

# San Antonio Conservation Society Foundation

## Capital Club Guidelines

Board Approved Revision October 17, 2018

1. All Capital Club committee members must be members of the Capital Club. The President of the San Antonio Conservation Society, if not already a member, will serve ex-officio. The Executive Director may be invited to Capital Club meetings.
2. Membership is on an annual basis from the date joined or renewed.
3. Invitation mail outs to join the Capital Club will coincide with the annual Active and Associate membership drive.
4. Capital Club contributions shall be requested payable to San Antonio Conservation Society Foundation. Under the rules of the 501(c)(3) tax designation, Capital Club membership donations to the Foundation are tax deductible up to the extent allowed by law.
5. Capital Club projects may be proposed by anyone, but all projects must be:
  - a. Commensurate with the standards of the purpose of the San Antonio Conservation Society Foundation as set forth in the By-Laws.
  - b. Presented to the Budget Committee at least one week prior to the meeting
  - c. Properly vetted and approved by the Executive Committee
  - d. Approved by the Board of Directors.
6. Capital Club members will receive invitations to Society events such as the Steves Holiday party, river and King William Fair parades, King's Party, select NIOSA events and other benefits as specified in the annual San Antonio Conservation Society Foundation Capital Club benefits renewal letter.
7. If Capital Club members' interests directly conflict with those of San Antonio Conservation Society and Foundation and are harmful, we respectfully reserve the right to revoke their membership.
8. Capital Club shall have an annual fiscal year (July-June) operating budget and line item.
9. The San Antonio Conservation Society Foundation will operate a separate Foundation bank account for the Capital Club per a Board resolution made April 2017.
10. There shall be quarterly reconciliation of revenue and expenses/ donations to determine whether a transfer amount between bank accounts is necessary. Quarterly reports will be provided by the Society Accountant/ Bookkeeper to the Capital Club Chair.
11. The Capital Club Chair will report to the board throughout the year as necessary. An annual Capital Club report will be given to the board at the end of the Fiscal year (July-June) and included in the Society yearbook. (Reports will reflect Fiscal Year (July-June) revenue and expenses to mirror the reporting presented to the auditors.)
12. An annual report of Capital Club activities will be included in the yearbook
13. Capital Club donors will be listed in the yearbook by categories designated by their monetary contribution.