

LAKWOOD RANCH WOMEN'S CLUB, INC.

POLICIES AND PROCEDURES

1. DUES

Dues are reviewed and changes are recommended from time to time by the Board and voted upon by the membership. Dues paid from September 1st will be \$10 for remaining calendar year. All renewals begin January 1.

Members will receive notice for dues at the end of the year. Members who have not paid by the March meeting will be dropped from our membership list and directory. Former members who wish to rejoin will be treated as new members.

2. CONDUCT AT MEETINGS

Recognizing that our members come from all segments of our community, members will leave divisive issues at the door.

Discussions of a political nature during a meeting are discouraged. Announcements that are political in nature may be made briefly at the end of a meeting with no discussion. Petitions may be left on the counter but may not be circulated.

3. BOARD OF DIRECTORS MEETINGS

The President shall call meetings as follows:

- a. An annual planning meeting to include committee chairs
- b. Quarterly business meetings
- c. A year-end meeting to assess the year's accomplishments
- d. Other meetings as needed

4. FINANCES

The signature of the Treasurer and one member of the Board shall be on file with the bank in case the Treasurer is unable to sign.

No expenses will be reimbursed nor will any deposits be accepted unless the appropriate forms have been submitted to the Treasurer.

5. GIFTS, PARTIES AND PARTY DECORATIONS

The Club will not host birthday parties or showers.

The Program Committee shall be allocated an annual budget to be used for the expenses of putting on programs including fees and gifts for guest speakers.

The Club will not loan out its decorations.

6. EXPRESSIONS OF SYMPATHY

The Corresponding Secretary will send a personal note of sympathy whenever a spouse or member passes away. Upon the death of a club member the Board will determine any additional expression of sympathy not to exceed \$100.

7. GUESTS

Prospective members shall be allowed one visitation. Payment of dues will be expected at the next meeting attended.

8. COMMITTEES

The committees will prepare an annual plan and submit it to the Board. At the annual business meeting the committee chairs will report the results of the committee activities during the year.

9. ELECTION PROCEDURES

- a. The President shall ask for volunteers to serve as next year's officers at the October meeting.
- b. The Nominating Committee will be chaired by the Vice President and consist of four (4) additional members, including one (1) member of the Board of Directors selected by the Board, and three (3) active members selected by the President.
- c. The Nominating Committee will be formed in the Spring to assess qualifications of volunteers and to nominate additional candidates if needed. Candidates will be introduced at the November meeting and a vote will be taken at that time. The newly elected officers will take office as of January 1.

10. VACANCY OF OFFICERS

Recommendations to fill vacancies will be made by the Board to the membership for approval to serve for the unexpired portion of the term.

11. CLUB PARTICIPATION IN SUPPORTING MEMBERS' BUSINESS EVENTS

The Club will send an announcement (email) to our membership when so requested by those members who have a business event, e.g. trunk show, party, etc. that would be appropriate to the Club's membership, as determined by the Board.

12. GRANT APPROVALS

A committee will be appointed by the Board to solicit grant applications.

The Committee will review submissions for completeness and adherence to Club guidelines. Grant requests will be submitted to the Board for its review. Following its review, the Board will make a recommendation to the General Membership for final approval.

13. RULES FOR CONDUCTING BUSINESS MEETINGS

Business meetings will be conducted using the basic principles of Roberts Rules of Order as guidelines.

14. MEMBERSHIP DIRECTORY

Information contained in Membership Directory and the Membership database is to be used solely for the purpose of transmitting communications regarding Club programs and activities.