

## **Standing Rules**

for

### **The Woman's Thursday Club of Fair Oaks, Incorporated**

#### **Duties of Officers**

##### President

Prepare monthly board meeting agendas and remind individual who is bringing snacks to the meeting.

Prepare general meeting agendas (September to May). Send email reminder of general meeting.

At the beginning of the year, develop a board list with contact information to distribute to board members.

Write a President's Message to be included in every newsletter.

Appoint someone to update the club brochure.

There shall be a master procedure book to be kept by the president outlining the duties and responsibilities of the club officers and 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. Each officer and chairman is responsible for updating their duties and procedures when appropriate.

Shall provide a summary of actions taken at the previous Board of Directors meeting to the general membership.

The contents of the safe deposit box may be audited by the incoming and outgoing presidents in the presence of the incoming recording secretary and/or treasurer at the conclusion of each administration and a record made in the board minutes so stating.

##### First Vice President

Shall be in charge of arranging programs for membership meetings that are of a general interest and shall not be in conflict with the club's purpose.

Shall purchase a gift or a gift certificate with club money not to exceed \$50 for the outgoing president.

##### Second Vice President

The open enrollment for membership shall run from June 1 to September 30.

Maintain a computer spreadsheet of member information including dues payment.

Contact new members prior to the first meeting of the membership year in September.

Conduct an orientation for all new members (usually in October) and provide a copy of the bylaws and standing rules to each new member.

Coordinate with treasurer the payment of dues.

Send to the Directory Chairman a list of all members in good standing and their contact information.

Arranges printing of badges for new members.

##### Recording Secretary

Record board meeting minutes including a roll call of board members present. Distribute to board members for approval prior to the next board meeting.

Record general meeting minutes and distribute to a pre-formed minutes committee for approval. Distribute approved minutes to

the general membership via email before the next general meeting and have a few hard copies available at the next general meeting for those without email.

Maintain a secretary's notebook with board and general minutes and all accompanying attachments (treasurer's reports, committee reports, handouts).

Maintain a copy of the current bylaws and standing rules.

#### Corresponding Secretary

Checks the post office box and distributes mail accordingly. Sends out correspondence when requested.

Shall be a member of the Scholarship Luncheon Committee to send thank you letters at the appropriate time.

Coordinates the posting of updates to the website.

#### Treasurer

Prepares an itemized treasurer's report for the board and general meetings.

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.

A copy of the annual financial report shall accompany the books of the treasury and be given to the auditor by July 1<sup>st</sup>. The books shall be returned to the treasurer by July 15<sup>th</sup>.

At the end of the fiscal year, the treasurer must review and comply with the current tax regulations. All correspondence received from the Franchise Tax Board or Internal Revenue Service must be answered immediately.

Coordinate with the Membership Chair the payment of dues.

Track income and expenses for fashion show and prepare an itemized report for the next general meeting.

Scholarship money is deposited in the scholarship fund until distribution to winners after proof of registration.

In the event of the death of a member of the club, the club will send a donation to the charity of choice or a contribution to the Penny Pines Reforestation Program, not to exceed \$50. Donations will be ratified in the minutes at the next scheduled meeting.

Holds a key to the safe deposit box.

#### Parliamentarian

The parliamentarian should review the bylaws and standing rules at the beginning of each Club year and determine if a bylaws committee should be formed to make any necessary changes.

Keep a supply of paper in case a ballot vote is requested.

#### Immediate Past President

The immediate past president should act as an advisor to the newly-elected president and/or any other board member that needs guidance.

#### Director

If needed, participate in the planning of the membership, holiday, scholarship and May recognition luncheons.

Work with other board members to choose a chairman and recruit members to serve on various committees to divide the work load.

If needed, provide assistance at the monthly board and general meetings.

## **Duties of Committees**

### Amenities

The amenities committee maintains and distributes nametags and greets members and guests at each meeting. A signup sheet for guests is provided. A count of members and guests at each meeting is reported.

### Budget

The budget committee should meet in April to establish a budget for the following year. The budget shall be presented to the board for approval in April and the membership in May.

### Clubhouse Management

Clubhouse management is divided up in three sub-committees. Any one member of the committee serves as a voting member on the board.

**Clubhouse Maintenance:** Supervise timely cleaning of facilities, ensure short-term repairs are made, work closely with the rentals chair to ensure renters' needs are met, serve on the special committee, Clubhouse Adequacy Workgroup to identify long-term improvements.

### **Clubhouse Rentals:**

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 chair. The rental fee, to be paid in advance, is \$50 for up to two hours of use, \$100 for up to four hours of use and \$200 for a full day.

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 shall be the same as for nonmembers, even if our member is a member of said club or organization.

A refundable security deposit of \$65 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.

Note: There are 60 chairs for audience seating, six rectangular tables and six bridge tables. Kitchen privileges are available with special permission. Renter is required to remove all trash. Parking at front and back of building (tandem). No hard liquor is permitted on the premises.

Keeps track of all keys to the clubhouse.

**Clubhouse Supplies:** Maintains supply closet and orders new supplies as needed.

### Editor

Coordinates the writing, printing and circulation of the newsletter (via email or mail) to members in August, October, December, February and April.

### Hospitality

Coordinates signups for food and decorations at the clubhouse for each general meeting. This includes setup, serving, and cleanup of food and drink.

### Scholarship Awards

Advertises and distributes applications to school sites. Appoints committee members to judge applications. Collects and reviews applications for eligibility. Announces recipients at May meeting.

## **Duties of Other Committees**

### Clubhouse Grounds

On a rotating basis, keeps the clubhouse grounds maintained.

### Scholarship Luncheon

Plans luncheon in the spring with proceeds to benefit scholarship recipients.

### Historian

Presents historical moments at general meetings. Submits photos and articles to include in newsletters, scrapbooks and online for historical purposes.

### Sunshine

Sends get well or sympathy cards to members in their time of need. A card or letter shall be sent to a member in the event of a death in the immediate family.

### Communications

Keeps a club email distribution list current. Sends out periodic reminders to members about meetings, etc.

## **Duties of Special Appointments**

### Chamber of Commerce Representative

Reports Chamber of Commerce activities at every meeting.

### Conservation (Penny Pines)

Collects donations at every general meeting to support the Penny Pines program.

### Directory

Produces directory to be distributed in the fall. To be included in the directory: "Privacy: The members' contact list is for club use only. The contact list cannot be used for business or political purposes."

### Elementary School Liaison

Coordinates volunteers and volunteer opportunities at local neighborhood schools. Collects and delivers box tops, ink cartridges, and labels from members to the school sites.

### Thought for the Day

Shares a brief thought at the beginning of every general meeting.

## **Nonmonetary Donations**

If a member wishes to donate a nonmonetary item, it should be brought to the attention of any board members. The board member will present the item at a board meeting to be reviewed, discussed and voted on as to whether it can be accepted or rejected. Items are not to be left at the clubhouse doorstep or any one member's home.

These standing rules may be suspended by a majority vote, and be amended by a two-thirds vote.

Amended:

November 12, 1998	October 9, 2008
January 11, 2001	October 12, 2009
November 8, 2001	November 10, 2011
January 10, 2002	April 12, 2012
October 14, 2004	October 10, 2013
October 12, 2006	September 25, 2014
	October 13, 2016
	April 13, 2017
	April 25, 2017