

## 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 received by the October General Meeting. A \$10.00 late fee will be applied thereafter.

### Rule 2

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

### Rule 3

New members are welcome throughout the club 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.* New members will not be prorated. Members joining in May of the Club year (so as to attend the year end party) will be charged \$96.00. At that time the member will be given a voucher that must be included with their renewal application in August or they will be charged another \$96.00

### Rule 4

Meetings shall be held on the fourth Tuesday of the month, with the exception, of December-Holiday Party-members only (which is held on the 1st Tuesday), June-End of Year Party-members only (which will be held on the 3rd Tuesday) and (November, July and August) which are considered dark (no meetings). Social begins at 6:00 p.m. with business meeting beginning at 6:30 p.m. Election of Officers will be held at the May meeting.

### Rule 5

Donations of prizes for the opportunity Drawing is required from each member, at least once a year and is 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. Members chosen randomly for ad hoc Holiday Party Committee and ad hoc Year End Party Committee shall fulfill their obligation for that club year.

### 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. The President in cooperation with the Treasurer and Constant Contact Chair will keep an updated roster of paid

members. The President will keep monthly lists of meeting attendees, guests, volunteer hours, opportunity drawing, recycle for change and queen of announcements in cooperation with the Hospitality Chair. This information is sent to the District Annually. The President will keep updated rosters of Committees.

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

**Secretary:** The Secretary shall be responsible for the distribution of the agendas and minutes prior to the meetings. 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. The Treasurer will keep accurate copies of membership dues submitted and work in cooperation with the President and Constant Contact Chair to help maintain an accurate paid member roster.

**Past President:** The Past President shall act as a consultant to **Executive Board, Evening Edition 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, Alternate and /or Co-Committee Chairs:**

Adventure

Constant Contact

Food and Wine

Hospitality

Membership

Outreach/Public Relations

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

Ad hoc Holiday Party

Ad hoc End of Year Party

Each Committee shall have a Chair and Alternate and /or Co Chair. The Chairs shall be responsible for their Committees reporting to the Evening Edition 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 and /or Co Chair shall assist the Chair and act in her absence. The Constant Contact Chair shall be responsible for the Constant Contact E blasts and information that is sent to the general membership. The Constant Contact Chair will keep the Constant Contact member and guest lists in cooperation with the President and Treasurer.

**Rule 8**

The Evening Edition Board shall consist of the President, Vice President, Secretary, Treasurer and Past President. The Committee Chairs and Alternate Chairs shall be separate from the Evening Edition 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 guests shall pay \$10.00 to announce activities, events and promote their business at the General Meeting.

Approved by the Board on Date: March 15, 2020

Mailed to Membership on Date: April 18 2020

Approved by the General Membership on Date: June 28, 2020

President: Georgia Baughman Date: June 29,2020