

Standing Rules

Rule 1

Annual dues are \$86.00 and members will be billed for dues in August. Dues are payable at the September General Meeting. Dues will be considered past due if not recovered by the October General Meeting. A \$5.00 late fee will be applied thereafter.

Rule 2

There will be a one-time initiation fee of \$10.00 for new members, which will be used to purchase a permanent name badge.

Rule 3

New members are welcome throughout the year. All transferees from any other Federation Women's Clubs who have a current membership in good standing shall be admitted to the Napa Women's Club Evening Edition and dues will be prorated. Anyone joining in February or after will be charged a prorated fee of \$43.00 plus \$10.00 for the name badge.

Rule 4

Meetings shall be held on the fourth Tuesday of the month at 6:30 p.m., with the exception of July and August when no meetings will be held. The November/December meeting will be combined and held the first Tuesday of December.

Rule 5

Donations of prizes for the Opportunity Drawing are required from each member, at least once a year, and are tax deductible. If adequate funds are not raised by the Opportunity Drawing, a fund raising event will be planned and member participation will be required.

Rule 6

Members are required to serve on a committee or volunteer a minimum of two times per year for the following meeting duties: setup, Décor Divas, greeting, and clean-up. Should a member be unable to fulfill an existing obligation, she must find a replacement volunteer. Members are encouraged to bring a potluck dish or beverage to each meeting.

Rule 7

Elected Officers

President: The President shall preside at all meetings and have responsibility for general and active management of the organization, and shall see that all directives and resolutions of the membership are carried out. The President shall serve as the primary liaison between the membership and the founding organization. The President shall appoint Chairs and Committees as needed.

Vice President: The Vice President shall assist the President and act in her absence.

Secretary: The Secretary shall keep records of all correspondence, including minutes of meetings of the general membership and the Executive Board, and is responsible for the distribution of the agendas and minutes prior to the meetings. The Secretary shall be responsible for the Constant Contact E-blasts and information that is sent to the general membership. The Secretary will keep the Constant Contact member and guest lists, and also keep and

overall roster of the general membership, the Executive Board, and the Committee Chairs & Alternate Chairs. The Secretary shall be responsible for the Committee Handbooks and other reports.

Treasurer: The Treasurer shall be responsible for the conduct of the financial affairs of the organization. The Treasurer shall prepare financial reports and an operating budget. The Treasurer shall collect membership dues. The Treasurer shall maintain a bank account with two signatures. The Treasurer shall work with PayPal for special fundraising events.

Past President: The Past President shall act as a consultant to the Executive Board and to the President and shall assist, as requested, in the completion of any special projects underway from the previous year.

Appointed Committee Chairs and Alternate Committee Chairs:

Membership

Advisory

Corporation/Building (Although not a Committee, but part of the Committee Meetings.)

Food & Wine

Hospitality

Landscape

Public Relations

Special Events

Adventure

Each Committee shall have a Chair and an Alternate Chair. The Chairs shall be responsible for their Committees, reporting to the Executive Board at mandatory meetings once a month. The Chairs shall be responsible for a Committee Procedure Handbook, and shall meet with their committee members on a regular basis. The Alternate Chair shall assist the Chair and act in her absence.

Rule 8

The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, and Past President. The Committee Chairs and Alternate Chairs shall be separate from the Executive Board.

Rule 9

A quorum shall consist of a majority of those officers.

Rule 10

Roberts Rules of Order, Newly Revised, shall constitute the rules and procedures for the meetings.

Rule 11

Members shall pay \$5.00 and guest shall pay \$10.00 to announce activities & events and promote their businesses at the General Meetings.

Last Revision: 2016

[https://d.docs.live.net/f76d7b0ac37a06af/Documents/Napa Women's Club/standingrules2016v3.docx](https://d.docs.live.net/f76d7b0ac37a06af/Documents/Napa%20Women's%20Club/standingrules2016v3.docx)