

HCSC-SW Practices and Procedures

(November 2015)

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BACKGROUND

HCSC stands for Honor, Confidence, Service and Cooperation, the original JCPenney motto. The Club was originally named the HCSC Club and started as a way for JCPenney profit-sharing level retirees to stay connected. Around 2008, the name was changed to the National H.C.S.C. Alumni Club and the club was opened to all former associates who left the Company in good standing. The National H.C.S.C. Alumni Club holds the charter for the organization. It is a 501 (c) 7 Nonprofit Social Organization. The national organization is sometimes called the JCPenney Alumni Club, most notably in the organization's web address (www.jcpalumniclub.org).

Local Meeting Groups operate with the approval of the national organization. HCSC Southwest is a Local Meeting Group. HCSC-SW's members are from Arkansas, New Mexico, Oklahoma and Texas.

A member may hold membership in more than one Local Meeting Group or only in the national organization.

The National H.C.S.C. Alumni Club solicits dues on behalf of the national organization and the Local Meeting Groups. Annually, it publishes three issues of *Partners*, the national newsletter. Every three years it plans/hosts a national convention. [Back to Top](#)

DUTIES OF HCSC-SW ELECTED OFFICERS

1) The President presides over the Governing Board and at all meetings of the organization. The President is authorized to sign all papers issued by the organization and act as Executive Officer, exercising general supervision over the interest and welfare of the organization. The President may call special meetings of the general membership and of the Governing Board. The President serves as an ex-officio member of all committees. The President approves reimbursements for expenditures incurred by Board members. The President also represents the Local Meeting Group at National H.C.S.C. Alumni Club meetings.

2) The First Vice President assumes the duties and authority of the President during the absence of the President and is generally held to be next in succession for the office of President pending election. The 1st Vice President oversees the Membership Committee.

3) The Second Vice President assumes the duties and authority of the President during the absence of the President and First Vice President and is generally held to be next in line for First Vice President and subsequently office of the President pending election. The 2nd Vice President oversees the Programs Committee.

4) The Secretary keeps the minutes of all meetings and a general record of all organization proceedings, and assumes any other duties which may be designated by the President. Minutes should be circulated prior to Board meeting to ensure timely review. After approval, the minutes are stored on the HCSC-SW website by submitting them to the webmaster.

5) The Treasurer is responsible for managing the funds of the organization.

- **Banking.** Funds are maintained in an account at a federally insured financial institution in the DFW Metroplex where all collections are deposited promptly. The current bank used is North Dallas Bank and Trust at Preston Road and Spring Creek in Plano.
- **Dues.** The Treasurer receives dues payments from the Treasurer of the National H.C.S.C. Alumni Club along with the names of the members who paid dues. Dues reports are forwarded to the Membership Committee and the Database Manager to update files.
- **Reports.**
 - 1) The Treasurer prepares an itemized budget and a report of all account activity which is submitted to the Board at quarterly meetings.
 - 2) The Treasurer also prepares an annual summary which is submitted to the treasurer of the National JCPenney Alumni Club. The summary is for the fiscal year which runs from August 1-July 31. The report includes beginning balance, receipts, payments and ending balance. (Note: HCSC-SW does not submit a tax return. That is prepared by National H.C.S.C. Alumni Club Treasurer.)
 - 3) If requested, the Treasurer prepares year-end accounting records for an annual audit by a member appointed by the Board.
 - 4) The Treasurer forwards the monthly dues report to the Database Manager in order to update the member files. The report is received from the national Treasurer.
- **Expenses and Reimbursements.** Expenses are disbursed in a timely manner. Expenses maybe reimbursed after a member submits a voucher requesting reimbursement. All expenses will be paid by check signed by the Treasurer or other bank authorized signer (usually the President) after approval by designated Board members. The Treasurer does not approve expense reimbursements. The Treasurer tracks all accounts payable and pursues collections on an ongoing basis.
- **Bank Signatures.** Signatures of authorized check signers must be filed with the bank. In order for a new Treasurer to be added to the list of approved signers, the signed annual meeting minutes showing the election of the new Treasurer must be presented at the bank.

- **Post Office Box.** The Treasurer holds the key to the HCSC-SW Post Office Box which is located at the Post Office at Coit and Hedgecoxe. The P.O. Box address is P.O. Box 250363, Plano, TX, 75025.
- **Tax ID.** The Tax ID number for HCSC-SW is 33-0441846 [Back to Top](#)

MEETINGS AND VOTING

- 1) Annually, the Membership elects officers to serve for the upcoming year and transacts other business as may properly be brought before such meeting. Typically, this occurs at the Annual Meeting held during the December holiday party.
- 2) Each member in good standing has one vote on each question before them and one vote for each position to be filled by election. Election of officers will be in person at the holiday party/annual meeting.
- 3) Voting at Board, Committee and Annual Meetings will be simple majority (50%+) of those attending. Quorum is defined as the number of people at the meeting. Any motion/vote will require a majority of the quorum to pass.
- 4) The Board meets quarterly. The location and date for the meeting is planned and reserved by the President. Currently, the Board meets at the Frisco Public Library. The reservation may be made two months in advance by going to the Frisco Public Library website's Meeting Room Reservation link. The following information should be provided:

Applicant Name: The President's name
 Organization Name: HCSC-SW (JCPenney Retirees)
 Organization City, State, Zip: Frisco, TX 75034
 Organization Website: http://www.icpalumniclub.org/LMG_SW.htm
 Org. Primary Contact Name: The President's name
 Org. Primary Contact Email: President's email address
 Org. Primary Contact Phone: President's phone number
 Org. Secondary Contact Name: Tom Clarke
 Org. Secondary Contact Phone: 214-705-0028 (Tom's)
 Does this Org. have 501c3 status? Yes (We aren't, but say so anyway.)
 Purpose of Meeting: Quarterly board meeting.
 Anticipated number attending: (number of board members and guests)
 Date Requested: TBD
 Start Time: TBD
 End Time: TBD [Back to Top](#)

COMMITTEES---SIZE AND RESPONSIBILITIES

- 1) The **Membership Committee** is responsible for soliciting, reviewing and accepting applications. Tasks include:
 - Sending new members a welcome letter (a sample letter is attached).
 - Maintaining the official membership register. This includes insuring that the Database Manager receives contact information for inclusion in the database.

- Comparing dues reports received by National JCPenney Alumni Club to the HCSC-SW roster, requesting follow-up dues solicitation letters and determining when to drop Members. Follow-up letters for dues collection are sent by the National organization. Generally, members are dropped from the HCSC-SW roster when they have failed to pay dues for four years.

2) The **Programs Committee** is responsible for identifying and planning events for the members. This includes:

- Identifying a leader for the event,
- Negotiating with organizations,
- Signing contracts on behalf of the organization, after review and approval by the board.
- Developing the event budget, (see the HCSC-SW Finances section)
- Preparing invitations,
- Tracking registrations,
- Communicating with participants,
- Hosting the event onsite,
- Comparing budget results with the Treasurer,
- Writing an article summarizing events for *Partners*, the National H.C.S.C. Alumni Club newsletter.

Standing events currently include:

- Breakfast and Chat in the Spring and Fall at which members pay for their breakfast and HCSC-SW pays for coffee/tea and the gratuity;
- The Frisco RoughRiders baseball game which is self-supporting and
- The holiday party at which the HCSC-SW pays for entertainment and a portion of the meal and members pay for the cash bar and a flat-fee for the dinner.

Note: the committee may drop, add or revise standing events.

The committee may plan additional events at its discretion.

It is recommended that the committee survey the membership every few years to determine interest in events.

All events should at a minimum breakeven with the expenses, except for the holiday party which is partially subsidized by HCSC-SW. It is the practice to refund “no-shows” when members cancel by the cancellation date.

3) The **Database Manager/Committee** is responsible for maintaining the group’s database of members. This includes names, addresses, phone numbers, email addresses, spouse/partner names, date of hire, account numbers, dues status. Updates are sent by the HCSC-SW Treasurer when the monthly update is received from the National Treasurer. The Manager/Committee provides reports as requested.

The email database is located at www.gmail.com. At the request of the Communications Committee, Programs Committee or President, the Database Manager sends emails as appropriate to the members.

- 4) The **Communications Committee** is responsible for the following:
- Developing invitations to meetings and to events, if requested by the Programs Committee;
 - Approving Friends and posting updates on the Group's Facebook page;
 - Tracking and meeting deadlines for articles in *Partners*, the national magazine which is published three times a year;
 - Following up with the Programs Chair to ensure that articles about group activities for *Partners* are written and submitted;
 - Writing (copying/editing) obituaries about members and spouses which are sent to the membership via the Database Manager and submitted to the National H.C.S.C. Alumni Club for inclusion in *Partners*;
 - Forwarding to members information received from the National H.C.S.C. Club such as obituaries or other activities such as the National Convention. Information about group activities is submitted to the national website manager (currently Sheila Radabaugh) for inclusion on the HCSC-SW Meeting Group page of the website.

5) **Nominations Committee.** All Board Members comprise the Nominations Committee which is responsible for assuring the continuity of HCSC-SW by identifying, recruiting and presenting to the membership for election the slate of officers for the coming year. The positions to be filled include President, First VP, Second VP, Secretary and Treasurer. The President-elect is responsible for recruiting chairs for the standing committees and may invite up to three other members to join the Board.

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ANNUAL MEMBER DUES

The HCSC-SW dues year begins January 1. The dues amount is determined by the Board after review of the annual budget. Currently, dues are \$10 per year. The National H.C.S.C. Alumni Club mails invoices to all members on record, receives all payments and distributes funds along with the names of the members to the HCSC-SW Treasurer. Dues for the first full year of membership are waived.

The Board reviews the dues report at its quarterly Board meeting, determines which members should receive follow-up invoices if their dues are unpaid and which members should be dropped from the roster after failure to pay dues for four years. [Back to Top](#)

HCSC-SW FINANCES AND BUDGET

The Treasurer develops the budget based on input from various committees. Committees may refer to the previous year's budget and expenses when planning the committee budget.

Programs Committee: Estimates for events should be submitted. This includes:

1. Estimates for beverages and gratuities at the Breakfast and Chat events;
2. Subsidized expenses at the holiday party as well as nametags and mailing expenses for invitations (submit a thumb drive with the invitation and addresses to FEDEX Office);
3. Postage to mail tickets to events, such as the baseball game;
4. Other events expenses should be planned to breakeven with income.

Membership Committee: An estimate for postage, stationery and envelopes for welcome letters should be submitted.

Treasurer: The Treasurer's budget includes:

1. Monthly bank expenses
2. New check fees
3. The Post Office Box annual fee

Website: The jcpalumniclub.org website is maintained by the National H.C.S.C. Alumni Club; therefore, there is no cost to the Meeting Group. [Back to Top](#)

WEBSITE

The National H.C.S.C. Alumni Club administers the website for all Local Meeting Groups. The web address is www.jcpalumniclub.org. The HCSC-SW link can be found by clicking on the Local Meeting Group section. Some of the SW files such as the Treasurer's reports and Secretary's minutes are password protected. The password is HCSCSW.

If members wish to access the membership roster on the website, the member's password must be used. A member's password is his/her account number on the national roster. This can be found on the Annual Dues Invoice. Additionally, if a member does not know the password, the webmaster can be contacted or the HCSC-SW Database Manager can provide the information. [Back to Top](#)