorldCeltsInc.org](mailto:Secretary@NewWorldCeltsInc.org) to be recorded and so membership cards & certificates can be sent out.

You can also renew online at the <http://www.newworldceltsinc.org/Membership.html> website under **MEMBERSHIP** tab.

**REMEMBER** at the Jan 31<sup>st</sup> deadline is when the 25% rebate to your chapter is counted so you want as many renewals in as possible to get the largest amount of rebate that you can! These funds are for you to use to help increase your membership by paying fees involved with entrance fees to games or to sponsor a kilt night.

**2014 will also be the start of "The point system".**

**A point system for chapters with the following points awarded:**

- Officer lists with Names and Contact Info to NWC EC by Dec 31st – 1 point
- Meeting minutes to Executive Committee Secretary by end of every month of current year – 1 point
- Treasurer report by end of every month of current year – 1 point
- 9 members or more renewing in the Chapter by Dec 31 for the coming year – 1 point

Example: chapter's total rebate is \$100

1 pt. ¼ \$ = they actually earn back \$25

2 pts. ½ \$ = they actually earn back \$50

3 pts. ¾ \$ = they actually earn back \$75

4 pts. all \$ = they actually earn back \$100

This is an incentive for getting information to the Secretary in a timely manner.



# NEW WORLD CELTS

## Membership Application

New Member? \_\_\_\_\_ or Renewal? \_\_\_\_\_

Name: \_\_\_\_\_

Phone & Email: \_\_\_\_\_

(If family membership) Spouse/Partner name: \_\_\_\_\_

Spouse/Partner's Phone & email: \_\_\_\_\_

Name & Age of Child/Children: \_\_\_\_\_

If under 18 we need Minor Media Release Form, separate page.

Sign up for NewWorldCeltKids? \_\_\_\_\_

Address: \_\_\_\_\_

Which Chapter? \_\_\_\_\_

### Membership Term:

**\$25/One Year (Individuals) or \$40/Family (in one household) or \$50/Organizations**

**Make check to: New World Celts, Inc., (a non-profit 501(c) (3) Florida Corporation)**

**Mail to: New World Celts Membership Chair**

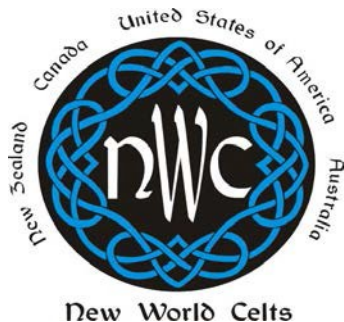
**PO Box 0362 Dunedin, Florida USA 34697**

New World Celts, Inc. was formed in 2000 to promote Celtic Culture, fund Celtic organizations, and increase awareness of Celtic history in the New World. The NWC chapters hold fundraisers to support local Celtic dance, athletic, musical, and re-enactment groups and the NWC website relates histories of Celts here in the New World. **Membership is open to everyone interested in Celtic culture. We are a Non-political, Non-religious organization. If you are a Family, with children that could participate in NWC functions, please fill out a Minor Media permission form, which can be found our website, under memberships.**

**MONIES RAISED WILL BE DONATED TO CELTIC ORGANIZATIONS**

**[www.newworldceltsinc.org](http://www.newworldceltsinc.org)**





# NEW WORLD CELTS

## Minor Media Release Form

The New World Celts may wish to interview, photograph or videotape your child for promotional and educational reasons to utilize in publications, posters, brochures and newsletters; on the New World Celts web site or other special New World Celts events.

We request your permission by signing and returning this page to your chapter and/or Executive committee of the New World Celts. Thank you for your cooperation.

☐

**I give my permission** for my child/children to be interviewed, photographed or videotaped for use in New World Celts publications, productions, or for use by the general news media for print or broadcast purposes; and for his/her name(s) to be published in New World Celts publications and websites, and in news publications and broadcasts. Please write child/children names here.

_____	_____
_____	_____

☐

**I do NOT give my permission** for my child/children to be interviewed, photographed or videotaped for use in New World Celts publications, productions, or for use by the general news media for print or broadcast purposes; and for his/her name(s) to be published in New World Celts publications and websites, and in news publications and broadcasts. Please write child/children names here.

_____	_____
_____	_____

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian name (*please print*): \_\_\_\_\_

After you have read and signed the permission form, please return it to your home chapter and/or the Executive committee of the New World Celts.

**Mail to: New World Celts Secretary  
PO Box 0362 Dunedin, Florida USA 34697**

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**MONIES RAISED WILL BE DONATED TO CELTIC ORGANIZATIONS**

[www.newworldceltsinc.org](http://www.newworldceltsinc.org)

## CHAPTER OFFICERS

The Officers of a NEW WORLD CELTS Chapter consists of

- President,
- Vice President,
- Secretary,
- Treasurer, plus the
- Immediate past Chapter President (if current President is in their 1<sup>st</sup> year)
- If desired the chapter can also have a Sergeant at Arms, Steward or other positions.

*Your duties as the chapter officers are to:*

- Create a Chapter budget
- Complete a Chapter business plan
- Scholarship program
- Create and oversee other Chapter committees as necessary

Working together as a team, the Chapter officers must manage all business and administrative affairs of the Chapter.

To do this you may want to consider one or the entire suggested list of committees: (see pg.22 & 23)

- Membership Committee
- Finance committee
- Public Relations Committee / Community Involvement

## CHAPTER OFFICERS MEETINGS

The Chapter's officers meet as necessary to discuss Chapter affairs. Some Chapter officers meet twice a month, while others may only meet monthly. How frequently the officers meet is their decision, but it's important for a newly elected officers to meet at the beginning of their term to discuss the budget and complete or update the Chapter business plan.

***All decisions made by the Officers must be approved by the Chapter. If the Chapter doesn't approve of the officers decision it is invalid.***

### EVENTS:

Before a chapter can do an event, the chapter as a whole needs to vote on it and will need at least a month or so to coordinate efforts.

Those last minute events may sound good but without a tent or beer truck being properly staffed a fun event CAN turn ugly when the lines get long & you've been working 8 hours straight without a break. It also makes the group as a whole look bad. Better to decline & start planning for next year.

## THE CHAPTER

Chapter leaders have many opportunities to participate in the leadership of NEW WORLD CELTS at the chapter level and as a Chapter President, you have the opportunity to interact with the Executive Committee, and vote on important governance issues through the General Board of Directors.

The mission of a NEW WORLD CELTS Chapter is:

- To promote awareness of the outstanding contributions and history of the Celtic Peoples in the formation and continuance of the New World.
- To provide a vehicle for charitable donations to promote Celtic culture in the New World in the areas of Cultural awareness, music, dance, athletics, re-enactments, and other areas deemed appropriate by the General Board of Directors.
- To support all Celtic cultural non-political, non-religious, non-racist organizations that espouse the same high goals/mission as ours, regardless of whether they are Scot, Irish, Galician, Manx, Welsh, Breton or Cornish.
- To perpetuate Celtic Culture and history in the New World.
- To provide a fraternal atmosphere for members.

## CHAPTER MEETINGS

As a Chapter leader, you are called upon to perform any number of functions for the Chapter. Some are performed at the Chapter meetings. For example, the President opens and closes every meeting; the Treasurer collects the annual dues from members and forwards them to the Executive Secretary; and the Sergeant at Arms (if your chapter has one) brings the banner and hands out agendas.

Every chapter has its own style of meeting. Some are free style, everyone just shows up and chats, others are more formal.

## COMPONENTS OF A CHAPTER MEETING:

- **Agenda:** When you supply an agenda to the members as they enter the meeting, members will have more comfort and control of how they will interact during the meeting.
- **Procedure:** keeping the components of the meeting the same from month to month is helpful by keeping the meeting organized and productive. The Chapter President should set the tone; serve as a role model for keeping order and showing respect for other committee members' opinions.
- **Pace:** Maintain a fast pace, and keep the meeting short.
- **Participation:** Require that every committee member reports or otherwise contributes at the meeting.
- **Creativity:** Don't get stuck in the "we've always done it this way" mentality. Invigorate and encourage fellow members.

Yearly review your Chapter's annual goals and progress in the Chapter Business Plan.

Beware of idea killers who will try to control the meeting (and the organization) with some of the following phrases:

We tried that before and it didn't work

There are more members at other chapters that's why they are successful

They are younger, more energetic and dedicated than we are

The agenda below is one that you may want to use as a guideline.

## **SAMPLE AGENDA**

July 2013  
New World Celts  
Monthly Meeting Agenda

President (name)	Membership Chair (name)
Vice President (name)	PR Chair (name)
Treasurer (name)	Vacant- Revenue Chair (name)
Secretary (name)	Vacant- Community Chair (name)

-Greet New Members and Guests

-Treasurer's Report: May 4109.42    June \$2059.00

-Committee Reports; PR, Revenue, Community, Membership

- Scholarship/Sponsorship awards:    June: 2,050.        YTD: 3,900.  
\$1,000 to City Pipe Band

- Celtic history/Culture Presentation by Tampa Bay Highland Dance

### **-Past Events:**

-WNC Asheville Celtic Music Festival    June13-15th

-Brandon Chapter Kilt Night

### **-Upcoming Events:**

-Safety Harbor 4th of July Parade - meet at Starbucks at 9:30 on East end of town

-Orange Festival Sat July 6<sup>th</sup> - need volunteers for NWC tent 6-8pm and Barbarians

-July 27th Movie Trivia night at Flanagan's dinner and live action \$20/per

-August 3rd Palmetto....Exec Committee Celtic Convention Frog Creek RVresort  
8515 Bayshore Rd., Palmetto, FL. (941) 722-6154 on NWC Facebookpage

**Next meeting:** Monday August 5th 7:30 pm

## Chapter Elections (Section 4 covers the elections) **POLICY**

The following information is from our NWC By-laws, you can see them in their entirety at the NWC website

### ARTICLE 5 – CHAPTERS

**Section 1 – Qualification and Operations:** A minimum of ten (10) voting members in good standing is required to establish and maintain a chapter. All chapters shall be established, maintained and operated in accordance with these Bylaws and any policies or agreements set forth by the Governing Board.

**Section 2 – Chapter Officers:** Chapter officers shall consist of a President, Vice President, Secretary, Treasurer, and Immediate Past President. The duties of Secretary and Treasurer may be handled by one person. Chapter officers are responsible for NWC activities at the chapter level, and provisions of these Bylaws relating to the parallel positions on the Governing Board are applicable at the chapter level. The Chapter President shall concurrently serve as a Director of the Governing Board. The Immediate Past President shall serve in this position for one year.

**Section 3 – Term of Office:** Chapter officers shall serve one-year terms. Each officer is eligible for re-election up to four (4) consecutive terms. Any officer having served four consecutive terms shall be required to step down for a period of one full calendar year, prior to consideration for a new initial term.

**Section 4 – Chapter Elections:** Chapter elections shall be held annually by the last day of November. Only those members in good standing who have designated a chapter as their ‘home chapter’ may vote in that chapter’s elections. Neither an honorary member nor an organization member may hold office at the chapter level. Votes must be cast in person, by mail or electronic means, and members may cast no more than one vote per candidate.

**The candidate(s) receiving the greatest number of votes shall be duly elected. Officers so elected shall take office on the first day of the next fiscal year. Voting by proxy shall not be allowed.**

**Section 5 – Resignation of Chapter Officers:** Any chapter officer may resign at any time by giving written notice to the President of the Chapter. Resignation of the Chapter President requires written notice to the Secretary of the Governing Board. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

**Section 6 – Chapter Officer Vacancies:** A vacancy in a chapter officer position shall be filled by vote of the members in good standing who have designated the chapter as their ‘home chapter’.

**Section 7 – Removal of Chapter Officers:** A chapter officer may be removed from office by vote of members in good standing who have designated the chapter as their “home chapter,” if the number of votes cast to remove the officer would be sufficient to elect the officer at a meeting to elect officers.

**Section 8 – Quorum:** A quorum shall consist of 51% of the Chapter Officers.

## Nominations Procedures:

During your October meeting you will want to announce the Nomination of Officers for your chapter. Let the members nominate their candidates for each office.

- (See the actual offices to find out the qualifications)
- Each term is for one year
- Each officer is eligible for re-election up to four (4) consecutive terms
- You must be a paid member in good standing to run for office and pay the following years dues before the election

### **Before the election**

- Create & print out ballots
- Have a current member roster showing paid members

### **Election Day**

- The Sgt at Arms is appointed not elected so this is part of their job description, if you don't have one then have someone who is not running for election check off the paid members & hand out the ballots.
- You will want the chapter secretary close by, many members choose this time to renew their memberships and he/she can take their applications & dues (which they will forward to the Executive Secretary or Executive Membership Committee)
- The members will mark their ballots
- Have a container or basket available for them to put their ballots in or have the Sgt at Arms collect them.
- The Sgt at Arms or whomever is running the election will count the votes
- Whoever gets the most votes wins.
- Make sure the chapter Secretary notes the outcome of the election in the minutes
- Forward those results to the Executive Secretary at [Secretary@NewWorldCeltsInc.org](mailto:Secretary@NewWorldCeltsInc.org) to be recorded.

## **Waiver**

### **Waiver of One (1) Year Eligibility Requirement Process for Prospective Chapter Officer Election Nominee**

While it is highly recommended that all nominees for Chapter officer positions be an existing member in good standing for a minimum of ONE year, there may be highly qualified individuals who are willing to serve as a Chapter Officer, which at the time of the election have not been an active member for one (1) year.

A Chapter can waive the One (1) Year Eligibility Requirement by following the process below:

1. A motion to waive the One (1) Year Eligibility Requirement for a candidate whom at the time of Chapter Elections has not met the One (1) Year Eligibility Requirement must be made and seconded prior to the election of Chapter officers.
2. If the motion carries, then a vote must be taken prior to the election of Chapter officers by the present chapter members to waive the One (1) Year Eligibility Requirement for said Officer Position.
3. If the majority of the Chapter Membership present approves to waive the One (1) Year eligibility requirement, then the One (1) Year Eligibility Requirement is waived and any current Chapter member is eligible to run for that Chapter Officer position and the Chapter Officer Election proceeds as described under the Chapter Elections Section of the Chapter Manual.
4. If the majority of the Chapter Membership present does not approve to waive the One (1) Year Eligibility Requirement, then the One (1) Year Eligibility Requirement is not waived. Only current Chapter members that meet the One (1) Year Eligibility Requirement are eligible to run for that Chapter Officer position; and the Chapter Officer Election proceeds as described under the Chapter Elections Section of the Chapter Manual.
5. The motion, the second motion, and the vote results should be documented in the Chapter minutes and all will need to be forwarded to the Executive Secretary.

**For the positions of President, Vice President & Sergeant at Arms if you are an existing chapter you can use these description/duty lists as a suggestions, as long as all of them are being filled by one of these officers.**

**For NEW Chapters, these are Policy & Procedures that you will need to follow.**

# CHAPTER LEADERSHIP ROLES

## PRESIDENT

1. **Qualifications:** You **MUST** be an existing member in good standing for a minimum of ONE Year to run for Chapter President
2. Computer literate
3. Background check (since you will be a signer on the chapter checking account)

You are the Chapter's chief executive officer, managing director, cheerleader, and coach, all rolled into one. As the person who sets the tone for the Chapter, you are expected to provide helpful, supportive leadership for all of the Chapter's activities.

You motivate, make peace, and facilitate as required. Though you must occasionally step in and make a difficult decision, rarely do so without consulting your members and other Chapter Officers. Strive to show respect for all members, even when you do not agree with them, and provide leadership for all, not just the people you like best.

Stay current on all new developments via the chapter emails & Facebook pages.

### Duties of Officers: President

The Chapter President is the Chief Executive Officer of this Chapter and is responsible for fulfilling the mission of this Chapter. The President presides at meetings of this Chapter and the Chapter Officer meetings; appoints all committees; and has general supervision of the operation of this Chapter. The President shall be an Ex-Officio member of all Committees of this Chapter and shall serve as this Chapter's representatives on the General Board of Directors.

### Presidents responsibilities as the Presiding Officer

The Chapter President opens and presides over every Chapter and Executive Committee meeting. This means the President takes charge of the proceedings and keeps the agenda moving forward. As President, you are expected to manage procedural matters in the conduct of the meeting.

### Cheerleader

You recognize member achievements by presenting certificates, or other memorabilia at Chapter meetings, sending personal emails of congratulations, and otherwise publicly praising the good work of your members.

Awards (e.g., for activities or events members participated in)

Long-standing membership (e.g., five years, 10 years)

Successfully conducting an event (e.g., Ceili)

I also will counsel new Presidents that the NWC IS a volunteer organization. You should be appreciative of any help you receive and always publicly thank your volunteers every chance you get. You should NEVER bring up any negative nor tear down a person for mistakes or incompetence, or even for breaking a bylaw ...in public. Management 101 applies: Praise in public- criticize in private.

### Leadership and Guidance

The President serves as the Chapter's representative at the General Board of Directors also known as the Celtic Senate. As President, you must be available to provide leadership for the Chapter whenever it's required. This includes creating a nurturing learning environment by conducting well run, energetic, interesting meetings; actively seeking and connecting with Chapter members and officers; listening patiently and offering assistance; and resolving conflicts as they arise.



## **PRESIDENT CHECKLIST**

Before Chapter Meeting, ask the Vice President if any members are to receive special recognition at the meeting. Ask the Membership Committee if any new members are to be introduced at the meeting. Plan the business portion of the meeting.

### **Upon Arrival at Chapter Meetings**

Review the meeting agenda.

Greet guests and members as they arrive to make them feel welcome.

### **During Chapter Meetings**

- Call the meeting to order promptly at the scheduled time.
- Introduce guests.
- Briefly explain the meeting's events for the benefit of guests.  
Introduce the Guest entertainer or speaker if any.
- Conduct the business meeting.
- Give the date, time, and place of the next meeting.
- Make any announcements.
- Adjourn the meeting on time.

### **Outside Chapter Meetings**

- Attend and vote at the twice a year Board of Directors Meeting.
- Steer the nominations for new Chapter leaders before the beginning of the term.
- Receive official correspondence from Executive Committee
- Schedule and chair Chapter officer meetings

## **COMMON SCENARIOS PRESIDENTS FACE**

Following are example scenarios you may encounter in your role as Chapter President and suggestions on how to resolve them. As you successfully respond to your own experiences in this role, be sure to share them with the Executive Committee team (President@NEWWORLDCELTSINC.org).

**Scenario:** A member who is scheduled to fill a meeting role does not come to the meeting.

**Possible solutions:** Fill the role by recruiting another member who doesn't already have an assigned role. If necessary, fill the role yourself.

**Scenario:** A Chapter officer is underperforming, frequently absent, or otherwise unable to fulfill his duties leaving me, the president, with more to do.

**Possible solutions:** Meet with the Chapter leader immediately and ask what you can do to help. Engage, encourage, and energize him to develop and use the skills required for the job.

Examine your own leadership approach. Ask yourself if you are contributing to the Chapter officer's problems.

**Scenario:** A Chapter member is belligerent, controlling, or otherwise causing trouble at Chapter meetings.

**Possible solutions:** Contact member immediately and listen to their point of view. (Often, this is enough to solve the problem.) Give the Chapter member a task that focuses their energies. Explain the importance of orderly, positive Chapter meetings to them

## VICE PRESIDENT

1. **Qualifications:** You **MUST** be an existing member in good standing for a minimum of ONE Year to run for Chapter Vice President
2. Computer literate

You are the Chapter's Second in Command, and may feel like you are spending your life waiting in the wings! You back up the President and fill in when he/she is unavailable to make it to meetings or events. You are expected to provide helpful, supportive leadership for all of the Chapter's activities as well.

Like the President, you motivate, make peace, and facilitate as required. You will work closely with the chapter president and be one of his/her advisers when it is time to make those difficult decisions, along with other Chapter leaders. Strive to show respect for all members, even when you do not agree with them, and provide leadership for all, not just the people you like best.

### Duties

The VP is the **event manager** for the chapter and organizing the tent at your local games or community event.

- Help coordinate kilt nights and prizes for raffles
- attend monthly meetings
- attend fund raising events
- Be "on call" in case the president is unable to do his duties.
- help promote the chapter and network for future possibilities

### Events:

One of your major duties will be contacting the Vice President of the Executive Committee with what events your chapter will be volunteering at or games being attended, or different events your chapter will be participating in. This will help avoid too many activities locally on the same day and allow for the other chapters to be informed about what is going on.

(i.e. Pirate Crewe events-bad rep and we have already voted NOT to be affiliated with them yet some people still insist on trying to do events with them.)

It will also be your responsibility to bring up new events at the meeting, explain what the event is, how many people will be needed to participate, and then have a vote to see if the chapter wants to participate. You will need to lead the discussion, along with the person who brought the event to your attention for planning.

**You should have a minimum of at least one month for preparation.** (Those last minute events may sound good but without a tent or beer truck being properly staffed a fun event CAN turn ugly when the lines get long & you've been working 8 hours straight without a break.

It also makes the group as a whole look bad. It's better to decline & start planning for next year.)

- for signing up & organizing volunteers
  - creating a schedule to use for the volunteers,
  - make sure you have the tent, tables, chairs, etc...
1. The chapter doesn't have the authority to bind or enter into a contract with another company without Board approval to ensure the group (NWC) is represented properly
    - a. As board members we are responsible for ALL the activities of ALL the chapters.
    - b. As a courtesy, let us know what is going on, we can put it on the calendar to make sure there are no date/event conflicts
  2. Co-ordinate help (i.e. Beer truck in Orlando) or another chapter did that, here is who to get in contact with.

If there is no Sgt. at Arms then it is also your responsibility to do those duties. You keep track of the Chapter's physical properties, such as the banner, agendas, and other meeting materials. You arrive early to prepare the meeting place for the members, and you stay late to tear down and stow all of the Chapter's equipment. You are also in charge of the meeting place itself, obtaining a new space when necessary, and maintaining contact with the people who allow you to use the space for your Chapter meetings.

The Sergeant at Arms also has a role to play during business meetings, and other special Chapter events. For example, guards the door while someone is speaking to the assembled members to ensure that the speaker is not interrupted by latecomers.

Stay current on all new developments via chapter email & Facebook.

**See pages 20 & 21 for the all the Sergeant at Arms Duties & responsibilities**

#### CHECKLIST

Before Chapter Meeting, advise President if any members are to receive special recognition at the meeting.

Upon Arrival at Chapter Meetings

Review the meeting agenda.

Greet guests and members as they arrive to make them feel welcome.

During Chapter Meetings

VP should handle reporting any new events on the agenda & call for a vote on whether or not to participate & get signup sheets out for volunteers.

Outside Chapter Meetings

Send official correspondence to VP of Executive Committee for events

## **SERGEANT AT ARMS**

You keep track of the Chapter's physical properties, such as the banner, agendas, and other meeting materials. You arrive early to prepare the meeting place for the members, and you stay late to tear down and stow all of the Chapter's equipment. You are also in charge of the meeting place itself, obtaining a new space when necessary, and maintaining contact with the people who allow you to use the space for your Chapter meetings.

The Sergeant at Arms also has a role to play during business meetings, and other special Chapter events. For example, guards the door while someone is speaking to the assembled members to ensure that the speaker is not interrupted by latecomers.

Stay current on all new developments via chapter email & Facebook.

## **SERGEANT AT ARMS RESPONSIBILITIES**

### **BASIC CHAPTER SUPPLIES**

- Ballots and brief evaluations
- Sound equipment
- Banner

### **Chapter Properties Custodian**

- Keep the Chapter's supplies and other equipment safe and secure.
- Arrive early to set up the meeting space.
- Stay late to dismantle and clear the meeting space. Stow all Chapter properties.
- Leave the meeting room the way you found it.
- Order new supplies as necessary.
- Chapter Meeting Coordinator
- You act as a liaison between the Chapter and the management of the meeting place.
- Notify the management at least three weeks in advance if there are changes in your meeting schedule.
- Moving to another venue
- Meeting a different day of the week
- Planning a special event

### **SERGEANT AT ARMS CHECKLIST**

#### **Before Chapter Meetings**

- Confirm meeting room reservations a few days before the meeting.
- Ensure that plenty of blank ballots are on hand for voting (as well as a current member list to make sure only paid members get a ballot) , tickets for raffles, and meeting evaluation forms

#### **Upon Arrival at Chapter Meetings**

- Arrange the meeting room and audio/visual equipment at least 30 minutes before the meeting

- begins, so the meeting starts on time.
- Place a table near the door to display promotional brochures, name tags, the Guest Book, and educational materials such as Chapter newsletters.
- Ask all guests to sign the Guest Book, and give each a name tag to wear during the meeting.

#### During the Meetings

- Sit near the door to welcome late arrivals and help them be seated, prevent interruptions, and perform any necessary errands.
- Coordinate food service, if any.
- Collect ballots and tally votes for awards when necessary.

#### After the Meetings

- Return the room to its original configuration.
- Pack up all materials, and store them in a safe place.
- Pick up and dispose of any stray items or trash.

### COMMON SCENARIOS SERGEANTS AT ARMS FACE

Following are example scenarios you may encounter in your role as sergeant at arms and suggestions for how to resolve them.

**Scenario:** It's difficult to find the time to arrive early and set up the Chapter meeting when time is short, especially at lunchtime meetings.

**Possible solutions:** Ask for volunteers to assist you with the work when your work or life schedule gets busy; tap into the enthusiasm of new members to help with the role. Develop a minimalist, only---what's---needed configuration for your Chapter's meeting space, and use it on those days when you have little time to spare.

**Scenario:** The Chapter roster has outgrown the current meeting place, and a new site is needed.

**Possible solutions:** First, find out if there are larger meeting spaces available in the same building as the old one. If not, look for a new meeting place that's as close as possible to the old one.

There are many possible solutions: women's Chapters, churches, hospitals, restaurants, coffee shops, veterans' centers, senior centers, or city government offices.

Work with the president and public relations committee to get the word out about the new location as soon as possible.

**Scenario:** The Chapter's usual meeting room is temporarily unavailable.

**Possible solutions:** Work quickly to find a temporary solution and communicate it to members. There are many options: banquet facilities in local restaurants, pushing together some tables at a local coffee shop, or finding a different space in the same office building. Cancelling the meeting should be a last resort.

# TREASURER Policy & Procedures

## Qualifications:

- You **MUST** be an existing member in good standing for a minimum of ONE Year to run for Chapter TREASURER
- You will need to undergo a background check.
- Computer literate

You are the Chapter's chief accountant. You manage the Chapter's bank account, writing checks as approved by the Chapter's Officers and depositing annual dues payments and other Chapter revenues. You are also in charge of submitting member dues to the Executive Committee, helping the Executive Committee Treasurer in filing necessary tax documents, and keeping timely, accurate, Up to date financial records for the Chapter.

Though the treasurer's duties are precise, the consequences for members can be serious when they're not completed accurately and on time.

The Chapter Treasurer is responsible for Chapter financial policies, procedures, and controls. The Chapter Treasurer receives and disburses, with approval, all Chapter funds; pays to Executive Committee membership dues as they are received; and keeps an accurate account of all transactions. The Chapter Treasurer shall make financial reports to the Chapter and to the Chapter Officers monthly during the chapter meetings and send monthly reports to the Executive Committee Secretary, and shall transmit the accounts and all undistributed funds to the successor in office at the end of the Chapter treasurer's term or upon request.

## CHAPTER BANK ACCOUNT

All signers on the new account will need to undergo a background check.

Each Chapter should have a Chapter bank account. Chapter funds should never be mingled with an individual's funds.

Before you can issue checks from a Chapter account, the bank must have a signature card signed by the Treasurer and President of the Chapter. All signers on the account will need to authorize a background check. Advise the bank that NEW WORLD CELTS Inc. is a nonprofit, tax-exempt organization. Some banks waive fees for such entities.

Banks will require an Employer Identification Number for Chapters in the U.S.; contact The Executive Committee Treasurer for this number. To use this FEIN, one of the corporations registered officers; generally the Executive President must be a signer on the account. You will need to discuss this with your bank and follow their procedures.

The Treasurer's responsibility is as the accountant of the Chapters activities

- Create the budget at the beginning of the year in conjunction with the Chapter Officers.
- Report on the Chapter budget as needed at Chapter meetings and chapter officer meetings.

- Manage the Chapter bank account.
- Reconcile deposits, expenditures, and cash on hand each month.
- File necessary paperwork with the Executive Committee
- Transfer Chapter financial information to the incoming treasurer
- Dues Collector: You collect and forward members' dues to Executive Committee
- You write checks to disburse funds as necessary for Chapter activities.
- Purchase Chapter materials, such as raffle tickets and promotional materials.
- Maintain petty cash fund
- Receive and pay bills from special events.
- Pay recurring bills, as authorized by the Chapter Officers
- You keep clear, accurate records of all Chapter financial transactions.

## **POLICIES**

- Chapters may conduct fundraising activities for equipment & supplies for chapter use; scholarships & grants of NEW WORLD CELTS provided certain guidelines are met, including the following:
  - a. No individual member profits financially from the activity.
  - b. The profits are used to further NEW WORLD CELTS Inc., within the State or Local tax-exempt purpose guidelines
  - c. The fundraising activity is legal in the Chapter's city, or state, (province, or country).
  - d. All revenue and residual funds raised in connection with an event or activity sponsored by a Chapter will go to that particular chapter. If the event or activity results in a loss, it is assumed by that same chapter.
- Anytime cash is received by the Treasurer
  - a. make sure to give a cash receipt (& make sure you have a duplicate copy for your records)
  - b. Make sure you have receipts in hand before reimbursing funds spent and all expenditures MUST be approved before funds are spent.
  - c. Never reimburse yourself, make sure another chapter officer is there if it is in cash or have another signer on the account write a check to you.
  - d. Use of Excel or some type of accounting or spread sheet program is necessary
- FUNDS:
  - Any monies given out to anyone for more than \$150.00 need to have a vote of the chapter for approval. (Including scholarships)
  - There can be up to \$100.00 discretionary fund per year for the Chapters use; you would still need to submit receipts since all funds have to be accounted for.
  - Any checks written for \$100.00 or more, the chapter would need to be notified of where the funds are going & what they are being used for.

## **PROTOCOLS**

- A. It is acceptable to conduct music workshops, language workshops etc. and charge participants a fee that is reasonable and used to buy program materials.
- B. Raffles, auctions, or sales of donated goods may be held at Chapter events.
- C. Funds may not be raised for purely social events (such as a chapter party), for other charitable causes; nor to support a campaign for a candidate at any level inside or outside the organization.

## **TREASURER CHECKLIST** before Chapter Meetings

Prepare a financial report as necessary to be presented at the meeting.

### **During Chapter Meetings**

Collect any payable dues from members.

Present the Chapter financial report when necessary.

### **Outside Chapter Meeting**

Reconcile deposits, expenditures, and cash on hand each month.

Assist the Executive Committee in filing form 990, with the Internal Revenue Service by May 15 for the previous year.

## **CHAPTER EXPENSES**

- Receive all bills and other financial correspondence for the Chapter.
- Educational materials
- Administrative supplies & copies
- Postage
- Special events, such as banquets
- Bank statements and cancelled checks
- Cash book and journal
- Paid bills
- Deposit slips
- Copies of monthly financial statements
- Chapter Equipment (tent, table, chairs, table covers, books, flags, display items, etc...)
- Website (if any)
- Newsletter (if any) Issue checks to cover Chapter expenses.

## **COMMON SCENARIOS TREASURERS FACE**

Following are example scenarios you may encounter in your role as Treasurer and suggestions for how to resolve them. As you successfully respond to your own experiences in this role, be sure to share them with the Education team at World Headquarters (Treasurer@[NEWWORLDCELTSLINC.org](mailto:Treasurer@NEWWORLDCELTSLINC.org)).

Scenario:	The previous Chapter treasurer did not keep adequate records.
Possible solutions:	At the beginning of your term of office, take possession of all available records, and review the audit committee's report. Then begin monitoring the Chapter finances as efficiently and completely as you can, creating a simple record---keeping system and documenting your procedures for future treasurers.



## SAMPLE TREASURER'S REPORT

DATE: January 1, 2013

Chapter Name

### Bank Statement-Cleared Transaction

Previous Balance		300
Deposits and other Credits	3 Deposits-Dues	120
Checks and Payments	2 items	<100>
Service Charges	1 item	10
Interest Earned		0.5
Ending Balance		310.5

### Uncleared Transactions

Cleared Balance		310.50
Checks & Payments	4 check card debits	75.40
Deposits/Credits	0 pending	0
Total		235.10
Register Balance as of (date)		235.00

# SECRETARY Policy & Procedures

## Qualifications:

1. You **MUST** be an existing member in good standing for a minimum of ONE Year to run for Chapter SECRETARY
2. **Must** be computer literate.

You are the Chapter's primary note taker and record keeper. You manage Chapter files, handle Chapter correspondence, and take the minutes at each Chapter meeting and executive committee meeting. You are also in charge of updating and distributing a roster of the current paid membership, and keeping the Chapter officer list current with the Executive Committee. Though some Chapters combine the Secretary role with the Treasurer, it's best to have a dedicated Secretary.

Stay current on all new developments via the Leader Letter and the announcements published on the NEW WORLD CELTS website. Order supplies for the Chapter as needed. If your chapter has your own Facebook page, you may be responsible for updating it & for monitoring the content.

It is also your responsibility to keep up the chapter calendar and to notify the Executive Secretary of any events you want added to the Main Calendar on the NWC website.

The Chapter Secretary is responsible for Chapter records and correspondence. The Chapter Secretary has custody of the Chapter's records and documents of this Chapter; keeps an accurate record of the meetings and activities of this Chapter and of the Chapter Executive Committee; maintains an accurate and complete roster of individual members of this Chapter, including the address, phone number, email address and status of each individual member; and transmits the same to the successor in office. The Chapter Secretary provides notices of meetings, and immediately notifies Executive Committee of New World Celts of any change in the roster of individual members.

## SECRETARY RESPONSIBILITIES

### Minutes

You take the minutes at each Chapter meeting and executive committee meeting.

- Chapter name
- Date
- Type of meeting (Chapter meeting or executive committee meeting)
- Meeting location
- Names of meeting attendees
- Name of the presiding officer
- Corrections to and approval of the previous meeting's minutes
- All motions, including the name of the mover, the name of the seconded, and whether the Motion passed or was defeated
- Committee assignments, including the names of committee chairs and members and deadlines
- Main points of any debate or discussion

### Record Keeper

- Keep a copy of the Bylaws for your Chapter of the NEW WORLD CELTS.
- Be familiar with the procedure for amending Chapter bylaws.
- Maintain Chapter files, including meeting minutes, applications, resolutions, and correspondence.

- Certain materials must be kept for specific lengths of time. Financial Records 7 years
- You report new officers to the Executive Committee.
- After new officers are elected or appointed, update the Chapter officer list by emailing the Executive Committee at [Secretary@NewWorldCeltsInc.org](mailto:Secretary@NewWorldCeltsInc.org)

## SECRETARY CHECKLIST

### Before Chapter Meetings

- Post the minutes of the previous Chapter meeting online, and notify Chapter members that the minutes are available for review.
- Prepare for the president a list of actions to be taken during the business meeting, including unfinished business, announcements, and correspondence.
- Update the Chapter's officer list online when necessary.

### Upon Arrival at Chapter Meetings

- Circulate the Chapter's attendance sheet and guest book for members and guests to sign.
- During Chapter, Business, and Executive Committee Meetings read the minutes of the previous meeting, note any amendments, and record the minutes of the current meeting.

## COMMON SCENARIOS SECRETARIES FACE

Following are example scenarios you may encounter in your role as secretary and suggestions for how to resolve them. As you successfully respond to your own experiences in this role, be sure to share them with the International Executive Committee

Scenario: It's difficult to take meeting minutes while participating in the Chapter business meeting at the same time.

Possible solutions: If you're planning to raise an important issue at a business meeting, arrange for another Chapter member to take the minutes during that time.

Scenario: It's hard to find the balance between too much and too little detail in the minutes.

Possible solutions: For business meetings and Chapter executive committee meetings, focus mainly on the motions and any information pertaining to the motions. Also, be sure to capture the time and place of the meetings, people present and their positions, assignments for the next week's meeting, and any outstanding issues or tasks that need further discussion.

Scenario: The previous Chapter secretary did not keep the Chapter files in order.

Possible solutions: Track down any necessary documents, including the Chapter charter, By-laws, minutes, resolutions, and relevant correspondence. You can also check with the Executive secretary for copies of the minutes that they received from your predecessor.

If necessary, use Chapter funds to purchase a portable file caddy or other small filing container to organize your files.

Develop, maintain, and document a simple, effective filing system, and pass it on to your successor.

## SAMPLE OF MINUTES FORMAT

New World Celts  
Your Chapter  
Meeting Minutes  
[date]

Present: (Officers present & their names)  
& how many members, guests & new members

I. Announcements

[List all announcements made at the meeting. For example, new members, change of event, etc.]

II. Treasurer's Report

Beginning balance, type of expenses, ending balance.

III. Past Events

Summarize each event, turnout, how much money made, etc...

IV. Current & Future/Upcoming Events

Summarize each event

Give the location, the date & time of event and the cost if applicable

V. Next meeting: [Date, Time, Location]

Submitted by: \_\_\_\_\_

\*make sure to notate any motions that were made & by whom, and who seconded them.

# Committees

Each committee chair person will give a report of the committee at the monthly chapter meeting or arrange for someone to do so for them. If nothing to report, then the report will say, "Nothing to report at this time."

## MEMBERSHIP Committee

You are the Chapter's number one recruiter, and you manage the process of bringing in guests and transforming those guests into members and keeping them as members.

By initiating contact with guests, making them feel welcome, and providing them with the information they need to join, you help maintain a constant influx of new people into your Chapter. You also keep an eye on membership levels and strategize with the rest of the chapter officers about how to overcome membership challenges when they occur.

The Membership Committee is responsible for planning, organizing and directing a program that ensures individual member retention and growth in Chapter individual membership. The membership committee reports to the Chapter Secretary.

## MEMBERSHIP Committee responsibilities

### Recruiter

Have new member application on hand!

- You lead the Chapter's efforts to continually increase membership.
- Recruit new members
- Get new members involved to keep them interested
- Work on retaining existing members.
- Answer emails, phone calls, and other inquiries from prospective members, and encourage them to visit the next Chapter meeting.
- Create a "Welcome Wagon" or Faillte Factor to reach out to new members

Membership Committee CHECKLIST before Chapter Meetings

- Give report at each meeting on status of new members, introduce them if they are present

## **PUBLIC RELATIONS ANDEVENTSCOMMITTEE**

You are the Chapter's link to the outside world, the persons in charge of notifying the public about the Chapter's existence. You are social media specialist, and brand manager for the Chapter. It's your job to notify the media whenever your Chapter does something newsworthy. This committee reports to the Chapter Vice President.

As Public Relations Committee, you'll find yourself writing news releases, creating and distributing fliers, and maintaining the Chapter's presence at various key places in the community. Stay current on all new developments via chapter emails & Facebook.

The public relations committee is responsible for developing and directing a local publicity program that informs individual members and the general public about your chapter.

**PUBLIC RELATIONS responsibilities Link to Outside World**

You publish Chapter meeting times and location.

Maintain Chapter presence in the local newspaper's events calendar.

Publish the Chapter newsletter featuring important news, upcoming events and members' award accomplishments.

Create and update the Chapter's site on Facebook.

### **Brand Manager**

You protect the NEW WORLD CELTS brand.

All use of the logo must be approved by the Executive Committee

PUBLIC RELATIONS Committee gives reports at monthly Chapter Meetings

## **CHAPTER FINANCE / BUDGET Committee**

The Chapter executive committee develops a budget each year and will be chaired by the Chapter Treasurer

### **TYPICAL CHAPTER REVENUE**

- Membership dues
- ads Chapter newsletter
- festivals and events
- Special events Ceili & Games
- Donations
- Fundraising

## **WILD ROVERS**

Wild Rovers are members at large with no specific Chapter Affiliation.

As such, they currently do not have voting rights.

We are encouraging people who want to start a new chapter to join as Rovers, that way they can get a meeting place and build up the needed number of members for 6 months then if all is in place they can become a new chapter.

There will be a liaison between the Rovers & Executive Board to help to facilitate communication

1. This person will be appointed by the Board of Governors
2. A Mentor- current or past officer (chapter or Exec. Comm. level) will be assigned to the group of Rovers wanting to start a chapter.

# STARTING A NEW CHAPTER

## Requirements for a Chapter Charter

- 6 months as an active chapter member or Rover, in good standing
- 10 members, including those who will be chapter officers
- Regular, local meeting place for a consecutive date each month
- At least one member of proposed new chapter **Must** attend a Convention meeting or attend by electronic means
- For those Rovers who have already joined & we have spoken to about becoming a new chapter
- attendance for the next General meeting is a must for the Chapter President (either in person or via electronic means) have goals set (such as a kilt night for a scholarship/sponsorship)

## Application for Charter

- Must be members in good standing
- Have the name & location of the Pub where your home base will be
- Have a minimum of 10 members & who your officers will be
- Submit to a background check for the officers who will be signers on the bank account.
- A letter of reference from the Chapter President you are active in or if a Rover, your mentor will be responsible for the reference letter

## Chapter Charter Issued

- Raise funds
- The Executive Committee will open a checking account & at approximately the one year mark, if the chapter is up and running well, will take back our seed money & the chapter will open a new account. If the chapter is still struggling, in 6 months another review will be done to evaluate the situation & the changeover can take place then.
- Continue monthly meetings
- Given a chapter email
- Start a Facebook account for chapter
- A chapter banner will be sent to you
- File monthly minutes & treas. Reports



# EXECUTIVE COMMITTEE OFFICERS

The Officers of The Executive Committee of NEW WORLD CELTS consists of

- President,
  - Vice President,
  - Secretary,
  - Treasurer
- 
- Each office is pretty much the same as at the Chapter level however the Chapters do report to the Executive Committee. (*SEE THE CHAPTER OFFICER ROLES FOR RESPONSIBILITIES OF EACH OFFICE*)
  - The chapters Secretary & Treasurer email the monthly minutes & Treasurer reports to the Executive Secretary as well as the Chapter dues & applications.
  - Chapter V.P.'s should be contacting the Executive VP regarding events and /or games
  - **Brand Manager**  
We protect the NEW WORLD CELTS brand.  
All use of the logo must be approved by the Executive Committee

## QUALIFICATIONS TO RUN FOR OFFICE

In order to run for the position of an Executive committee officer you must have:

1. A minimum of one year experience at the chapter level as a Chapter Officer
2. A minimum of one year of management or supervisory experience
3. Computer literate
4. Be a current, PAID member of one of the chapters.
5. Presidents and Treasurers will need to submit to a background check.

## By-laws regarding ELECTIONS (POLICY)

According to our new by-laws (full copy available on website under NWC Organization, Chapter Resources)

Section 6 – Officers shall hold office for a period of three (3) years, and each officer is eligible for reelection for up to two (2) consecutive terms. Any Officer having served two consecutive terms shall be required to step down for a period of one full calendar year, prior to consideration for a new initial term.

Section 7 – Election: Directors are elected according to the provisions of Article 5, Section 4.

Officers shall be elected by voting members in good standing at an election that is held by the end of October in every third year. Votes may be cast in person, by mail, and/or by electronic means. Members may cast no more than one vote per candidate. The candidate(s) receiving the greatest number of votes shall be duly elected. Officers so elected shall take office on the first day of the next fiscal year. Voting by proxy shall not be allowed.

Section 8 – Vacancies, Resignation and Removal: Vacancies on the Board shall exist (1) on the death, resignation, or removal of any Director or Officer, and (2) whenever the number of authorized Directors is increased. Vacancies shall be filled by the members qualified to elect the Director or Officer.

Any Officer or Director may resign at any time by giving written notice to the Secretary of the Governing Board. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. A Director's resignation from the Governing Board shall automatically apply to the individual's concurrent position as Chapter President.

Directors may be removed according to the provisions of Article 5, Section 7. Officers may be removed by a vote of members in good standing if the number of votes cast to remove the officer would be sufficient to elect the officer at a meeting to elect officers.

## RESIGNATIONS (PROCEDURES)

In the case of a resignation, The term of office that the election is for will be to complete a vacancy since the by-laws specify that the elections will be in October every third year and the new officers will go into effect Jan. 1st of the following year; and if they choose they may run for one more 3yr term.

**CONDUCTING THE ELECTIONS** The process for the election is as follows:

### **Nominations:**

At least a month needs to be given for the nomination process since the chapters have meetings at different times throughout the month. Make sure to set a specific time frame (i.e. July 1<sup>st</sup> through July 31<sup>st</sup> we will be accepting nominations for the office of \_\_\_\_\_)

Nominations will need to be sent to [Secretary@NewWorldCeltsInc.org](mailto:Secretary@NewWorldCeltsInc.org)

1. The secretary will contact each candidate, if the candidate hasn't contacted him/her yet, to verify if they want to accept the nomination.
2. Each candidate for office should write up a short biography stating who they are and what their qualifications for the position are and if they would like they can also add what their plans or "platform" is.
3. This information should be posted on the main New World Celts Facebook page and on the website.
4. At the end of the specified time for the nominations, the Secretary will send out an email to all chapter officers notifying them of the names of the nominees, their bio information, and ballots as well as posting to Facebook who the nominees are.

### **THE ELECTIONS**

Make sure a time frame is given, at least a month is needed for all chapters to vote and their monthly meeting

Make sure the election is on the Agenda.

1. Print out enough ballots for the chapter
2. The chapter president should either read aloud the bios that the candidates have given or pass around the sheet with the information on it.
3. The person handing out the ballots, either the VP or the Sgt at Arms will need the most recent member roster and check off the names of each person he/she gives a ballot to.
4. Members will vote
5. Have a person collecting the ballots or a basket or container for the members to put their ballots in.
6. Once the ballots have been counted:
7. The VP or Sgt at Arms will need to email [Secretary@NewWorldCeltsInc.org](mailto:Secretary@NewWorldCeltsInc.org) with the results
8. Mail the actual ballots to the Secretary at PO Box 0362 Dunedin, FL 34697 for the official record.

### **e-ballot voting**

For those members who are out of town or out of the country and not able to vote at their local chapter meeting, an e-ballot should be set up by the Executive Secretary.

1. The member must email the secretary at [Secretary@NewWorldCeltsInc.org](mailto:Secretary@NewWorldCeltsInc.org) requesting an e-ballot
2. The secretary will verify that the member is a current paid member and then email them an e-ballot along with the bios of each nominee.
3. The same deadline for the chapter elections will apply to the e-ballots
4. Once the deadline has been reached, the secretary will print out all e-ballots and count them, and add them to the chapter ballots received.

**The results of the election will be announced once the deadline has been reached and all the votes tallied either through a General Election meeting, on the NWC website, and/or the main NWC Facebook page.**

## **Member's Personal Information**

The Executive Committee will not share member's personal information without chapter board approval.



### Scholarships, Grants, & Sponsorships

All successful New World Celts chapters find it important to sponsor individuals and groups that are furthering the message of the NWC by participating in Celtic Festivals, Highland Games, solo practice, team sports, literature and the arts.

It is important to develop sponsored projects. More than one is even better! Successful Chapters grow and become financially sound thus taking on more projects. Sponsored individuals and groups usually are willing to provide entertainment and presentations at meetings and events.

Any sponsorship should have the full support of the majority of the Chapter membership and will report to the Presidents.

#### Partial List of Suggested Projects:

- Solo Pipers
- Pipe Bands
- Local Celtic Musicians or Celtic Bands
- Scottish Dancers
- Irish Dancers
- Celtic Artists
- Celtic Poets & Writers
- Highland Games Athletes
- Rugby, Shinty or Soccer Teams

Short Term Sponsorships: Occasionally, opportunities occur to help further the Mission Statement on a short term basis.

All of the above will need help!

They need monies for travel, accommodations, and food. Also, entrance fees for events and games. If you need help finding a sponsorship project please contact Executive Committee (EC). We have plenty of people who need help. Executive Committee will help facilitate contact.

These guidelines for the Executive Committee Scholarships Committee will apply to your local chapter also.

The page after this will have examples of Scholarship applications.

*Regardless of if you use these guidelines or come up with your own as a chapter, REMEMBER, any amount over \$100.00 given **must** be voted on by the chapter!*

1. The NWC Chapter Scholarship Committee (CSC) is composed of volunteer members from the NWC chapter or just the officers.
  - a. A minimum of three (3) members make up the CSC. More members can be added on the CSC if the chapter decides, but the number should always be an odd number.
  - b. CSC members must be approved by the Chapter.
  - c. CSC members serve a term of one (1) year and can only serve three (3) consecutive terms.
  - d. CSC members are appointed at the chapter meeting after elections.
  - e. CSC members must have computer access and a working email address.
  - f. CSC members will elect a chairperson as a point of contact for the chapter.
2. Once the Budget for the Fiscal Year has been determined, the NWC Chapter Officers will inform CSC of the following:
  - a. The total amount money allotted for the Youth and General scholarships for the fiscal year;
  - b. A proposed amount for each individual Youth and General scholarship and the number of Youth and General Scholarships to be awarded; and
  - c. A proposed due date for the Youth and General applications to be submitted.
3. The CSC will either: 1) formally accept the proposed amount for each individual Youth and General scholarship and the number of Youth and General Scholarships to be awarded and proposed due date or 2) propose an alternate amount and/or number of each individual Youth and General scholarships to be awarded and/or due date.
  - a. If CSC proposes an alternate amount and/or number of each individual Youth and General scholarships to be awarded and/or due date, Chapter Officers will either agree or propose their own alternate amount and/or number of each individual Youth and General scholarships to be awarded and/or due date.
  - b. Chapter Officers and CSC will continue to communicate until an acceptable amount and/or number of each individual Youth and General scholarships to be awarded and/or due date is agreed to by all.
4. Once the number of Youth and General Scholarships to be awarded and due date is established, that information will be communicated to the Chapter, posted on the Web Site, Facebook and other social media as needed to inform the members and general public.
5. Applications for the Youth and General Scholarships will be available for download from the NWC website. Copies of the Youth and General Scholarships Applications will be attached to these procedures.
  - a. Revisions to either the Youth and General Scholarships Applications must be approved by the Chapter Officers
6. All Youth and General Scholarships Applications submitted will be scanned by the Chairperson and sent to CSC members within a week from the date received.
  - a. The Chapter Treasurer will also provide the CSC a list of past recipients of scholarships.
7. CSC will review all Youth and General Scholarships Applications within 30 days from receipt and

provide to the chapter a list of names that the ISC deems worthy of support.

- a. A simple majority vote by the members of the CSC will determine per applicant if that applicant will be listed on the proposed list of scholarships to be awarded.
  - b. As part of the review process, an applicant who has not received a scholarship previously will get preference over an applicant who has received a scholarship in the past.
  - c. All efforts will be made by the CSC members to ensure an equitable distribution of scholarships to different Celtic endeavors, if applicable.
  - d. All efforts will be made by CSC members to ensure an equitable distribution of scholarships to different applicants by Chapter, if applicable.
- 8. **The chapter members will vote on whether to accept or deny CSC proposed scholarships**
  - a. If the Chapter members the proposed CSC scholarships, then they will instruct the CSC the reasons for denial and propose additional guidelines that the CSC will use to further evaluate the submitted Youth and General Scholarships Applications.
  - b. The CSC will reevaluate Youth and General Scholarships Applications with the additional guidelines from the chapter and will submit a new list within 7 days of receipt of the additional guidelines, for chapter approval. This process will continue until chapter approves the CSC list of scholarship awardees.
  - c. The additional guidelines will be submitted via email to the CSC
- 9. Once the approved list of Youth and General scholarship awardees is determined, the Chairperson will contact the awardees and issue their scholarship monies as soon as possible but no later than 14 days.
  - a. Additionally, the Chairperson will notify the applicants that did not receive a Youth and General scholarship that they will not be receiving a scholarship at this time.
  - b. If possible the rejection letter will include the reason for not receiving a scholarship.
  - c. The CSC will provide the Chairperson the reason why each applicant did not receive a scholarship.
- 10. Chapters will use this guideline as a model for their own chapter scholarship committee

Grant requests submitted to the New World Celts, shall be evaluated by the CSC. If deemed worthy of support and over \$200.00, the CSC will bring it to a vote to the Chapter for approval.



## CHAPTER YOUTH SCHOLARSHIP APPLICATION

The New World Celts wishes to reward the talents of people who have demonstrated an interest in learning and promoting Celtic culture and heritage. To aid young men and women under the age of 19 in their endeavors, the NWC is offering scholarships in the amount of up to **\$150**, based upon an applicant's clearly written statement of intent and description of proposed activity.

### PLEASE PRINT CLEARLY

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Please include on a separate page a personal statement containing the following information:

- A description of the proposed activity, including clear evidence that it relates to the goals of learning and promoting Celtic culture and heritage.
- A personal statement of intent, stating why you want to be involved in this activity, and how you intend to benefit from such activity as it promotes your own Celtic understanding and awareness.

Also to be included, if applicant is not a member of a New World Celts Chapter: a letter of recommendation from a member of the New World Celts, Scottish American Society, St. Andrews Society, or other individual involved in an organization with Celtic related interests.

**\*\*Make sure to include the Minor Media Release Form, (separate page). \*\***

I certify that the information given in this application is true and correct to the best of my knowledge. The New World Celts International Scholarship Committee or their duly appointed representatives has my permission to perform whatever investigation is necessary to validate the information I have presented in this application.

Signature

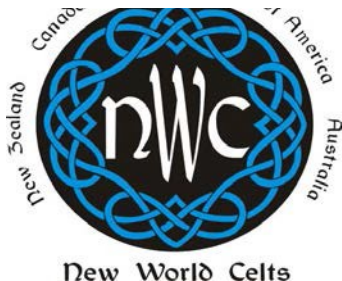
Date

**Return all scholarship applications to:**

New World Celts Inc.  
Scholarship Committee

(Your chapter mailing address here)





# NEW WORLD CELTS

## Minor Media Release Form

The New World Celts may wish to interview, photograph or videotape your child for promotional and educational reasons to utilize in publications, posters, brochures and newsletters; on the New World Celts web site or other special New World Celts events.

We request your permission by signing and returning this page to your chapter and/or Executive committee of the New World Celts. Thank you for your cooperation.

☐

**I give my permission** for my child/children to be interviewed, photographed or videotaped for use in New World Celts publications, productions, or for use by the general news media for print or broadcast purposes; and for his/her name(s) to be published in New World Celts publications and websites, and in news publications and broadcasts. Please write child/children names here.

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☐

**I do NOT give my permission** for my child/children to be interviewed, photographed or videotaped for use in New World Celts publications, productions, or for use by the general news media for print or broadcast purposes; and for his/her name(s) to be published in New World Celts publications and websites, and in news publications and broadcasts. Please write child/children names here.

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Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian name (*please print*): \_\_\_\_\_

After you have read and signed the permission form, please return it to your home chapter and/or the Executive committee of the New World Celts.

**Mail to: New World Celts Secretary  
PO Box 0362 Dunedin, Florida USA 34697**

New World Celts, Inc. was formed in 2000 to promote Celtic Culture, fund Celtic organizations, and increase awareness of Celtic history in the New World. The NWC chapters hold fundraisers to support local Celtic dance, athletic, musical, and re-enactment groups and the NWC website relates histories of Celts here in the New World. **Membership is open to everyone interested in Celtic culture. We are a Non-political, Non-religious organization. If you are a Family, with children that could participate in NWC functions, please fill out a Minor Media permission form, which can be found our website, under memberships.**

**MONIES RAISED WILL BE DONATED TO CELTIC ORGANIZATIONS**

[www.newworldceltsinc.org](http://www.newworldceltsinc.org)



# NEW WORLD CELTS

## CHAPTER GENERAL SCHOLARSHIP APPLICATION

The New World Celts, Directors of the Governing Board wishes to reward the talents of people who have demonstrated an interest in learning and promoting Celtic culture and heritage. To aid men and women OVER the age of 19 in their endeavors, the NWC is offering scholarships in the amount of up to **\$150** based upon an applicant's clearly written statement of intent and description of proposed activity.

### PLEASE PRINT CLEARLY

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Please include on a separate page a personal statement containing the following information:

- A description of the proposed activity, including clear evidence that it relates to the goals of learning and promoting Celtic culture and heritage.
- A personal statement of intent, stating why you want to be involved in this activity, and how you intend to benefit from such activity as it promotes your own Celtic understanding and awareness.

Also to be included, if applicant is not a member of a New World Celts Chapter: a letter of recommendation from a member of the New World Celts, Scottish American Society, St. Andrews Society, or other individual involved in an organization with Celtic related interests.

I certify that the information given in this application is true and correct to the best of my knowledge. The New World Celts International Scholarship Committee or their duly appointed representatives has my permission to perform whatever investigation is necessary to validate the information I have presented in this application.

Signature

Date

### Return all scholarship applications to:

New World Celts Inc.  
(Your chapter address here)