

THE STANDING RULES
FOR
THE WOMAN'S THURSDAY CLUB OF FAIR OAKS, INC.

1. The use of the clubhouse and grounds is subject to the terms of the rental policy and the approval of the board of directors. Rental of the clubhouse shall be under the supervision of the clubhouse rental manager. There shall be a minimum rental fee, to be paid in advance, of \$50 per use. Members may rent our clubhouse at a rate of \$30 for up to eight (8) hours on one day for personal use only. Personal is defined as use for such events as birthdays, anniversaries, and family reunions. Should a member use the clubhouse for a memorial event because of a death in her immediate family, there will be no charge. If a member rents our clubhouse for another club or organization, the rental charge for up to (8) hours on one day is \$50, even if our member is a member of said club or organization. Members and nonmembers staying in excess of eight (8) hours shall pay a fee of \$100. A refundable security deposit of \$50 is required for all rentals. An exception in the rental fee rate and the requirement of a refundable rental deposit shall be made for the rental of the clubhouse as a precinct polling place. The properties of the club shall not be removed for rental or loan to any individual or organization, Removal or disposal of any club property or document must have the prior approval of the board of directors.
2. The clubhouse manager shall be in charge of clubhouse supplies and the distribution of all clubhouse keys. Members who also shall have keys are: the president, first-vice-president, clubhouse manager, members of her committee, rental tenants (approved by the board of directors); clubhouse grounds manager; all section leaders who meet in the clubhouse, including refreshment and decoration chairmen. These keys shall be returned to the clubhouse manager by June 1st of each year. The president and treasurer shall have keys to the safe deposit box. Keys to the post office box shall be held by the president and one other officer designated by the board of directors.
3. All disbursements shall be made by check and co-signed by any two of the following officers: treasurer, president, or recording secretary. The treasurer may pay budgeted bills received and due, without prior approval of the club or board of directors.
4. In the event of the death of a member, the club will send a donation to the charity of choice or a contribution to the U.S. Forest Reforestation, not to exceed \$50. A card or letter shall be sent to a member in the event of death in the immediate family.
5. The amenities chairman shall either purchase a gift or a gift certificate with club money

not to exceed \$50 for the outgoing president.

6. There shall be a Master Procedure Book to be kept by the President outlining the duties and responsibilities of the Club Officers and the Chairmen. Each officer and chairman will receive a copy of the duties pertaining to her office from the previous holder of that office or from the President.
7. The contents of the safe deposit box shall be audited by the incoming and outgoing presidents in the presence of the incoming recording secretary and treasurer at the conclusion of each administration, and a record made in board minutes so stating.
8. Non-attendance of a member of the board of directors for three consecutive meetings of the board or general meetings without adequate excuse shall, by vote of the board, constitute a vacancy of that office.
9. These standing rules may be suspended by a majority vote, and be amended by a two-thirds vote.

Amended November 12, 1998
Amended January 11, 2001
Amended November 8, 2001
Amended January 10, 2002

Amended October 14, 2004
Amended October 12, 2006
Amended October 9, 2008
Amended October 12, 2009
Amended November 10, 2011