

Standing Rules

Standing Rules relate to the details of the administration of the RWC and can be adopted or revised by the Board of Directors by majority vote of a quorum of officers present. They may not materially change the By-laws.

1. RWC Records & Archives

- a. The RWC files shall include all minutes, financial records, and yearbooks.
- b. The RWC permanent address shall be the post office box selected by the Board of Directors.
- c. The RWC bylaws, policies and procedures, and standing rules shall be published as part of the Yearbook and distributed to members annually.
- d. The Articles of Incorporation, mailing permit, rental agreement, tax returns, and insurance policies shall be filed in a permanent record box which is stored in the storage unit or a bank deposit box.
- e. Reports to the District shall cover the GFWC year: January 1 through December 31.
- f. The President, the Board of Directors members, appointed positions and section chairs shall provide updated procedure records for each position to the Procedures Manager.
- g. In addition to those designated, the President will maintain a copy of all club keys.

2. Financial Administration

- a. The Treasurer is authorized to pay all items in the approved budget. An amount of \$200 or more over the budget requires Board approval.
- b. Reimbursement for budgeted or approved expenses shall be made upon presentation of a payment request accompanied by a bill or receipt. All payment requests must be submitted prior to June 30 for expenses incurred during the fiscal year.

- c. Dues for active members are \$50 and shall be paid to the Financial Dues Secretary no later than April 15th. A late fee of \$5.00 shall be assessed if paid after April 15th. If a member chooses to receive a hard copy of the Gazette, an additional \$20 (or the current Rate) shall be included with the membership dues paid to the Financial Dues Secretary.
- d. Dues shall include membership in General Federation of Women's Clubs, California Federation of Women's Clubs, and the CFWC Orange District.
- e. Dues for new members will be prorated as follows depending on the month joined: September thru December, 100% of membership dues; January thru March, 50% of membership dues; April-May-June, 100% membership dues to pay for the following club year. New members shall also have a one-time charge for name badges.
- f. The club shall pay registration fees for members attending CFWC Orange District Convention, summer workshops, and the CFWC conventions.
- g. All requests for donations shall be reviewed by the Budget & Finance Committee. The Budget & Finance Committee shall meet no later than the end of May to plan the next year's budget. The club may hold an amount equal to one year's operating expenses in reserve. This may be reviewed annually by the Budget & Finance Committee.
- h. The RWC shall pay for the President, First Vice President – Dean, Treasurer, and any RWC member serving as an officer of CFWC Orange District attending the Council meeting luncheons and for expenses not to exceed the amount allocated in the budget. The club shall pay for the President's general meeting luncheon. Members of the RWC serving as Orange District Chairpersons shall be allowed expenses not to exceed the amount specified in the budget.
- i. Money allocated in the budget to the President and First Vice President – Dean shall be used only for necessary expenses connected with promoting the work of Federation.
- j. The president may use monies budgeted for the President's expenses to buy thank you gifts.

- k. Attendance at a general meeting, including reservation without valid cancellation, requires full payment of meal fee. Once a reservation is made for the general meeting, full payment is required unless the reservation is cancelled prior to the deadline time and date.
- l. No member shall use the name of the facilities of the Rossmoor Woman's Club to sell merchandise of any kind or promote the member's business without authorization of the Board.
- m. The club and sections may have fundraising projects which must be approved prior to announcement to the public.

3. Meetings

- a. The monthly Board meetings are designated as the Tuesday in the week prior to the monthly general meeting.
- b. The monthly general membership meetings are held the second Wednesday of the month.
- c. Past Presidents of RWC in good standing shall be honored once annually at the March general meeting as non-paying guests.
- d. The In/Out Board Meeting held in June is the final meeting of the outgoing Board and the first meeting of the newly elected Board. The minutes of the outgoing Board meeting shall be submitted via email to the outgoing Board for approval within 7 days of the meeting. The minutes of the incoming Board shall be approved at the September meeting.
- e. Only presentations and materials which are club-related may be made or distributed at club meetings/events by club members unless for an approved charity or approved by the Board.
- f. Non-members may not attend more than two meetings a year without joining RWC.

4. Section Rules

- a. New club sections may be organized with the approval of the Board of Directors. The name of the section and the date and time of the section meeting shall be provided to the Board prior to approval.
- b. Non-members of the club may be invited to participate, if needed, only after all RWC members who wish to participate have been invited. Non-members may not participate more than twice a year without joining RWC.

- c. Sections shall elect their own officers.
- d. Section Chairpersons shall meet with the Dean who will explain the process for obtaining the information reported to the GFWC.
- e. Each section chair shall contact the Second Vice President – Fundraising chair at the beginning of the year to plan any fundraising events.
- f. No section shall be allowed to hold a function on the same date and at the same time as a club event unless approved by the Board.
- g. No section of the club shall incur any indebtedness or make contracts for services or materials in an amount over \$50 without permission of the Board.
- h. Potpourri may retain up to \$150 to provide seed money for the following year.
- i. Dates of all fundraising projects and social functions must be approved by the Board.
- j. All section members must be RWC members in good standing.
- k. Officers and Section Chairpersons shall maintain procedure records to include duties and activities during the club year. The updated procedure records shall be forwarded to the President, the Procedures Manager and the incoming Chairpersons following the June meeting.