

**San Antonio Conservation Society Foundation**  
**Capital Club Guidelines**

Board Approval: February 21, 2024

1. All Capital Club committee members must be donors of the Capital Club. The President of the San Antonio Conservation Society, if not already a donor, will serve as ex-officio. The Executive Director may be invited to the Capital Club meetings.
2. Donor benefits run on an annual basis from the date joined or renewed.
3. Invitation mail outs to join the Capital Club will coincide with the annual Society 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 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 Bylaws
  - b. Properly vetted and approved by the Executive Committee
  - c. Approved by the Board of Directors
6. Capital Club donors will receive invitations to Society events such as the Annual 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 donors' interests directly conflict with those of San Antonio Conservation Society 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 Board resolution made April 2017.
10. There shall be quarterly reconciliation of revenue and expense/donations to determine whether a transfer amount between bank accounts is necessary. Quarterly reports will be provided by the Finance Committee 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, the revenue and expenses to mirror the reporting to the auditors.)
12. Capital Club donors will be listed in the yearbook by categories designated by their monetary contribution.

Kathy Krnavek, President and Marcie Ince and Anne Alexander, Capital Club Co-Chairs