

Fort Worth League of Neighborhoods

STANDING RULES

1. The Treasurer of the League shall be a signatory on the League's current bank account, for access purposes only, not for check signing purposes.
2. The treasurer shall have online access to the League's checking account in order to reconcile statements, check balances, and provide information on the bank account to the board of directors, the general membership, and the Audit Committee.
3. If inclement weather is predicted 24 hours in advance of a scheduled League General Membership Meeting, members are instructed to check cancellations and closings on NBC Channel 5 television where the League will post the cancellation of the meeting. The president shall be responsible for making the decision about cancellation of the meeting and for informing Channel 5 of the decision. The League will also send a Constant Contact e-mail to the membership 3 hours in advance of the cancellation of a general membership meeting.
4. The treasurer shall file the required IRS Form 990-N electronically on or before the March 1 deadline annually.
5. At the beginning of each League year and before the first FWLNA board of directors meeting in January, the president, vice-president, secretary, and treasurer shall meet and shall agree on how the following will be accomplished for the year:
 - Who holds keys to the League's post office box
 - Who will pick up, open, and distribute for action to the appropriate officer the League's mail on a weekly basis.
 - The president shall notify the treasurer immediately upon receipt of the invoice for rental of the League's post office box and ensure payment of the invoice not later than one week before it is due
 - Any other procedure necessary to accomplish the routine handling of League business on weekly, monthly, and annual bases.
6. The president shall file updated contact information for the president with the Texas Secretary of State annually in order to ensure continuity of nonprofit status for the organization.
 - No. 1 Approved 2013
 - Nos. 2-6 Approved Gen. Mem. Meeting, 1/22/2015