



CHULA VISTA GENEALOGICAL SOCIETY

Standard Operating Procedure

WAYS and MEANS CHAIR

The Chula Vista Genealogical Society has been established as a nonprofit organization, but does have a right, inherent to nonprofit organizations, to accept monies for a continued successful operation. To this end, the Society charges for membership, accepts donations, and provides for opportunity drawings and other forms of promotional activities, all within the current limit of the law.

A Ways and Means Office is established with the primary task of finding the ways and means with which to raise funding for the continued and successful operation of the Society and shall oversee Society raffles, promotions, and money raising activities in keeping with Society's nonprofit status.

The Ways and Means Chair has the autonomy to gather appropriate prizes, assess their value and offer said prizes to the membership in the form of an opportunity drawing or as a door prize. In addition, the Ways and Means Chair may make contact with the community and solicit prizes or donations appropriate to Society membership. A tax deductible receipt will be issued for any donation. Prizes shall be offered and redeemed at Society general meetings, seminars or at special events.

The purpose of this Standard Operating Procedure guideline is to define the responsibilities of the Ways and Means Chair and his/her designee.

Responsibility I: The Ways and Means Chair will assume possession of tickets or other devices used to determine awarding of prizes.

Responsibility II: The Ways and Means Chair will inventory items used as prizes; assess their value and offer as appropriate.

Responsibility III: The Ways and Means Chair shall assist other Society efforts, such as Seminar planning, to determine the best probable effort to raise funding.

Responsibility IV: The Ways and Means Chair shall submit any and all gained monies to the Society Treasurer for accounting and redistribution purposes.

Responsibility V: The Ways and Means Chair shall keep and update a notebook containing the current Society Bylaws, Standing Rules, respective SOP and other pertinent data. This notebook shall be given to the succeeding Ways and Means Chair