

Madam President Procedures

General Procedures

1. The President (who may also use the title of "Madam") shall preside at all meetings of the members and the Board of Directors.
2. The Madam shall adhere to the responsibilities found in the Bylaws and policies.
3. Look over monthly Board and General Agendas created by the Secretary and make any necessary corrections to the monthly agendas and have the Secretary distribute via email prior to the Board and prior to the General meetings, and in time for adding to the website.
4. Check the previous Board and General minutes to see what needs to be carried over to the next one.
5. Present all requests for monetary contributions to the Board for review and recommendation, then to the general membership for approval if needed.
6. Contact any Board member experiencing excessive absences about their situation.
7. Lead the membership in the Hooker Oath for new member inductions.
8. Field email response inquiries or comments from our website address via the Secretary.
The Secretary fields all emailed inquiries to our website address, which is matlachahookers@matlachahookers.org She should forward general inquiries and/or comments to the President. The President shall respond to the inquiry, or redirect to the appropriate Director or Committee Chairman for follow up.
9. Review press releases developed by chairs of committees and fundraisers.
10. Set up meet and greet with the pro bono accountant and attorney.
11. The President shall act as the overall "chairman" of the annual fundraising events, securing the sites, scheduling the dates, and will work with the "overseers" of the components of the events.
12. The President shall preside at any and all special meetings – those relating to the fund raising events, or special called meetings.
13. The President will submit any subsequent letters to the editors recognizing the efforts of those involved in events and activities.
14. The President shall attend as many community events as possible, or send a Board Member or Representative of the Matlacha Hookers.
15. Monitor: State Legislative changes that might affect our 501©3 status - <http://www.irs.gov/charities>
16. Review insurance policies prior to renewals to ensure adequate insurance.
17. Forward renewals of public documents to the website as appropriate.

Timelines and Specific Procedures

JANUARY

1. Set agenda for transition of the board for newly elected board members and current board members to include:
 1. Recite Matlacha Hooker Oath for those board members who were absent at the December general meeting.
 2. Have members turn in a conflict-of-interest policy form, and conflict of interest disclosure form emailed prior to meeting and sign the Annual Report document signature form required for the Annual Report.
 3. Review Bylaws and Board of Directors procedures sent out prior to the board meeting.
 4. Assign co-chair appointments.
 5. Appoint Herald webmistress to handle monthly meeting notices, newsletter, calendar of events.
 6. Appoint a member to oversee the private and public Facebook pages.
 7. Review communication protocols for emails and texts.
 8. Direct Treasurer, Secretary, and Vice Madam to sign bank signature cards for the purpose of writing checks and making withdrawals. The Secretary should bring a copy of December General meeting minutes that declare the new Board member election results.
 9. Distribute a form to board members to include name, address, phone number, and email to create a leadership roster and update, if applicable, during the year. Send them to board members when completed.
 10. Appoint a member to be overseer of the storage units.
 11. Appoint a member to keep track of 50/50 organization winners.
 12. Appoint a member as social media planning chair.
 13. Appoint a webmistress for the Herald.
 14. Appoint a member to pick up mail, distribute, and deposit checks
 15. Send via email copies of all updated public documents to the webmistress to add to the website. (Currently on the website are Florida Annual Report of Board of Directors, Certificate of solicitation contributions, and Certificate of tax exemption.
 16. Ensure that updated Conflict of Interest, Conflict of Interest Policies, Bylaws, and Articles of Incorporation are sent to the Secretary for records documentation.
 17. Announce Board communication etiquette- texts and emails between 9am and 9pm. Texting shall be consistent with subject matter.

FEBRUARY

1. Complete the Solicitation of Contributions Annual Report
 1. For assistance, Florida Department of Agriculture and Consumer Services 800-HELP-FLA – Solicitation of Contributions Annual Registration to be completed online by April 5th. Report can be found at www.fdacs.gov/Business-Services/Solicitation-of-Contributions Annual filing of Certificate of Solicitation (Form DADS-10100) State will mail a renewal reminder 60 days prior to expiration. License number is CH22743.
 2. To access report, **one must use Microsoft Outlook** otherwise it will not recognize

username. Username: MadamHooker Password: Hooker25

Once in, the username and password should already be there and just click login.

Click pay online, scroll down to S in alphabet listings

Find solicitation contributions and click it to bring to application and fill in blanks and questions.

3. Information to include in this report- most information already there, just must make changes if needed:
 - License - CH22743
 - Purpose of Organization
 - Purpose for which contributions are used: -list of scheduled and anticipated events with details
 - include list of Officers and Directors and Individual(s) responsible, their names, addresses and phone numbers;(Use Leadership roster)
 - financial information from the previous year-ask our accountant to send a file copy of the previous year's Filed Tax Return or a statement that 'Our CPA here filed an extension'. (Note that this was a new requirement in 2023. The issue is that the Tax Filing Deadline for 501(c)3 Organizations is May 15th which is past the deadline of April 5th so we had always attached the last Filed Tax Return, which was for two years prior.)
 - Information for financial income and expenses can be found on the 990 EZ page of the tax report. This info is needed to determine if we owe a fee. Tax return needs to be downloaded to the application.
 - Use the hooker email address at the end instead of your own.
 - Suggest making a copy of this report before submitting.
 - Submit and note date and time and if it was confirmed. It takes 48-72 hours to alert secretary that it is filed.

d. Trademark registration -**send in 6 months before due.**

1. **Every 5 years** our registration is due. Go to Florida Division of Corporations
2. Click on Trademarks and complete the online application. Print completed application as it needs to be notarized.
3. Attach to the application a photo of our logo(trademark) along with pictures of 3 specimens that logo is used, such as logos on t-shirts and letterhead. Current application # is T25000000337 Each application has a different # on the site. There are inactive and active status. Look at the most current to identify when expiration is.
4. Request check from Treasurer for application fee to be included when mailing the fee and application information. Newest application packet can be found on the website under public documents.
- 5.**NOTE:** If we fail to renew by the expiration, we must reapply and register instead for renewal. The next date to renew is 4/04/2030.

APRIL Complete online Annual Report of Board of Directors for State of Florida
a. Annual report of Board of Directors to be completed online by May 1st.
b. The report can be found at www.sunbiz.org. Information reported includes the list of current Officers and Directors.(use the Leader roster for info) There is a fee; an organization credit card can be used, or you can use your credit card and file a check request form with the Treasurer(Note that a packet is typically mailed to our PO Box that arrives in February that can be used as a helpful worksheet before entering the information online.) Document #: N0100002674

MAY Filing Tax Return
1.Check with the Treasurer and confirm the Form 990-EZ (annual) for Tax Return filing is complete which must be filed by May 15th with our Pro –bono Accountant.
Yvonne C. Werline, Nelson & Werline, LLC, 1222 SE 47th Street, Suite 305, Cape Coral, FL 33904 Phone: Cell:239-238-9600 Business: 239-542-1976 Ext 3 email:Yvonne@cnwcpa.com
Matlacha Hooker tax ID: 65-1121335

JULY Dishonesty Board Bond Insurance due mid-July. An invoice from Addison (formally Edison) Insurance Company will be emailed to the Treasurer.

SEPT Addison Insurance payment -due before the 13th. Email new policy and proof of insurance to CubeSmart Store0516@cubsmart.com 239-282-2866

OCT Board member review of procedures for all positions and updates prior to new board member elections.

OTHER IMPORTANT CONTACTS

1. Pro-bono Attorney: Kevin Kyle, Green, Schoenfield & Kyle LLP, 239-936-7200
1380 Royal Palm Square Blvd., Fort Myers, FL 33919 kevinkyle@gskattorneys.com
 1. Trademark
 2. Bylaws
 2. Insurance Agent- Jackie King
3. Edison Insurance Group, 239-693-0400, ext 530 3835 Palm Beach Blvd., Fort Myers, FL 33916
email:jking@edisonins.com
 1. General and Management liability insurance for organization- policy # NBP2557016 Expiration 9/13/25
 2. Fidelity insurance - Board Bonding insurance Expires July 1st annually
 3. Location of Storage Unit- 0418 CubeSmart Self Storage 2607 SW Pine Island Road, Cape Coral, FL 33991 ACH payments from bank account Unit 2031; Vicki is manager at the storage shed 239-282-2866. Must be given access by the President and designated Board member assigned.
 4. Password to website members only changes after the beginning of the year.

5. Square Reader verification code is sent to the President for transactions and additional member access.

6. CyberGrants/Front Door. www.cybergrants.com/frontdoor

NOTE: Usernames and passwords are kept in a separate file with Madam procedures and given to the newly elected President.

11/3/25LB