

Policies and Procedures Manual

The Girls' Friendly Society USA

GFSUSA

Revised 2019



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Introduction

About us: The Girls' Friendly Society (GFSUSA) was founded in London in 1875 by an Irishwoman – Mrs. Elizabeth Townsend to provide support and skills training for girls who came from the country to work in the city. It was a society for friendship and recreation in which all girls might share, bound together in a fellowship of Christian love and service. The movement spread rapidly all over England and came to America in 1877 in Lowell Massachusetts.

The Girls' Friendly Society of the United States of America is an international, not-for-profit organization for girls and young women within the Episcopal Church. The programs is parish based and open to all girls of any race, religion, or nationality between the ages of 5 and 30 year of age.

Now more than 140 years later our Society has broadened its scope and offers an even wider appeal. The motto, purpose and prayer have not changed down the years but one generation after another has found fresh inspiration in it.

Our focus today is to provide a support system aimed at developing the whole person through a program of worship, service to others, study, and recreation designed to empower girls and to help them grow mentally, emotionally, physically, and spiritually

The GFSUSA motto is "bear ye one another's burdens and so fulfill the law of Christ." (Galatians 6.2)

Mission Statement:

The Girls' Friendly Society (GFSUSA) of the United States of America is part of an international, not for profit, faith-based organization for girls and women. We are a community serving through Christ and affiliated with the Episcopal Church.

We believe in the value of each human being and the richness of a diverse community. GFSUSA welcomes all girls and women of any age, race, religion and nationality.

Our purpose is to provide girls and women with a support system aimed at developing the whole person. GFSUSA parish-based programs focus on worship, outreach, study and creative activities. We help our members develop their talents and skills, empowering them with the faith, self-esteem and confidence to cope in an ever-changing complex world.

Authority Matrix

Section 1

GFSUSA Policy Statement:

The GFSUSA management team has developed an Authority Matrix which defines our roles and responsibility to the organization.

GFSUSA Authority Matrix:

The Board of Directors of GFSUSA – Positions, Qualifications, Duties, Election of and Term Limits are set by the Bylaws of GFSUSA.

Title	Responsibilities
<p>President</p>	<p>Fulfill the duties set forth in the Bylaws.</p>
	<p>Responsible for oversight of any committees not under the oversight of the Secretary or responsibility of a Director (<i>For example: National Assembly, World Council</i>)</p>
<p>Vice President</p>	<p>Fulfill the duties set forth in the Bylaws.</p>
	<p>Responsible for oversight and compliance of Committees as designated by the President (<i>For example: Book Scholarship, By Laws & Policy and Procedure Manual, Junior & Youth Delegate Selection, Mary Hall, NA Travel Assistance, Nominating</i>)</p>
<p>Secretary</p>	<p>Fulfill the duties set forth in the Bylaws.</p>
	<p>Responsible for compliance with the archival policies and procedures of GFSUSA</p>
<p>Treasurer</p>	<p>Fulfill the duties set forth in the Bylaws.</p>
	<p>Provides the President and the Board with timely and accurate financial reports.</p>
	<p>Responsible for providing material for the Annual external audit</p>
	<p>Maintains financial records according to IRS guidelines, GFSUSA the GFS Treasurer’s Manual, Generally Accepted Accounting Principles and the Manual of Business Methods in Church Affairs, issued by The Episcopal Church</p>
	<p>Ensures a smooth and uninterrupted flow of fiscal responsibilities upon the conclusion of her term</p>
<p>Directors</p>	<p>Fulfill the duties set forth in the Bylaws.</p>
	<p>Attend Board of Directors meetings and National Assembly</p>
	<p>Responsible for fulfilling any duties or responsibilities assigned to her by the President</p>

Director of Organizational Growth	Responsible for Assistant Director of Branch Development and subcommittee teams (<i>For example: responding to information requests, creating branch leads, and follow up through issuing new charter</i>)
	Responsible for Assistant Director of Ambassador Group Development and subcommittee teams (<i>For example: responding to information requests, creating associate group leads, and follow up through issuing new charter</i>)
	Responsible for Assistant Director of Sponsor Group Development and subcommittee teams (<i>For example: responding to information requests, creating sponsor group leads, and follow up through issuing new charter</i>)
	Responsible for Assistant Director of ECW Triennial & General Convention and subcommittee teams (<i>For example: selection/registration/travel/lodging for delegation, staff exhibit, participation in meetings/workshops/worship</i>)
Director of Messaging & Mission	Responsible for Assistant Director of Marketing & Branding and subcommittee teams (<i>For example: advertising, designing & creating exhibits/ promotional materials, promotional events</i>)
	Responsible for Assistant Director of Communication and subcommittee teams (<i>For example: website, newsletter/e-news, blog, social media</i>)
	Responsible for Assistant Director of Merchandise & Memorabilia and subcommittee teams (<i>For example: GFS spirit wear & GFS commemorative items</i>)
	Responsible for Assistant Director of Organization Materials & Supplies and subcommittee teams (<i>For example: ordering, stocking & delivering pins, brochures, badges, vests</i>)
Director of Talent & Development	Responsible for Assistant Director of Volunteer Recruitment and subcommittee teams (<i>For example: identifying opportunities for recruitment i.e. Diocesan conventions & ECW meetings, for collaborations i.e. ECW and</i>

	<i>Ministry network programs/events, skills –based volunteers for specific needs)</i>
	Responsible For Assistant Director of Onboarding & Training and subcommittee teams <i>(For example: of new volunteers – branch leaders or skills-based)</i>
	Responsible for Assistant Director of Continuing Education & Development and subcommittee teams <i>(For example: ongoing for established branch leaders and other positions)</i>
	Responsible for Assistant Director of Volunteer & Member Retention and subcommittee teams <i>(For example: “customer service”, recognition programs, “exit interviews”)</i>
Director of Service & Program	Responsible for Assistant Director of Community Service & Outreach Programs of GFSUSA and subcommittee teams <i>(For example: Literacy Program, “GFS Service Corps”)</i>
	Responsible for Assistant Director of GFS World Project and World Day of Prayer <i>(For example: information, events and fundraising)</i>
	Responsible for Assistant Director of Social Justice and subcommittee teams <i>(For example: Gender Violence Awareness Campaign, Climate Change Campaign)</i>
	Responsible for Assistant Director of USA Branch Programs and subcommittee teams <i>(For example: Teddy Bear, badge, and other branch content)</i>
	Responsible for Assistant Director of GFS World & International Programs and subcommittee teams <i>(For Example: Joy Exchange, Link Countries, Pen Pal Program)</i>
Director of Priority Initiative	Responsible for the priority initiative(s) set by the Executive Board <i>(For example: the priority initiative for the 2019-2022 term will be “Ambassadors”)</i>

	Responsible for the Assistant Director(s) and subcommittee teams as established by the Executive Board/Director (<i>For example: for the 2019-2022 Priority Initiative “Ambassador” - recruitment & retention of Ambassador members, specific Service & Programs for Ambassador Groups – in cooperation with Director of Service & Program, Events for Ambassadors</i>)
Junior Delegate	Attends Board of Directors meetings as a voting member.
	Attends National Assembly and World Council as a National delegate
	Partners with one (1) Assistant Director to develop and execute a national program or initiative for Ambassador members.
	Responsible for representing and communicating with the Ambassador members
Youth Delegate	Attends Board of Directors meetings as a non-voting member
	Attends National Assembly as a National Delegate
	Partners with one (1) Assistant Director to develop and execute a national program or initiative for Branch members
	Responsible for representing and communicating with Branch members ages thirteen (13) to seventeen (17) years

Non-Board Member Elected Positions: Roles and Responsibilities

Section 2

Non-Board Member Elected Positions: Positions, Qualifications, Duties, Election of and Term Limits are set by the Bylaws of GFSUSA.

Title	Responsibilities
Finance Committee	Fulfill the duties set forth in the Bylaws.
	Follow the policies and procedures set forth in this manual for the Finance Committee
	Shall conduct an annual review of the GFSUSA financial accounts and make financial recommendations to the Board of Directors, such as amendments to the budget.
	Shall be responsible that an annual audit of all accounts is completed by approved auditor.
	Is responsible for ensuring that the Investment Policy is followed.

Nominating Committee	Fulfill the duties set forth in the Bylaws.
	Follow the policies and procedures set forth in this manual for the Nominating Committee
	Update the Resource Bank Form to reflect the needs of GFSUSA.
	Maintain a file of Resource Bank Forms completed by members.

Assistant Directors and Teams – Roles and Responsibilities Section 3

GFSUSA Policy Statement:

It is also the policy of GFSUSA for the President to appoint Assistant Directors, in consultation with the Directors and with the approval of the Board of Directors. Assistant Directors may also maintain various Teams whose missions are dedicated to support the work of the Directors and Assistant Directors.

Assistant Director Titles:	Reporting Responsibilities:
Branch Development	Reports to Director of Organizational Growth
Ambassador Group Development	
Sponsor Group Development	
ECW Triennial & General Convention	
Marketing & Branding	Reports to Director of Messaging & Mission
Communication	
Merchandise & Memorabilia	
Organizational Materials & Supplies	
Volunteer Recruitment	Reports to Director of Talent & Development
Onboarding & Training	
Continuing Education & Development	
Volunteer & Member Retention	
Community Service & Outreach Programs	Reports to Director of Service & Program
GFS World Project and World Day of Prayer	
Social Justice	
Branch Programs	
World & International Programs	

Assistant Directors for the Priority Initiative <i>For example 2019-2022:</i> <i>Ambassador Recruitment & Group Development</i>	Reports to the Director of Priority Initiative <i>For example 2019-2022:</i>
<i>Ambassador Community Service & Outreach Programs</i>	<i>Reports to Director of Ambassadors</i>
<i>Ambassador Social Justice</i>	
<i>Ambassador World & International Programs</i>	

ORGANIZATIONAL GROWTH ASSISTANT DIRECTORS AND TEAMS

Branch Development

Section 4

GFSUSA Policy Statement:

It is a policy of GFSUSA to promote new branches in all dioceses of the Episcopal Church.

Procedures:

A committee will oversee the development of materials to encourage the establishment of new branches. In addition, it will seek out ways to inform Episcopalian women about the GFSUSA program and the benefits it offers to girls. This can include attending regional meetings of ECW or other women’s ministries, preparing advertising for print and online publication, preparing a booth for the exhibit hall of the General Convention, submitting material for the website, www.gfsus.org, updating the national GFS brochure, and utilizing any other means available for spreading the word of GFS.

Ambassador Group Development

Section 5

GFSUSA Policy Statement:

It is a policy of GFSUSA to promote new Ambassador groups in all Dioceses of the Episcopal Church.

Procedures:

Team will oversee development of materials to encourage ambassadors to join existing branches or in areas where there are no active branches, to encourage the establishment of new Ambassador groups of the GFSUSA Board of Directors.

Sponsor Group Development

Section 6

GFSUSA Policy Statement:

It is a policy of GFSUSA to accept any woman over the age of 30 who is interested in furthering the purposes of and supporting the work of GFSUSA as a GFSUSA Sponsor.

Procedures:

The Sponsors committee supports the membership of Sponsors by providing information on the purpose of the Sponsors as part of the GFSUSA organization. It will support the formation of Sponsor Groups in accordance with the bylaws of GFSUSA Board of Directors

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GFSUSA Policy Statement:

It is a policy of GFSUSA to send the GFSUSA President and the Youth Delegate of GFSUSA to the ECW Triennial Meeting.

Procedures:

As an affiliate organization of the Episcopal Church Women (ECW), GFSUSA is entitled to 2 votes at the ECW Triennial Meeting which is held every three years at the same time as the General Convention of the Episcopal Church. ECW Triennial’s purpose is to share in spiritual growth, nourishment, fellowship, education, leadership training, and the connection with a worldwide network of Anglican women.

MESSAGING & MISSION ASSISTANT DIRECTORS AND TEAMS

Marketing & Branding **Section 8**

Communications **Section 9**

Merchandise & Memorabilia **Section 10**

Organizational Materials & Supplies **Section 11**

GFSUSA Policy Statement:

It is a policy of GFSUSA to have sufficient GFSUSA supplies available on hand for members.

Procedures:

Supplies which are unique to GFS are obtained and displayed on the GFS website. The order form is posted to the website, but is printed and mailed to the Supply Chairman along with payment. Supplies will be shipped via US mail unless specified differently and will be paid for by the buyer. A perpetual inventory of supplies shall be maintained by the person charged with filling the orders. A physical inventory shall be completed at the end of every fiscal year by at least 2 persons.

TALENT & DEVELOPMENT ASSISTANT DIRECTORS AND TEAMS

Volunteer Recruitment **Section 12**

Onboarding & Training **Section 13**

Continuing Education & Development **Section 14**

Volunteer & Member Retention **Section 15**

SERVICE & PROGRAM ASSISTANT DIRECTORS AND TEAMS

Community Service & Outreach **Section 16**

World Project

Section 17

GFSUSA Policy Statement:

It is a policy of GFSUSA to support the World Project (s) voted on at GFS World Council for the next triennial.

Procedures:

On an annual basis, the branches and dioceses of GFSUSA are reminded to inform members of the current GFS World Project and to participate in fundraising for the project. These funds are remitted to GFSUSA. The GFSUSA treasurer ensures that these funds are, in turn, remitted to GFS World along with any contributions designated in the GFSUSA budget.

Link Countries

Section 18

GFSUSA Policy Statements:

It is a policy of GFSUSA to stay in touch and communicate with link countries, as stated in the world guidelines to share information and pray for one another.

Procedures:

GFSUSA reaches out to our link countries that are assigned triennially by GFS World Council. GFSUSA will be in contact with each country assigned on a quarterly basis. Information on the status of the link countries will be disseminated to the membership in a timely manner. GFSUSA may also provide link information to branches upon request to enable branches to form a relationship with link country branches.

Diocesan Organizations, Sponsor Groups, Ambassador Groups and Branches Roles and Responsibilities

Section 19

GFSUSA Policy Statement:

It is the policy of GFSUSA that the roles and responsibilities of the Dioceses, Sponsor Groups, Ambassador Groups and Branches shall not be in contravention of the Bylaws of GFSUSA. Each active Diocese, Sponsor Group, Ambassador Group and Branch shall submit an annual report to the GFSUSA Board of Directors, due August 31. Membership in good standing shall require compliance with the dues policy as established by the National Assembly. See attachment G Diocesan dues policy.

Standing and Ad Hoc Committees– Roles and Responsibilities

Section 20

GFSUSA Policy Statement:

It is a policy of GFSUSA to maintain various Standing and Ad Hoc Committees whose missions are dedicated for specific business functions. Standing and Ad Hoc Committees may be established by the Board of Directors and appointed by the President with approval of the board when the GFSUSA work to be done in a specific area is substantial enough to indicate the need for a group effort and impactful enough to indicate the need for representation by several diocese of GFSUSA.

Book Scholarship Committee

Section 20.1

GFS Policy Statements:

It is a policy of GFS to provide scholarships for books or vocational/technical supplies to members in support of their post-high school academic and vocational/technical careers. The GFS Code of Ethics is taken into consideration to ensure that there are no conflicts of interest in the scholarship award process. Documentation is maintained in support of the application, selection and award process.

Purpose:

The Book Scholarship Awards are awarded in recognition of a member's participation in GFS while in high school, continued involvement in and commitment to GFS after high school, and community service that reflects the GFS motto "Bear Ye One Another's Burdens". The awards are merit based.

Committee Membership:

The Book Scholarship Committee shall have one representative from each diocese in good standing, and one of the representatives shall serve as the Chairperson.

Selection & Term of Service of Committee Members & Chairperson:

Each Diocese shall determine its own method for selecting its representative to the committee (election or appointment). Committee members shall serve for a three (3) year term. The term shall begin one month after the close of each National Assembly (or on the 31st of August following NA – whichever is earlier) and end on month after the close of the next National Assembly (or on the 31st of August following the next NA whichever is earlier).

Each Diocese shall submit the name and contact information of its representative to the current Committee Chairperson at least one month prior to the start of National Assembly. The current Committee Chairperson will report the list of representatives for the next term to the Assembly. The current GFSUSA President shall then appoint a Chairperson from the list of representatives submitted before the close of the Assembly.

The outgoing Committee Chairperson shall serve in an advisory role to the committee for one (1) year following the Assembly.

Budget & Accounts:

The three (3) year budget for the Scholarship Award Fund shall be presented at the National Assembly. A separate administrative budget for the committee shall be presented at the National Assembly.

None of the funds budgeted for the Scholarship Awards shall be used for any administrative expenses incurred by the committee. Any administrative expenses shall be subject to the separate line item in the GFSUSA budget and shall follow the same procedures for submission to the Treasurer for reimbursement as other administrative expenses.

At the start of her term, the Committee Chairperson shall confirm the three (3) year time line for the Committees activities and distribute it to the Committee members and the National Board. The Chairperson shall also update all letters and forms used in the application process. The Committee Chairperson shall submit timely reports to the National Board for each National Board meeting and shall submit a comprehensive report covering the entire three (3) year term to National Assembly.

Duties & Responsibilities:

- A. The Committee Chairperson shall be responsible for:
 1. Confirming the names and contact information of each Diocesan representative at the start of her term of service, and advising the National Board of any changes throughout her term.
 2. Educating the Committee Members on their duties and responsibilities.
 3. Confirming the three (3) year Time Line at the start of her term for each step and deadline in the application, award and reimbursement phases, and distributing the Time Line to the Committee members and the National Board.
 4. Educating, advising and advocating to the Finance Committee and the National Board the funding requirements for the following term as it prepares the budget that will be presented to National Assembly, particularly with respect to the amount of the awards made in spring prior to the Assembly that will need to be reimbursed from the next budget's funds.
 5. The Application Process:
 - a. Update and maintain the letters and forms used, including the Time Line particularly with respect to the due dates.
 - b. Distribute a cover letter and the application to the organization by
 - i. Sending them to the GFSUSA Secretary to email via constant contacts.
 - ii. Sending them to the Committee Members to distribute with in their own dioceses.
 - iii. Contacting the GFSUSA web-master to have the cover letter and application available to download from the website.
 - iv. Any other means as agreed upon by the Committee members.
 - c. Collect and maintain the applications from the applicants and verifying them for completeness.
 - d. Acknowledge the receipt of the applications to the applicants.
 - e. Distribute copies of the applications to the Committee members.
 6. The Award Decisions:
 - a. Distribute a scoring matrix to Committee members to complete as they review and evaluate the applications.
 - b. Convene a meeting of all Committee members (in person, video, and/or conference call) to collectively discuss and review the applications, and determine the individual awards.
 - c. Confirm with the Committee members in writing their decisions on the individual awards before the awards are published.
 - d. Notify each applicant in writing of the Committee's decision and maintain said notifications.

7. The Administration of the Awards:
 - a. Distribute instructions to Award Recipients on how to submit receipts for reimbursement and the deadlines for reimbursement requests.
 - b. Send a reminder to all award recipients one (1) month before the reimbursement deadline.
 - c. Collect and acknowledge the reimbursement requests.
 - d. Send a list of the reimbursement payments to the GFSUSA Treasurer so she can issue the checks.
 8. Maintain a notebook/folder (in a digital and hard copy format) to be given to the next Chairperson with in one (1) month of the close of at National Assembly (or by the 31st of August following NA – whichever is earlier), with the following:
 - a. Copy of this current Policy & Procedure Section
 - b. All reports and financial documents
 - c. All sample/form letters, applications and scoring matrix
 - d. All applications and awards
 - e. All reimbursement requests and supporting documentation.
- B. The Committee Members shall be responsible for:
1. Confirming her name and contact information at the start of her term of service with the Committee Chairperson and advising the Committee Chairperson of any changes throughout her term.
 2. Understanding her duties and responsibilities, and the application, award and reimbursement phases.
 3. Educating the leaders and members of her Diocese on the Book Scholarship Award program, the three (3) phases of the program and the eligibility requirements.
 4. Facilitating in the distribution and completion of the applications, and other information.
 5. Participating in all Committee meetings, discussions and deliberations, and award decisions.

Eligibility, Award and Reimbursement Criteria:

- A. To be eligible, the applicant must be:
1. Be a current GFS member in good standing.
 2. Have been a GFS member in good standing for not less than 2 years and at least 2 of the years must have been while in high school, college, university or vocational/technical school.
 3. Be a member of a GFS Branch or GFS Associates Group that has filed an Annual Report with the GFSUSA National Board that is in good standing.
 4. Be attending an accredited college, university, or vocational/technical school.
- (Note: To be in good standing, a member must demonstrate a continuing commitment to GFS, and current participation in GFS activities or projects at the parish, diocesan, national and/or international level.)
- B. To be considered, the applicant must submit the official application – complete and on time.
1. Only the official application will be considered.

2. Only complete applications will be considered.
3. Only applications received or postmarked on or before the application deadline will be considered.

C. The Committee shall take into account the following criteria in deciding the awards:

1. Distributed funds will be contingent on amount budgeted for the 3-year cycle.
2. Amount budgeted will be divided evenly across the three years to ensure funds are available each year. As awards are paid, the amount remaining in the budget will be rebalanced every year to ensure maximum usage.
3. Amount available for any given year will be divided by the number of applicants to produce an average award amount.
4. Applications will be scored against a quantitative matrix.
5. The matrix includes two major categories:
 - a. Involvement in GFS
 - b. Community Service that reflects the GFS motto of "Bear Ye One Another's Burdens"
6. Based on the average award amount, three levels of award will be determined as levels A, B, and C.
 - a. A Level awards will be the highest level; applicants will demonstrate: (1) a strong commitment to GFS; (2) a significant, consistent and continuing involvement in GFS; and (3) service in their community that reflects the GFS motto.
 - b. B Level awards will be the average; applicants will demonstrate: (1) a commitment to GFS; (2) continuing involvement in GFS; and (3) service in their community that reflects the GFS motto.
 - c. C Level awards will be less than average; applicants will demonstrate: (1) a commitment to GFS; (2) occasional involvement in GFS; and (3) some service in their community that reflects the GFS motto.
7. Applicants will be scored according to the criteria and assigned an award level, based on the scores received for the entire pool. For example: if there are 20 applicants - the top 5 applicants will receive A level, the next 10 will receive B level, and the bottom 5 will receive C level.
8. In any given year, the scholarship committee may choose to shift the number of awards in each level, as long as the total amount awarded does not exceed the amount available for the year.

D. Once given an award, the recipient must follow all instructions and comply with all deadlines to receive reimbursement. Awards/funds do not carry over to the following year. If the recipient has not submitted reimbursement requests totaling the amount of the award, the remainder of the award returns to the general scholarship funds available.

Bylaws and Policies & Procedures Manual Committee

Section 20.2

GFSUSA Policy Statement:

It is a policy of GFSUSA to maintain a current Bylaws and Policies & Procedures Manual on file and to be held by the secretary to be reviewed upon request.

Procedures:

The Bylaws and Policies & Procedures Chairperson and her committee will assure that the GFSUSA bylaws and Manual are kept up-to date and posted to the GFSUSA website.

Bylaws: The Committee will review the Bylaws on an annual basis to note any sections that may need amendment. The Chairperson shall distribute the proposed amendments to the National Board, Diocesan Presidents/Representatives and delegates at least ninety (90) days prior to National Assembly in accordance with the bylaws. It is the responsibility of the Bylaws committee to see that proposed amendments are published on time.

Policies and Procedures: The committee will review the Policies and Procedures Manual on an annual basis and make recommendations to the GFSUSA National Board of any changes needed.

Finance Committee

Section 20.3

GFSUSA Policy Statement:

It is a policy of GFSUSA to maintain a five (5) member Finance Committee to provide financial oversight for the organization. This includes budgeting and financial planning, financial reporting, and the creation and monitoring of internal controls and accountability policies.

Procedures:

The Committee shall meet at least twice per year to monitor adherence to the budget, confirm that investments are in conformity with the Investment Policy, and to review the financial statements of GFSUSA which are prepared by the Treasurer.

It is the responsibility of the Finance Committee to maintain the Treasurer's Manual which provides information on the bank accounts, the procedures for recording financial transactions and historical information on the funds of GFSUSA.

The Finance Committee will also cause a review of the insurance coverage on an annual basis and ensure that all required forms are filed to conform with IRS regulations and to ensure that the non-profit corporate status of GFSUSA is maintained.

The Finance Committee shall develop a three-year budget, or operating plan, to enable the committees to do their work and to encourage branches and dioceses to be vibrant and active. As needed, the Finance will make recommendations to the board for expenditures which are not included in the budget.

Junior and Youth Delegate Selection Committee

Section 20.4

GFSUSA Policy Statement:

It is a policy of GFSUSA to have a Junior and Youth Delegate Committee with representation from each diocese. The Selection Committee will provide an opportunity for a girl 18- 25 years old to apply for the GFSUSA Junior Delegate and a Youth member 15 -17 years old to apply for a Youth Delegate. The GFSUSA Code of Conduct is taken into consideration to ensure that there are no conflicts of interest in the selection process. Documentation is maintained in support of the selection process.

Duties & Responsibilities:

- A. The Committee Chairperson shall be responsible for:
 1. Confirming the names and contact information of each committee member at the start of her term of service, and advising the National Board of any changes throughout her term.
 2. Educating the Committee Members on their duties and responsibilities.
 3. Confirming the three (3) year Time Line at the start of her term for each step and deadline in the application and selection process, and distributing the Time Line to the Committee members and the National Board.
 4. The Application Process:
 - a. Update and maintain the letters and forms used, including the Time Line particularly with respect to the due dates.
 - b. Distribute a cover letter and the application to the organization by
 - i. Sending them to the GFSUSA Secretary to email via constant contacts.
 - ii. Sending them to the Committee Members to distribute with in their own dioceses.
 - iii. Contacting the GFSUSA web-master to have the cover letter and application available to download from the website.
 - iv. Any other means as agreed upon by the Committee members.
 - c. Collect and maintain the applications from the applicants and verifying them for completeness.
 - d. Acknowledge the receipt of the applications to the applicants.
 - e. Distribute copies of the applications to the Committee members.
 9. Evaluation Process:
 - a. Distribute a scoring matrix to Committee members to complete as they review and evaluate the applications.
 - b. Convene a meeting of all Committee members (in person, video, and/or conference call) to collectively discuss and review the applications prior to National Assembly.
 - c. Confirm with the Committee members the selection process during National Assembly (interviews and presentations/speeches)
 - d. Coordinate the scheduling of the selection process (interviews and presentations/speeches) with the National President and National Assembly Committee.
 - e. During National Assembly, set up the interviews and ensure preparations are made for presentations/speeches (microphones, projectors, etc)
 10. Selection Decisions
 - a. Convene a meeting during National Assembly for Committee to select the delegates

- b. Advise each applicant individually of the committee’s decision prior to announcements
- c. Announce selection of Junior and Youth Delegates to the National Assembly

11. Maintain a notebook/folder (in a digital and hard copy format) to be given to the next Chairperson with in one (1) month of the close of at National Assembly (or by the 31st of August following NA – whichever is earlier), with the following:

- f. Copy of this current Policy & Procedure Section
- g. All reports
- h. All sample/form letters, applications and scoring matrix
- i. All applications and scoring matrix

B. The Committee Members shall be responsible for:

1. Confirming her name and contact information at the start of her term of service with the Committee Chairperson and advising the Committee Chairperson of any changes throughout her term.
2. Understanding her duties and responsibilities, and the application and selection process.
3. Educating the leaders and members of her Diocese on the Junior & Youth Delegate positions, the application and selection process, and the eligibility requirements.
4. Facilitating in the distribution and completion of the applications, and other information.
5. Participating in all Committee meetings, discussions and deliberations, and award decisions

Eligibility and Selection Process:

One year prior to the National Assembly the Chairperson shall also create a time line for the activities of the committee and selection process and provide it to the National Board, and the Committee shall prepare the applications and a cover letter explaining the process. In the September before the National Assembly the Chairperson shall distribute the cover letter and applications to the National Board, the GFSUSA Secretary to send to the membership, and Diocesan Presidents/Representatives. She shall also forward the documents to be posted on the GFSUSA website.

Both the Junior Delegate and the Youth Delegate application will explain the selection process and deadlines and will additionally require:

- three reference forms
- a signed obligation form
- a letter explaining the applicant’s interest in representing GFSUSA

Applicants to become Youth Delegate must be between the ages of 15 (at least 10 days before National Assembly) and 17 years of age and meet the following requirements:

- Attend National Assembly in order to be considered
- Be currently active in GFS, a member in good standing and have had at least 3 years of GFS experience
- Give a presentation at one of the National Assembly business meetings.
- Meet with the Youth Delegate Selection Committee for a brief interview.

Applicants to become Junior Delegate must be between the ages of 18 (at least 10 days before National Assembly) and 25 years of age and meet the following requirements:

- Attend National Assembly in order to be considered
- Be currently active in GFS, a member in good standing and have had at least 3 years of GFS experience
- Give a speech at one of the National Assembly business meetings.
- Meet with the Junior Delegate Selection Committee for a brief interview.

All applicants must adhere to the guidelines set by the Selection Committee.

The committee will score the applicants on an agreed upon rubric to ensure fair scoring practices.

The applicants will be notified individually of the Committee's decisions before the names of the Junior and Youth Delegates are announce to the Assembly.

The chosen delegates will be expected to perform their duties in accordance with the bylaws and the authority matrix, above.

Mary Hall Scholarship Committee

Section 20.5

GFSUSA Policy Statements:

It is a policy of GFSUSA to provide scholarships to new adult leaders to attend National Assembly in support of their development as GFSUSA leaders. The GFSUSA Code of Conduct is taken into consideration to ensure that there are no conflicts of interest in the scholarship award process.

Procedures:

A Scholarship Committee is responsible for overseeing scholarship processes and awarding the scholarships.

The eligibility requirements for scholarship awards are as follows:

- Be working directly with girls in a leadership capacity in a branch of the society at a church within the US
- Have made a formal commitment to GFSUSA leadership, at an Induction of Leadership Service.
- Have never attended a National Assembly in the past

Documentation is maintained in support of the selection process for award recipients.

National Assembly Committee

Section 20.6

GFSUSA Policy Statement:

It is a policy of GFSUSA to hold a regular meeting every third year in the years that are divisible by three and shall be known as the GFSUSA National Assembly.

Procedures:

The National Assembly Committee is composed of leaders from the hosting diocese. The GFSUSA Vice President is responsible for overseeing the process.

The committee shall plan a schedule which permits the required business of the National Assembly to be accomplished and promotes fellowship among the attendees. This includes but is not limited to worship, field trips, enriching presentations, and recreational activities.

The committee shall determine the venue for the assembly, set the budget, determine registration fees, handle the registration process and oversee all details of the assembly. However, the business meetings are under the direction of the GFSUSA President and the Board of Directors.

Any excess funds from registration fees or the GFSUSA subsidy over expenses are to be returned to GFSUSA.

It is customary that the next National Assembly location is determined 3 years in advance, during the assembly meeting.

The theme for the next National Assembly is chosen by the members and announced at the close of the ongoing assembly.

National Assembly Travel Assistance Awards Committee

Section 20.7

GFSUSA Policy Statement:

It is a policy of GFSUSA to provide Travel Assistance Awards to members to aid them in attending National Assembly. The GFSUSA Code of Conduct is taken into consideration to ensure that there are no conflicts of interest in the award process.

Procedures:

An award Committee will be responsible for overseeing awards processes and determining awards. The applications should be made available 1 year in advance of the upcoming National Assembly. The application deadline should be well in advance of the National Assembly registration deadline so that the committee has time to review the applications and announce the awards before the registration deadline. This allows members to know if they have funding which will enable them to attend the assembly. Documentation is maintained in support of the selection process for award recipients for ___ years.

Nominating Committee

Section 20.8

GFSUSA Policy Statement:

It is a policy of GFSUSA Nominating Committee to present a slate of officers to be voted on at National Assembly.. The GFSUSA Code of Conduct is taken into consideration to ensure that there are no conflicts of interest in making up a slate of officers.

Procedures:

The committee must first determine the eligibility of current officers to run for office again. It must next confirm that eligible officers are willing to serve again. In addition, the committee should review the past performance of officers eligible and willing to serve another term and determine if the committee recommends eligible officers to continue to serve. The committee should ensure that GFSUSA resource bank forms are distributed to all Diocesan Presidents for distribution in her diocese. Completed resource bank forms are received and reviewed for eligibility. This committee is responsible to draw up a slate of officers for the next triennial National Assembly, to be published 60 days prior to the National Assembly. A file of resource bank forms should be kept in a central place for access by the Board of Directors for the purpose of assigning committee chairmen and members.

World Council

Section 20.9

GFSUSA Policy Statement:

It is a policy of GFSUSA to adhere to the World Council guidelines and to promote the purpose of World Council by promoting, supporting and encouraging fellowship between the members of the organization throughout the world

Procedures:

GFSUSA supports GFS World Council by encouraging the exchange of information and ideas among GFS country organizations; supporting the establishment of GFS in countries where there is no GFS ministry; attending world gatherings, camps, exchange visits and correspondence between members; requiring the observance of the GFS World Day of Prayer each year (traditionally on September 29, the Feast of St Michael and All Angels), participating in the system of Link Countries through prayer and practical support; and supporting the GFS World Projects through financial donations and prayer.

GFSUSA pays dues as a member of GFS World Council. As a GFS World member, GFSUSA is entitled to two (2) delegates, a Senior and Junior delegate, who will have one (1) vote at the meeting of GFS World Council.

PROGRAMS****

Diocesan Special Events Assistance Program

Section 21

GFSUSA Policy Statement:

It is a policy of GFSUSA to support each member diocese with up to one (1) Diocesan Special Event Assistance request per year not to exceed \$500.00 per year for the purpose of encouraging fellowship among the GFS branches in the diocese.

Requests must be for funding of an event that is held as a special activity or event for girls throughout the diocese. It can be an annual event or a one-of-a-kind event. There are no additional definitions or requirements to be met.

Procedures:

The president of the requesting diocese shall submit a written request to the GFSUSA president, explaining the event and the planned costs of the event. The GFSUSA president consults with the executive board for approval by majority vote. Once approved, the GFSUSA president notifies the requestor whether or not the request was approved. If approved, the GFSUSA president notifies the GFSUSA treasurer in writing to provide the funding, not to exceed \$500.00.

POLICIES

Archives

Section 22

GFSUSA Policy Statement:

It is a policy of GFSUSA to maintain and preserve all of the official documents, agendas, minutes, reports, financial statements, audit reports and By-Laws of the organization for their historical history.

Procedures:

All letters, official papers, photographs shall be collected, sent and stored in the Episcopal Churches archives in Austin, Texas. The archives committee will request documents, as needed, from committee chairmen.

Investment Policy

Section 23

GFSUSA Policy Statement:

It is the policy of GFSUSA to optimize its resources through a prudent investment policy which provides a reasonable return on its assets, while safeguarding its funds and assets.

Procedures:

The Investment Policy Guidelines are attached in Appendix D at the end of this Manual. It is the responsibility of the Finance Committee annually review the Investment Guidelines to confirm that the objectives continue to serve the mission of GFS and that the securities held are in keeping with the Investment Guidelines.

GFSUSA Board of Directors Gifts and Bequests

Section 24

GFSUSA Policy Statement:

It is a policy of GFSUSA to review all gifts to the organization before they are accepted.

Procedures:

Any gifts of real estate, buildings, fixed assets, timeshares, art, or other gifts which require maintenance or other additional financial obligations or maintenance, shall not be accepted until presented and approved by the executive board.

Bank Accounts

Section 25

GFSUSA Policy Statement:

It is a policy of the GFSUSA to maintain bank accounts in which business transactions are processed.

Procedures:

In order to maintain controls and consistency in business operations, every attempt should be made to maintain a minimal number of bank accounts and avoid excessive changes in banking relationships.

In the event that it is necessary to change to another financial institution, then the Finance Committee should meet and discuss the pros and cons of making such a change. Factors such as the rating and financial position of the bank should be considered as well as locations.

Corporate Credit Card

Section 26

GFSUSA Policy Statement:

It is the policy of the GFSUSA to provide a corporate credit card to the President and Treasurer for conducting GFSUSA business.

Procedures:

Corporate Card users and credit limits are approved at the discretion of the Finance Committee. The GFSUSA credit cards are the property of the Girls' Friendly Society, USA and authorized users shall take necessary precautions to ensure the safekeeping of the card. Each cardholder must read and sign a statement agreeing to adhere to the corporate card policy. The GFSUSA credit card may not be used for personal expenditures of any kind. No cash advances are allowed.

Major Project Bidding Processes

Section 27

GFSUSA Policy Statement:

In the event that GFSUSA undertakes a major project that is not included in or exceeds the budget and is in excess of \$10,000.00, then a competitive bidding process would be conducted.

Procedures:

When there is a need for a major purchase or service to be performed for the organization, the Finance Committee will meet and discuss some of the possible options. The Budget will be reviewed and considered to ensure that there are adequate funds to meet the expense. A minimum of three bids will be requested. A proposal for the project will be presented to the appropriate Officers of GFSUSA for their review and consideration;

In the event that the GFSUSA Board of Directors approves the project, then formal Requests for Proposals (RFP) will be requested from prospective vendors;

RFPs will be reviewed by the Treasurer and members of the Finance Committee and be presented to the Board for their input and approval.

The vendor is notified of the decision of GFSUSA regarding their proposal.

Conflicts of Interest: Business Conduct

Section 28

GFSUSA Policy Statement:

The GFSUSA Code of Business Conduct was developed for all of our Officers, Directors, Adult Leadership, Sponsors, and Members. It puts in writing the highest standards of ethical conduct to which we hold ourselves accountable.

Procedures:

GFSUSA will ensure that ethical business conduct is adhered to in establishing and maintaining vendor relationships;

The Officers, Directors, Adult Leadership, Sponsors, and Members of the GFSUSA will disclose any potential conflicts of interest before engaging in any business transactions;

GFSUSA will adhere to IRS regulations and not make donations to political organizations;

Officers, Directors, Adult Leadership, Sponsors, and Members of the GFSUSA organization may make personal political contributions;

Under no circumstances are GFSUSA Officers, Directors, Adult Leadership, Sponsors, or Members permitted to coerce or pressure any associates to make political contributions;

The GFSUSA organization will ensure that there is a criterion established for the selection process for scholarships/gifts; and

The GFSUSA organization prohibits loans to Officers, Directors, Adult Leadership, Sponsors, or Members.

Fund-raising and Development

Section 29

GFSUSA Policy Statement:

It is the policy of GFSUSA that the Board of Directors maintains control and responsibility for fund raising activities on a national level.

Policy:

Documentation for any GFSUSA fund-raising activities is to be maintained for income and expenses and submitted to the Treasurer for processing. Reports are to be prepared for fund-raising activities in a timely manner.

Records and Information Technologies Management

Section 30

GFSUSA Policy Statement:

It is the policy of GFSUSA to use current forms of digital technology to maintain its records. The records are to be retained for at least 10 years.

Procedure:

The records of GFSUSA are stored in the Google Drive of the GFSUSA President. The President will provide access to this drive to Executive Board Members such as the Treasurer and Secretary for this purpose. The President will give the login and password to her successor upon the change of leadership. The password will be changed as needed to maintain the security of the files.

Examples of records that should be stored are stated in Section 22 relating to the Archives of GFSUSA. In addition, all financial records, insurance policies, records of bequests and gifts, and other legal documentation is to be retained.

Meetings

Section 31

GFSUSA Policy Statement:

Meetings of GFSUSA shall be held in accordance with the Bylaws of the organization.

Website

Section 32

GFSUSA Policy Statement: It is the policy of GFSUSA to maintain a national website www.gfsus.org

Safe Church Training and Standards

Section 33

GFSUSA Policy Statement:

It is the policy of the GFSUSA to provide healthy and safe relationships through policies and codes of conduct. It is not meant, in any way, to undermine the strength and importance of personal interaction in our ministries. Rather, it is to assist in more clearly defining behaviors and practices that allow the church and the Girls' Friendly Society (GFSUSA) to more fully demonstrate its love and compassion for children and youth in sincere and genuine relationships.

Procedures:

Every Advisor, Leader or volunteer is required to participate in an authorized Safe Church Training program in accordance with the Episcopal Church within their diocese. A current certificate of completion of training should be on file at their Parish.

Amendments of the Policies and Procedures Manual

Section 34

The Policies and Procedures of GFSUSA are for the convenience of the Board of Directors to provide guidance on implementation of the bylaws and operations of the organization. As such, it may be amended at any meeting of the Board of Directors by a majority vote.

(2010), (2013) (2019)

Attachments

Section 35

Appendix A

GIRLS FRIENDLY SOCIETY, USA, SOCIAL NETWORKING POLICY

The Girls' Friendly Society in the USA (GFSUSA) understands that some members participate in social networking sites (e.g. but not limited to, Facebook, MySpace, Twitter, YouTube, LinkedIn, Tumblr, YouTube) and chat rooms, and create and maintain personal websites, including blogs. GFSUSA respects members' online social networking and personal internet use. However, members' online presence can affect GFSUSA as your words, images, posts, and comments can reflect or be attributed to GFSUSA. As a member, you should be mindful to use electronic media, even on your own personal time, responsibly and respectfully to others. Since participants' online comments and postings can impact GFSUSA and/or the way participants/employees are spending their time, GFSUSA has adopted the following guidelines that participants must observe when participating in social networking sites and/or engaging in other forms of internet use on and off duty as representatives of GFSUSA. It shall be considered a breach of acceptable member conduct to post on any public or private website or other forum, including but not limited to discussion lists, newsgroups, listservs, blogs, information sharing sites, social media sites, social or business networking sites such as LinkedIn, Facebook, or MySpace, chat rooms, telephone based group communications such as Twitter, or any other electronic or print communication format, any of but not limited to the following:

(1) Anything that may harm the goodwill or reputation of GFSUSA or any disparaging information about GFSUSA or affiliated branches, Sponsors, or GFSUSA/PA Holiday House.

(2) Any disparaging, discriminatory or harassing information concerning any individual, employee, vendor or other person associated with GFSUSA. GFSUSA/USA's policies prohibiting harassment apply online as well as offline.

(3) Any confidential information, trade secrets, or intellectual property of GFSUSA obtained during your employment or membership, including information relating to finances, research, development, marketing, customers, operational methods, plans and policies. Including communications that could be perceived as jeopardizing the non-profit status of the organization.

(4) Any private information relating to a member, participant, customer, employee or vendor of GFSUSA.

In compliance with applicable regulations of the Federal Trade Commission, participants endorsing GFSUSA's products or services must disclose their relationship with GFSUSA and

must ensure that endorsements do not contain representations that are deceptive or cannot be substantiated. If you are speaking about job-related content or about GFSUSA, you must either clearly identify yourself as a GFSUSA member/employee, or speak in the first person and use a disclaimer to make it clear that the views expressed belong solely to yourself. In addition, the following statement must be used, "The opinions expressed on this site are my own and do not necessarily represent the views of GFSUSA."

This Policy applies regardless of where or when members/employees post or communicate information online. It applies to posting and online activity at work, home or other location and while on duty and off duty. GFSUSA reserves the right to monitor and access any information or data that is created or stored using GFSUSA's technology, equipment or electronic systems, including without limitation, e-mails, internet usage, hard drives and other stored, transmitted or received information. Members/Employees should have no expectation of privacy in any information or data (i) placed on any GFSUSA/USA computer or computer-related system or (ii) viewed, created, sent, received or stored on any GFSUSA computer or computer-related system, including, without limitation, electronic communications or internet usage. Furthermore, it is strongly recommended that at least two members in good standing of the branch, diocese, or Board of Directors that is hosting a social media site are named as administrators so that there is a greater likelihood that site will be properly maintained and monitored.

Members who violate GFSUSA's Social Networking Policy will be subject to disciplinary action, up to and including refusal of participation. Officers/Leaders/Members may be subject to actions up to and including discharge from organizational responsibilities. Members who violate this policy may be warned based on the seriousness of the offense. Members who persist in violating this policy will be referred to the Executive Board of their Diocese for further action.

7/2013

Appendix B

The Girls Friendly Society in the United States of America Standards, Guidelines, Sexual Misconduct Policies (1995)

Purpose

The Girls Friendly Society takes seriously its responsibility to provide a safe and secure environment for all participants in all GFSUSA activities. The fundamental basis for all that follows rests on what it means to uphold the standards of Christian respect and dignity in all relationships. To this end, the Board of Directors of the GFSUSA has adopted these standards to protect all children, youth and adult participants. These standards will be in place and used at all activities involving children and/or youth. The Board of Directors encourages all branches to adopt similar policies for their events. Of particular note are the standards that deal with abuse and sexual misconduct. These guidelines are designed to promote a safe Christian community while minimizing the opportunity for misconduct to occur. Any and all allegations will be taken seriously and a uniform protocol will be used to ensure justice and consistency.

We also recognize the possibility that wrongful allegations may occur. Therefore, a shared approach involving the priest, bishop, legal, mental health, and pastoral approaches is highly desirable. Open communication between all involved will be encouraged, while respecting privacy, which precludes involving anyone who is not directly involved or needed in evaluating a case. Anyone interested in further information regarding these standards may contact the National GFSUSA Board. We are committed to continuing dialogue and communication on all of these issues. These standards will be evaluated and updated as needed.

Standards

These standards apply to all GFSUSA events that involve youth. For the purposes of this document, youth is understood to be any person below the age of 18. Adults are understood as ages 18 and above. Only adults may be leaders.

- 1) No person attending any GFSUSA event is to be physically, emotionally, or sexually abused. Physical abuse is defined as bodily injury of one person by another. Emotional Abuse is the devaluing of another such as name calling or indicating to another that she is worthless. Sexual abuse is any sexual activity between a youth and adult or between youth when there is an unequal distribution of power, such as when one person is significantly older or larger. In addition, sexual misconduct will not be tolerated. Sexual misconduct includes sexual abuse, exposing a youth to a sexually provocative material, inappropriate physical exposure by an adult to a youth, etc.
- 2) Illegal drugs and alcohol may not be used by or be in possession of any adults or youth at GFSUSA activities. Anyone found with these substances will be excluded from the activity and sent home.
- 3) All GFSUSA youth activities prohibit smoking.
- 4) Youth left at a site for an activity are required to remain there under the supervision of the leaders until they have been picked up by their parents or guardians. GFSUSA leaders who participate in the activity and bring their youth to an event are required to maintain supervision of the youth.

- 5) No one will be discriminated against at any GFSUSA activity on the basis of their race, color, gender, sexual orientation, physical disability, origin, ancestry or religion.
- 6) No youth event in GFSUSA shall have less than two adult leaders. At the minimum, the National Church standard of one adult for every ten youth will be followed.
- 7) Adult leaders are to avoid dropping of and/or picking up youth without being accompanied by another adult. Families are encouraged to arrange their own transportation.
- 8) At times when one on one interaction with youth cannot be avoided, another adult is to be present or at least aware of the place of consultation and who is being counseled. Every attempt will be made for counseling to take place in a public place such as a corner away but in clear view of others. Seclusion is to be avoided.
- 9) All youth must have parental/guardian permission to attend GFSUSA events.
- 10) All adult leaders are to refrain from giving personal gifts or money privately to youth without first consulting the parents or the GFSUSA diocesan Board.
- 11) No GFSUSA event is to function with a closed door policy. Clergy, parents, church staff and members of the congregation all have a right to observe any activity any time.
- 12) GFSUSA leaders will meet openly to discuss problems, accountability, policy clarification, personal feeling and issues that interfere with GFSUSA ministry efforts.
- 13) All adult workers should be screened. An interview with the GFSUSA Branch Advisor and clergy, the checking of references and a probation period is recommended.
- 14) A person convicted of prior incidents of sexual misconduct or abuse will not be used in any capacity for GFSUSA programs. Any person who is accused of improper behavior is to be removed from positions that would give them access to members, until the situation is resolved.
- 15) No one is to strike or hit anyone at any time. No weapons of any kind are to be brought to GFSUSA meetings or activities. Anyone in possession any weapon will be sent home.
- 16) No one is to be deprived of the basic human needs of food, shelter, sleep or clothing at any GFSUSA activity.
- 17) Any person who believes she has experienced improper behavior is strongly encourage to report it to the proper legal authorizes, an adult advisor and/or the parish priest as soon as possible. Any advisor who receives a report of any suspected or actual misconduct or abuse must report it to the diocese within 72 hours. If anyone has question about a specific situation and whether to report it, she is encourage to report it anyway. Questions may be direct to the child abuse hot line.

Protocol

1. In addition to the appropriate legal authorities, a report should go to a bishop in the diocese. All reports of improper conduct or abuse, whether from conversation, phone call or letter – accidental or purposeful - must be reported to a bishop immediately and forwards to a bishop in writing within 72 hours of the verbal report. All allegations will be handled professionally and be kept strictly confidential.
2. Reports should include the following information:
 - Name of the person making the report – address, position and telephone number
 - Name of the alleged victim – address, date of birth and telephone number
 - Names of the alleged victim’s parents or guardians

Name of the alleged offender – address, position and telephone number

Detailed report of time, place and descriptions of the event

Physical, behavioral and any other indicators, observed, reported or know

Signature and date of person making the report

The bishop will meet with all of those involved. At the Bishop's discretion, such meetings may involve other staff member or consultants as deemed necessary. The bishop will detail the next steps at the end of the meeting.

Appendix C

CODE OF CONDUCT FOR PROTECTION OF CHILDREN AND YOUTH IN THE GFSUSA

Defining healthy and safe relationships through policies and codes of conduct is not meant in any way, to undermine the strength and importance of personal interaction in our ministries. Rather, it is to assist in more clearly defining behaviors and practices that allow the church and the Girls' Friendly Society (GFSUSA) to more fully demonstrate its love and compassion for children and youth in sincere and genuine relationships.

Relationships in ministry should, ideally, always be experienced as caring and without intention to do harm or allow harm to occur.

This Code of Conduct has been adopted by The Girls' Friendly Society USA to help the church and the organization create safe environments for children and youth and for those who minister to them. All Advisors, leaders, and volunteers are asked to carefully consider each statement in the Code and within the Policies for the Protection of Children and Youth from Abuse before agreeing to adhere to the statements and continue in service to the organization.

Code of Conduct for Protection of Children and Youth in the Girls' Friendly Society/USA

- I agree to do my best to prevent abuse and neglect among children and youth involved in GFSUSA activities and programs.
- I agree to not physically, sexually or emotionally abuse or neglect a child or youth.
- I agree to comply with the policies for general conduct with children and youth as defined in these Policies for the Protection of Children and Youth from Abuse.
- I agree as a Girls' Friendly Society volunteers agree to comply with the Guidelines for Appropriate Affection with children and youth.
- In the event that you observe any inappropriate behaviors or possible policy violations with children or youth, I agree to immediately report my observations. To the rector of the Parish.
- I acknowledge my obligation and responsibility to protect children and youth and agree to report known or suspected abuse of children or youth to appropriate Advisor so the appropriate follow-up can be made.
- I understand that the church and The Girls' Friendly Society will not tolerate abuse of children and youth and agree to comply in spirit and in action with this position.

General Definitions

A definition of Volunteers includes any person who enters into or offers him or herself for a church related service, or who actually assists with or performs a service, whether or not they have been selected or assigned to do so.

B. Children and youth

A child is defined as anyone under the age of 12 years.

A youth is defined as anyone who is at least 12 years old, but not yet 18 years old. A youth may also be an individual who is 18 years old or older, but still in high school.

All GFSUSA personnel are required to take a SAFE CHURCH TRAINING workshop that is in compliance with their Episcopal Church Diocesan guidelines.

A current certificate of Safe Church Training needs to be in an active file at your Parish.

Appendix D
Investment Policy (Separate attachment)

Appendix E
Credit Card Policy

Appendix F
Treasurer's Manual

ATTACHMENT F.
Book Scholarship Time Line

ATTACHMENT G.
Diocesan Dues as established at National Assembly 2016
Each diocese shall pay dues of \$150.00 for a three year period.

Book Scholarship Committee – Time Line		
EVENT	DATE	DESCRIPTION
Fall National Board Meeting	Sept	<ul style="list-style-type: none"> Chairperson - provides a narrative written report of activities since last report.
Fall Administration of Awards from Prior Year	Sept 1st	<ul style="list-style-type: none"> Chairperson – sends out reminder to award recipients of Oct 15th deadline to submit reimbursement requests and receipts
	Sept – Oct 15 th	<ul style="list-style-type: none"> Chairperson – collects and acknowledges reimbursement requests
	Oct 15 th – Nov 1st	<ul style="list-style-type: none"> Chairperson - sends list of reimbursement payments to GFSUSA Treasurer
	Nov 1st	<ul style="list-style-type: none"> GFSUSA Treasurer –issues reimbursement checks
New Application Process	January 15 th	<ul style="list-style-type: none"> Chairperson distributes cover letter and application to organization by – <ul style="list-style-type: none"> - Send to GFSUSA Secretary - Send to Committee members - Contact GFSUSA web-master - Any other means as agreed to by committee
	Jan 15 th - June 1st	<ul style="list-style-type: none"> Chairperson – collects applications & verify for completeness Chairperson - acknowledges receipt of applications
Spring Administration of Awards from Prior Year	Jan 15 th	<ul style="list-style-type: none"> Chairperson sends reminder to award recipients of Feb 15th deadline to submit reimbursement requests
	Jan – Feb 15 th	<ul style="list-style-type: none"> Chairperson – collects and acknowledges reimbursement requests
	Feb 15 th - March 1st	<ul style="list-style-type: none"> Chairperson - sends list of reimbursement payments to GFSUSA Treasurer
	March 1st	<ul style="list-style-type: none"> GFSUSA Treasurer – issues reimbursement checks
Spring National Board Meeting	March	<ul style="list-style-type: none"> Chairperson - provides a narrative written report and copies of financial records of activity since last report
New Award Decisions	May 1 st – June 30 th	<ul style="list-style-type: none"> Chairperson – distributes applications to Committee members Chairperson – distributes scoring matrix to Committee members Committee members - review and evaluate applications, and complete the scoring matrix before the meeting Chairperson & Committee members– meet and decide awards Chairperson - confirms awards in writing with Committee members
New Award Decisions & Administration	July 1-30th	<ul style="list-style-type: none"> Chairperson - notifies each applicant in writing of committee’s decision Chairperson - distributes instructions and deadlines to award recipients on how to submit reimbursement requests.
**Time Line repeats from Fall Board Meeting through New Award Decisions/Admin; Except for the Spring before National Assembly below		
Third Spring National Board Meeting	March	<ul style="list-style-type: none"> Chairperson - advises and advocates to the Finance Committee the funding requirements for the following term as they prepare the budget that will be presented to the Assembly, particularly the amount of the awards made that spring that will need to be reimbursed from the next budget’s funds
Two Months Prior to National Assembly		<ul style="list-style-type: none"> Chairperson contacts Diocesan Presidents for name and contact information of representatives to committee for the next 3 year term
One Month Prior To National Assembly		<ul style="list-style-type: none"> Diocesan Presidents – submit name & contact information of representative for the next term to Chairperson Chairperson submits NA Report (detailed accounting covering the entire 3 year term) Chairperson – reports list of diocesan representatives for the next term
At National Assembly		<ul style="list-style-type: none"> Chairperson - presents NA Report GFSUSA President - appoints a new Chairperson for the next term from the list of diocesan representatives Budget presented setting line item for three (3) year Scholarship Award Fund and line item for Committee’s administrative expenses
One Month After National Assembly		<ul style="list-style-type: none"> Outgoing Chair transfers administration (email account & file information) to Incoming Chair New Chairperson & Committee members start their three (3) year term. Outgoing Chairperson starts her one (1) year advisory role.

		<ul style="list-style-type: none">• Chairperson confirms the three (3) year Time Line, and distributes it to Committee members and National Board• Chairperson – updates the letters and forms used in the application process
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