

Standing Rules
for
The Woman's Thursday Club of Fair, Oaks, Incorporated

Membership Policies

1. Open enrollment period is June 1 to August 31 for membership. Applications will only be taken during this time period.
2. Members who have someone in mind for membership are encouraged to bring that person to at least one general meeting in addition (if interested) during the previous year so the prospective member will have a level of familiarity with the club and comfort in attending meetings.
3. Prospective members should be sponsored by a current member or interviewed by the current Membership Chair prior to acceptance of an application (during the open enrollment period.)
4. In accordance with established procedures, in order to invite a prospective member to the September Membership Luncheon, members must provide the Membership Chair with the name(s) and contact information of prospective member(s) so that she/they can be invited by the Membership Chair to the Luncheon no later than August 15.
5. Members are asked to recommend **no more than two** prospective members per year.
6. The duties of Sponsor members include communication with their new members throughout their first year of membership to encourage their participation. Sponsors are responsible to support their new member for the first year to ensure their understanding of club rules and that they are availing themselves of all the club offers.

Duties of Officers

President

1. Prepare monthly Board meeting agendas and remind individual who is bringing snacks to meeting.
2. Prepare general meeting agendas (September through May). Send email reminder of general

meeting.

3. At the beginning of the fiscal year, develop a Board list with contact information to distribute to Board members.
4. Write a President's Message to be included in every newsletter.
5. Appoint a member to update the Club brochure.
6. Keep a procedure book outlining the duties and responsibilities of her office.
7. Provide a summary of actions taken at the previous Board of Directors meeting to the general membership.
8. Audit the contents of the safe deposit box with the outgoing President in the presence of the incoming Board Secretary and/or Treasurer at the conclusion of each administration and have a record made in the Board minutes.
9. Coordinate the posting of updates to the Website via the Fair Oaks Historical Society.
10. A Nominating Committee, consisting of at least three members shall be announced at the February general meeting. The Chair of the committee shall be chosen by the members. A member of the Nominating Committee can be a nominee for office.
11. Solicit suggestions for non-profit organizations to be supported by the Club for the next fiscal year. The final list is to be presented to and approved by the Board over the summer and presented to the membership in the September newsletter.

First Vice President

1. Arrange programs for membership meetings that are of a general interest and shall not be in conflict with the Club's purpose. Provide a token gift to each speaker.
2. Purchase a gift or gift certificate with Club money not to exceed \$50 for the outgoing President to recognize her efforts.
3. Assist the President in discharging her duties.

Second Vice President

1. Maintain a computer spreadsheet of information regarding all members including payment of dues. Coordinate with Treasurer to keep records of dues payments.
2. Conduct an orientation for all new members in October and provide a copy of the Bylaws and

Standing Rules to each new member.

3. Coordinate with the Directory Chair in September to provide a list of all members in good standing and their contact information in order to print the directory.
4. Arrange printing of badges for new members.
5. Prepare a potential list of eligible Honorary Life Members to be voted upon by the Board and announced at the May Recognition Luncheon.
6. Coordinate the Membership Luncheon in September.

Board Secretary

1. Record Board of Directors meeting minutes including a roll call of Board members present. Distribute to Board members prior to next Board meeting.
2. Maintain a Secretary's notebook and electronic copies of Board and general meeting minutes and all accompanying attachments (Treasurer's reports, Committee reports, handouts).
3. Fill in as needed for Recording Secretary at general meetings.
4. Maintain a copy of the current Bylaws and Standing Rules.

Recording Secretary

1. Record general meeting minutes and distribute a draft to a review committee. Distribute final copy of the minutes to the general membership via email before the next meeting and have a few copies available at the next meeting for those without email.
2. Fill in as needed for Board Secretary at Board of Directors meetings.

Corresponding Secretary

1. Check the post office box weekly and distribute mail accordingly. Send out correspondence when requested.
2. Conduct all official correspondence.

Treasurer

1. Prepare an itemized Treasurer's report for Board and general meetings.

2. Make all disbursements by check and have cosigned by any of the following officers:
President or Recording Secretary.
3. Pay budgeted bills received and due, without prior approval of the Club or Board of Directors.
4. Give to the Auditor no later than July 31st a copy of the annual financial report and Treasurer's books. The books shall be returned to the Treasurer within 30 days.
5. Review and comply with the current tax regulations. All correspondence received from the Franchise Tax Board or Internal Revenue Service must be answered immediately.
6. Coordinate with the Second Vice President regarding the payment of membership dues.
7. Track income and expenses for fundraising events and prepare an itemized report for the subsequent general meeting.
8. Deposit scholarship money in the scholarship fund until distribution to winners after proof of school registration.
9. In the event of the death of a Club member, the Club will send a donation to the charity of the member's family's choice or a contribution to the Woman's Thursday Club scholarship fund, not to exceed \$50. Donations to be ratified at the next scheduled meeting.
10. Has authorized access to the safe deposit box.

Parliamentarian

1. Review 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.
2. Review nomination and election procedures with the Nominating Committee.
3. Keep a supply of paper in case a ballot vote is requested.

Immediate Past President

1. Act as an advisor to the newly-elected President and/or any other Board member who requests guidance.

Director

1. Participate in the planning of Membership, Holiday, Scholarship and Recognition Luncheons.

2. Provide assistance at the monthly Board and general meetings and participate in ad hoc committees established by the Board.
3. Perform other duties to ensure the ongoing success of the Woman's Thursday Club.

Duties of Committees

Amenities

1. The Amenities Committee is responsible to: maintain and distribute the name tags and greet members and guests at each meeting, provide a signup sheet for guests at each meeting, report a count of members and guests at each meeting, and keep a supply of paper name tags for guests.

Budget

1. The Budget Committee should meet in April to establish a budget for the following fiscal year. The budget shall be presented to the Board for approval in April and the membership in May.

Clubhouse Management

1. Clubhouse Management is divided into two sub-committees: Maintenance and Rental. There is only one vote on the Board of Directors for this committee, so the two must agree.

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. Maintain supply closet and order new supplies as needed.

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 Manager. 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 8 hours. Request to rent beyond 8 hours and the rental fee is up to the discretion of the Rental Manager.

Members may rent our clubhouse at a rate of \$30 for up to 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 \$100 may be required for all rentals as determined by the Rental Manager. In the event that damage to the rental property exceeds the \$100, the renter will be liable. An exception in the rental fee rate and the requirement of a refundable 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. Long term or overnight parking is prohibited.

All keys to the clubhouse are to be returned to the rental manager as soon as possible except in the case of ongoing rentals. Rental Manager is to keep track of all keys to the clubhouse.

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 is at front and back of building (tandem). No hard liquor is permitted on premises.

Newsletter Editor (Communications)

1. Coordinate the writing, printing and circulation of the newsletter (via email or mail) to members in August, October, December, February and April.
2. Keep the Club email distribution list current. Send out periodic reminders to members about meetings, etc.

Hospitality

1. Coordinate signups for food and decorations at the clubhouse for each general meeting. This includes coordination with the responsible section regarding setup, serving and cleanup of food and drink prior to speaker presentation or business meeting.

Scholarship

1. Advertise and distribute applications to school sites. Appoint committee members to judge applications. Collect and review applications for eligibility. Announce recipients at May Recognition Luncheon meeting.
2. Plan the luncheon in the spring (May) to honor scholarship recipients as part of the Recognition Luncheon.
3. Attend Awards Night events at schools whose students have received scholarships and distribute certificates in the name of Woman's Thursday Club.

Sunshine

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

Scholarship Event Committee

1. Plan spring event to benefit scholarship recipients.

Historian

1. Present historical moments at general meetings. Submit photos and articles to be included in newsletters and online for historical purposes. Ensure newsletters are bound for storage in Club archives.

Clubhouse Grounds

1. Coordinate volunteers on a rotating basis to keep the clubhouse grounds maintained.

Duties of Special Appointments

Auditor

1. Audit the books for the Club after receiving them from the Treasurer July 31. After the audit is completed, return the books within 30 days.

Conservation

1. Collect donations at every general meeting to support a conservation program designated by the Board of Directors.

Directory

1. Produce 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

1. Collect and deliver requested items from members to the school sites. Apprise membership of volunteer activities needed at schools.

Facebook Administrator

1. Monitor requests for Facebook acceptance. The WTC's Facebook page is a private and closed page.

Nonmonetary Donations

1. If a member wishes to donate a nonmonetary item, it should be brought to the attention of any Board member. 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 not. Items are not to be left at the clubhouse doorstep or any one member's home.

Suspension or Amendment of Standing Rules

1. Standing Rules can be suspended by a majority of those present and voting at a Board or general meeting.
2. Standing Rules can be amended by a majority vote of the Board of Directors. These amendments will be submitted to the general membership, at which time any member may challenge the Standing Rule and ask for a vote of the general membership to amend or reject the Standing Rule.

Amended:

November 12, 1998
January 11, 2001
November 8, 2001
January 10, 2002
October 14, 2004
October 12, 2006
October 9, 2008
October 12, 2009
November 10, 2011

April 12, 2012
October 10, 2013
September 25, 2014
October 13, 2016
April 13, 2017
April 25, 2017
October 10, 2019
March 30, 2023
June 1, 2025