

NWHP OPERATIONS GUIDE

The source for the NWHP state organization....

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Nevada Women's History Project

770 Smithridge Drive, Suite 300

Reno, NV 89502-0708

Telephone: (775) 786-2335

FAX (775) 826-6865

www.nevadawomen.org

nwhp@pyramid.net

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Introduction

NWHP OPERATIONS GUIDE

This Operations Guide was developed for use by the Governing Bodies and Officers of the Nevada Women's History Project, as well as those who serve as volunteers of the organization.

This Operations Guide will be updated to reflect changes in policy as they are adopted by the NWHP. This NWHP Operations Guide supersedes all previous Policies of the Nevada Women's History Project and is the only governing document for the NWHP.

DISTRIBUTION OF NWHP OPERATIONS GUIDE

Principal distribution will be by printed copies to each of the NWHP governing bodies and the Operations Guide will be available on the NWHP website.

CHANGES TO NWHP OPERATIONS GUIDE

Changes to this operations guide will be made administratively to reflect new policies as they are approved.

PROCEDURES FOR CHANGES TO NWHP OPERATIONS GUIDE

- 1 - Suggested changes should be presented to the State Committee for consideration.
- 2 - If approved, changes should then be presented at the next State Meeting for consideration.
- 3 - If approved, changes will then be incorporated into the written Guide.
- 4 - The Operations Guide, and all subsequent changes, will be placed on the NWHP website.
- 5 - Notification of enacted changes will be published in the NWHP newsletter.

PARLIAMENTARY AUTHORITY (Moved from Original Chapter 10)

The rules contained in the current edition of Robert's Rules of Order - Revised shall govern in all cases to which they are applicable as long as they are not inconsistent with this Operations Guide and any special policies and procedures adopted by the State Committee.

CONTACT INFORMATION

NWHP State Committee
770 Smithridge Drive, Suite 300
Reno, NV 89502-0708
Telephone: 775-786-2335
FAX: 775-826-6865

Web Page: www.nevadawomen.org
E-Mail Address: nwhp@pyramid.net

Chapter One

Background

Jean Ford (1929-1998), a leader in Nevada for women's issues, founded the Nevada Women's History Project (NWHP) in the fall of 1994. The NWHP is a statewide education non-profit program of the Nevada Women's Fund and is under the Fund's jurisdiction. As such, the NWHP will not engage in any partisan political activity nor will any part of NWHP's net earnings be used to the benefit of any private individual.

Mission

The Nevada Women's History Project mission is to provide visibility and support for the gathering and dissemination of history about the roles and contributions of Nevada women of every race, class, and ethnic background,

Statement of Purpose

The purpose of the Nevada Women's History NWHP will emphasize, but is not limited to, the following areas:

1. Collecting papers, records, photos, and other archival materials about Nevada women for placement in repositories across the state.
2. Serving as a clearinghouse for information about research, resources, activities, and other matters concordant with the mission.
3. Encouraging the gathering of artifacts for exhibits in museums and galleries and for use in publications and programming.
4. Educating through meetings, seminars, lectures and workshops.
5. Encouraging the collection and preservation of oral histories in all formats.
6. Train and assist members and non-members to do research on and write biographies of Nevada Women.

Policies

1. All officers and committee members serve without compensation in those capacities.
2. The Nevada Women's History Project will not engage in any partisan political activity.
3. No part of NWHP's net earnings will inure to the benefit of any private individual.
4. The election or appointment of any officer shall not of itself create any contract rights.
5. After every election of officers, a list of the new officers will be submitted to the Nevada Women's Fund.

Use of Member Postal and Email Addresses

1. Use of NWHP postal and email addresses shall be limited to:
 - Notifications regarding NWHP events.
 - Correspondence regarding NWHP business.
2. Member addresses shall under no circumstances be shared with:
 - Individuals outside the NWHP.
 - Organizations (other than the Nevada Women's Fund).
3. Any other use of NWHP addresses shall only be with the approval of the State Committee.

Headquarters

The Nevada Women's History Project Jean Ford Research Center is located within the offices of the Nevada Women's Fund in Reno, Nevada.

NWHP Newsletter

The NWHP Newsletter is published three or more times each year. Annual subscription for members is included in dues. Non-member subscription rate is \$20 domestic, additional overseas.

An editor appointed by the State Chairman is responsible for all aspects of the Newsletter publication.

Website

All activities regarding the design and operation of the NWHP website (www.nevadawomen.org) is directed by the Webmaster in conjunction with the Jean Ford Research Center. The webmaster is appointed by the State Chairman and serves as a member of the State Committee.

Chapter Two

NWHP Government

The strength of the Nevada Women's History Project is in its members. Elected officers are representatives of the members. As such, the State is vested to carry out the duties of the NWHP on behalf of the members.

Committees

Committees may be determined to be necessary from time to time and may be appointed by the State Committee or the NWHP State Chairman.

The Committees are established to carry on the business of the NWHP or to advise the Chairman in areas of special interest.

Such committees might be: Disciplinary Committee, Finance Committee, Jean Ford Research Center Committee, Membership Committee, Nominating Committee, or other committees determined to be needed.

Chapter Three

Programs and Events

Each year the Nevada Women's History Project sponsors several major programs in support of the NWHP mission and conducts other events during the year in support of NWHP objectives.

One of the major programs conducted in support of the NWHP mission is the Annual NWHP Meeting.

NWHP Annual Meeting

STATE COMMITTEE

1. The State Committee will hold an annual meeting each year which will be publicized in advance to the NWHP membership.
2. Each member of NWHP will be notified of the time and place for the meetings at least 30 days prior to the meeting.
3. Members at the meeting will approve, if required, changes to the Nevada Women's History Project Operations Guide.
4. Establish standards and procedures to be followed by the NWHP.
5. Act upon any other matters of concern to the NWHP.

The Annual Meeting is a most important event.

A typical Annual Meeting program includes:

1. Opening Ceremonies and Keynote Address
2. Presenter Sessions
3. Vendor Exhibits
4. Reception
5. Closing Ceremonies at which the Roll of Honor nominees are inducted.

An entertainment program might also be included for attendees.

Projects

Project shall be defined as an activity:

1. Related to Nevada women's history that one or more persons wish to carry out under the name of NWHP with the Nevada Women's History Project's approval.
2. Which can be proposed as a project to involve members and public, or,
3. Which can be proposed as a statewide project, if encompassing a statewide topic or audience or having statewide impact, or

4. Which can propose to raise income to balance expenditures or even make a profit, but cannot be a fund-raising event solely; that type of activity should be proposed to the Treasurer or Finance Committee.

Chapter Four

The State Committee

The State Committee serves the members and the NWHP by functioning as an administrative control unit and as the unifying element. The State Committee may also sponsor statewide programs or projects.

Requirements of the State Committee

The two primary functions of the State Committee are assistance and control. Leadership must be prepared to offer guidance and direction to meet the objectives of NWHP, and must maintain control of all activities so that the NWHP can remain a compact, effective unit in fulfilling these objectives.

The chief executive of the state committee is the Chairman. There are certain specific activities that must be met by the State Committee and the Chairman must assume the responsibility for seeing that these are accomplished. To the greatest extent possible however, the responsibility for the actual accomplishment of a specific task should be assigned to other state officers.

Through the State Committee, the state organization must establish and maintain control of all activities. No major activity of any kind should be carried out in the state without the prior knowledge of the Chairman.

Structure

The governing bodies of Nevada Women's History Project may select a title such as Steering Committee, State Committee or Advisory Committee. The NWHP may select as many levels of governing bodies and officers it needs. However, the term "Board of Directors" may not be used, as the only "Board" is the Board of Directors of the Nevada Women's Fund.

NWHP is organized as follows:

1. State Committee (See Diagram in Chapter 10)
2. Optional Local or County Chapters

State Committee Officers of NWHP are Chairman, Past-Chairman, Vice-Chairman, Secretary and Treasurer. Officers are elected by ballot biennially. Ballots are to be sent out in April in the newsletter (or separate mailing if necessary). Officers will be elected in May with the term to begin effective July 1st.

1. The Chairman as required may appoint other officers for a one to two year term.
2. No person shall hold any office or serve on any committee unless he/she is a paid-up member in good standing.

Minimum State Requirements

REQUIRED OFFICERS (Elected)

Elected Officers: Chairman, Past-Chairman, Vice-Chairman, Recording Secretary, and Treasurer.

RECOMMENDED OFFICERS (Appointed)

Recommended Appointed Officers: Archivist/Historian, First Ladies, JFRC, Membership, Newsletter, Oral History, Parliamentarian, Program , Publicity-Marketing, Webmaster.

COMMITTEES

Annual Meeting; Jean Ford Research Center, Membership; Newsletter; Project Review; and Publicity or other committees as needed.

GOVERNING BODY

State Committee: Composed of the elected and appointed officers of the State Committee, and additional members as prescribed by the Chairman. Each member shall have a full vote with respect to matters considered by the State Committee. The Nevada Women's Fund will appoint a representative to sit on the governing body of the Nevada Women's History Project State Committee. This representative will have the same privileges as a voting member of the State Committee.

DUTIES AND RESPONSIBILITIES

The State Committee shall:

1. Develop statewide policies to be implemented by the State regarding elections, contracts, and other pertinent matter.
2. Delegate authority and define accountability for the development and implementation of policies.
3. Govern the statewide affairs of NWHP including the designation of one address to be the state office within the boundaries of Nevada.

4. Establish statewide committees as needed and determine their charge, size and composition.
5. Approve the annual state budget, and adjust, if necessary, based on review of financial reports of the State Treasurer.
6. The State Treasurer will place state funds in a bank account. All checks, drafts, or other orders for payment of money, notes, or other evidences or indebtedness issued in the name of the organization shall be signed by such officer or officers, agent or agents of the organization and in such manner as shall from time to time be determined by a resolution.
7. Coordinate the scheduling of an Annual Meeting on Nevada Women's History.
8. Indemnify the Nevada Women's Fund Board of Directors from liability resulting from any actions of NWHP.
9. Appoint an internal audit committee to review financial records of the State Treasurer and present a written report for each annual business meeting.

The State Committee may:

1. Hire, direct the activities of, and evaluate the performance of an executive director, and authorize the hiring of additional paid staff.
2. Transact such other business as is necessary and appropriate to this body, including coordinating statewide projects.

PROCEDURES

1. The State Committee typically meets monthly, but shall meet at least twice a year in person, by conference call, or video-conference
2. The State Committee shall receive reports from finance committees, initiate, where feasible, statewide fund-raising projects, and develop long-range fund-raising plans.
3. For the transaction of business, the State Committee shall have a quorum of four (4), provided the Chairman or Vice Chairman is present.
4. Except as otherwise specifically provided by this guide, the vote of a majority of the quorum present at the meeting shall constitute the official action of the State Committee.

Officer Responsibilities

CHAIRMAN

1. Serve as Chairman of the State Committee
2. Preside at every regularly scheduled or special meeting of the state committee, or ensure that the Vice Chairman is available to do so.
3. Represent the state in all functions in which the state is invited to participate, or ensure that the Vice Chairman or another officer is available to do so.
4. Maintain proper liaison with the state officers and committees.
5. Receive all pertinent communications in the State and from other organizations and take appropriate action with regard to them.

6. Require the completion of appropriate State Report Forms by the Recording Secretary and Treasurer.

VICE-CHAIRMAN

1. Serve as a member of the State Committee.
2. Preside at any meeting or function when the Chairman is unable to do so.
3. Maintain an active interest in and knowledge of, all activities, reporting all pertinent information to the Chairman.
4. Offer all possible assistance to the Chairman with respect to official duties.
5. Assume all duties conferred upon the office of First Vice-Chairman.
6. Assume responsibility for the NWHP Operations Guide.
7. Chair the Roll of Honor Committee.
8. Assume responsibility for all physical properties belonging to the state, except those for which other officers have been expressly made responsible.
9. Assume duties of Chairman if Chairman is unable to continue in office.

PAST CHAIRMAN

1. Serves as a member of the State Committee.

RECORDING SECRETARY

1. Serve as a member of the State Committee.
2. Record, transcribe and deliver to the Chairman the official minutes of every regularly scheduled and special meeting.
3. Maintain an official Minutes Record Book containing copies of minutes.
4. Assume responsibility for completion of required State Report Forms, and the submission of proper forms to the Chairman.

TREASURER

1. Serve as Chairman of the State Finance Committee.
2. Serve as a member of the State Committee.
3. Maintain current record of expenses, assets, and liabilities. For this purpose, the State Treasurer will use a computer software program.
4. Assume responsibility for completion of required State Financial Reports and submission of all proper forms to the State Chairman.
5. Assume responsibility for bank deposits (all checks for deposit will be photocopied and attached to the deposit record, along with a complete accounting of any cash deposits), withdrawals and prompt payment of liabilities. Copies of checks should be stored in a secured location such as the locked filing cabinet in the Jean Ford Research Center and will be completely destroyed at the end of three years. A "Request for Payment Form" must accompany every check written including voided checks. These forms will be filed in check number order.
6. The State Treasurer will use the financial institution used by the NWHP and open additional accounts as necessary. All bank accounts will require two signatures of

designated officers and a list of the signatories for each state account will be kept on file in the offices of the NWHP and the Nevada Women's Fund.

7. Maintain close liaison with the State Chairman on all financial matters.
8. Assume responsibility for compliance with all regulations, laws and statutes (federal, state and local) with respect to financial operations of the state organization.
9. Current accounting records of the State Treasurer may reside in the possession of the Treasurer, but all accounting records generated by past treasurers must be filed in the state offices of NWHP for three years (IRS requirement).
10. The fiscal year for NWHP will be the calendar year. This is a NWHP requirement and the Nevada Women's Fund requirement for auditing purposes.
11. When NWHP initiates a project and has funds donated for implementation or has funds set aside by the State Committee, these funds become "designated funds" and may not be spent for any other purpose until the end of the project or unless otherwise instructed by donor. An accounting by project will be included in every treasurer's report. A separate file will be maintained for each project tracking when and how the funds are spent.
12. The State Treasurer need not be bonded.
13. When a treasurer ends her/his term, an internal review will be performed and submitted to the State Chairman for endorsement and filing and a copy will be forwarded to the Nevada Women's Fund.

CORRESPONDING SECRETARY

1. Serve as a member of the State Committee.
2. Assume responsibility for receipt and acknowledgment of all official correspondence; maintain complete liaison with the Chairman on all correspondence; initiate correspondence when requested to do so by the Chairman and Vice Chairman.
3. Assume responsibility for maintenance of appropriate files containing copies of all bulletins and mailings received by the State, or mailed by the State.

COMMITTEE CHAIRMEN

1. Serve as voting members of the State Committee.
2. Complete and submit reports as required to the Chairman.
3. Serve as Program Chairman for any program sponsored by the State in area of responsibility of the Committee.
4. Arrange and preside at special meetings of Committee deemed necessary for successful completion of any program in area of responsibility of Committee.
5. Maintain complete liaison with Chairman and State Committee on all programs in area of responsibility of Committee.
6. Provide a copy of a state membership roster for each member of the State Committee, updated at each meeting. The roster will list individual members' information: last name, first name, address, telephone number, e-mail address and class of membership (individual, student, honorary). Organizational and Corporate members will be listed separately. The roster will consist of only paid

members for the year and honorary members. Expired members will be deleted from the roster as of April 1.

Local or County Chapters

Because of Nevada's large geographical area, the NWHP State Committee recognizes that individual members in specific regions of the state may wish to organize as local chapters.

Each chapter must be approved by the State Committee in order to proclaim themselves a chapter of the NWHP.

No individuals from a regional chapter will hold any office or position on the State Committee unless elected by the general statewide membership to a position on that committee.

The rights and authority of any regional chapter will not exceed that which any individual member would normally have. Any individual heading or organizing a regional chapter holds an informal position with no specific authority or rights beyond that of their individual membership.

All projects or programs initiated by any local chapter must follow all established guidelines in the NWHP Operations Guide as well as procedures established by the NWHP Program Chairman.

Chapter Five

Programming and Reporting Requirements

To maintain an active status, the state organization must meet minimum programming and reporting requirements. These requirements are held to a minimum and are necessary to promote NWHP's objectives and fulfill its mission.

The requirements are a minimum of four programs or activities each operating year at least one activity per quarter,

- one of which must be a women's history activity directed toward other than NWHP members;
- one a business meeting and election of officers;
- and at least two activities of choice.

Reporting on Activities and Finances

As in any undertaking where a large number of people and units are involved, reports on programs and on financial transactions are necessary for the conduct of good business. In NWHP, these reports are held to a minimum and those required are necessary to comply with the requirements established in this Operations Guide.

Forms for submitting activity reports and financial reports are available at the back of the Guide. (See Chapter 10 for copies of all appropriate forms and reference materials).

List of Forms used for financial activities:

- Form #1 - Checks & Cash Log
- Form #2 - Event Estimate & Final Cost Summary
- Form #4 - Request for Payment

Chapter Six

Budget and Finances

ANNUAL OPERATING BUDGET - An annual operating budget should be developed and approved for each operating year.

SPECIAL EVENT BUDGET - Using the approved form, a budget will be developed for each approved special event.

Any expenditure not specifically included in the NWHP Annual Budget or in an approved Event Budget must be approved by the State Committee before the NWHP can be encumbered with the expenditure. Such unapproved expenditures must be presented to the NWHP State Committee at a normally scheduled monthly meeting.

In the event of emergency or unusual expenditures, the request for approval of payment may be submitted to the Chairman who will utilize email communication with the Committee members to vote on the request. Requests for previously unapproved expenditures should be directed to the State Committee before being submitted to the Treasurer for reimbursement.

Not following this procedure puts the member committing to the expenditure in jeopardy of being responsible for the expenditure personally.

Dues and Fund Raising

DUES - Individual and organization membership dues will be paid to the State organization and a portion of those dues will cover the cost of the *NWHP News*.

Current dues are:

1. Individual membership - \$30 per year - open to all women and men, includes *NWHP News* subscription.
2. Organizational membership - \$50 per year - includes *NWHP News* subscription.
3. Student - \$15 per year - includes *NWHP News* subscription.
4. Corporate Sponsor - \$250 per year - includes *NWHP News* subscription.

Subscription to *NWHP News* is available at \$20 per year, additional if overseas.

Income can be supplemented in other ways, such as donations and programs.

It is the intent of the NWHP State Committee to utilize the funds raised by membership dues and event fund raisers to the benefit of the entire state organization. It is the responsibility of the NWHP State Committee to recognize the financial needs of all activities of the NWHP and to try to be responsive to local needs. All membership dues are retained by the state NWHP for the use of the statewide organization.

The rights to all funding raised by any local chapter under the name of the NWHP are retained by the state NWHP.

Expenditure of funds by any local chapter must be approved in accordance with established guidelines.

NWHP Tax Status

As a program of the Nevada Women's Fund, the Nevada Women's History Project is a tax exempt organization. A letter is available from the NWHP State Chairman or Treasurer to verify this status with merchants. The letter is also on file in the NWHP Jean Ford Research Center.

Chapter Seven

Membership

There is a basic strength in an organization that can bring together for a common purpose individuals of different backgrounds and interests - basic strength in the policy that is hammered out from the divergent views they represent. This is the strength of the Nevada Women's History Project. There are a number of categories under which individuals may join the association.

Classes of Members

Individual Membership: Any woman or man willing to support the mission, purposes, and policies of Nevada Women's History Project shall be eligible to become an individual member upon payment of dues. Each individual member shall have one vote.

Organizational Membership: A group that has its own organization and supports the mission, purposes, and policies of Nevada Women's History Project shall be eligible to become an organizational member upon payment of dues. Each organization will name a representative and that representative shall have one vote.

Student Membership: Any student of an accredited Nevada high school or college shall be eligible to become a student member of NWHP upon payment of dues appropriate for the category. Each student member may have one vote.

Corporate Membership: Any corporation whose mission and purpose is compatible with those of NWHP shall be eligible to become a corporate member upon payment of dues appropriate for the category. Corporate members are non-voting.

Honorary Membership: An honorary membership may be conferred upon any person by a three-fourths affirmative vote of the Committee in recognition of distinguished merit or extraordinary service to NWHP or to the community. Nominations for honorary memberships shall come from the Committee. Honorary members shall not have the right to vote or hold office, nor shall they pay dues. However, if they choose to become active dues paying members, they will have all the rights of individual membership.

Privilege of Membership

It is a privilege, not a right, to join the Nevada Women's History Project.

The NWHP has complete autonomy as to who will join the organization as well as removal from membership.

Benefits of NWHP Membership

1. Participation in NWHP programs and activities.
2. Receipt of NWHP News on a quarterly basis.
3. Share a concern for the history of Nevada's women.

Membership Retention

Annual memberships are valid for January 1 to December 31 for each year paid.

Renewal Mailings: Each member will be reminded to renew their membership in the Fall Issue of the *NWHP News*, which will include a membership application. If a renewal is not received by January 31, the Membership Chairman will send out a reminder notice with Membership application form enclosed.

Expiration: The member's subscription to *NWHP News* will be discontinued after the Spring edition if the membership dues are not received by March 31.

Removal from Membership

TERMINATION OR DISCIPLINARY ACTION OF STATE COMMITTEE OFFICER, INDIVIDUAL, CLUB OR CORPORATE MEMBERSHIP

If the NWHP's environment is disrupted by the actions of one of its individual, club or corporate members or a State Committee officer in a manner (a) that causes disruption to a positive, enjoyable environment, (b) which interferes with work and projects, (c) fails to follow regulations outlined in the NWHP Operations Guide, (d) fails to follow rules governing financial responsibility and reporting, (e) fails to abide by decisions of the State Committee and (f) even causes fellow members to drop out, the State Committee of the NWHP may take disciplinary or termination steps.

These procedures apply to proceedings to not renew, to suspend, or take other disciplinary action regarding the membership of an individual member, club member or corporate sponsor as well as an elected officer of the NWHP State Committee.

The State Committee shall refer all disciplinary actions to a "Disciplinary Committee" which shall be comprised of three members selected by the State Committee.

To be fair and reasonable the Disciplinary Committee should consider:

- Because discipline or termination is a personal matter, through the entire process do their best to keep the issue confidential within the club.
- Ordinarily no person outside the club should be involved or attend any meeting of the club at which disciplinary action is discussed. Non-State Committee members should be excused from being present during the disciplinary or termination process.
- Discussion leading up to the vote on termination or other disciplinary action should be limited to only those items which the member has been told are reasons for the proposed action.
- Any deviations from this process need to be justified by the circumstances (e.g., threats to personal safety) and must be fair and reasonable.

Discipline or termination of someone's membership is a sensitive and emotional event. The State Committee should exhaust all methods of resolution before referring the matter to the Disciplinary Committee. Any actions taken must be fair and reasonable, giving the club and the member adequate opportunity respond to the concerns.

1. Before taking any disciplinary action, the NWHP Chairman or other state committee member(s) should discuss the problem privately with the disruptive member in an effort to resolve the conflict.
2. If the member's behavior does not improve, the State Committee may wish to refer the issue to the Disciplinary Committee to proceed with disciplinary action, including terminating the person's membership.
3. Recommendation of membership discipline or termination must be made by a majority vote of the Disciplinary Committee.
4. Written notice of the proposed action and reason(s) must be provided to the member involved.
5. Opportunity must be given for the member to respond, orally or in writing, to the charges within 15 days after notification. If requested by the member, the Disciplinary Committee will give the member an opportunity to appear before the Disciplinary Committee to discuss the issue. If the member chooses to appear, he or she will be notified of the date and place of the meeting.
6. Distribution of copies of the charges, and any response from the member, must be provided to the members of the Disciplinary Committee.
7. After the 15 days response time, a vote must be taken by the Disciplinary Committee on the proposed discipline or termination with:
 - (a) reasonable notice to the Disciplinary Committee of the agenda item.
 - (b) a quorum present (majority)
 - (c) two-thirds of those present and voting supporting discipline or termination.
 - (d) copies of any decision must be immediately provided to the State Committee which will vote to confirm or reject the decision of the Disciplinary Committee.

8. Notification must be provided to the member of the action being taken.
9. There is no appeal of the decision of the State Committee.

In the case of discipline or termination of a State Committee Officer, the involved officer will automatically be removed from office when their membership is cancelled.

Chapter Eight

NWHP Promotional Materials

Nevada Women's History Project will, at various times, have materials for sale that display the NWHP logo and/or other items pertinent to Nevada women's history.

NWHP Logo, Letterhead, and Printed Materials

The NWHP may design and use one or more logo, which reflect the mission statement of the organization.

Letterhead(s) will include the address and telephone number of the NWHP State office and may list officers, fax numbers, and e-mail addresses. The State Committee must approve all letterhead(s) and logos.

Chapter Nine

Roll of Honor Awards

BACKGROUND

The Roll of Honor was begun in 1996 in preparation for the first biennial conference held in Reno, Nevada in March 1997.

The Nevada Women's History Project Roll of Honor honors individuals and organizations who have "made a difference" in the gathering and dissemination of Nevada women's history who have shown commitment and creativity that resulted in tangible contributions of published works, video collections, accessible research data and special services.

The recipients may be deceased or living. Permission of a living nominee must be given before consideration. A panel of judges comprised of individuals in the history, library, archives and other professional fields makes the decision of which nominated individuals and organizations will be inducted into the NWHP Roll of Honor each year that an Annual Meeting is held.

PROCEDURES

1. Honorees for the NWHP Roll of Honor may be chosen each year in which there is an Annual Meeting.
2. The State First Vice Chairman will be in charge of the Roll of Honor Committee and will call judges as needed. It is recommended that there be 5 judges.
3. Individuals or organizations may submit nominations.
4. To nominate an individual or organization for this honor, a nomination letter will be filled out and submitted to the State Chairman or to the State Vice Chairman.
5. The Chairman will make copies of nomination forms for all of the judges for their evaluation.
6. Nominations that receive 70 percent of the judge's votes will be inducted into the Nevada Women's History Roll of Honor and will be invited to attend the Annual Meeting to receive the award at the closing portion of the meeting.
7. A biography of each honoree selected will be published in the NWHP newsletter.
8. Criteria for selection of honorees: Individuals and organizations who have "made a difference" in the gathering and dissemination of Nevada women's history...who have shown commitment and creativity that resulted in tangible contributions of published works, video collections, accessible research data and special services.

A binder with procedures, nomination forms, handouts, and awards given each year is maintained in the Jean Ford Research Center and with the current State Vice Chairman.

Chapter Ten

Diagram for NWHP Elected and Appointed Positions

Position	Elected or Appointed/Voting Status
Chairman	Elected/Voting
Past-Chairman	Elected/Voting
Vice-Chairman	Elected/Voting/Project Review, NWHP Guidelines
Secretary	Elected/Voting/Corresponding and Recording
Treasurer	Elected/Voting
Archivist/Historian	Appointed/Voting
First Ladies	Appointed/Voting
JRFC Office Manager	Appointed/Voting/Bios, Research,, Collections, Telephone, Emails
Membership	Appointed/Voting
Newsletter	Appointed/Voting
Oral History	Appointed/Voting
Parliamentarian	Appointed/Voting
Program Chair	Appointed/Voting/Plan, Organize, Document, Benefit and Cost Analysis, Program Evaluation, Follow-up with Event Chairs
Publicity-Marketing Chair	Appointed/Voting/Calling Tree, E-tree, Publicity, Marketing, Branding
Webmaster	Appointed/Voting

NWF "Policies of Programs of the Nevada Women's Fund" as of 3/27/2000

NWHP Records Retention Schedule, September 2007 (*Update Pending*)

NWHP Official Forms

- Project Sponsorship Proposal Form
- Form #1 - Checks & Cash Log (Rev. Jan. 2010)
- Form #2 - NWHP - Event Cost Estimate & Final Cost Summary (Rev. Jan. 2010)
- Form #4 - NWHP - Request for Payment Form (Rev. Jan. 2010)
- Form #5 - NWHP - Event Evaluation (Rev. Jan. 2010)
- Form #6 – NWHP First Lady Author/Website Biography Release Form
- Form #7 - Attendee List
- NWHP Website Biography Release Form
- Nomination Form for Role of Honor
- NWHP Application